



STAFF REPORT

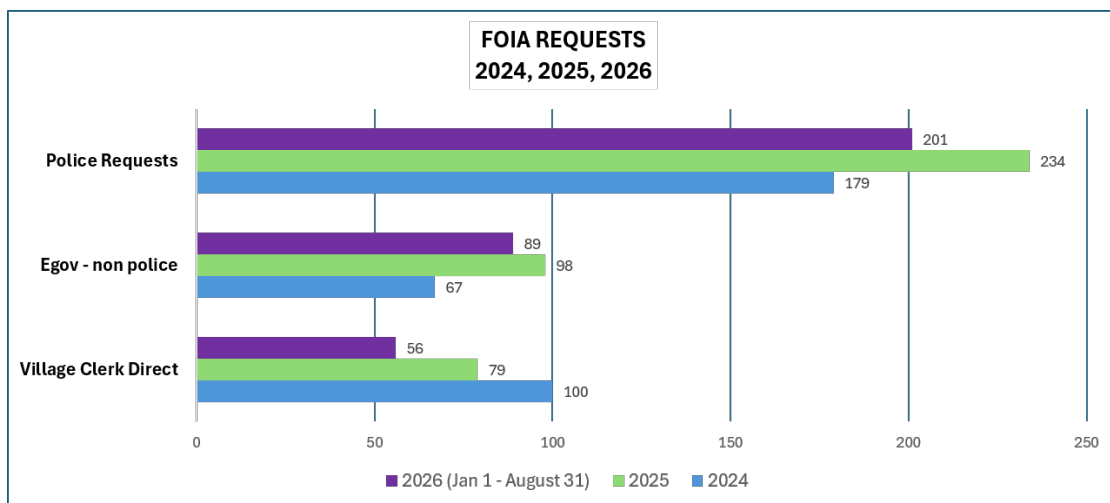
TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR

DATE: SEPTEMBER 15, 2026

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

1. **PD remodel** – Staff attended construction meetings and other meetings with the construction manager and architects. Furniture was installed last week.
2. **Communications Intern** – Staff is drafting the job description and other materials for the planned intern with Waubensee.
3. **Village Engineer Vacancy** – Staff worked with HR Green for transition services and posted a Request for Proposals.
4. **Economic Development** – Staff met with current and potential businesses.
5. **Social Media** – Staff provided updates on social media to the public.
6. **FOIA Requests** – Staff continues to work on various requests. Staff and the Village Attorney have spent significant time on FOIA requests.



Note: FOIA requests not related to police and those sent directly to the Village Clerk are managed by the Administration Office.

7. **PAC** – Administration staff is working with the Attorney General’s Public Access Counselor because of FOIA and OMA review requests.
8. **Website Updates & Statistics** – Staff continues to update the website, adding additional content, removing old content, and fixing broken links.

Website statistics for June 2026 through August 2026 are as follows:

Engagement	June	July	August	June to July	July To August	Overall
Visits	7,922	10,122	8,708	27.8%	-14.0%	9.9%
Page Views	14,776	17,466	15,754	18.2%	-9.8%	6.6%
Emails Sent	157	149	121	-5.1%	-18.8%	-22.9%
Form Submissions	2	3	2	50.0%	-33.3%	0.0%
Call Clicks	122	182	172	49.2%	-5.5%	41.0%
Map Clicks	5	4	5	-20.0%	25.0%	0.0%



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: KARIN JOHNS, FINANCE DIRECTOR

DATE: SEPTEMBER 15, 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. Staff is working on
- **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: SEPTEMBER 11, 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.

Brighton Ridge – met onsite to discuss ongoing development.

Engineer Meeting – met with engineer firm to discuss interim engineering services.

Potential Development – met with to discuss a potential development.

Tasks/Updates:

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

Settlers Ridge – 14 New Home Permits have been issued so far this year.

The Grove Area 1 – master plan reviews are completed. 13 new home permits are ready to be issued.

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.

