



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR

DATE: MAY 19, 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. **Utility Rate Committee** – Staff attended the utility rate committee with Prestbury.
3. **Fire Training Center Grand Opening** – Staff attended the Sugar Grove Fire Protection District’s grand opening of their new training center.
4. **MetroWest Legislative Committee** – Staff attended the MetroWest Legislative Committee.
5. **CMAP Grant Meeting** – Staff met with CMAP to discuss the Village’s grant application for technical assistance to create a new bike and pedestrian plan.
6. **Economic Development** – In the absence of an Economic Development Director, the Village Administrator is meeting with potential businesses.
7. **Social Media** – Staff provided updates on social media to the public. Received the most ever views, 6,363, for a Facebook Reel that supported a local business.
8. **News** – Staff sent out the May E-Newsletter and continues to gain subscribers.
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. **Website Updates & Statistics** - Staff continues to update the website, adding additional content, removing old content, and fixing broken links.

Website statistics for April 2026 are as follows:

Engagement	April 2026	March 2026	Trend
Visits	8146	8017	1.61%
Page Views	13945	14476	-3.67%
Emails Sent	142	154	8.45%
Form Submissions	1	0	100.0%
Call Clicks	114	96	18.75%
Map Clicks	13	12	8.33%



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: KARIN JOHNS, FINANCE DIRECTOR

DATE: MAY 19, 2026

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

Tasks/Updates

- **Fiscal Year 2027 Budget** All required materials were to Kane County in advance of the April 30th deadline. The Budget and Compensation Report are posted on the Village Website.
- **Timekeeping Contract** Police Chief Rollins and I were able to three other municipalities and on park district that currently use UKG and BS&A. We were able to talk with HR, Finance and Police Administration Staff.
- **Payroll Updates** The Finance Department met with Police to go over the changes in the new Collective Bargaining agreements so that they could be entered into be entered into the payroll system along with wage adjustments to be effective May 1st.
- **Audit Process** Staff has begun preparing for the FY2026 Audit with preliminary fieldwork starting June 2nd.

Meetings

- **April 30th CPEP Review Committee** I participated in the review of a CPEP project application.
- **May 11th Meadow Ridge Men's Breakfast** I was invited to the Meadow Ridge Men's Breakfast to discuss municipal finance and upcoming projects.
- **May 13th Utility Rate Committee Meeting.** I met with the Utility Rate Committee going over future financial projections and the committee was able to recommend rate increases to the Village Board for the next three fiscal years.
- **May 14th Health Insurance Check in with Gallagher.** Brett Feltes and I met with our Gallagher representatives to get a update on the market. Currently, health insurance renewal increase trends have been averaging between 18.5% and 22%. We will begin working together on options on how best to keep increases as low as possible, however they did warn us that they expect renewals to continue to be very high for the next several years.

Training

- **May 12th BS&A User Group Meeting.** I attended the BS&A User Group Meeting in Hoffman Estates where upcoming enhancements and requests for enhancements were discussed.
- **May 14th STAR Bonds Webinar** I attended a webinar on STAR Bonds to see if this would be a viable tool for the Village in the future. Unfortunately, the Village does not meet the criteria for this program.



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR
DATE: MAY 14, 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.
- School District Bus Barn** – met with fellow staff and the engineers.
- CD Staff**– met with fellow CD staff to discuss ongoing projects.
- CPEP** – attended the CPEP review committee meeting.
- Potential Developer** – met with fellow staff to discuss a potential development.
- Potential Developer** – met with fellow staff to discuss a potential development.
- CMAP** – attended an interview with CMAP pertaining to our grant application.
- Settlers Ridge** – met onsite with engineers to discuss grading on a lot.
- Solar** – met fellow staff and the Solar Company reviewing Solar Farms at the airport to discuss inspections.
- Adjudication** – attended the monthly adjudication hearing.
- Fire Department** – attended the Fire Department training site open house.
- Settlers Ridge** – met with Ryan Homes to discuss service walks in the right-of-way.

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.

