



STAFF REPORT

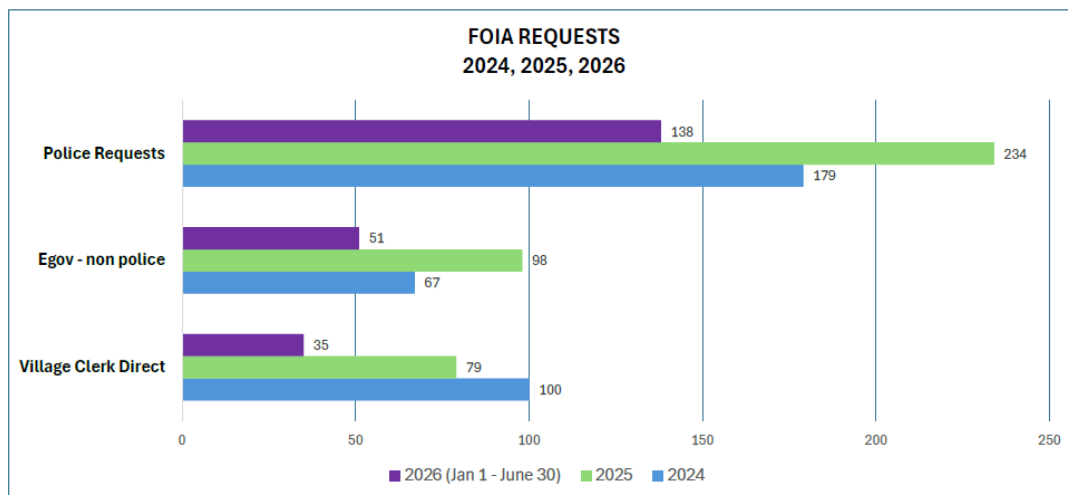
TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR

DATE: JULY 21, 2026

The following information outlines the status of current projects, meetings, training, and other activities being handled by the department.

1. **PD remodel** – Staff attended construction meetings and other meetings with the construction manager and architects.
2. **Economic Development Corporation** – Staff attended a meeting of the Sugar Grove Economic Development Corporation.
3. **Progressive Energy** – Staff with Progressive Energy to discuss potential green energy opportunities and potential cost savings.
4. **Kane County EMA** – Staff met with other Kane County communities and Emergency Management about the potential for a shared service.
5. **MetroWest Legislative Committee**– Staff attended the most recent legislative committee meeting.
6. **Economic Development** –Staff met with current and potential businesses.
7. **Meeting with Auditors** – Staff met with the Auditors.
8. **Social Media** – Staff provided updates on social media to the public.
9. **FOIA Requests** – Staff continues to work on various requests.



10. **PAC** – Administration staff is working with the Attorney General’s Public Access Counselor because of FOIA and OMA review requests.
11. **Training** – Staff attended a full week of Clerk Certification Training through the University of Wisconsin, and the International Institute of Municipal Clerks. This training is the first step in a three-year process to obtain Certification as a Municipal Clerk.



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: KARIN JOHNS, FINANCE DIRECTOR

DATE: JULY 21, 2026

The following information outlines the status of current projects, meetings, training, and other activities being handled by the department.

Tasks/Updates

- **Timekeeping Contract** Staff completed initial discovery documents and have sent out our existing key fobs to determine which timeclock option they will be compatible with.
- **Audit Process** Auditors were on site the week of July 6th and staff worked with them to get them all requested documentation. All Senior Staff participated in Fraud Awareness Interviews this year and these will take place every other year.
- **Deferred Connection Fees** Staff reconciled and closed out all deferred connection fees still being held as a liability. These fees were in connection from the Water and Sewer System purchase from Prestbury in 1988.

Meetings

- **July 15, 2026 Economic Development Corporation Meeting.** I attended as the Finance Department will be taking over monthly balancing and financials preparations from Community Development Staff.



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR

DATE: JULY 16, 2026

The following information outlines the status of current projects, meetings, training, and other activities being handled by the department.

Meetings:

EEI- I attended the weekly engineering meetings with Staff and EEI.

Permit Discussion – met to discuss a permit for a deck and what would be permitted.

Fee Discussion – met with fellow staff to discuss fees.

Interviews – began interviews for the part-time inspector position.

EDC – attended the EDC Board meeting.

IRMA – attended the IRMA Executive Safety meeting.

Potential Developer – met with fellow staff to discuss a potential development.

Tasks/Updates:

Lennar – 23 New Home Permits have been issued so far this year.

