



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR

DATE: OCTOBER 6, 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. Staff also planned community tours and ribbon cutting.
2. **Communications Intern** – Staff is drafting the job description and other materials for the planned intern with Waubensee.
3. **Village Engineer Vacancy** – Staff reviewed proposals and met with the selection committee.
4. **IEPA** – Staff met with the IEPA to discuss water capacity and future expansion of the system.
5. **Fox Metro** – Staff met with Fox Metro concerning different projects and potential development in the Village.
6. **Economic Development** – Staff met with current and potential businesses.
7. **Social Media** – Staff provided updates on social media to the public.
8. **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.
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: OCTOBER 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** 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. I am currently working through the detailed workbook they have sent out.
- **Audit Process** The Village has been diligently working on the audit, we have been working on cleaning up the grant workbooks.
- **IRMA Risk Management Policy Review Visit Preparation** Staff met with IRMA and reviewed checklists of safety policies and procedures requests. Staff will compile these with Police and Public Works in preparation of the February visit.

Training

- **Police Pension Training.** To date, I have completed 14.8 out of the 16 required hours of Training. Since last report, I have completed
 - Board Oversight of Cyber Risk: Before a Breach
 - Cyber Security - Best Practices
 - The Illinois Freedom of Information Act and Open Meetings Act
 - Various Benefits
- **Illinois Municipal League Conference.** I had the opportunity to attend the Illinois Municipal League Conference and attended
 - TIF Track Trainings – All Day Thursday
 - The Future of Leadership in Municipal Government
 - Building a Comprehensive Plan
 - IRMF Employer Update
 - Preparing Illinois Municipalities for the Next Disaster
 - Capital Improvement Planning
 - Data Center Development



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR

DATE: OCTOBER 1, 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 to discuss a potential development.

Property Maintenance – met with fellow staff to discuss property maintenance.

Contractor Meeting – met with a contractor to discuss Village requirements.

Fox Metro – met with Fox Metro to discuss a project.

Pre-Construction Meeting – attended a pre-construction meeting with MI Homes.

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.