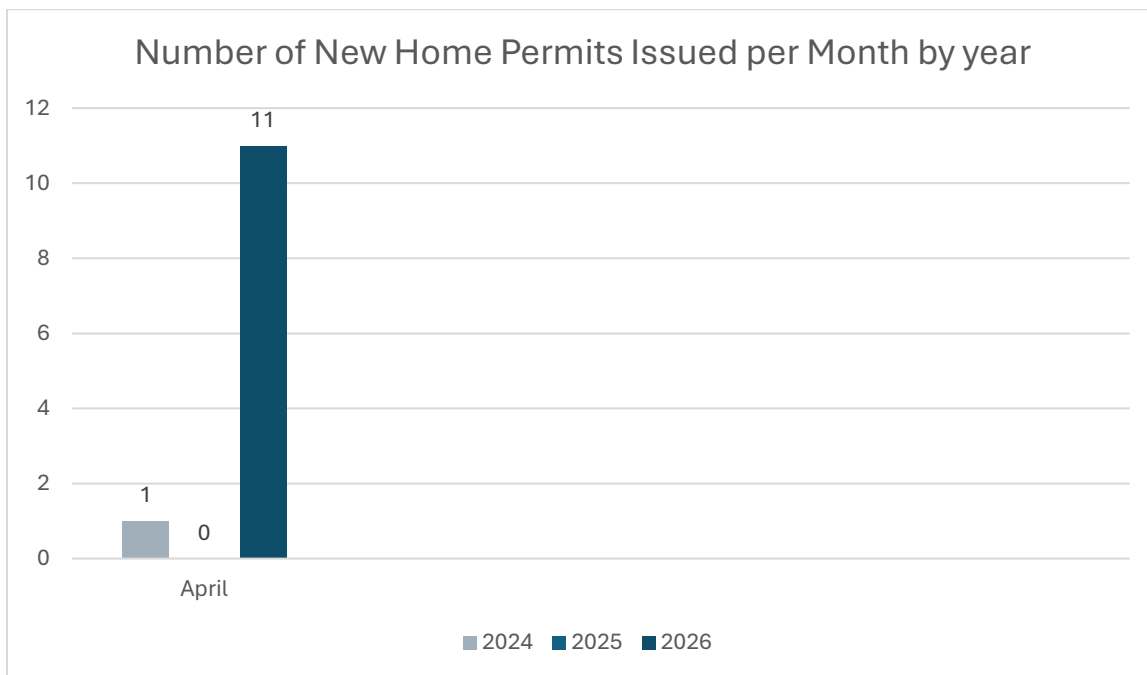
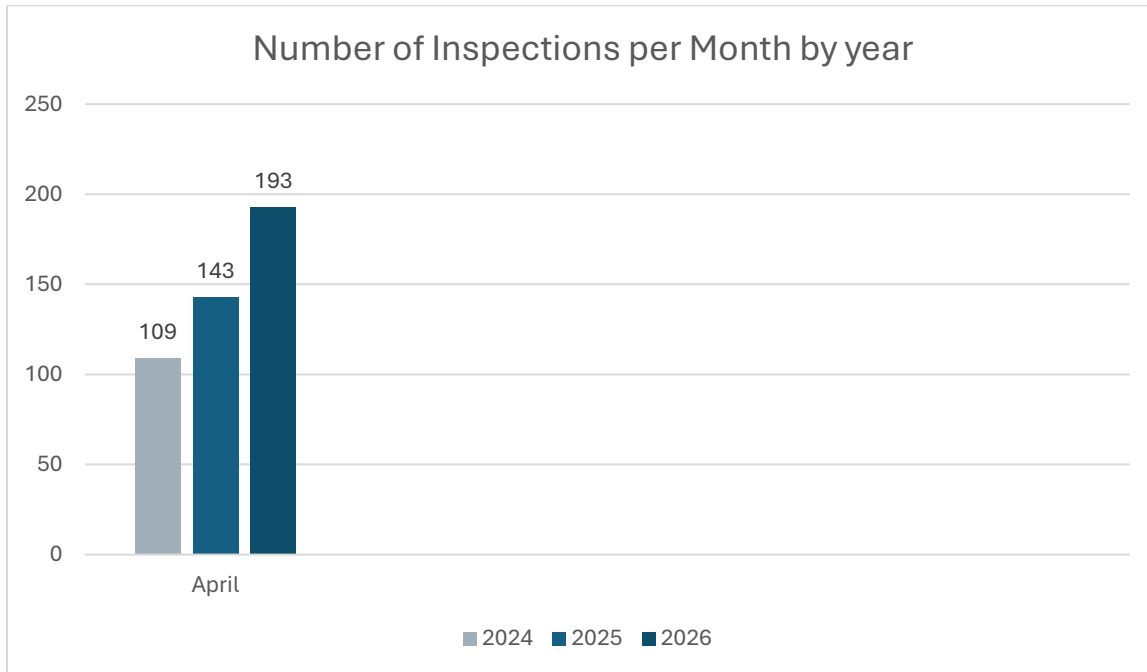
Building:

- Completed multiple plan reviews and building inspections.
- Issued multiple permits.