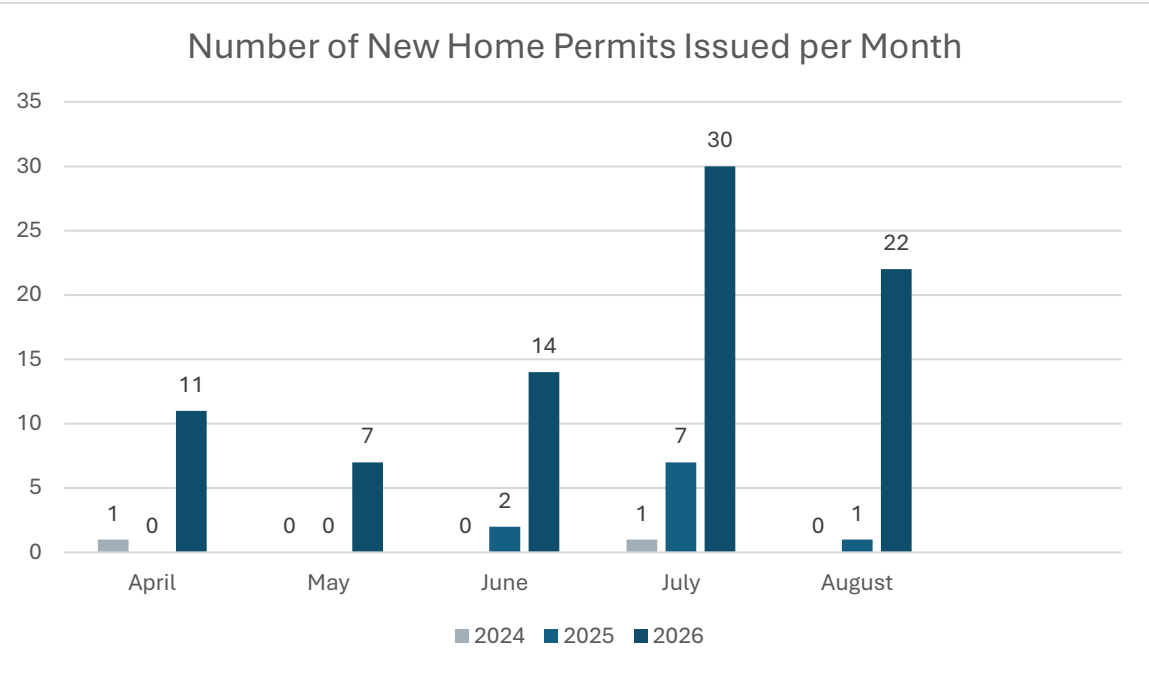
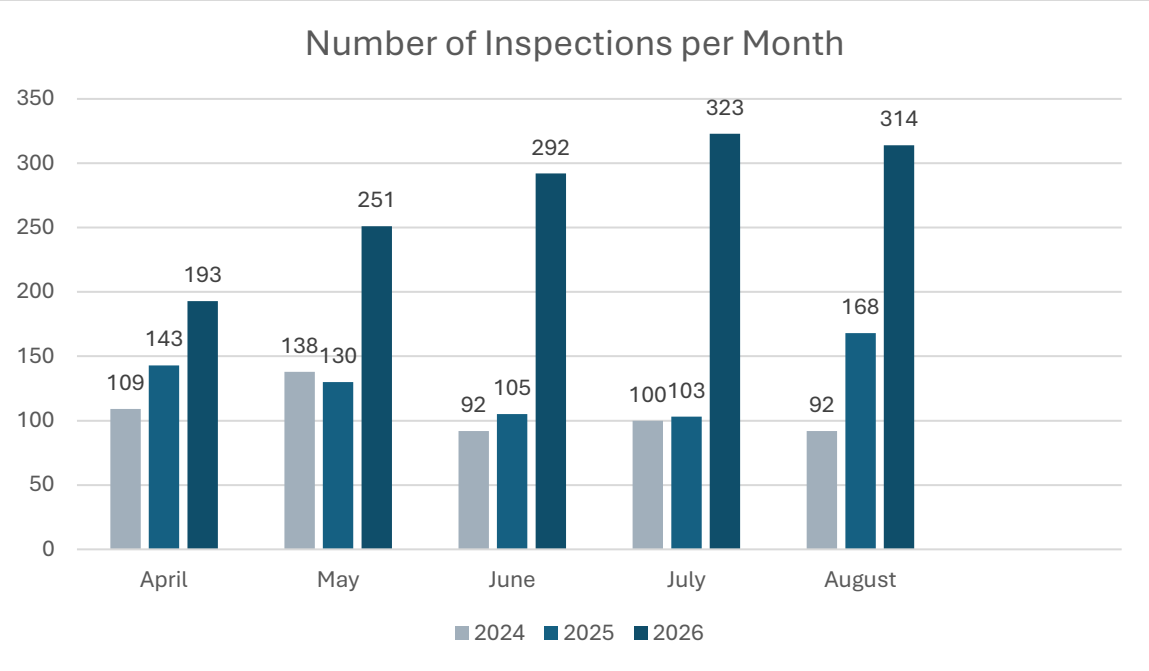
Completed multiple plan reviews and building inspections.

