



# STAFF REPORT

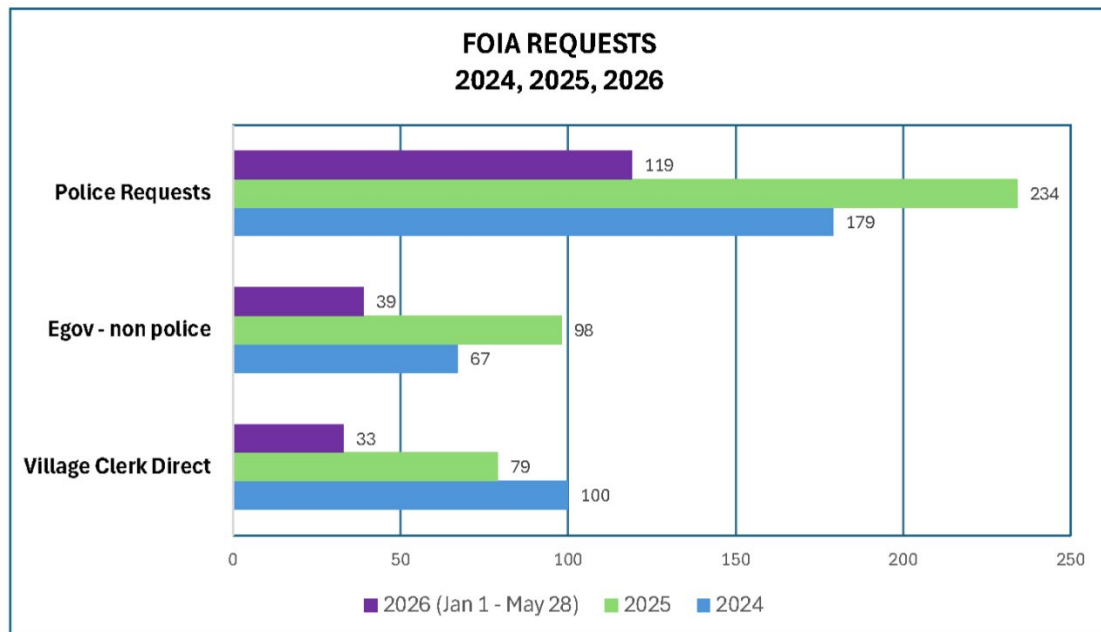
**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES

**FROM:** SCOTT KOEPEL, VILLAGE ADMINISTRATOR

**DATE:** JUNE 2, 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. **MetroWest Legislative Committee** – Staff attended the MetroWest Legislative Committee.
3. **Economic Development** – Staff fielded calls and met with potential businesses.
4. **Social Media** – Staff provided updates on social media to the public.
5. **FOIA Requests** – Staff continues to work on various requests. Below is the number of FOIA requests processed since Jan 1, 2024.



6. **PAC** – Administration staff is working with the Attorney General’s Public Access Counselor because of FOIA and OMA review requests.



# STAFF REPORT

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES

**FROM:** KARIN JOHNS, FINANCE DIRECTOR

**DATE:** JUNE 2, 2026

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

## Tasks/Updates

- **Timekeeping Contract** The planning process has begun for the Village's new timekeeping system implementation. I have working with the Andrew Technology team to create a schedule that will not conflict with the Audit schedule.
- **Audit Process** Staff has begun preparing for the FY2026 Audit with preliminary fieldwork starting June 2<sup>nd</sup>. Staff has completed all steps for the preliminary audit and the Police Pension Illinois Department of Insurance Report.

## Meetings

- **May 20<sup>th</sup> EDC Financials** The Finance Department will be taking over the reconciliation and reporting of the Economic Development Commission Financials starting with the month of May. Staff had our first meeting to start this transition.



# STAFF REPORT

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR  
**DATE:** MAY 26, 2026

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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.  
**Potential Developer** – met with fellow staff to discuss a potential development.  
**EDC** – met with fellow staff to discuss next steps for EDC financials.  
**Potential Developer** – met with fellow staff to discuss a potential development.

**Tasks/Updates:**

**Lennar** – Model home permits issued. Individual lots starting to be issued.  
**Settlers Ridge Areas 5 & 6** – Work has started. Model homes completed. Underground work complete. Permits are being issued.  
**The Grove Area 1** – reviewing master plans.  
**Code updates** – working on several text amendments.