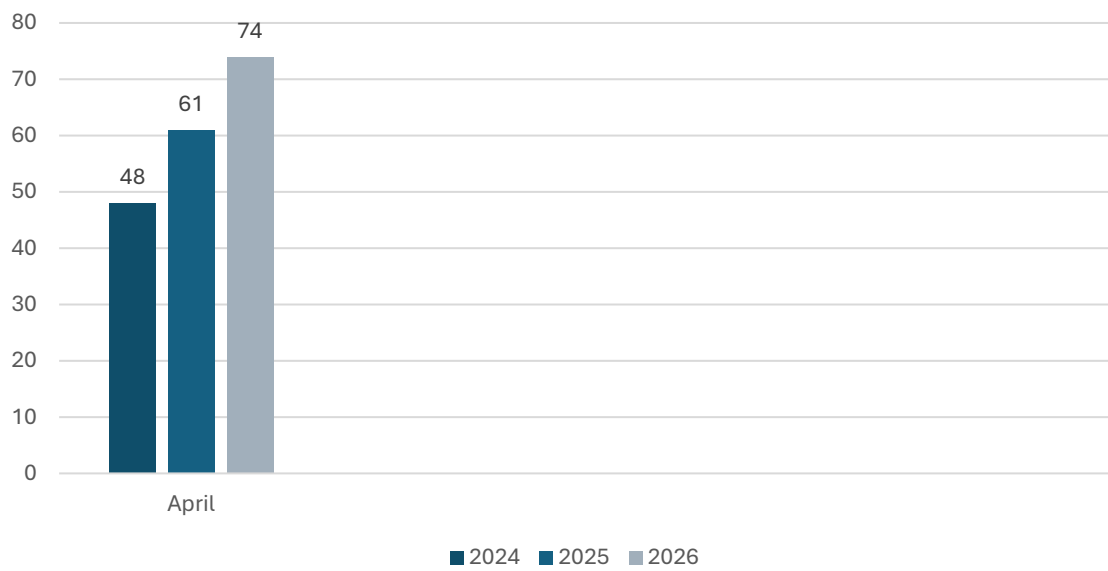
Completed building code updates.

Property Maintenance/Code Enforcement:

Sited multiple property maintenance violations.



Number of Other Permits Issued per Month by year



TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: PAT ROLLINS, CHIEF OF POLICE

DATE: MAY 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 May online training covers 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.
- Officer Moreno attended a 40-hour Firearms Instructor course on May 4-8, hosted at the Lisle Police Department.
- Department members qualified with their duty handguns and rifles on April 29 at the St. Charles Police Department range.



- Officers Rivera and Lullo graduated from the 16-week police academy training at the Suburban Law Enforcement Academy (SLEA) on April 24, 2026. They began their in-house field training officer (FTO) program (approximately 12 weeks) on April 27.



Administrative:

- The DEA prescription drug Take Back program took place on April 25 at the police department. 87 pounds of medicine were collected and provided to the DEA for destruction.



- Chief Rollins attended the Department Head meeting at the Village Executive Office on April 21.
- Chief Rollins attended the Department Head meeting at the Village Executive Office on April 28.
- Chief Rollins met with a representative from the Illinois Department of Corrections' Jail and Detention Standards unit at the PD construction site. The Department of Corrections inspects the detention and jail areas in municipal lockups. No issues were found, and additional inspections are expected during the remainder of the buildout.
- Deputy Chief Alcaraz and Chief Rollins attended a meeting at the fire station for all the government agencies regarding the upcoming 4th of July Bike Parade.
- On May 5th, Illinois State Police partnered with the Sugar Grove Police Department for

commercial vehicle inspections and overweight/oversize compliance. Officer Forest has been instrumental in coordinating with the State Police and working on the campaign.

- Chief Rollins attended the Department Head meeting at the Village Executive Office on May 5.
- On May 6th, Chief Rollins attended the Executive Board meeting at Tri-Com.
- On May 6th, police department members and public works members met with two of the contractors that handle the traffic control signal at Wheeler/Bliss and Rt. 47 intersection. The contractor re-calibrated the system.



- On May 7th, Chief Rollins participated in the Kane County DUI Task Force meeting, hosted at the Kane County Government Complex in St. Charles.
- Chief Rollins attended the Department Head meeting at the Village Executive Office on May 12.
- Administrative Officer Hanold oversaw, for our agency, the monthly Administrative Hearing process that occurred on April 13, with other governmental agencies partnering with us.
- Chief Rollins and Officer Turnbow attended the Fire Department training site, open house on May 14
- Cop on Top occurred at our Dunkin on May 15, raising funds for Special Olympics Illinois.