Issued multiple permits.

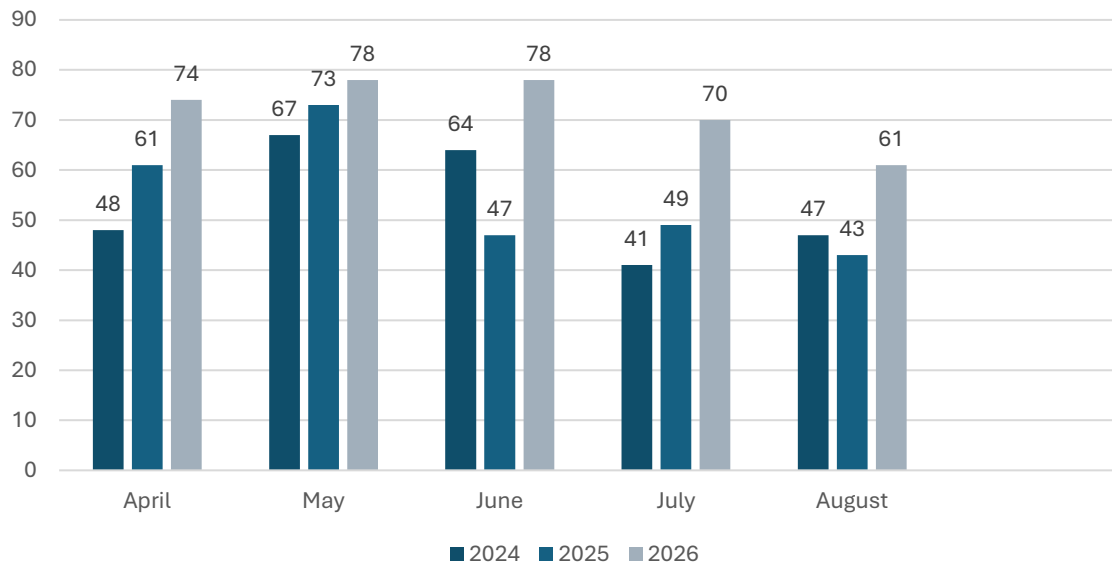
Completed building code updates.

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: SEPTEMBER 10, 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 covers recently decided U.S. Supreme Court cases that include 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 focuses on impact weapons/collapsible batons.

Administrative:

- On September 1, Chief Rollins, Deputy Chief Alcaraz, Administrative Officer Hanold, and Records Clerk Neilsen attended a Records Management System demonstration hosted by the St. Charles Police Department, along with many other Kane County agencies.
- Chief Rollins attended the Department Head meeting at the Village Executive Office on September 1.
- On September 3, Chief Rollins participated in a virtual meeting with other village departments and our insurance carrier, IRMA, regarding an upcoming review.
- Department members participated in an intruder drill at Harter Middle School on September 8.
- Chief Rollins attended the Department Head meeting at the Village Executive Office on September 8.
- Chief Rollins participated in the monthly Tri-Com Executive Board meeting on September 9.
- Administrative Officer Hanold oversaw the Administrative Hearing meeting on September 9th.

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:

- A community alert went out on September 2nd warning the motoring public about the closure of northbound Sugar Grove Parkway at the overpass for IDOT's bridge beam replacement.

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 monthly audible test of the Emergency Warning Sirens occurred on September 1 at 10:00 a.m. — All sirens are working correctly.

Tue, Sep 01, 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	09/01/26	10:00 AM	ALERT command.	PASS	PASS
SG02	09/01/26	10:00 AM	ALERT command.	PASS	PASS
SG03	09/01/26	10:00 AM	ALERT command.	PASS	PASS
SG04	09/01/26	10:00 AM	ALERT command.	PASS	PASS
SG05	09/01/26	10:00 AM	ALERT command.	PASS	PASS
SG06	09/01/26	10:00 AM	ALERT command.	PASS	PASS
SG07	09/01/26	10:00 AM	ALERT command.	PASS	PASS

- The weekly silent test of the Emergency Warning Sirens occurred on September 7 at 8:10 a.m. — All sirens are working correctly.

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 10.
- Furniture is being delivered and installed on September 10 and 11th.
- Parking lot curb work and preparation for resurfacing is taking place.



