



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: SCOTT KOEPPEL, VILLAGE ADMINISTRATOR
DATE: JANUARY 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 with the construction manager and architects.
2. **Finance Consultant** – Staff met with former Finance Director and current consultant Matt Anastasia to discuss the next budget and other issues.
3. **MetroWest** – Staff attended a MetroWest legislative committee meeting.
4. **Economic Development** – In the absence of an Economic Development Director the Village Administrator is meeting with potential businesses.
5. **TIF Reporting** – Staff finalized TIF reporting for the State Comptroller.
6. **Social Media** – Staff is collaborating with other agencies to promote community events.
7. **FOIA Requests** – Staff continues to work on various requests.
8. **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: JANUARY 6, 2026

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

Tasks/Updates:

- **Tax Levy Filing.** All Tax Levy documents were filed with Kane County.
- **OBBA Implementation.** I have been determining the best way to report the 'No Tax on Overtime' provision in the One Big, Beautiful Bill Act. We will need to look back and report the non-taxable portion to staff with their W-2s. We are also setting up new paycodes so that 2026 payroll tax deductions will be in accordance with the Act.
- **FY 26-27 Budget.** We have started the budget process for the Fiscal Year 26-27 Budget. All Departments will have the month of January to enter and submit their budget requests.

Training:

- N/A



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR

DATE: JANUARY 6, 2026

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

Meetings:

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

Weekly Development meeting – attended the weekly development meetings with fellow staff.

11 DeBartolo Drive – I attended an engineering meeting to discuss final outstanding items for this property.

Kaneland Bus Barn – met with fellow staff to go over the submittal from Kaneland for their bus barn project.

Tasks/Updates:

Lennar – mass earthwork about finished, they are beginning on the underground work. Gave warnings about construction hours. Closely monitoring construction.

Settlers Ridge Areas 5 & 6 – Work has started. Model homes completed. Underground work complete. Will begin to issue permits soon.

Jiffy Lube – Temporary Certificate of Occupancy Issued.

Code updates – working on several text amendments.

Potential Developer – sent potential sites for new development.

Planning & Zoning:

Prepare agenda material for the Plan Commission meetings.

Performed multiple plan reviews.

Sited zoning violations.

Building:

Completed multiple plan reviews and building inspections.

Issued multiple permits.

Completed building code updates.

Property Maintenance/Code Enforcement:

Code Enforcement Officer has finished for the season.



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: DECEMBER 26, 2025

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

Conferences / Training / Seminars:

- On December 17, Chief Rollins virtually attended the Illinois Chiefs' Board of Directors meeting. Chief Rollins provided the Chief's Association with an update on the committee he oversees, Professional Recognition.
- The Police Law Institute's December online training focused on Law Enforcement Officer Physical Wellness.
- Department-wide monthly defensive tactics training for December included Pressure Point Compliance.
- On December 22, remaining department members who could not make the December 12 date qualified at the gun range at the North Aurora Police Department.

Administrative:

- Deputy Chief Alcaraz participated in the Village's IRMA working group safety committee meeting on December 17, with other departments represented.
- Chief Rollins attended the Department Head meeting at the Village Executive Office on December 17.
- The police department's Command Staff meeting took place on December 17.
- Chief Rollins attended the Board of Police Commissioners' meeting on December 17.
- On December 18, Records Clerk Nielsen and Smart attended the Kane County Chiefs of Police Administrative Professional recognition lunch with D.C. Alcaraz and Chief Rollins.

Directed Patrols and Crime Prevention Activity:

- Officers patrol neighborhoods overnight, informing residents with 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.

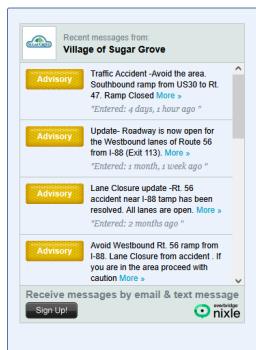


- Speed Radar Pole Signs:
 - Unit # 1 – not deployed during this time frame
 - Unit # 2 – not deployed during this time frame

Emergency Preparedness:

- No new messages have been sent since the last report.

COMMUNITY ALERTS



- The weekly silent test of the Emergency Warning Sirens occurred on December 22nd at 9:01 a.m. — All sirens are working correctly.