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.

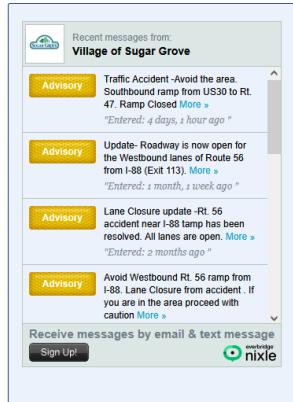


- Speed Radar Pole Signs:
 - Unit # 1 – not deployed during this time frame
 - Unit # 2 – not deployed during this time frame

Emergency Preparedness:

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

COMMUNITY ALERTS



- The Monthly audible test of the Emergency Warning Sirens occurred on May 5 at 10 A.M. All sirens were functioning properly.

Tue, May 05, 2026 10:33 AM

SYSTEM 4000 CENTRAL CONTROL
INTERROGATION SUMMARY

SUGAR GROVE

Site	Command	Output	Input	Batt
AU18	05/05/26 10:00 AM ALERT command.	PASS	PASS	PASS
SG01	05/05/26 10:00 AM ALERT command.	PASS	PASS	PASS
SG02	05/05/26 10:00 AM ALERT command.	PASS	PASS	PASS
SG03	05/05/26 10:00 AM ALERT command.	PASS	PASS	PASS
SG04	05/05/26 10:00 AM ALERT command.	PASS	PASS	PASS
SG05	05/05/26 10:00 AM ALERT command.	PASS	PASS	PASS
SG06	05/05/26 10:00 AM ALERT command.	PASS	PASS	PASS

- The weekly silent test of the Emergency Warning Sirens occurred on April 27 at 08:10 a.m. — All sirens are working correctly.

Police Building Construction Development Update:

- On April 23, 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 May 7, 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.

- 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
SUBTOTAL:		(\$25,000)	\$129,097	

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

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: BRAD MERKEL, PUBLIC WORKS DIRECTOR

DATE: MAY 13, 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 Utility Rate Committee Meeting.
I attended the IDOT Status of Hearing Meeting regarding the BNSF.

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 started on April 13, 2026, and is nearly complete. Paint striping and signage are scheduled to be completed by the end of May.

Public Works Daily Operations:

Staff completed storm debris clean-up village wide.
Staff restored landscaping at 2 excavation sites.
Staff assisted the Fire Department with row clean-up at the new training facility.
Staff repaired 2 water services.
Staff ground and restored 12 tree stumps.
Staff oversaw the replacement of 54 squares of sidewalk and 40 feet of curb.
Staff are working on repairs needed by IRMA facility inspection at Public Works.
Staff completed Village wide Fire Hydrant flushing.
Staff replaced 2 street signs.
Staff completed 221 Julie Locates from May 1st, 2026.
Staff disposed of tires dumped on the roadside at the Kane County tire recycling event.
Staff removed damaged fence posts at the Public Works facility.
Staff replaced the Well 9 salt brine system valve and plumbing.
Staff attended the IRMA Public Works Steering Committee Meeting.
Staff completed weekly Village facility mowing.



