



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR

DATE: OCTOBER 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 and other meetings with the construction manager and architects. Preparation for the ribbon cutting and opening of the building.
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. **Fox Metro** – Staff met with Fox Metro concerning different projects and potential development in the Village.
5. **Economic Development** – Staff met with current and potential businesses.
6. **ILCMA Training** – Staff attended Flock and data center training in Naperville.
7. **Economic Development Corporation** – Staff attended the EDC meeting.
8. **Social Media** – Staff provided updates on social media to the public.
9. **FOIA Requests** – 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: OCTOBER 20, 2026

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

Tasks/Updates

- **Timekeeping Contract** I have weekly meetings with Andrews Technology supplying them with all the details of our payroll so that they can adequately build the timekeeping system. Nancy and I now have access to the system and are beginning to add employees. The Admin and Finance Department will begin testing next week.
- **Audit Process** Due to delays with the Police Pension Audit, staff has filed an extension on the annual audit and hopes to present this at the November 10th Board Meeting.
- **Grants** Staff has submitted for the following IRMA grants. I expect to hear if they are awarded in the next two weeks.
 - Advanced Leadership Development- \$3,500
 - Fleet Safety Training and Equipment - \$3,000
 - Health and Wellness - \$1,700
 - Lexipol Policy Manual Development - \$3,000
 - Lift Assistance - \$1,500
 - Police Department Safety and Equipment - \$2,500
- **FY2028 Budget** Staff has started the FY2028 Budget process
 - Departments are currently entering the year end projections to be presented at the November 10th 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 Gallagher will host an informational session with staff to go over changes to plans and features of each plan type.

- **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.



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR

DATE: OCTOBER 16, 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.

Engineers – completed interviews with engineering firms.

Settlers Ridge – met with fellow staff to discuss engineering in Settlers Ridge.

EDC – attended the EDC Board meeting.

Property Maintenance – met to discuss a property maintenance violation.

Potential Development – met with to discuss a potential development.

Fox Metro – met to discuss a project.

Potential Development – met with to discuss a potential development.

Potential Development – met with to discuss a potential development.

Tasks/Updates:

Lennar – 72 New Home Permits have been issued so far this year.

Settlers Ridge – 19 New Home Permits have been issued so far this year.

The Grove Area 1 – 10 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.

