



BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: PAT ROLLINS, CHIEF OF POLICE

SUBJECT: RESOLUTION: USE OF CONTINGENCY FUNDS FOR PURCHASING OWNER-SUPPLIED EQUIPMENT AND APPLIANCES FOR THE PD CONSTRUCTION PROJECT, AND FURNITURE

AGENDA: 7/7/2026

DATE: 6/30/2026

ISSUE

Should the Village Board allow contingency funds from the police department building project to cover the costs of owner-supplied equipment, appliances, and furniture to outfit the building.

DISCUSSION

The Sugar Grove Police Department building is undergoing renovation with an addition. The budget includes a contingency fund for items that arise during construction and upon completion. Some items bid out for this project were not included in the bid documents and were shown to be provided by the owner. This means the village will need to purchase appliances and IT equipment, install new radio-building antennas on the roof, move the emergency warning siren equipment back to the police department building, and provide property room shelving and a Faraday cabinet, among other items.

None of the items individually will total over \$25,000, which would require VB approval. However, the anticipated unused contingency funds could be used to procure the items listed in the bid documents as owner-supplied.

Office furniture is budgeted under FFE in the project (\$87,000). The architect has provided preliminary quotes for outfitting the offices and space, ranging from \$150,000 to \$175,000. Staff will present office furniture options during the presentation to help offset some of the costs. Staff found a local vendor that has provided furniture to dozens of local government facilities, with a \$109,285 project cost to outfit the PD.

Staff would like the Village Board to discuss using anticipated unused contingency funds to outfit the new building with this fiscal year's budgeted funds and any unspent contingency funds from the project.

COST

Each item is yet to be determined.

ATTACHMENTS

None

RECOMMENDATION

That the Village Board provide direction to staff on the use of unused contingency funds to purchase items needed at the police station that are not part of the construction contract.



**VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

RESOLUTION NO.: 070726PD3

A RESOLUTION AUTHORIZING THE POLICE DEPARTMENT BUILDING COMMITTEE TO APPROVE OWNER SUPPLIED VARIOUS ITEMS FROM THE APPROVED PD BUILDING CONTINGENCY FUND AND BUDGETED BUILDING PROJECT FUNDS FOR PURCHASING FURNITURE, APPLIANCES, IT EQUIPMENT, RADIO EQUIPMENT AND INSTALLATION, RELOCATING EMERGENCY WARNING SIREN EQUIPMENT BACK TO THE POLICE DEPARTMENT BUILDING, PURCHASE EVIDENCE SHELVING, DIGITAL EVIDENCE CABINETS, PROMOTIONAL MATERIAL AND OTHER ITEMS AS NECESSARY.

WHEREAS, the Village of Sugar Grove is an Illinois non-home rule Municipal Corporation with the powers and authority granted to it pursuant to the provisions of the Village Code of Ordinances, the Illinois Constitution of 1970, and the Illinois Municipal Code, 65 ILCS 5/1-1-1, et seq., and

WHEREAS, the Village of Sugar Grove desires to modernize the police department facility for improved efficiency and operational effectiveness, and

WHEREAS, the Village of Sugar Grove entered into an agreement with Cordogan Clark Architects for an Engagement Letter starting in January 2025, under which the Village will use the services of Cordogan Clark Architects for the Police Department Building Design and Construction Management Project, and

WHEREAS, the police department building project has a contingency fund built into the police building project with Cordogan Clark, and

WHEREAS, during construction, matters or changes come up that need to be addressed in a timely manner, and

WHEREAS, the police department building committee (Village Administrator, Director of Public Works, and Police Chief) needs the flexibility to address in a timely manner regarding goods and services for the project that were not initially known during the scope of the project that come up, and

WHEREAS, the Village Board grants the PD Building Committee authorization to approve monies to be spent out of the PD Building Contingency Fund up to \$25,000 per occurrence, and

WHEREAS the Village of Sugar Grove Board will approve funds exceeding \$25,000 at a Special Meeting or Regular Meeting to keep the project on its timeline.

WHEREAS the Village of Sugar Grove has been informed about quotes for furniture to the facility, and those quotes exceed the \$25,000 mark, requiring Village Board approval, and

WHEREAS all other items on the owner-supplied list are individual items below the \$25,000 cost from various vendors, and

WHEREAS the PD Building Committee seeks to utilize unallocated contingency funds for this project to acquire the items needed to fully outfit the department.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows:

The Village Board grants the spending authority to the PD Building Committee for change orders, goods or services needed to keep the project on its timeline, spend unused/unallocated contingency funds for the project for all items under \$25,000, and also grants the PD Building Committee the authority to enter into an agreement to spend \$109,285 for furniture with Rieke Interiors from the same funding source and current fiscal year capital funds.

PASSED AND APPROVED by the President and the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, on this **7th** day of **July 2026**.

Sue Stillwell, Village President

Tracey R. Conti, Village Clerk

owner-supplied

BOARD VOTE:

	Aye	Nay	Absent	Abstain	Recuse
Trustee Heidi Lendi	_____	_____	_____	_____	_____
Trustee Matthew Bonnie	_____	_____	_____	_____	_____
Trustee Sean Michels	_____	_____	_____	_____	_____
Trustee Anthony Speciale	_____	_____	_____	_____	_____
Trustee Nora London	_____	_____	_____	_____	_____
Trustee Michael Roskopf	_____	_____	_____	_____	_____