STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: SCOTT KOEPPEL, VILLAGE ADMINISTRATOR

DATE: NOVEMBER 10, 2026

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

1. **PD remodel** – Staff are moving into the building and finalizing open items related to the project
2. **Village Engineer Vacancy** – Staff reviewed the MSA for the top choice.
3. **Legislative Counsel** – Staff is researching the best potential options to represent the Village Board after passage of the Ordinance allowing for legislative counsel.
4. **ICMA Conference** – Staff attended the annual ICMA summer conference.
5. **Economic Development –**Staff met with current and potential businesses.
6. **Energy Storage** – Staff attended a Environment Committee meeting on Energy Storage.
7. **Electronic Sign**– Staff attended a meeting with the other organizations involved with the sign.
8. **Social Media** – Staff provided updates on social media to the public.
9. **FOIA Request**s **–** Staff continues to work on various requests. A significant amount of time has been spent by staff and the Village Attorney on FOIA requests.
10. **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: NOVEMBER 6, 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 has weekly meetings with Andrews Technology supplying them with all the details of our payroll so that they can adequately build the timekeeping system. The Admin and Finance Departments have been utilizing the system for the past two weeks to beta test the system and have provided valuable input for the project. Based on feedback, the Village will be ordering an additional physical timeclock for the Admin and Finance Offices.
- **Audit Process** Staff coordinated the completion of the audit to be presented at the November 10th meeting including the completion of the Management Discussion and Analysis report and the Transmittal Letter.
- **Grants**
    - ***Staff has been approved for the following IRMA grants***
        - Advanced Leadership Development- $3,500. The Village will be reimbursed for Deputy Chief Alcaraz costs associated with the International Police Chief Conference, Clerk Conti's Clerk's Institute Certification Program and Trustee Lendi's Illinois Municipal League Conference participation.
        - Fleet Safety Training and Equipment - $3,000. The Village will be reimbursed for a significant portion of the lightbars associated with one new squad's outfitting.
        - Health and Wellness - $1,700. The Village will be reimbursed for a Healthy Hydration Initiative for all Village staff to reinforce the importance of hydration especially in extreme temperatures.
        - Lexipol Policy Manual Development - $3,000. The Village will be reimbursed for a portion of the annual costs associated with the Police Department's Policy Manual and Daily Training Bulletins.
        - Lift Assistance - $1,500. The Village will be reimbursed for an Oil Pump Cart (Public Works) and a Electric Stair Climbing Dolly (Police) to help employee's reduce the chance of lifting related injuries.

        - Police Department Safety and Equipment - $2,500. The Village will be reimbursed for a portion of the cost of Ballistic Panel Sets for the Police Department.
        - Public Works Safety Training - $2,500. The Village will be reimbursed for a portion of the AWWA ACE Conference.
    - ***Staff has submitted for the following IRMA Grants.*** These are Tier 2 Grant Applications and will be considered after all of the Tier 1 Grants have been awarded. I expect to hear about the awarding of these grants in the first half of December.
        - Advanced Leadership Development #2- $3,500
        - Fleet Safety Training and Equipment #2- $3,000
        - Police Department Safety and Equipment #2- $2,500
        - Public Works Safety Training #2- $2,500
- **FY2028 Budget** Staff has started the FY2028 Budget process
    - Departments have entered the year end projections and the Finance Department is currently reviewing for the report to be presented at the December 1st Board Meeting.
    - Finance and Community Development Staff has sent out surveys to comparable communities for consideration of our rate structures for FY2028.
    - This will be the first year where one time purchases of over $5,000 and with a useful life of over 5 years will be moved to the Capital Fund. This will smooth out variations in the General Fund from year to year.

Meetings

- **Heath Insurance** Finance received the renewal rates for calendar year 2027. The rates increase is averaged to a 24.6% increase. The industry expecting these large increases to be the new normal for the next several years. If there is zero change to the employee contribution dollar amount, the increased cost to the Village will be $147,130 for calendar year 2027. Finance and Administration will be working establish employee/employer contribution rates for open enrollment. This year a representative from Gallegher will host an informational session with staff to go over changes to plans and features of each plan type. Supplemental Meetings have presented options to slightly decrease the increase to 24.2% by using a composite pricing instead of an age banding pricing model
- **Aflac** Finance staff met with Aflac regarding plans offered in advance of open enrollment. We will be reviewing plans offered and Aflac will also be hosting an informational session for staff.
- **FSA/HSA/COBRA** Staff has been reviewing options to switch providers which will increase features of the user interface, increase speed of reimbursement of claims, reduce staff processing time and decrease Village Administration Costs.
- **Maple/ Joy Kick Off Meeting** Finance participated in a meeting with Public Works and EEI and Finance has started work assisting with loan application documents.

STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR

DATE: NOVEMBER 3, 2026

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

Meetings:

Potential Development – met with a developer to discuss a potential development.
Executive Safety Committee Meeting – attended the IRMA Executive Safety Committee Meeting.
Potential Development – met with to discuss a potential development.
Property Maintenance – met to discuss a property maintenance violation.
Potential Development – met with to discuss a potential development.

Tasks/Updates:

Lennar – 82 New Home Permits have been issued so far this year.
Settlers Ridge – 20 New Home Permits have been issued so far this year.
The Grove Area 1 – 11 New Home Permits have been issued so far this year.
Code updates – working on several text amendments.
Building Inspections – currently scheduling inspections 2-3 days out, getting caught back up. The new inspector is jumping in and doing very well.

Planning & Zoning:

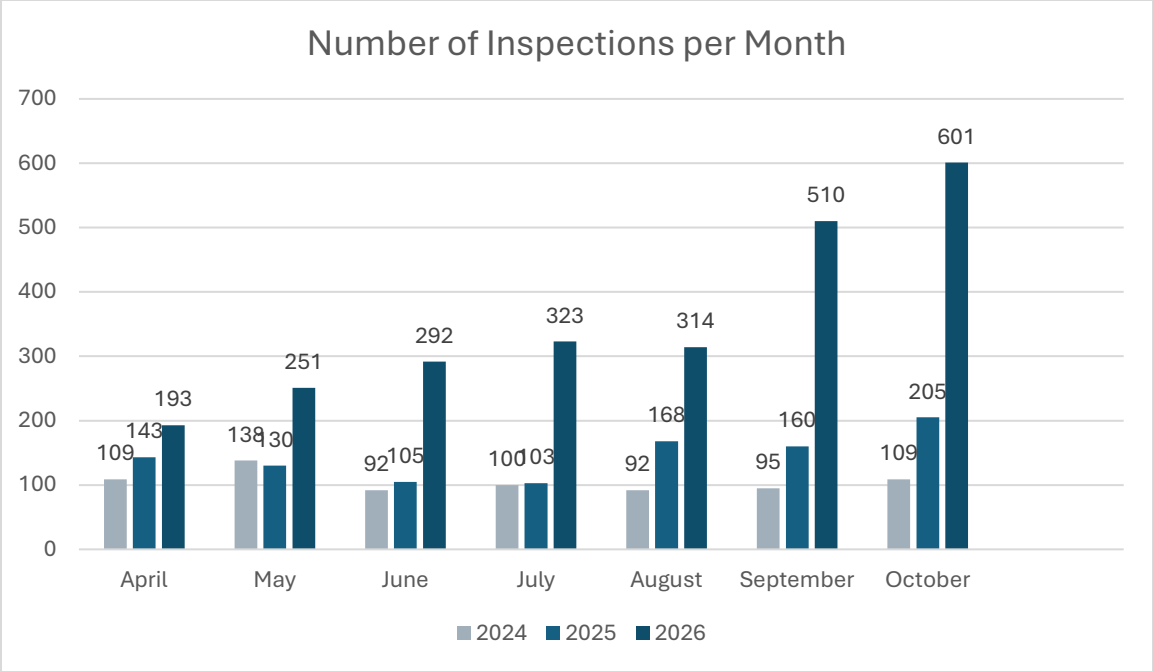
Prepare agenda material for the Plan Commission meeting.
Performed multiple plan reviews.
Sited zoning violations.