Settlers Ridge – 10 New Home Permits have been issued so far this year.

The Grove Area 1 – master plan reviews are completed.

Code updates – working on several text amendments.

Planning & Zoning:

Prepare agenda material for the Plan Commission meeting.

Performed multiple plan reviews.

Sited zoning violations.

Building:

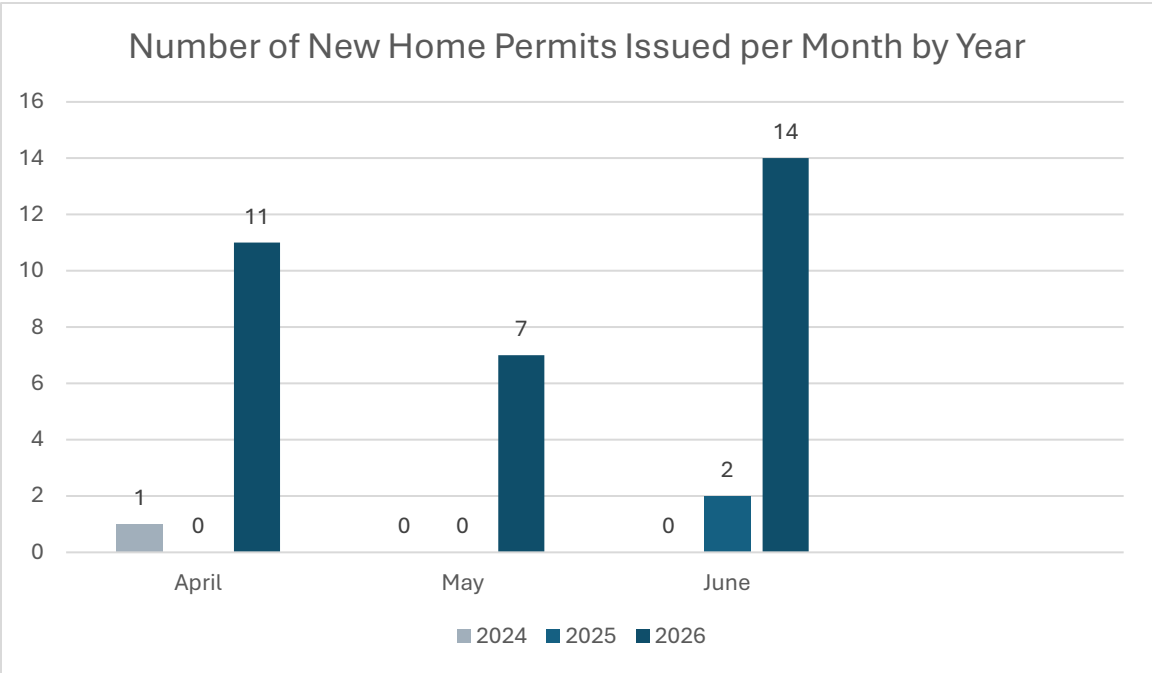
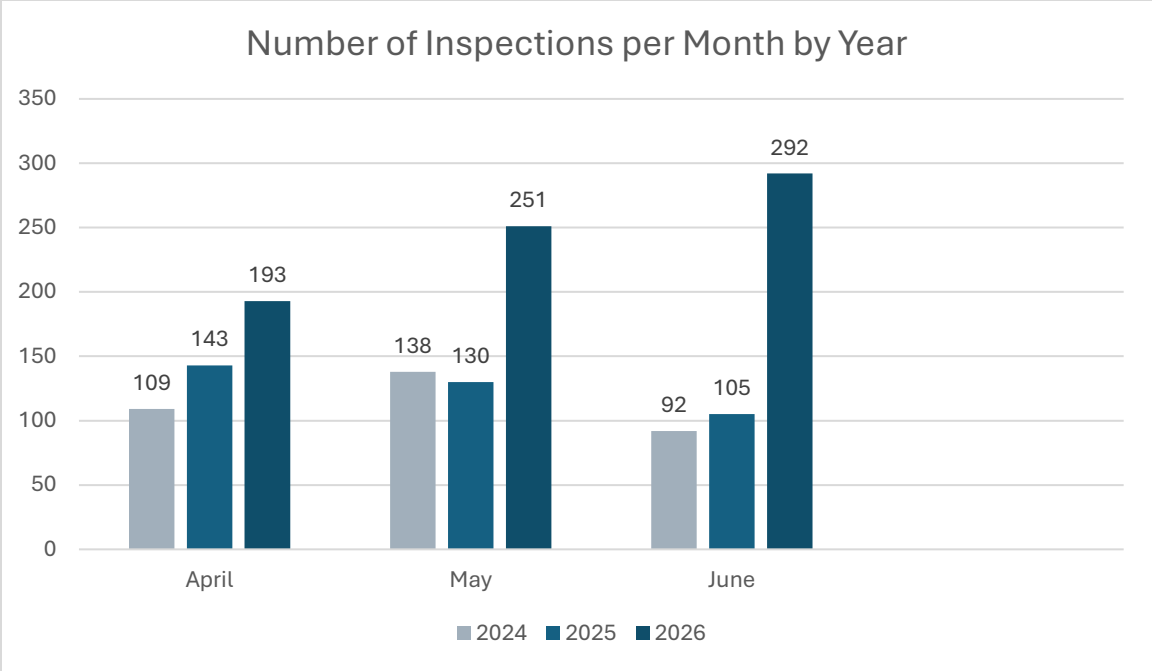
Completed multiple plan reviews and building inspections.

