



# STAFF REPORT

---

**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** SCOTT KOEPPEL, VILLAGE ADMINISTRATOR  
**DATE:** JANUARY 20, 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 with the construction manager and architects.
2. **MetroWest** – Staff attended the MetroWest legislative breakfast and advocated on behalf of the Village.
3. **Training** – Staff attended the ILCMA annual financial forecast and collective bargaining training.
4. **Economic Development** – In the absence of an Economic Development Director the Village Administrator is meeting with potential businesses.
5. **Economic Development Corporation** – Staff attended the Economic Development Corporation board meeting.
6. **Performance Reviews** – Staff completed performance reviews.
7. **Social Media** – Staff is collaborating with other agencies to promote community events.
8. **FOIA Requests** – Staff continues to work on various requests.
9. **PAC** – Administration staff is working with the Attorney General's Public Access Counselor because of FOIA and OMA review requests.



# STAFF REPORT

---

**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** KARIN JOHNS, FINANCE DIRECTOR  
**DATE:** JANUARY 20, 2026

---

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

**Tasks/Updates:**

- **Salary Survey.** I have been working updating the Salary Survey for Board Review.
- **OBBA Implementation.** I have been determining the best way to report the 'No Tax on Overtime' provision in the One Big, Beautiful Bill Act. We will need to look back and report the non-taxable portion to staff with their W-2s.
- **FY 26-27 Budget.** We have started the budget process for the Fiscal Year 26-27 Budget. I have been working on entering all revenue projections. All Departments will have the month of January to enter and submit their budget requests.
- **W2s and 1099s.** I have started the process of creating 1099s and W2s which must go out by the end of January.
- **Cross Training.** I have been working on cross training to ensure I understand all the roles of the Accounting Manager and scheduling a time for the Fiscal Assistants to cross train.

**Training:**

- N/A



# STAFF REPORT

---

**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR  
**DATE:** JANUARY 20, 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.  
**Model Homes** – met with fellow staff to discuss requirements for model homes.  
**Kaneland Bus Barn** – met with applicants and engineers to go over engineering revisions.  
**RPZ & Waterlines** – met with fellow staff to discuss permitting requirements.  
**Brighton Ridge** – attended an engineering meeting.  
**Economic Development Corporation** – attended the EDC board meeting.  
**IRMA** – attended the executive safety committee meeting.  
**Potential Development** – met with a potential developer.

**Tasks/Updates:**

**Route 47 Wings & Tavern** – issued final occupancy, potential opening week of January 26<sup>th</sup>.  
**Lennar** – mass earthwork about finished, they are beginning on the underground work. Gave warnings about construction hours. Closely monitoring construction.  
**Settlers Ridge Areas 5 & 6** – Work has started. Model homes completed. Underground work complete. Will begin to issue permits soon.  
**Jiffy Lube** – Temporary Certificate of Occupancy Issued. Open for business.  
**Code updates** – working on several text amendments.

**Planning & Zoning:**

Prepare agenda material for the Plan Commission meeting.  
Performed multiple plan reviews.  
Sited zoning violations and attended an adjudication hearing.

**Building:**

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

**Property Maintenance/Code Enforcement:**

Code Enforcement Officer has finished for the season.



# STAFF REPORT

---

**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** PAT ROLLINS, CHIEF OF POLICE  
**DATE:** JANUARY 15, 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 January online training focused on new Illinois laws that took effect on January 1. Topics covered included Response to Missing Person Reports, No Ordinance Tickets for Students in School, Removing Squatters for Criminal Trespass, Immigration Enforcement Deterrence, Towing For-Sale Vehicles with Altered VINs, Child Pornography Terminology Change, Elements of Grooming, Definition of Stalking, Cosmetic Body Modification Restrictions, and Prohibited Off-Site Sales Locations for Vehicle Dealers.
- Department-wide monthly defensive tactics training for January includes Defensive Counterstrikes.
- Officers Rivera and Lullo are attending the 16-week police academy training at the Suburban Law Enforcement Academy (SLEA), which began on January 5, 2026. They are completing their second week of sixteen.