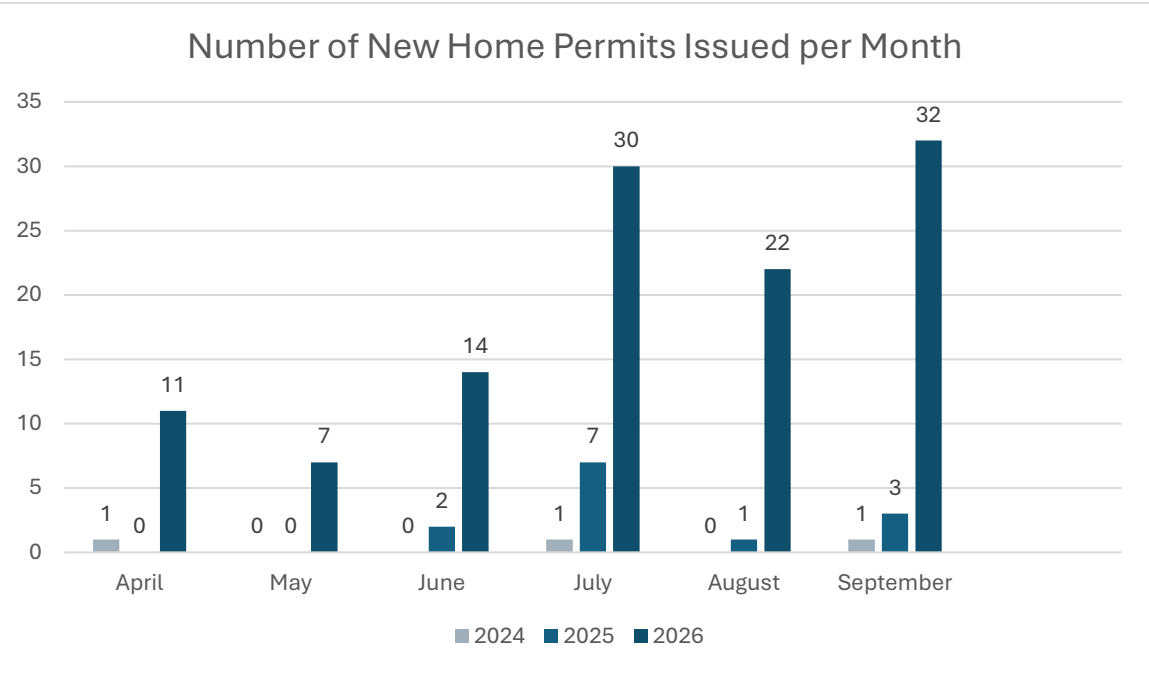
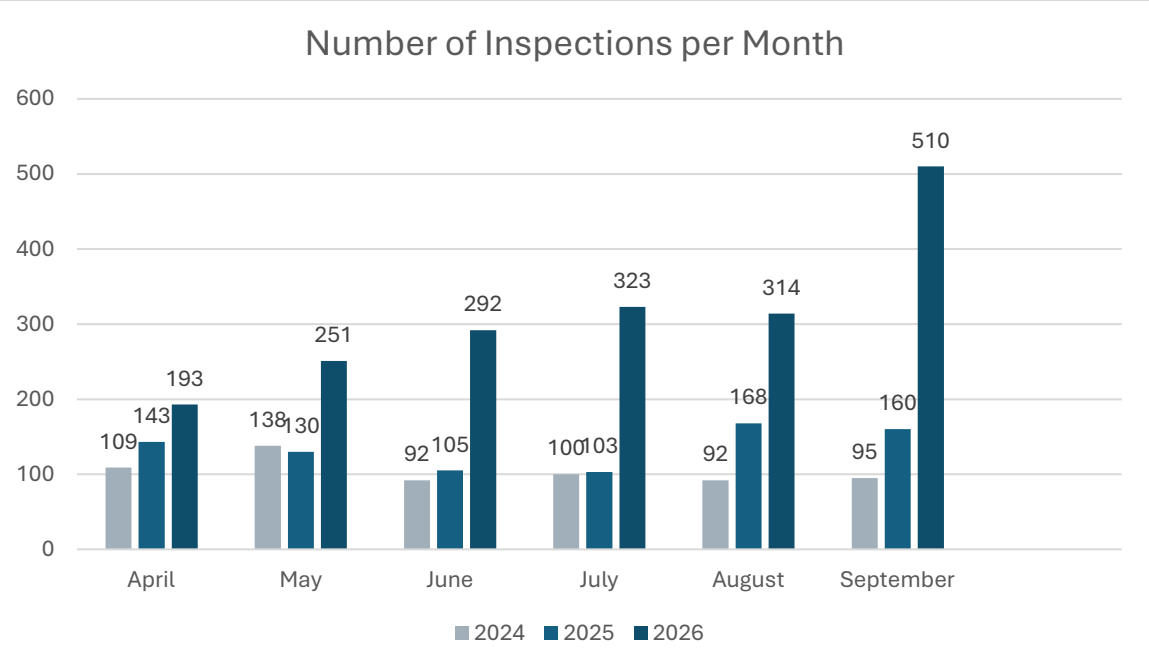
Completed multiple plan reviews and building inspections.

Issued multiple permits.

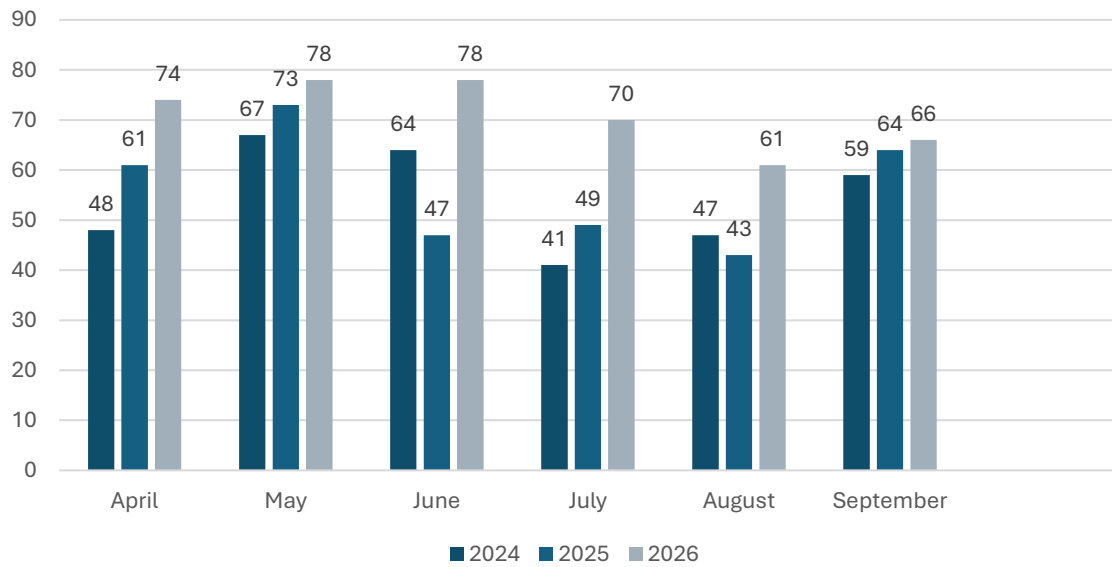
Completed building code updates.