Village of Sugar Grove Initiative Fiscal Year 2026-2027 - May

Initiative	Time in Months	Estimated Cost	Actual Cost	FY26-27 Departmental Measurable Objective	Update	VB Discussion Target Date(s)
ADMINISTRATION DEPARTMENT						
1	Create and implement Internship Program - Hire Communications Intern			Work with Waubensee Community College and Aurora University for internship opportunities with the Village. Hire a communications intern for summer 2026.		
2	Complete Pedestrian/Bike Plan (<i>Administration & Community Development</i>)					
3	Draft a Strategic Plan with the Village Board					
4	Work with the Aurora CVB on a Hotel Survey					
FINANCE DEPARTMENT						
1	Implement a new Timekeeping System	3	\$ 12,145	Implementation of timekeeping system Village Wide	Submitted for Board Approval 5.19.26	5.19.26
2	Complete comprehensive fee review (<i>Finance & Community Development</i>)	8		Work with Finance to complete a fee review of all building and zoning related fees.		
3	Work to update BS&A to cost permits, utilize escrow, and invoices creation to utilize the software system to its potential (<i>Finance & Community Development</i>).	8	\$ 5,700	Work with Finance and BS&A to better utilize the software for permitting. Have BS&A come set up software to accept permits online.		
COMMUNITY DEVELOPMENT DEPARTMENT						
1	Complete comprehensive fee review (<i>Finance & Community Development</i>)	8		Work with Finance to complete a fee review of all building and zoning related fees.		
2	Work to update BS&A to cost permits, utilize escrow, and invoices creation to utilize the software system to its potential (<i>Finance & Community Development</i>).	8	\$ 5,700	Work with Finance and BS&A to better utilize the software for permitting. Have BS&A come set up software to accept permits online.		
3	Review the Village's Tree Regulation.	6		Present to the Board the current Tree Regulations and provide suggestions on updates to them to include the types of permitted parkway trees.		
4	Complete Pedestrian/Bike Plan (<i>Administration & Community Development</i>)	18		Complete a new Pedestrian/Bike Plan for the Village and present to the Board for approval	Village has applied for a CMAP Grant for assistance in this project	
5	Update the Village's Data Center Zoning Requirements.	6		Research updated regulations and present to the VB revisions to current Data Center Zoning Requirements.		
6	Update the Village's Sign Regulations to be compliant with the new U.S. Supreme Court Decisions.	9	\$ 12,000	Work with Village attorneys to update Sign Regulations.		
POLICE DEPARTMENT						
1	Oversee the day-to-day renovation and expansion of the Police Department facility. Partner with members of the Village Professional Staff, the architect, the construction manager, and subcontractors during the length of the project. Move into renovated facility and establish operational systems.	7	\$ 6,999,999	Coordinate the construction process on a daily basis with check-ins, have bi-weekly meetings with the architects, and to coordinate the move from the temporary facility back to our police department.	Bi-weekly meetings have been taking place with the Village's PD remodel/construction team and the architects.	June 16, 2026 VB Tour of the Construction site before the VB meeting. (5:30 p.m. tour)
2	To have the Sugar Grove Police Department apply for and receive State Accreditation through the Illinois Chiefs of Police initiative (ILEAP).	7	\$ 1,500	Administrative Officer and Command Staff to finalize the Accreditation Process and be ready for a Mock Evaluation and Actual On-Site by the IL. Chiefs Accreditation Program by January 2027	The Administrative Officer has been working on building the accreditation files/electronically and placing proofs of compliance in the various chapters and requirements.	
3	Coordinate with all Village Departments to Update the Village's Emergency Operation Plan.	11	\$ 1,000	To hold monthly meetings with each department coordinating the Emergency Operation Plan's modules for their respective units and update the plan.	Kick off Meeting to begin in July	
4	Explore opportunities to incorporate citizen volunteers as partners with the Sugar Grove Police Department. Prepare a study, and if feasible, develop a program.	9	\$ 1,000	To Explore hosting a Citizens Police Academy and to enlist the alumni from the C.P.A. to become volunteers for the PD.	Initiative for the fiscal year for the Deputy Chief of Police to handle and implement the program.	
PUBLIC WORKS DEPARTMENT						



Village of Sugar Grove Initiative Fiscal Year 2026-2027 - May

Initiative		Time in Months	Estimated Cost	Actual Cost	FY26-27 Departmental Measurable Objective	Update	VB Discussion Target Date(s)
1	Dugan Road (STP)	6	\$ 479,650		Resurfacing of Dugan Road entire Village limits	June IDOT Letting	June/July
2	IL Route 47 & Park Avenue Intersection Improvements	3	\$ 503,275		Intersection improvements to eliminate traffic crossing IL 47	On going	
3	Wheeler Road Esker to 47 Resurfacing (STP)	6	\$ 400,575		Resurfacing of Wheeler Road from Esker Drive to RT 47	June IDOT Letting	June/July
4	Merril Road Resurfacing	6	\$ 684,865		Resurfacing of Merrill Road from Wheatfield Ave to Bliss Road	Waiting for IDOT	June/July
5	IL-47 Utilities Relocation	24	\$2.5m		Relocation of Water and Sewer on IL 47	Waiting for IDOT	
6	Maple Street Watermain & Reconstruction Engineering and Construction	18	\$2.5m		Watermain, sidewalk, storm sewer and resurfacing of Maple	Working with EEI	August
7	New Bond Rd. Water Tower Engineering	18	\$ 200,000		Repainting New Bond Storage Tank	Working with EEI	August
8	Well #9 maintence and treatment maintenance	12	\$ 250,000		Well #9 will removed for service and softner media replaced	Fall work	October/November

Updated
Complete