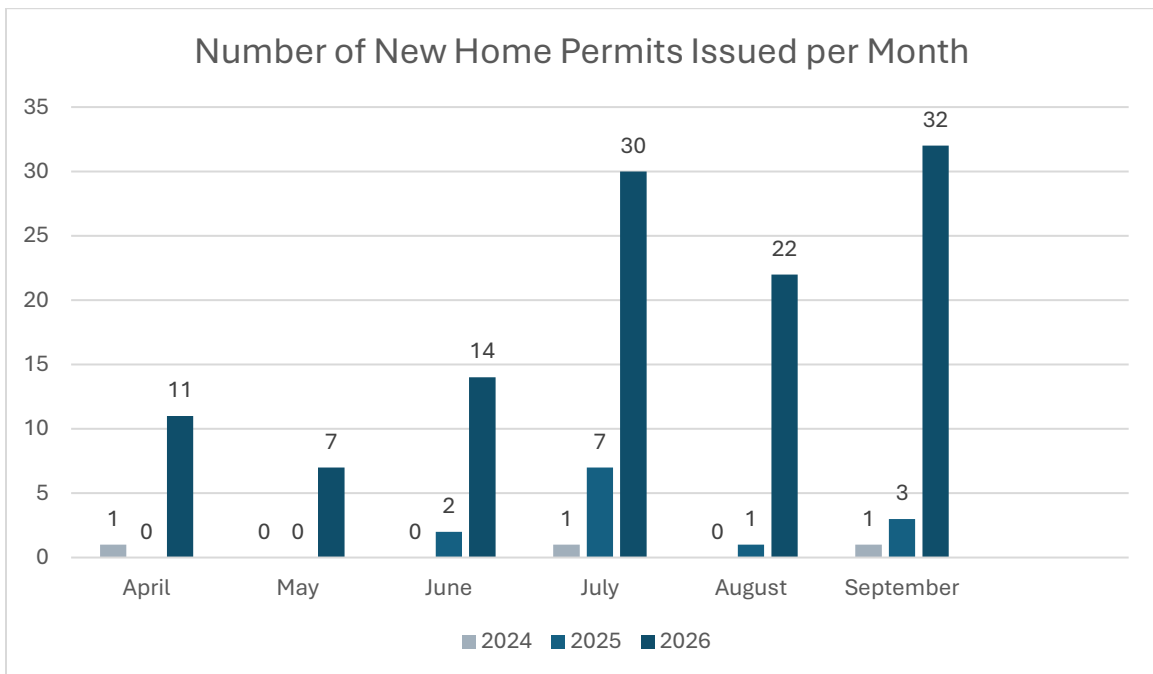
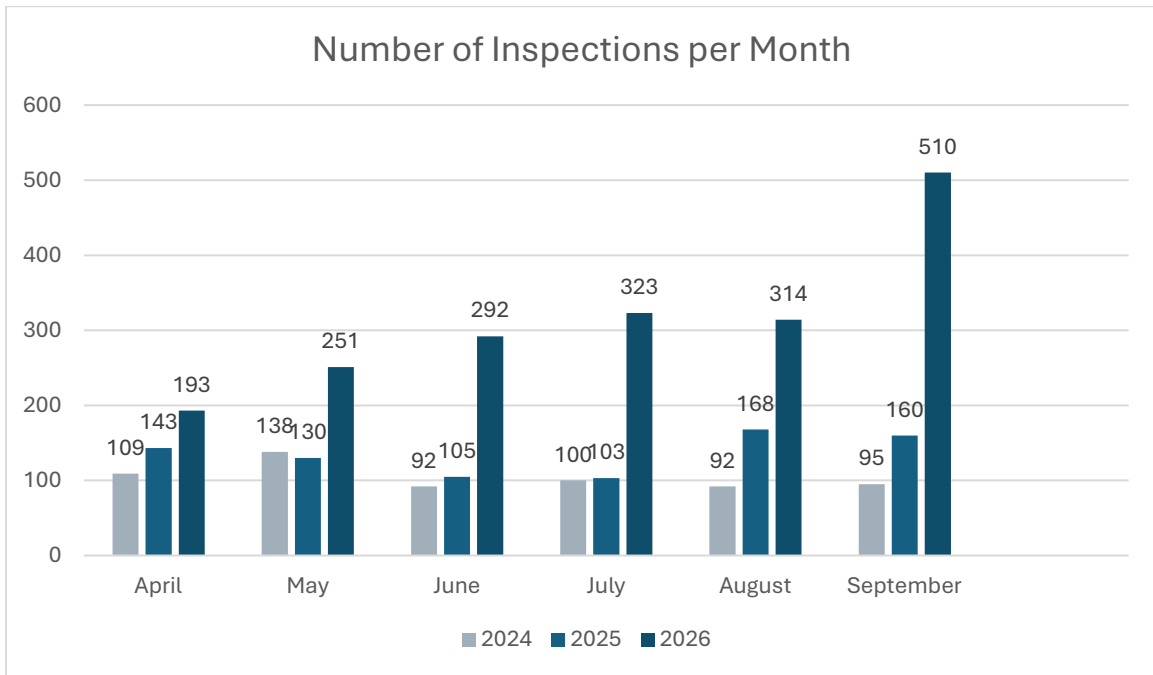
Completed multiple plan reviews and building inspections.

Issued multiple permits.

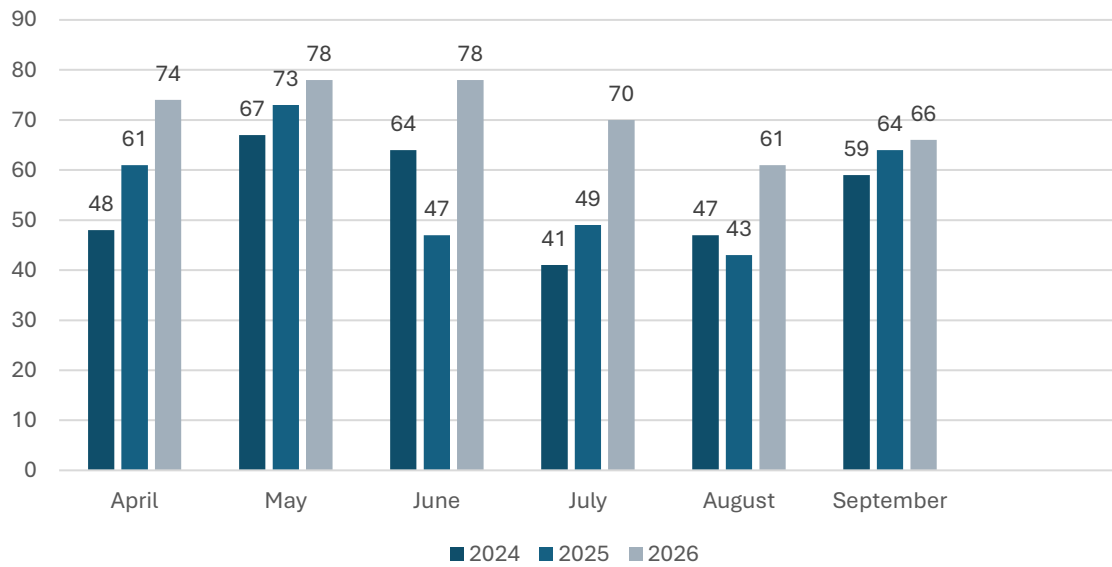
Completed building code updates.