Issued multiple permits.

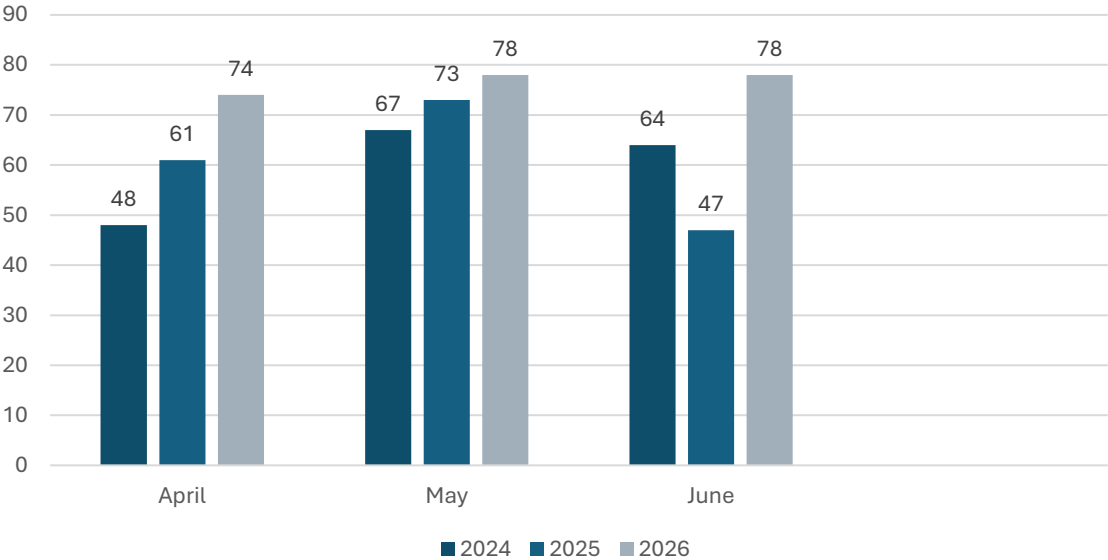
Completed building code updates.

Property Maintenance/Code Enforcement:

Sited multiple property maintenance violations to include grass, weeds, garbage, trailers.



Number of Other Permits Issued per Month by Year





STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: PAT ROLLINS, CHIEF OF POLICE

DATE: JULY 16, 2026

The following information outlines the status of current projects, meetings, training, and other activities being handled by the department.

Conferences / Training / Seminars:

- The Police Law Institute's July online training covers an introduction to Unmanned Aircraft, Federal Drone Law, Drone Operations Under Part 107 - FAA Pilot Certification, Federal Crimes Involving Drones, Illinois Drone Law, Investigating Drone Violations, and Use of Drones by Law Enforcement.
- Department-wide monthly defensive tactics training for July focuses on pressure point control tactics
- Officers Rivera and Lullo completed the second phase of their field training and rotated to new patrol shifts for the third phase. They will begin the shadow phase of training over the next week. If they are responding effectively to training, they are expected to be released to solo patrol at the end of the month.
- July 1, Officer Thoele attended training to maintain his instructor certification for O.C. training, enabling him to instruct all department members.
- On July 6, Deputy Chief Alcaraz and Administrative Officer Hanold trained with our Livescan fingerprint vendor to provide residents with the opportunity to be printed at our new police station. Both will train the remaining officers in the process.