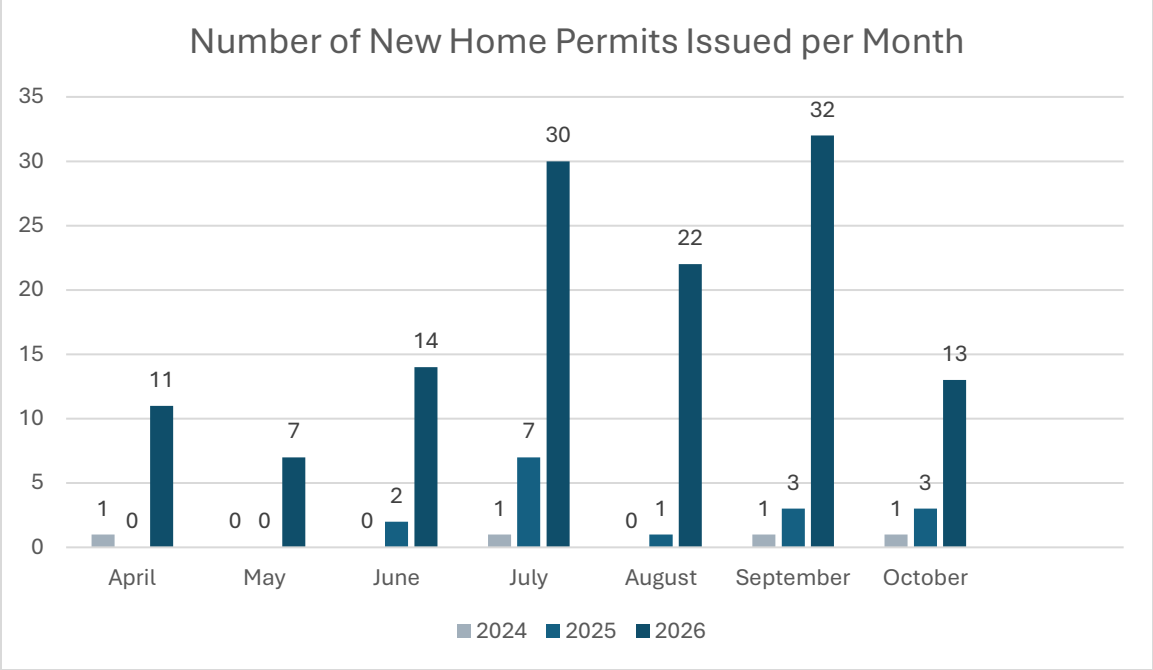
Building:

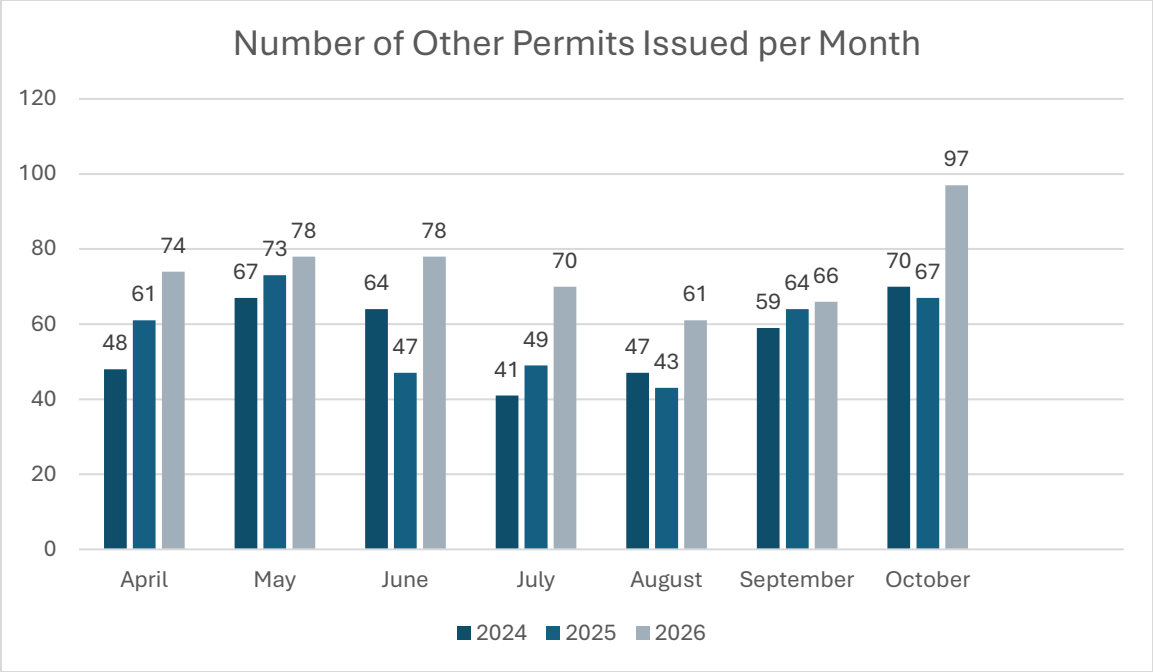
Part-time building inspector has started.
Completed multiple plan reviews and building inspections.
Issued multiple permits.
Completed building code updates.