- HVAC ventilation relocation is occurring for the back section of the building, running some of the ventilation through the attic.
- Punch list items for certain spaces are being identified and addressed.
- Evidence Lockers were installed in the property and evidence area.



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, 2025



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:

- October 2026- No Tricks, Just Treats Event
- December 2026, - Holiday in the Grove



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: BRAD MERKEL, PUBLIC WORKS DIRECTOR

DATE: SEPTEMBER 8, 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.
I attended the meeting with HR Green to discuss temporary Engineering Services.

Public Works Projects:

Wheeler Road resurfacing project. This project started on August 27th and is estimated to take 30 days.
Merrill Road resurfacing project. This project started on August 24th, the concrete removal and replacement has been completed. The contractor completed leveling binder on September 4th and is scheduled to complete the surface course of asphalt the week of September 8th.
Dugan Road resurfacing project. This project started on August 31st and is estimated to take 30 days.

Public Works Daily Operations:

Staff have been completing new construction inspections on site utilities in the Grove.
Staff have been removing dead trees in preparation for the fall parkway tree program.
Staff pothole patched village wide.
Staff replaced a damaged valve box on Dugan Road.
Staff completed PM on the Vactor.
Staff have been completing testing of new watermain in the Grove.
Staff completed 264 Julie Locates from August 26th, 2026.
Staff repaired 2 streetlights.
Staff hauled scrap out from the shop.
Staff broken asphalt out from various digs.
Staff replaced 1 damaged street sign.
Staff completed weekly Village facility mowing.
Staff have been cleaning up tree debris from recent storms.
Staff assisted in set-up & clean-up for Grooving in the Grove.



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

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.	Communication with Waubensee and drafting the job description	
2	Complete Pedestrian/Bike Plan <i>(Administration & Community Development)</i>				Work in Coordination with CMAP and their consultants on a plan before ultimate approval by the Village Board	CMAP Approved. MOU up for approval of 9 - 15 VB meeting	
3	Draft a Strategic Plan with the Village Board				Hold a planning session with the Village Board and the deliver a plan for approval at a later meeting		
4	Work with the Aurora CVB on a Hotel Survey					Staff reviewed initial report and sent back comments	
FINANCE DEPARTMENT							
1	Implement a new Timekeeping System	6	\$ 12,145		Implementation of timekeeping system Village Wide	Finance has weekly status updates with Andrew Technologies to detail out all payroll rules to be entered into the system.	
2	Complete comprehensive fee review <i>(Finance & Community Development)</i>	8			Work with Community Development 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 Community Development 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	Update the Villages Bike/Pedestrian Plan	18			Complete a new Pedestrian/Bike Plan for the Village and present to the Board for approval	The Village has received a Travel Choice Pilot Grant for this project. More details to come.	TBD
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.	Text amendment will be going to the PC for a public hearing on September 16th	September
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.	Working on getting quotes to do so	
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. September 9: The building is nearing completion. Punch list items are being addressed in 1/2 the building that's almost complete. The other 1/2 of the building is still having all trades working in that space as HVAC, Electrical, and Flooring is still on-going.	June 16, 2026 VB Tour of the Construction site before the VB meeting. (5:30 p.m. tour) Plus a presentation at the VB meeting by Cordogan Clark on the progress. Looking to be operational in the building in October with a open house scheduled shortly after opening



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

Initiative		Time in Months	Estimated Cost	Actual Cost	FY26-27 Departmental Measurable Objective	Update	VB Discussion Target Date(s)
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. Once back in our newly remodeled facility, proofs for each standard will be updated where applicable as the building has changed.	
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 January. (pushed back with the building project requiring more time)	
4	Explore opportunities to incorporate citizen volunteers as partners with the Sugar Grove Police Department. Prepare a study, and if feasible, develop a prgram.	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							
1	Dugan Road (STP)	6	\$ 479,650		Resurfacing of Dugan Road entire Village limits	August 26th start	
2	IL Route 47 & Park Avenue Intersection Improvements	3	\$ 503,275		Intersection improvements to eliminate traffic crossing IL 47	Project Complete	
3	Wheeler Road Esker to 47 Resurfacing (STP)	6	\$ 400,575		Resurfacing of Wheeler Road from Esker Drive to RT 47	August 26th start	
4	Merril Road Resurfacing	6	\$ 684,865		Resurfacing of Merrill Road from Wheatfield Ave to Bliss Road	August 24th start	
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