



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: KARIN JOHNS, FINANCE DIRECTOR

DATE: SEPTEMBER 1, 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 is reviewing the first draft of the audit. The audit is expected to be presented to the Board in October.
- **IMRF Wage Reporting Employer Compliance Review** We have concluded the audit and will be correcting the minor issue discovered during the report. This wrap up process is estimated to be completed in the next two weeks.
- **Accounts Payable/ Payroll Fiscal Clerk Opening** We have extended an offer and are working through the pre-employment checks. Anticipated start date for this position is August 31.

Training

- **Police Pension Training.** I completed the Managing Generational Differences and Unconscious Bias in the Workplace Training. To date, I have completed 8.25 out of the 16 required hours of Training.



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR

DATE: AUGUST 26, 2026

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

Meetings:

EEL - I attended the weekly engineering meetings with Staff and EEL.

Potential Development – met with to discuss a potential development.

Fox Metro – met with Fox Metro to discuss a lift station.

Settlers 5 & 6 – met with engineers and developer to discuss outstanding items

Tasks/Updates:

Lennar – 56 New Home Permits have been issued so far this year.

Settlers Ridge – 13 New Home Permits have been issued so far this year.

The Grove Area 1 – master plan reviews are completed. Model homes under review.

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:

Part-time building inspector has started.

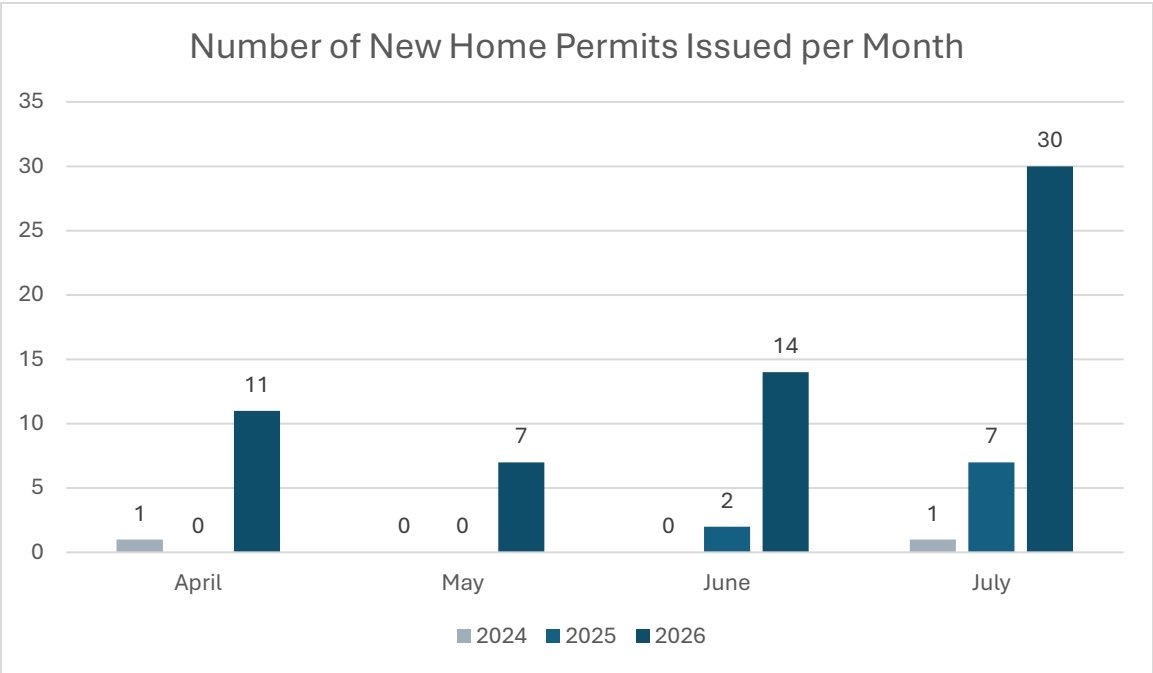
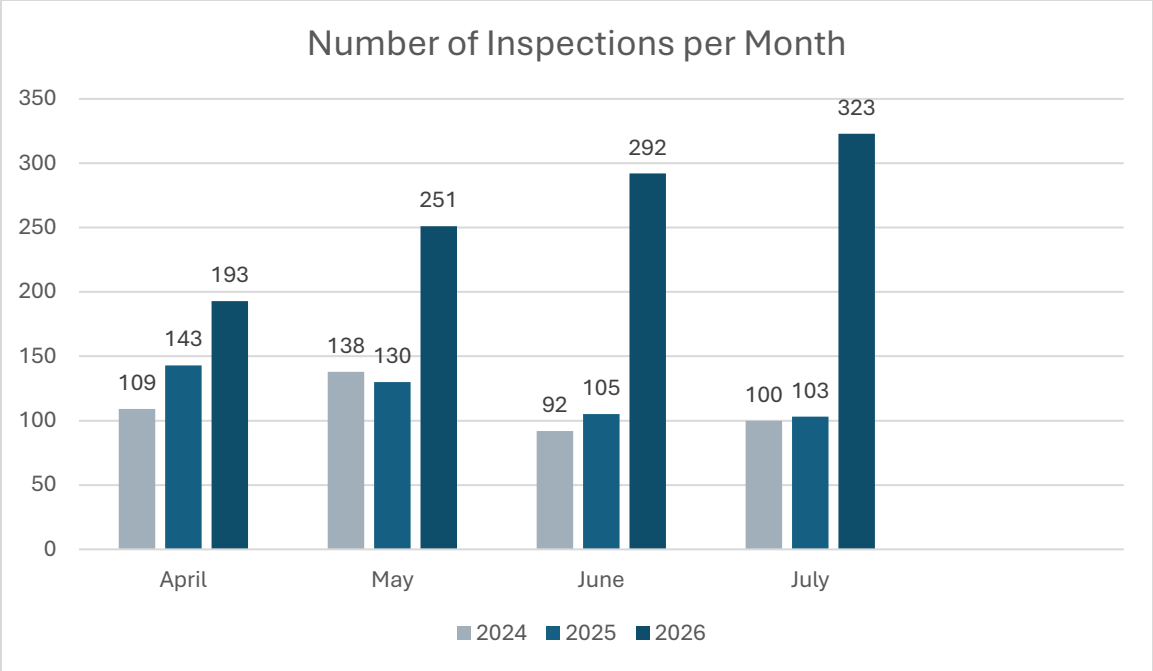
Completed multiple plan reviews and building inspections.