Property Maintenance/Code Enforcement:

Cited multiple property maintenance violations to include grass, weeds, garbage, trailers.



Number of Other Permits Issued per Month





STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: PAT ROLLINS, CHIEF OF POLICE

DATE: OCTOBER 2, 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 September online training covered recently decided U.S. Supreme Court cases, including those addressing objectively reasonable warrantless entries, geofence warrants, reasonable factors for traffic stops, gun rights on private property, and qualified immunity.
- The monthly defensive tactics training for September focused on impact weapons and collapsible batons.
- On September 17, Officer Moreno and Deputy Chief Alcaraz participated in their monthly ILEAS field force training.
- On September 18, Chief Rollins participated in an International Chiefs of Police Association webinar on automated license plate readers.
- Chief Rollins participated in a webinar through Lexipol regarding Ready or Reactive Leadership: 5 Takeaways on September 21.
- On September 23, Chief Rollins participated in a webinar through Lexipol regarding From Policy to Performance: Why Execution Breaks Down.
- Chief Rollins participated in a webinar through Lexipol regarding When it Counts: Preparing for High-Risk, High-Visibility Events on September 24.

Administrative:

- Chief Rollins attended the Department Head meeting at the Village Executive Office on September 15.
- Deputy Chief Alcaraz and Chief Rollins attended the monthly Kane County Chiefs of Police Meeting on September 16, held at the South Elgin Police Department.
- On September 24, Chief Rollins and Deputy Chief Alcaraz participated in the year-end review of the Groovin' in the Grove, in addition to planning out next year's events.
- Chief Rollins attended the Department Head meeting at the Village Executive Office on September 29.
- On October 1, Deputy Chief Alcaraz participated in a statewide intelligence briefing.

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, Sep 28, 2026 09:01 AM

SYSTEM 4000 CENTRAL CONTROL INTERROGATION SUMMARY SUGAR GROVE

Site	Command			Output	Input	Batt
SG01	09/28/26	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG02	09/28/26	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG03	09/28/26	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG04	09/28/26	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG05	09/28/26	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG06	09/28/26	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG07	09/28/26	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 September 24.
- Furniture has been installed at the PD and will be revealed at the public tour

events scheduled for October 15 and 17.

- Parking lot preparation for resurfacing took place this past week.



- Planters/security barriers were installed at the PD this past week



- Over the past week, Monument Sign brickwork was installed, and the parking lot was resurfaced. It will be striped in the coming days as weather permits.



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 & SGT 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:

- 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: SEPTEMBER 30, 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 ComEd Municipal Portal Training on September 22nd&29th.
I attended the RFQ Selection Meeting for the new Village Engineer.

Public Works Projects:

Wheeler Road resurfacing project. Paving is complete, shoulder stone and restoration are scheduled to be completed in the next 30 days.
Merrill Road resurfacing project. Paving is complete, shoulder stone and restoration are scheduled to be completed in the next 30 days.
Dugan Road resurfacing project. Paving is complete, shoulder stone and restoration are 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.
Staff replaced a broken fire hydrant on Terry Drive.
Staff are completing pm on the Snow & Ice Control Fleet.
Staff have been completing testing of new watermain in the Grove.
Staff completed 294 Julie Locates since September 14th, 2026.
Staff repaired 5 streetlights.
Staff completed weekly Village facility mowing.
Staff are mowing ROW for the final time this year.
Concrete Hero repaired 73 sidewalk trip hazards.
Annual pavement marking is being completed.
Staff assisted in set-up & clean-up for Grooving in the Grove.
Staff repaired water service leak in Prestbury.