Administrative:

- Chief Rollins attended the Department Head meeting at the Village Executive Office on July 7.
- On July 8, Chief Rollins attended the Tri-Com Executive Board Meeting at Tri-Com.
- Administrative Officer Hanold oversaw the monthly administrative hearing process on July 8, with multiple agencies participating in the hearing.
- Deputy Chief Alcaraz, Administrative Officer Hanold, and Chief Rollins assisted the Board of Police Commissioners with five days of interviews for police officer candidates. The Commissioners are establishing an eligibility list for police employment in accordance with the Illinois Statute. 87 individuals applied to become

a police officer with the Village. Approximately 66 passed the written test and were invited to participate in the oral interview process. Over 50 candidates participated in the oral interviews. A preliminary eligibility list has been established, and a final eligibility list of approximately 22 candidates will be created shortly from those who passed both the written and oral processes.

- Chief Rollins attended the Department Head meeting at the Village Executive Office on July 14.
- On July 15, the regularly scheduled monthly Board of Police Commission meeting took place, with Chief Rollins in attendance, representing the department alongside the commissioners.
- Chief Rollins participated in the Village's audit process by meeting with the auditor on July 15 and reviewing protocols and best practices to eliminate or reduce opportunities for fraud by nefarious bad actors.
- On July 17, Chief Rollins participated in the Village's Executive Safety Committee meeting, hosted at the Village Executive Conference Room, with all departments represented.
- Administrative Officer Hanold and Chief Rollins participated in the monthly Kane County Chiefs of Police meeting on July 16, hosted at Waubensee Community College.
- Chief Rollins attended the Kane County ETSB Executive Board meeting on July 16, held at the Batavia Fire Department Headquarters.

Directed Patrols and Crime Prevention Activity:

- Officers patrol neighborhoods overnight, informing residents about open garage doors and offering to help secure their garages.
- Officers have been issuing courtesy warnings to vehicles blocking the sidewalks. Repeat offenders may receive citations.

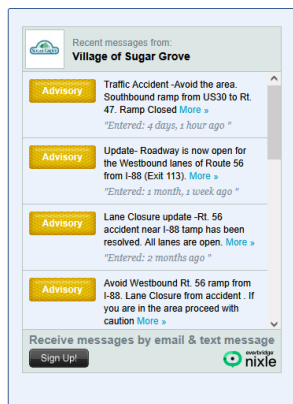


- Speed Radar Pole Signs:
 - Unit # 1 – not deployed during this time frame
 - Unit # 2 – not deployed during this time frame

Emergency Preparedness:

- No new messages have been sent since the last report.

COMMUNITY ALERTS



- The monthly audible test of the Emergency Warning Sirens occurred on July 7 at 10 a.m. All sirens are working as designed.

Tue, Jul 07, 2026 10:33 AM

SYSTEM 4000 CENTRAL CONTROL INTERROGATION SUMMARY

SUGAR GROVE

Site	Command			Output	Input	Batt
SG01	07/07/26	10:00 AM	ALERT command.	PASS	PASS	PASS
SG02	07/07/26	10:00 AM	ALERT command.	PASS	PASS	PASS
SG03	07/07/26	10:00 AM	ALERT command.	PASS	PASS	PASS
SG04	07/07/26	10:00 AM	ALERT command.	PASS	PASS	PASS
SG05	07/07/26	10:00 AM	ALERT command.	PASS	PASS	PASS
SG06	07/07/26	10:00 AM	ALERT command.	PASS	PASS	PASS
SG07	07/07/26	10:00 AM	ALERT command.	PASS	PASS	PASS

- The weekly silent test of the Emergency Warning Sirens occurred on July 13 at 8:10 a.m. — All sirens are working correctly.

Mon, Jul 13, 2026 09:01 AM

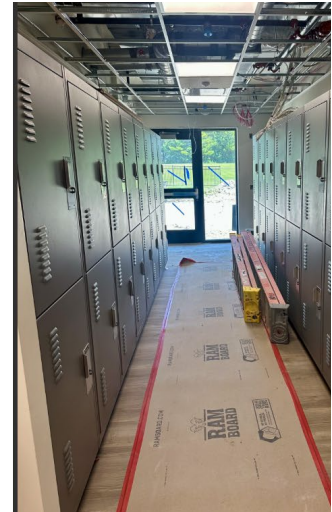
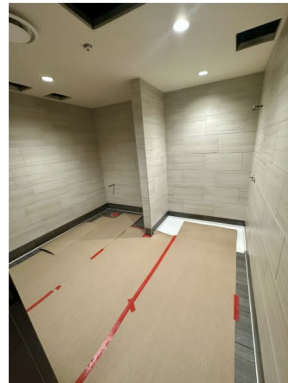
SYSTEM 4000 CENTRAL CONTROL INTERROGATION SUMMARY