Property Maintenance/Code Enforcement:

Part-Time Code Enforcement Officer has finished for the season.


Number of Inspections per Month
700
600
500
400
300
200
100
0
April
May
June
July
August
September
October
109
143
193
138
130
251
92
105
292
100
103
323
92
168
314
95
160
510
109
205
601
2024
2025
2026


Number of New Home Permits Issued per Month
35
30
25
20
15
10
5
0
April
May
June
July
August
September
October
1
0
11
0
0
7
0
2
14
1
7
30
0
1
22
1
3
32
1
3
13
2024
2025
2026


Number of Other Permits Issued per Month
120
100
80
60
40
20
0
48
61
74
67
73
78
64
47
78
41
49
70
47
43
61
59
64
66
70
67
97
April
May
June
July
August
September
October
2024
2025
2026

STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: PAT ROLLINS, CHIEF OF POLICE

DATE: NOVEMBER 5, 2026

The following information outlines the status of current projects, meetings, training, and other activities the department is handling.

Conferences / Training / Seminars:

- The Police Law Institute's November online training covers statutorily mandated topics: implicit bias, racial profiling, and cultural competency.
- The monthly defensive tactics training for November focuses on spontaneous knife defense.
- October 25-28, Officer Moreno attended ILEAS Mobile Field Force Training in Urbana, IL.
- Chief Rollins and Deputy Chief Alcaraz attended the annual International Chiefs of Police Conference from October 23 to 27.
- On November 3, Chief Rollins, Deputy Chief Alcaraz, and Administrative Officer Hanold attended IRMA's Police Chiefs Steering Committee meeting.

Administrative:

- Deputy Chief Alcaraz and Administrative Officer Hanold attended the monthly Police Commission Meeting at the police station on October 21.
- On November 2nd, Chief Rollins met with our police records management consortium at the Batavia Police Department to discuss next steps for upgrading our current Records Management Software system.
- Chief Rollins attended the Department Head meeting at the Village Executive Office on November 4.
- The monthly administrative hearing was held on November 4 at the Police Department, with multiple agencies participating in the program. Administrative Officer Hanold represented the Police Department.

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

- Speed Trailer: deployed on Wheatfield Ave. to address speeding autos.



Community Engagement:

Trunk or Treat at the Community House on October 24, 2026.

- Sugar Grove Officers participated in the event

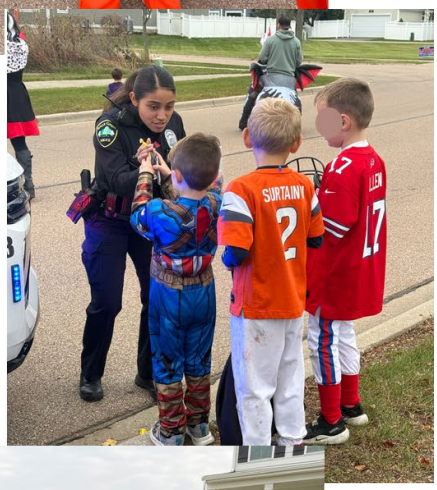






- Annual Halloween trick-or-treating with police officers occurred in the neighborhoods on October 31.