## Administrative:

- Chief Rollins attended the Department Head meeting at the Village Executive Office on January 13th.
- Deputy Chief Alcaraz enlisted Tri-Com to program the radio frequencies for the new squad cars.
- Chief Rollins attended the Tri-Com Executive Committee meeting on January 14, hosted at Tri-Com.
- Administrative Officer Hanold oversaw the Administrative Hearing on January 14, held at the Sugar Grove Fire Protection Department.
- On January 15, Chief Rollins attended the Kane County ETSB meeting hosted at the Batavia Fire Department HQ facility.

## **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**

Recent messages from:  
**Village of Sugar Grove**

**Advisory** Traffic Accident -Avoid the area. Southbound ramp from US30 to Rt. 47. Ramp Closed [More »](#)  
"Entered: 4 days, 1 hour ago "

**Advisory** Update- Roadway is now open for the Westbound lanes of Route 56 from I-88 (Exit 113). [More »](#)  
"Entered: 1 month, 1 week ago "

**Advisory** Lane Closure update -Rt. 56 accident near I-88 ramp has been resolved. All lanes are open. [More »](#)  
"Entered: 2 months ago "

**Advisory** Avoid Westbound Rt. 56 ramp from I-88. Lane Closure from accident. If you are in the area proceed with caution [More »](#)

Receive messages by email & text message  
[Sign Up!](#)

everbridge  
nixle

- The Monthly test of the Emergency Warning Sirens occurred on January 6th at 10:00 a.m. — All sirens are working correctly.

Tue, Jan 06, 2026 10:33 AM

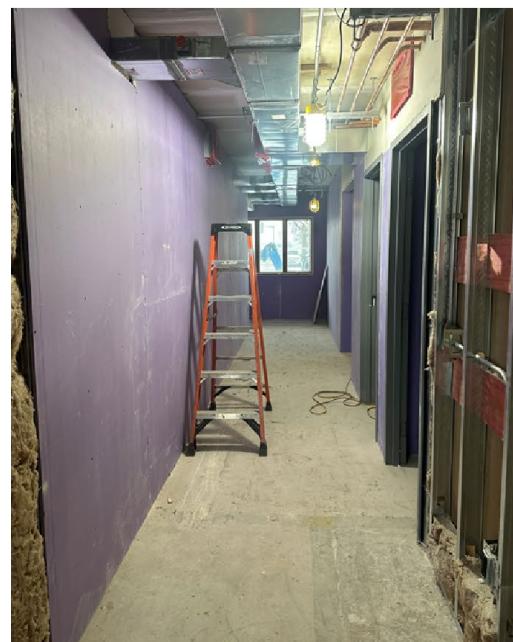
SYSTEM 4000 CENTRAL CONTROL  
INTERROGATION SUMMARY

SUGAR GROVE

Site	Command	Output	Input	Batt
AU18	01/06/26 10:00 AM ALERT command.	PASS	PASS	PASS
SG01	01/06/26 10:00 AM ALERT command.	PASS	PASS	PASS
SG02	01/06/26 10:00 AM ALERT command.	PASS	PASS	PASS
SG03	01/06/26 10:00 AM ALERT command.	PASS	PASS	PASS
SG04	01/06/26 10:00 AM ALERT command.	PASS	PASS	PASS
SG05	01/06/26 10:00 AM ALERT command.	PASS	PASS	PASS
SG06	01/06/26 10:00 AM ALERT command.	PASS	PASS	PASS

**Police Building Construction Development Update:**

- On January 15, Village Administrator Koeppel, Chief Rollins, 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, with interior work performed on days with colder weather. The outdoor front entrance canopy structure was built over the past couple of weeks on warmer days.
- On January 15, Chief Rollins, PW Director Merkel, and Village Administrator Koeppel attended a virtual security meeting with the General Contractor, Cordogan Architects, and subcontractors regarding security measures for the detention area, sally port, and other sections of the building. Additional meetings are scheduled to refine the scope of the security measures to be implemented.
- Drywall is being hung in portions of the building, giving the rooms visual shape within the designated spaces.
- 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 they progress through the structure.
- The General Contractor is building the interior walls and corridors and preparing the site for interior concrete flooring work next week. They are soundproofing some of the workspaces at the same time as the drywall installation.
- On-site meetings are happening daily.



**Change Orders: -**

- Nothing to report for this period.
- Beginning balance in the Budgeted Construction Contingency Fund remains at \$325,000.