**Planning & Zoning:**

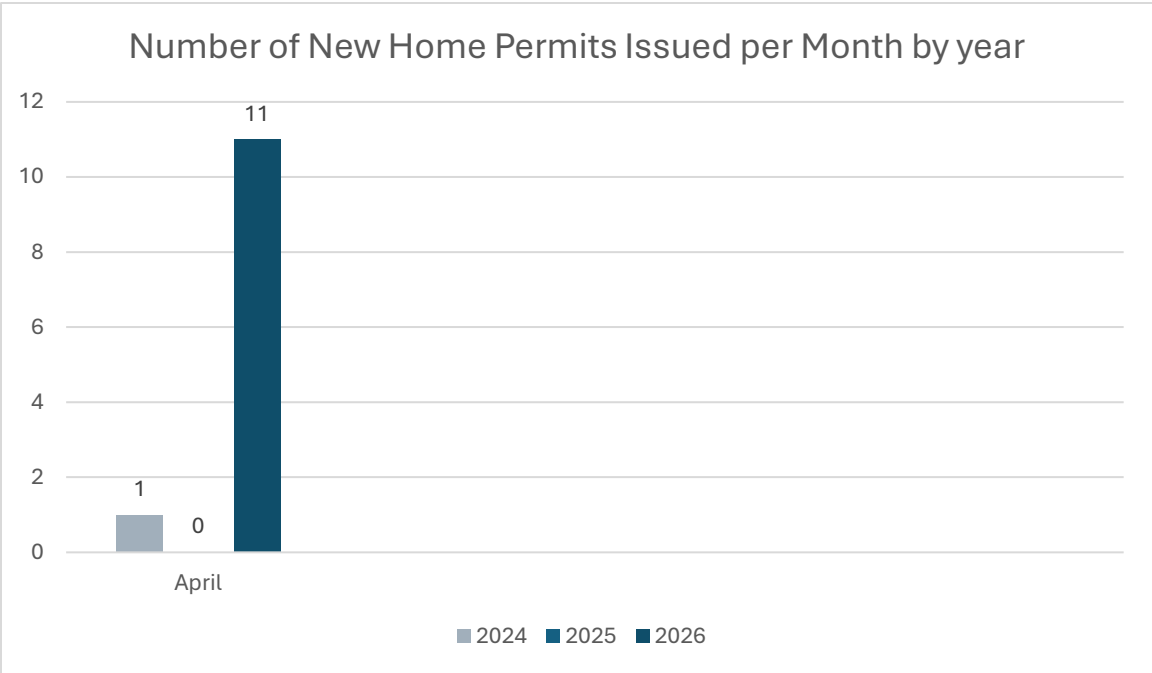
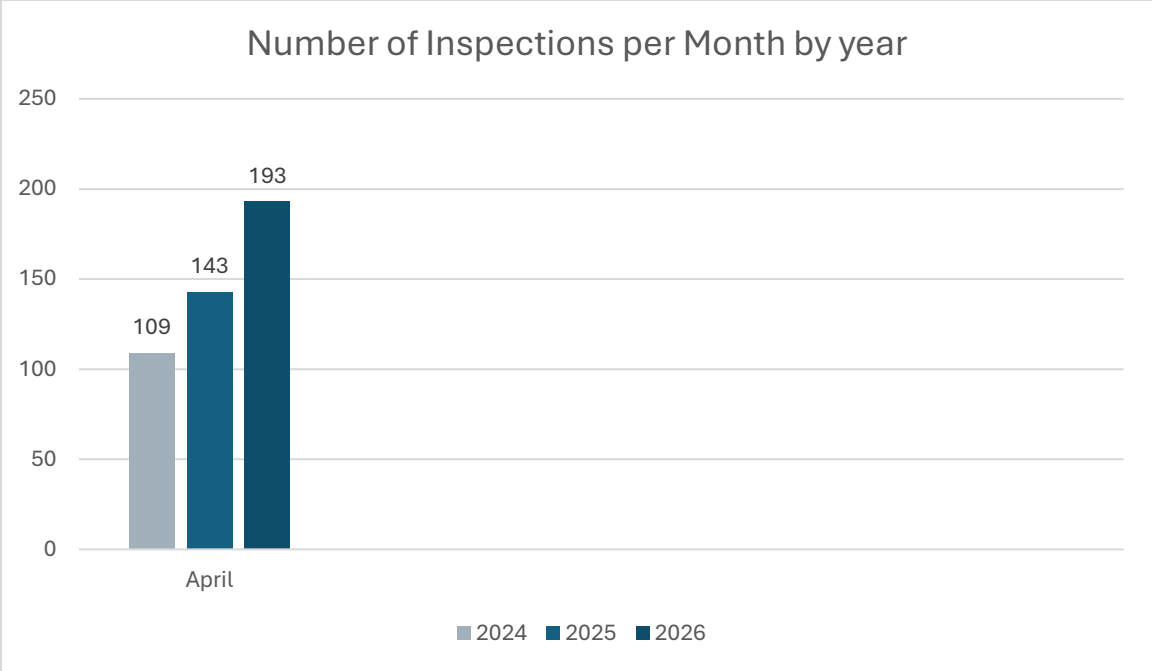
Prepare agenda material for the Plan Commission meeting.  
Performed multiple plan reviews.  
Sited zoning violations.