SUGAR GROVE

Site	Command			Output	Input	Batt
SG01	07/13/26	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG02	07/13/26	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG03	07/13/26	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG04	07/13/26	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG05	07/13/26	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG06	07/13/26	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG07	07/13/26	08:10 AM	SILENT GRL command.	PASS	PASS	PASS

Police Building Construction Development Update:

- On-site meetings are happening daily.
- Police lockers and duty-bag lockers were installed over the past two weeks.
- The overhead garage doors for the sallyport and the man doors for the safe shelter were installed over the past week.
- Bathroom tiling has been completed over the past two weeks.
- Tiles and carpet have been installed over the past two weeks.
- Painter is back on site, applying the last coat of paint to some of the work areas.
- HVAC ductwork in the evidence room security concerns and space needs of the room change order approved by the Village Board is being addressed with the various trades affected with relocating the ductwork.
- Chief Rollins met with the furniture vendor on-site on July 15 to review the scope of work and the design specifications.
- The PD building Committee met at its bi-weekly owner/architect virtual meeting on July 16.





Change Orders: -

- The Police Department Building team reviewed the change orders for the project and approved 13 of them since inception. In addition, there are a number of items on the list, with numbers yet to be finalized, and projections/estimates are included in the document. The Contingency Budget for the project was allocated at \$325,000.
- As of July 16, the Contingency Budget monies expended are \$170,910, with a potential estimated cost of \$123,311 in projected changes with estimated costs, leaving a balance in the fund of \$30,779 for the remainder of the project.

Village of Sugar Grove

Sugar Grove Police Department Renovation & Addition Contingency & Allowance Projected Usage Log

July 16, 2026



ITEM #	DESCRIPTION OF CHANGE	POTENTIAL COST (ESTIMATED)	ACTUAL COST	REASON OR CAUSE OF POSSIBLE CHANGE
1	Evidence Lockers		\$19,719	Bid drawings specified Evidence Lockers to be owner provided contractor installed; this was later changed at the request of SGPD to be contractor supplied and installed. Price being evaluated (Omission)
2	Solid Surface Wall Cap		\$6,540	Solid surface wall cap at half-wall surrounding the patrol desks. Done for added durability over drywall cap. (Enhancement)
3	IT Room Wall Relocation		\$2,661	Existing mechanical room size could not accommodate the requirements needed for electrical panels and adjacent mechanical equipment. Wall was relocated 16" into the IT room. (Project Coordination)
4	Furring of Ceiling at Locker Room		\$5,528	Furring down of ceiling at locker room 130 to accommodate additional sprinkler piping and heads required by VOSG Fire Marshal show drawing review. (AHJ Required Change at permit review)
5	Changes to Transom Windows		\$3,025	Shifting of transoms above doors at Breakroom 137 & SSGT office 134 to align with the top of the door frame. Due to a lack of plenum space for MEP pipes and ducts above ceilings. CC working on elimination of this cost
6	Added Acoustical Drywall		\$8,254	Addition of acoustic rated drywall in noise sensitive areas as directed by SGPD. (Enhancement)
7	Revised Concrete Thickness		\$2,974	Revised concrete sidewalk & asphalt pavement thickness from 4" to 5" as required by Village of Sugar Grove Engineering plan review comments sent on 10.16.25. (AHJ Required Change at Plan Review - Noted on 8.14.25 Board Bid Approval Memo)
8	Plumbing Fixture Changes		\$7,697	Wall mounted sinks were specified by mistake for rooms that needed a drop in style sink which cost \$1,200. (Design Error). Shower basin in the Holding shower room was not specified as an anti-ligature style. (Coordination Issue) Includes addition of a sanitary line, in-wall plumbing and reinstallation of drinking fountain as required. (AHJ Required Change at Plan Review - Noted on 8.14.25 Board Bid Approval Memo)
9	Temporary Heating		\$5,493	Heating required for interior concrete and drywall work to prevent schedule delays. (Temporary Heat was intended to be a Contingency allocation to mitigate excessive cost in Bids)
10	Added Burglar System		\$15,500	Requested by SGPD but not in original scope of work.