**Upcoming Activities:**

- None to report



# STAFF REPORT

---

**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** BRAD MERKEL, PUBLIC WORKS DIRECTOR  
**DATE:** JANUARY 13, 2026

---

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

**Meetings:**

Attended a meeting with the BNSF to discuss the Main St crossing improvements related to the IL 47 widening project.

I attended the bi-weekly SGPD Project Meeting.

**Public Works Projects:**

US 30 & Municipal Drive Pedestrian Crossing. This project started on October 27, 2025, the stone base and concrete portions of the project are complete. Paving was completed on Saturday November 22, 2025. Striping has been completed; we are currently waiting for electrical equipment to arrive and be installed.

IL 47 & Park Ave. intersection improvements. Bids will be opened on February 6, 2026. The results will be presented to the Village Board at the February 20, 2026, Village Board meeting for approval.

**Public Works Daily Operations:**

Staff repaired 2 streetlights.

Staff completed monthly facility inspections.

Staff completed Village wide pothole patching.

Staff removed the holiday decorations and lights.

Staff have started preparing for the IRMA Facility Inspections.

Staff replaced the quite zone delineators at the Gordon Road crossing.

Staff are performing daily repairs and maintenance on the snow & ice control fleet.

Staff completed 59 Julie Locates since December 15, 2025.

On January 1<sup>st</sup> staff salted for freeze back, traveling 163 miles and using a total of 21 tons of salt.



## Village of Sugar Grove Initiative Fiscal Year 2025-2026 - JANUARY

Initiative	Time in Months	Estimated Cost	Actual Cost	FY25-26 Departmental Measurable Objective	Update	VB Discussion Target Date(s)
<strong>ADMINISTRATION DEPARTMENT</strong>						
1 Update Village Code	12			Work with new Village Attorney to update portions of the Village Code that haven't been reviewed in several years.	Updated sections for the Treasurer and Village Engineer. Work on this topic continues.	
2 New Village Board Member Packets	4			Create new member packets, coordinate meetings/tours with Department Heads, and coordinate/facilitate any required training (OMA, FOIA, ecta)	Met with new members and provided a tour the the Police Department prior to the renovations. The Village Clerk provided welcome packets.	
3 Update Website+B7:J7	12			Review and update the Village Website. Work with vendor to make the website more trasparent and easier for residents to use. Improve access to Village forms and documents.	The front page was updated for better usability, and outdated pages were reviewed and refreshed to include current information. Keep checking for broken links, remove outdated pages, and improve the page's overall ease of use.	
<strong>FINANCE DEPARTMENT</strong>						
1 Implement BS&A Online for Residents, Contractors & Vendors	8	N/A		Implementation of BS&A Online by end of Calendar Year 2025. This change will integrate BS&A with all Residents, Vendors and Contractors. Allowing for a full service portal for external users.	Met with BS&A to discuss receiving an estimated monthly cost proposal in moving to BS&A Online Payments system. The Village Attorney reviewed our contract with Invoice Cloud, our current provider, and we might only be able to get out of the contract after our term of 5 years.	
2 Complete Comprehensive Salary Survey	4	\$ -	\$ -	Every 3 years, a comprehensive Salary survey is conducted for every position within the Village. This is compared to the surrounding comparable and competitive communities to determine where the Village sits within the Market for each position	The Salary Survey data has been received. Review and analysis is underway on each position title and range.	
3 Clean Up of Software System	8	\$ -	\$ -	As we are now in our new system within the Cloud, Staff will begin to conduct a clean up of the system to remove/update out dated information that has been carried forward from the prior system before 2016, and the on-premise system since 2016 for BS&A.	This is ongoing and Staff is in process of cleaning up the system as items are discovered.	
<strong>COMMUNITY DEVELOPMENT DEPARTMENT</strong>						
1 Work with the Economic Development Department to develop a Downtown Master Plan	12	\$ 10,000		Obtain a CMAP grant and retain a consultant to assist in drafting the Master Plan.	Did not receive grant	
2 Update the Village's PUD Ordinance	6	\$ 5,000		VB approval (ordinance)	Need to see if current board has interest in this	
3 Comprehensive sign regulations amendment: current regulations are not in-step with latest US Supreme Court Decisions		\$ 12,000		VB approval (ordinance)	Need to see if current board has interest in this	
4 Building Code comprehensive update	8	\$ 12,000		VB approval (ordinance)	Bringing back before VB in December	
5 Convert CD records to a digital format				5,000 oversized plan sheets, 500 permit files and 100 resource materials during FY25-26	scanning in progress	