**Building:**

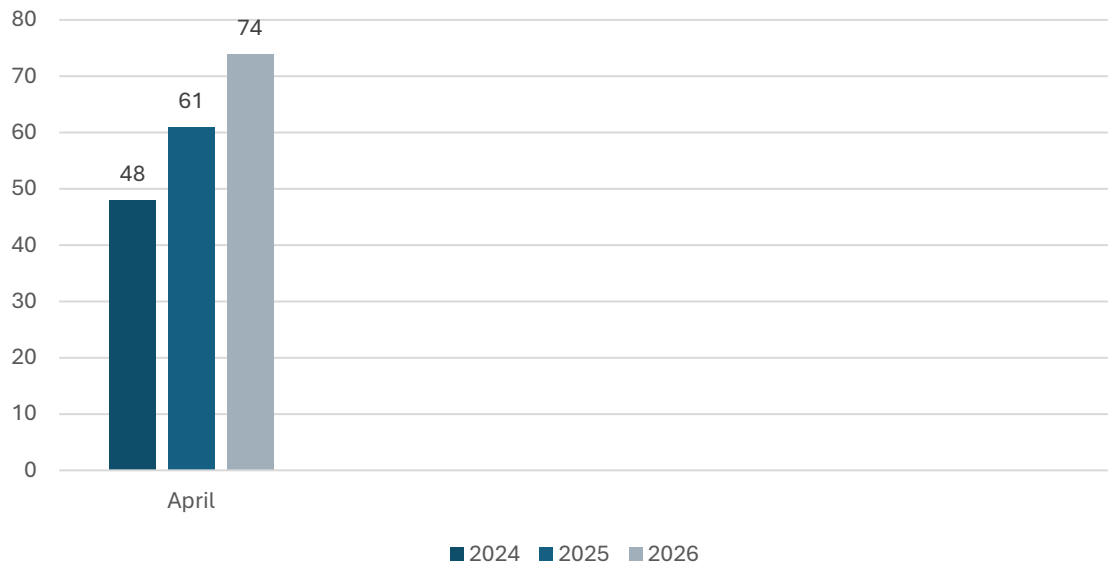
Completed multiple plan reviews and building inspections.  
Issued multiple permits.  
Completed building code updates.

**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

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES

**FROM:** PAT ROLLINS, CHIEF OF POLICE

**DATE:** MAY 29, 2026

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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 May online training covered crisis intervention training, recognizing mental health crises, increasing safety through de-escalation, putting de-escalation theory into practice, effective tactical communications, targeted de-escalation, and when de-escalation fails.
- Department-wide monthly defensive tactics training for May includes Tactical Handcuffing.
- Officers Rivera and Lullo completed their first phase of field training and have rotated to new patrol shifts for phase two of the process.

### **Administrative:**

- Chief Rollins attended the Department Head meeting at the Village Executive Office on May 19.
- May 19, Chief Rollins participated in the Kane County Emergency Managers Coordinator meeting held at the Kane County Government Complex in St. Charles.
- Chief Rollins, Deputy Chief Alcaraz, and Administrative Officer Hanold attended the monthly Kane County Chiefs of Police meeting on May 21, held in Elburn for this month.

## Directed Patrols and Crime Prevention Activity:

- Officers patrol neighborhoods overnight, informing residents with 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.

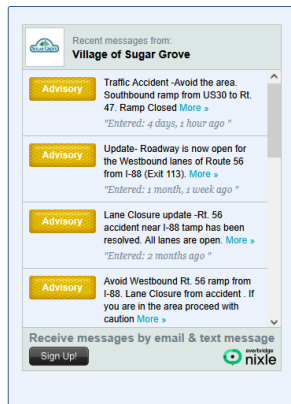


- Speed Radar Pole Signs:
  - Unit # 1 – not deployed during this time frame
  - Unit # 2 – not deployed during this time frame