Village of Sugar Grove

Sugar Grove Police Department Renovation & Addition

Contingency & Allowance Projected Usage Log

July 16, 2026



ITEM #	DESCRIPTION OF CHANGE	POTENTIAL COST (ESTIMATED)	ACTUAL COST	REASON OR CAUSE OF POSSIBLE CHANGE
11	Entrance Planter Changes		\$21,736	Addition of planter foundations and rebar ties to all planter boxes as required by the Village of Sugar Grove building permit review. (AHJ Required Change at Plan Review - Noted on 8.14.25 Board Bid Approval Memo)
12	Electrical & AV/Data Potential Owner Added Scope		\$18,451	Low voltage and AV scope changes requested during walk-through with Chief Rollins. Being vetted by Cordogan Clark
13	Personnel Lockers		\$12,255	Mechanical and Electrical systems requested to vent the personnel lockers at the locker room. (Omission; verbally approved at 3.12.26 OAC)
14	Fox Metro Sanitary Add			Addition of piping, flowable fill piping insulation and resetting of pipping slope to 1% as required by Fox Metro. (AHJ Required at Permit Review - Post Bid. VOSG has elected to contract directly with their vendor)
15	Foundation Underpinning Credit	(\$3,500)		Credit for underpinning of foundations originally in scope for poor soils. It was determined that the existing site conditions were suitable for bearing of foundations without stabilization.
16	Sally Port Foldable Partition			Under Review - source pricing for uline
17	Sally Port Foldable Partition (Uline)			
18	Evidence Room HVAC Option 1		\$28,836	move into attic - selected by village board
19	Evidence Room HVAC Option 2		(\$8,900)	credit to be provided by CCA for value of security bars
20	New Vestibule Door		\$15,000	PR 011
21	New Cabinet at Patrol Area		\$2,500	PR 013
22	New GFCI Outlets		\$743	Required during field inspection by building inspector
23	Detective Office Plaster		\$2,898	
24	Additional outlets for Axon			Directions per Chief - awaiting pricing
25	Potential add of new sub panel	\$5,000		
26	Upgrade from Urethane Flooring to Epoxy Flooring	\$20,000		Current pricing shows \$19,050 without credit for existing scope...anticipated cost.
27	Furniture Enhancement	\$23,000		
28	Appliances & Owner Equipment	\$65,000		
29	PR 017	\$13,811		Parking lot additions requested by VOSG
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Village of Sugar Grove
Sugar Grove Police Department Renovation & Addition
Contingency & Allowance Projected Usage Log
 July 16, 2026



ITEM #	DESCRIPTION OF CHANGE	POTENTIAL COST (ESTIMATED)	ACTUAL COST	REASON OR CAUSE OF POSSIBLE CHANGE
SUBTOTAL:		\$123,311	\$170,910	

Total Allowances & Contingency:	\$325,000
Potential Estimated Additional Costs:	\$123,311
Actual Allowance & Contingency Needed:	\$170,910
Total Potential Allowance & Contingency Usage:	\$294,221
Remaining Allowances & Contingency:	\$30,779
Percent of Allowance & Contingency Used:	53%
Percent of Allowance & Contingency Potentially Used:	91%
Project Completion Percentage:	80%

Upcoming Activities:

- July 17, 2026, Groovin' in the Grove -Food Truck Friday
- August 14, 2026, Groovin' in the Grove -Food Truck Friday



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: BRAD MERKEL, PUBLIC WORKS DIRECTOR

DATE: JULY 15, 2026

The following information outlines the status of current projects, meetings, training, and other activities being handled by the department.

Meetings:

I attended the bi-weekly SGPD Project Meeting.
I attended the IDOT Status of Hearing Meeting regarding the BNSF.
Staff attended the RRA meetings.
I attended ADA Coordinator Training hosted by IDOT.
Staff attended the No Tricks only Treats meeting.
Staff attended the IRMA Executive Safety Committee Meeting.

Public Works Projects:

US 30 & Municipal Drive Pedestrian Crossing. This project is complete.

IL 47 & Park Ave. intersection improvements. This project is complete.

Public Works Daily Operations:

Staff are testing fire hydrants in preparation for the annual painting project.
Staff completed Village wide ROW mowing.
Staff jetted various storm sewers throughout the Village.
Staff repaired a fire hydrant that was damaged by a vehicle.
Staff pothole patched village wide.
Staff completed 182 Julie Locates from June 15th, 2026.
Staff completed weekly Village facility mowing.
Staff repaired 3 storm sewer structures.
Staff cleaned several roads of runoff mud from the storms.
Staff repaired a sanitary sewer check valve.
Staff completed Village wide storm clean-up.