Property Maintenance/Code Enforcement:

Cited multiple property maintenance violations to include grass, weeds, garbage, trailers. Code enforcement has finished for the season.



Number of Other Permits Issued per Month





STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: PAT ROLLINS, CHIEF OF POLICE

DATE: OCTOBER 15, 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 October online training covers recently decided U.S. Supreme Court cases, including those centered around domestic violence. It also covers new laws that took effect over the past few months.
- The monthly defensive tactics training for October focuses on weapon retention.
- On September 13, Officers Turnbow and Rivera attended breath operator training at Elgin PD.
- Detectives Batitsas and Thoele, with Officer Koller, attended the three-day annual Illinois Homicide Investigator conference October 15-17.

Administrative:

- Chief Rollins attended the Department Head meeting at the Village Executive Office on October 13.
- Deputy Chief Alcaraz and Administrative Officer Hanold attended Tri-Com's Police Ops meeting on October 14, held at Tri-Com.
- The monthly administrative hearing took place on October 14 at the Police Department, with multiple agencies participating in the program. Administrative Officer Hanold represented the Police Department.
- On October 15, Chief Rollins participated in the incident command/communication meeting hosted at Waubensee Community College.

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.



Emergency Preparedness:

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

Community Alerts


Recent messages from:
Village of Sugar Grove

Advisory

TRAFFIC ALERT FOR Thursday, 9/3/26. AVOID northbound Rt. 47 near the overpass to US 30/Rt. 56. ALL northbound lanes will be closed. [More »](#)
"Entered: 1 week, 1 day ago"

Advisory

TRAFFIC ALERT FOR Wednesday 8/26- AVOID northbound Rt. 47 near the overpass to US 30/Rt. 56. All northbound lanes will be CLOSED. [More »](#)
"Entered: 2 weeks, 2 days ago"

Alert

Tornado Warning until 11:00AM [More »](#)
"Entered: 1 month ago"

Advisory

Traffic Accident -Avoid the area. Southbound ramp from US30 to Rt. 47. Ramp Closed [More »](#)

Receive messages by email & text message

Sign Up!



- The weekly silent test of the Emergency Warning Sirens occurred on September 28 at 8:10 a.m. — All sirens are working correctly.

Mon, Oct 12, 2026 09:01 AM

SYSTEM 4000 CENTRAL CONTROL INTERROGATION SUMMARY

SUGAR GROVE

Site	Command				Output	Input	Batt
SG01	10/12/26	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS
SG02	10/12/26	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS
SG03	10/12/26	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS
SG04	10/12/26	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS
SG05	10/12/26	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS
SG06	10/12/26	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS
SG07	10/12/26	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS

Police Building Construction Development Update:

- On-site meetings are happening daily.
- The PD Building Committee met at its bi-weekly owner/architect virtual meeting on October 8.
- Public Tours are scheduled for October 15 and the 17. Ribbon cutting will take place on October 17 at 10 am.

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 Transom Windows		\$3,025	Shifting of transoms above doors at Breakroom 137 & SSGT 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 Patrol 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 for 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
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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
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:

- PD Public Tour October 15 from 4 pm- 7 pm
- PD Grand Opening and Public Tour October 17 from 10am- 2 pm
- October 24, 2026- No Tricks, Just Treats Event
- December 4-5, 2026, - Holiday in the Grove



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: BRAD MERKEL, PUBLIC WORKS DIRECTOR

DATE: OCTOBER 16, 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 KKCOM Transportation Meeting.
I attended the Crown Area 2 Fox Metro Sewer Meeting.
I attended the RFQ Selection Meeting for the new Village Engineer.

Public Works Projects:

Wheeler Road resurfacing project. Restoration is scheduled to be completed in the next 30 days.
Merrill Road resurfacing project. Restoration is scheduled to be completed in the next 30 days.
Dugan Road resurfacing project. Restoration is scheduled to be completed in the next 30 days.

Public Works Daily Operations:

Staff have been working with EEI on the Maple & Joy watermain project by locating b-boxes and services.
Staff have been removing dead trees in preparation for the fall parkway tree program.
Staff pothole patched village wide.
17 sidewalk trip hazards have been replaced.
Staff are completing pm 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 3 streetlights.
Staff completed weekly Village facility mowing.
Staff completed ROW mowing for the final time this year.
Concrete Hero repaired 73 sidewalk trip hazards.
Annual pavement marking is complete.
Staff repaired watermain break in Mallard Point.