Issued multiple permits.

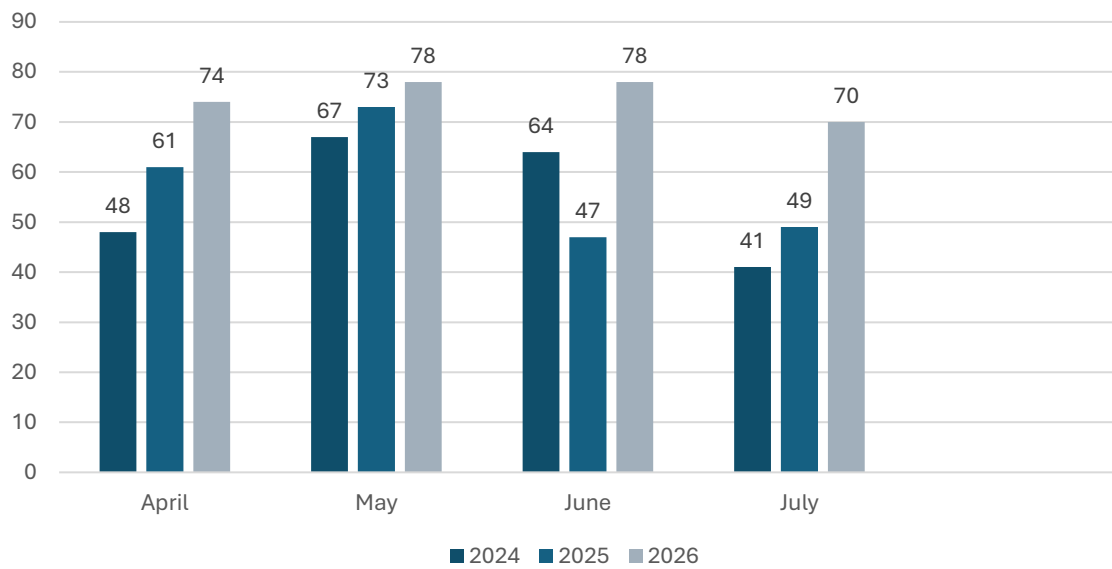
Completed building code updates.