## Emergency Preparedness:

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

### **COMMUNITY ALERTS**



Mon, May 18, 2026 09:01 AM

SYSTEM 4000 CENTRAL CONTROL  
I N T E R R O G A T I O N S U M M A R Y

SUGAR GROVE

Site	Command	Output	Input	Batt
AU18	05/18/26 08:10 AM SILENT GRL command.	PASS	PASS	PASS
SG01	05/18/26 08:10 AM SILENT GRL command.	PASS	PASS	PASS
SG02	05/18/26 08:10 AM SILENT GRL command.	PASS	PASS	PASS
SG03	05/18/26 08:10 AM SILENT GRL command.	PASS	PASS	PASS
SG04	05/18/26 08:10 AM SILENT GRL command.	PASS	PASS	PASS
SG05	05/18/26 08:10 AM SILENT GRL command.	PASS	PASS	PASS
SG06	05/18/26 08:10 AM SILENT GRL command.	PASS	PASS	PASS

- The weekly silent test of the Emergency Warning Sirens occurred on May 18 at 08:10 a.m. — All sirens are working correctly.

**Police Building Construction Development Update:**

- On May 21, Chief Rollins, Village Administrator Koeppel, and PW Director Merkel attended the bi-weekly meeting with Cordogan Clark regarding the police department remodel/addition project. Status updates were provided, including the construction timeline for the next couple of weeks. The project remains on schedule.
- Electrical work is progressing in interior areas, supplying low-voltage power to the existing portion of the building.
- The plumbing contractors continue their work throughout the facility, installing new lines and vents.
- Mechanical work is progressing, and HVAC equipment is being installed.
- The Fire Sprinkler contractor is installing service lines and sprinkler heads as the various workspaces are ready for their installation.
- On-site meetings are happening daily.



**Change Orders: -**

- The Police Department Building team reviewed the change orders for the project and approved 11 of the change orders since inception.

**Beginning**

**Balance:                   \$325,000.00**

**13 change orders were  
approved**

**See below for details: \$ 129,097**

**Ending Balance:    \$220,903**

## Village of Sugar Grove

### Sugar Grove Police Department Renovation & Addition

#### Contingency & Allowance Projected Usage Log

April 28, 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 & SRGT 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  
April 28, 2026



ITEM #	DESCRIPTION OF CHANGE	POTENTIAL COST (ESTIMATED)	ACTUAL COST	REASON OR CAUSE OF POSSIBLE CHANGE
11	Entrance Planter Changes		\$21,000	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 (to be reviewed by VOSG)
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)

## Village of Sugar Grove

Sugar Grove Police Department Renovation & Addition  
Contingency & Allowance Projected Usage Log  
April 28, 2026



ITEM #	DESCRIPTION OF CHANGE	POTENTIAL COST (ESTIMATED)	ACTUAL COST	REASON OR CAUSE OF POSSIBLE CHANGE
<b>SUBTOTAL:</b>		<b>(\$25,000)</b>	<b>\$129,097</b>	

Total Allowances & Contingency:	\$325,000
Potential Estimated Additional Costs:	(\$25,000)
Actual Allowance & Contingency Needed:	\$129,097
Total Potential Allowance & Contingency Usage:	\$104,097
Remaining Allowances & Contingency:	\$220,903
Percent of Allowance & Contingency Used:	40%
Percent of Allowance & Contingency Potentially Used:	32%
Project Completion Percentage:	60%

### Upcoming Activities:

- June 12, 2026, Groovin' in the Grove -Food Truck Friday – SGFPD Open House
- July 17, 2026, Groovin' in the Grove -Food Truck Friday
- August 14, 2026, Groovin' in the Grove -Food Truck Friday



# STAFF REPORT

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** BRAD MERKEL, PUBLIC WORKS DIRECTOR  
**DATE:** MAY 27, 2026

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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 Update kick off meeting.  
I attended the KKCOM Full Council Meeting.  
Staff met with the IEPA to complete the 3-year system inspection.

**Public Works Projects:**

US 30 & Municipal Drive Pedestrian Crossing. This project is complete except for the punch list.  
IL 47 & Park Ave. intersection improvements. This project is complete except for the punch list.

**Public Works Daily Operations:**

Staff completed sink hole repair at the library.  
Staff assisted with the planters for the beautification committee.  
Staff completed a sink hole repair in Mallard Point.  
Staff removed 11 trees for the 50/50 Parkway Tree Program.  
Staff made repairs to Wells 8 & 10.  
Staff are testing fire hydrants in preparation for the annual painting project.  
Staff replaced 2 street signs.  
Staff repaired 3 streetlights.  
Staff completed 177 Julie Locates from May 15, 2026.  
Staff completed Village wide row mowing.  
Staff completed weekly Village faciality mowing.