## Village of Sugar Grove Initiative Fiscal Year 2025-2026 - JANUARY

Initiative	Time in Months	Estimated Cost	Actual Cost	FY25-26 Departmental Measurable Objective	Update	VB Discussion Target Date(s)
<b>ECONOMIC DEVELOPMENT DEPARTMENT</b>						
1 Work with the Community Development Department to develop a Downtown Master Plan	12	\$ 10,000		Obtain a CMAP grant and retain a consultant to assist in drafting the Master Plan.		
2 Develop a Strategic Plan for the Sugar Grove Economic Development Corporation	12			Present the Strategic Plan to the Village Board.		
3 Develop a comprehensive new database of available sites	8			Lauch the database.		
<b>POLICE DEPARTMENT</b>						
1 Establish a temporary off-site location for the police department to operate out of during the construction stage of the PD remodel	8	unknown		Prepare the police department contents for re-location to another location and temporary set-up and/or storage of items during the remodel of the existing facility.	Staff worked with the potential sites and a lease agreement with the building ownership will be forthcoming at the July 1, 2025 Board Meeting. Police with the assistance of Public Works began moving the contents of the PD over to the new temporary site beginning the 2nd week of August.	July 1, 2025 VB mtg- Lease Agreement Approved by the Board and copy presented to landlord. Move in is anticipated in late July into August 2025 to the new temporary site located at 92 Frontage Road. Police Department with the help of Public Works began to move to the new temporary site over the 2nd week of August.
2 PD Facility Enhancements	12	\$ 5,600,000		Take working concept plans to full architectural design and bidding of the expansion and remodel of the police department. Bid construction in the late spring for anticipated fall 2025 construction.	Bids were opened on August 7, 2025. The bid will be presented to the Board on August 19. PD remodel and addition began in September 2025. The VB is being updated via the PD Staff Report with more detailed information. The footing and foundation walls for the addition have been poured, plumbers, mechanical HVAC, and electricians have been working in the facility. Full building permit has been issued after resolving an item with Fox Metro. The construction is in full swing.	8/19/2025 The Board will be updated on the project costs based on the bid opening from August 7. Nine categories were bid for this project with the lowest responsible bidder and other soft costs are approximately \$6.8million dollars. February 3rd 2026 Board Meeting Cordogan Architects are going to present an update to the project for the VB.
3 Update the Village's Emergency Operation Plan	12	\$ 3,000		The Village Emergency Operation Plan will be re-written to current best practices and standards. Every Village Department will have input into the plan before being presented to the Village Board.	The State of Illinois has been revamping rules and requirements of the overall plans, and more direction from their rule-making authority is still a work in progress. Agencies have been told to hold off on making any changes until they finalize their rules.	
<b>PUBLIC WORKS DEPARTMENT</b>						
1 Black Berry Creek Pedestrian Bridge ITEP Project	12	\$ 576,000		Construction/Completion	Project Complete!	
2 Wheeler Road STP Repaving Project	8	\$ 130,000		Construction	Project Complete!	
3 Water System Valve Maintenance Project	36	\$ 100,000		Continue Location and Operation of Valves	Fall schedule	
4 Crosswalk at US 30 at Municipal Drive	12	\$ 150,525		IDOT Approval, Project Bid 2026	Concrete and Paving Complete, waiting for electrical equipment	Fall
5 Merrill Road STP Repaving Project	8	\$ 130,000		Construction	Bids opened August 1st, waiting for IDOT to award	TBD
6 IL Rt47 & Park Intersection Improvements	24	\$ 317,000		IDOT Approval, Project Bid 2026	Waiting for IDOT Review	Spring
7 West Wheeler Road Reconstruction/Paving	12	\$ 300,000		Construction	Project is complete.	
8 Annual Road Program & ADA Transition Plan	12	\$ 1,235,000		Constuction	Project is complete!	
9 Maple Street Reconstruction Engineering	12	\$ 125,000		Design Engineering	Working with EEI to complete a IEPA low interest loan.	TBD

Updated

Complete