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: AUGUST 28, 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 August online training covered burglary, theft, and robbery.
- The monthly defensive tactics training for August focused on defensive counterstrikes

Administrative:

- On August 17, Chief Rollins met with a radio vendor at the PD construction site to procure radio antenna equipment for mounting on the building's roof.
- Chief Rollins attended the Department Head meeting at the Village Executive Office on August 18.
- Chief Rollins participated in a statewide certification for the LESO Federal program, under which agencies are eligible to receive federal surplus items for local agency use.
- August 19, Deputy Chief Alcaraz attended the Village's internal safety committee meeting, composed of members from finance, public works, and police.
- Chief Rollins attended the Police Chiefs Steering Committee meeting for IRMA, hosted in Naperville on August 20.
- On August 25, Chief Rollins met virtually with an existing vendor for a demonstration of their scheduling software.
- On August 25, Chief Rollins met virtually with a vendor providing emergency alert notifications to the community.
- Chief Rollins participated in the annual FAA Runway Safety Action Team meeting on August 27, hosted at the Sugar Grove Library.
- Deputy Chief Alcaraz, along with officers and cadets from the Kane County Sheriff's Office, provided public safety services for the last Groovin in the Grove and Food Truck Event on August 27.
- Chief Rollins represented the Village at the Sugar Grove Community Leaders Meeting, held at the Sugar Grove Township Building on August 28.

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

Emergency Preparedness:

- On August 24, a Community Alert was sent out through Nixle, alerting the motoring public in advance of the closure of the northbound lanes of Sugar Grove Parkway, as IDOT was replacing a beam on the U.S. 30 / Rt. 56 bridge, scheduled for August 26.



Community Alerts



Recent messages from:
Village of Sugar Grove

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 days, 6 hours ago "

Alert

Tornado Warning until 11:00AM [More »](#)
"Entered: 2 weeks, 2 days ago "

Advisory

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

Advisory

Update- Roadway is now open for the Westbound lanes of Route 56 from I-88 (Exit 113). [More »](#)
"Entered: 1 year, 2 months ago "

Receive messages by email & text message

Sign Up!



- The weekly silent test of the Emergency Warning Sirens occurred on August 24 at 08:10 a.m. — All sirens are working correctly.

Mon, Aug 24, 2026 09:01 AM

SYSTEM 4000 CENTRAL CONTROL
INTERROGATION SUMMARY

SUGAR GROVE

Site	Command			Output Input Batt		
SG01	08/24/26	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG02	08/24/26	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG03	08/24/26	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG04	08/24/26	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG05	08/24/26	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG06	08/24/26	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG07	08/24/26	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 August 27.
- This last period has been slow, with various trades not working at the site.
- HVAC ductwork in the evidence room, security concerns, and space needs of the

room, as outlined in the change order approved by the Village Board, are being addressed with the various trades affected by relocating the ductwork.

Change Orders: -

- The Police Department Building team reviewed the change orders for the project and approved 13 of them since inception. In addition, there are a number of items on the list, with numbers yet to be finalized, and projections/estimates are included in the document. The Contingency Budget for the project was allocated at \$325,000.
- As of August 14, the Contingency Budget monies expended are \$170,910, with a potential estimated cost of \$123,311 in projected changes with estimated costs, 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 piping 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 Parlor 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:

- No Tricks-Just Treats, October 2026, hosted at the Sugar Grove Community House.



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: BRAD MERKEL, PUBLIC WORKS DIRECTOR

DATE: AUGUST 26, 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 IDOT Pre-con for the Merrill Rd resurfacing project.
I attended the Notice of Status Hearing for the IL 47 widening project.

Public Works Projects:

Wheeler Road resurfacing project. This project is scheduled to start August 26th.
Merrill Road resurfacing project. This project started on August 24th, the concrete removal and replacement has been completed. The contractor will begin asphalt milling by August 31st.
Dugan Road resurfacing project. This project is scheduled to start August 26th.

Public Works Daily Operations:

Staff replaced an 18" culvert on Wheeler Road.
Staff patched Hanks Bridge with the Sg Township.
Staff pothole patched village wide.
Staff assisted the SG Township with ROW tree trimming on Norris and Denny.
Staff completed 289 Julie Locates from August 12th, 2026.
Staff replaced a damaged water valve box on Bucktail Lane.
Staff replaced the brushes on the skid loader sweeper.
Staff completed weekly Village facility mowing.
Staff have been cleaning up tree debris from recent storms.