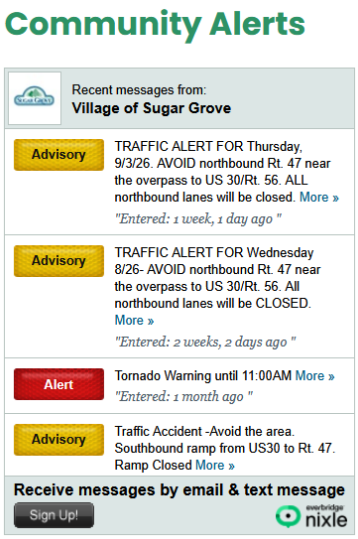






Emergency Preparedness:

- No new messages have been sent out since September 3.



- The monthly audible test of the Emergency Warning Sirens occurred on November 3 at 10:00 a.m. — All sirens are working correctly.

Tue, Nov 03, 2026 10:33 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
SG01	11/03/26	10:00 AM	ALERT command.	PASS	PASS
SG02	11/03/26	10:00 AM	ALERT command.	PASS	PASS
SG03	11/03/26	10:00 AM	ALERT command.	PASS	PASS
SG04	11/03/26	10:00 AM	ALERT command.	PASS	PASS
SG05	11/03/26	10:00 AM	ALERT command.	PASS	PASS
SG06	11/03/26	10:00 AM	ALERT command.	PASS	PASS
SG07	11/03/26	10:00 AM	ALERT command.	PASS	PASS

- The weekly silent test of the Emergency Warning Sirens occurred on October 26 at 8:10 a.m. — All sirens are working correctly.

Mon, Oct 26, 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
SG01	10/26/26	08:10 AM	SILENT GRL command.	PASS	PASS
SG02	10/26/26	08:10 AM	SILENT GRL command.	PASS	PASS
SG03	10/26/26	08:10 AM	SILENT GRL command.	PASS	PASS
SG04	10/26/26	08:10 AM	SILENT GRL command.	PASS	PASS
SG05	10/26/26	08:10 AM	SILENT GRL command.	PASS	PASS
SG06	10/26/26	08:10 AM	SILENT GRL command.	PASS	PASS
SG07	10/26/26	08:10 AM	SILENT GRL command.	PASS	PASS

Police Building Construction Development Update:

- Ribbon Cutting Occurred on October 17th





- On-site meetings are happening daily.
- The PD Building Committee met at its bi-weekly owner/architect virtual meeting on October 8.

Change Orders: -

- The Police Department Building team reviewed the project's change orders and approved 13 since inception. In addition, the list includes a number of items, with some numbers yet to be finalized, and the document includes projections and estimates. The Contingency Budget for the project was allocated at $325,000.
- As of August 14, the Contingency Budget monies expended total $170,910, with projected changes estimated at $123,311, 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 Transon 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

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 Partol 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 fo 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
30				
31				
32				
33				
34				
35				
36				
37				

Village of Sugar Grove
Sugar Grove Police Department Renovation & Addition
Contingency & Allowance Projected Usage Log
July 15, 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:

- December 4-5, 2026 - Holiday in the Grove

STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: BRAD MERKEL, PUBLIC WORKS DIRECTOR

DATE: NOVEMBER 4, 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 Notice of Status Hearing for the IL 47 widening project.
PW staff attended the IEPA Regulatory Update.
Public Works has been working on the Budget mid-year update.
I met with EEI regarding the Maple and Joy watermain project.
Public Works attended the IRMA steering committee meeting.
Chris Lemke attended the IPWMAN Annual Meeting.

Public Works Projects:
Wheeler Road resurfacing project. This Project is Complete.
Merrill Road resurfacing project. This Project is Complete.
Dugan Road resurfacing project. This Project is Complete.

Public Works Daily Operations:
Staff have been working with EEI on the Maple & Joy watermain project.
Staff have been removing dead trees in preparation for the fall parkway tree program.
Staff pothole patched village wide.
Staff are completing pm and safety inspections on the Snow & Ice Control Fleet.
Staff have been completing testing of new watermain in the Grove.
Staff completed 286 Julie Locates since September 25th, 2026.
Staff repaired 24 streetlights.
Staff spread 280 tons of gravel on Seavey Road, and the Sugar Grove Township Road District re-graded the road.
Staff completed weekly Village faciality mowing.
Staff repaired 5 fire hydrants.
Staff repaired 2 water service leaks.
Staff repaired watermain break in Mallard Point.
We have received 300 tons of salt and 4200 gallons of Beat Heat for the snow & ice program.