Mon, Dec 22, 2025 09:01 AM

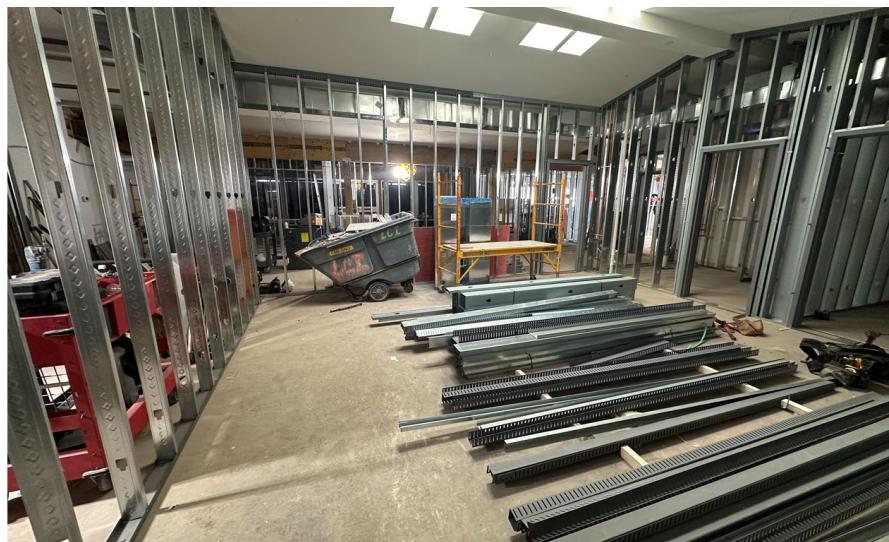
SYSTEM 4000 CENTRAL CONTROL INTERROGATION SUMMARY

SUGAR GROVE

Site	Command	Output	Input
AU18	12/22/25 08:10 AM SILENT GRL command.	PASS	PASS
SG01	12/22/25 08:10 AM SILENT GRL command.	PASS	PASS
SG02	12/22/25 08:10 AM SILENT GRL command.	PASS	PASS
SG03	12/22/25 08:10 AM SILENT GRL command.	PASS	PASS
SG04	12/22/25 08:10 AM SILENT GRL command.	PASS	PASS
SG05	12/22/25 08:10 AM SILENT GRL command.	PASS	PASS
SG06	12/22/25 08:10 AM SILENT GRL command.	PASS	PASS

Police Building Construction Development Update:

- Chief Rollins and PW Director Merkel attended the bi-weekly meeting with Cordogan Clark regarding the police department remodel/addition project. Status updates were provided, including the construction timeline for the next couple of weeks. The project remains on schedule, with interior work performed on days with colder weather. The outdoor front entrance canopy structure was built out during the warmer weather days over the past couple of weeks.
- Interior metal wall studs have been installed over the past few weeks.
- Door frames for some of the spaces were installed this past week.
- Electrical work is progressing in interior areas, supplying low-voltage power to the existing portion of the building.



- On-site meetings are happening daily.

Change Orders: -

- Nothing to report for this period.
- Beginning balance in the Budgeted Construction Contingency Fund remains at \$325,000.

Upcoming Activities:

- None to report



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: BRAD MERKEL, PUBLIC WORKS DIRECTOR
DATE: DECEMBER 30, 2025

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

Meetings:

Attended the Kane Groundwater Sustainability Group (KGSG) Meetings.
I attended the bi-weekly SGPD Project Meeting.

Public Works Projects:

US 30 & Municipal Drive Pedestrian Crossing. This project started on October 27, 2025, the stone base and concrete portions of the project are complete. Paving was completed on Saturday November 22, 2025. Striping has been completed; we are currently waiting for electrical equipment to arrive.

Public Works Daily Operations:

Staff repaired 2 streetlights.

Staff completed Village wide pothole patching.

Staff cleaned the PG Lift station wet well.

Staff have started preparing for the IRMA Facility Inspections.

Staff replaced the failed check valve at well house #7.

Staff replaced the batteries in the bucket truck.

Staff replaced 1 stop sign.

Staff are performing daily repairs and maintenance on the snow & ice control fleet.

Staff completed 42 Julie Locates since December 15, 2025.

Since December 15, 2025, staff have responded to a total of 4 Snow & Ice control events. For a total of 1,068 miles and used a total of 128 tons of salt.

Happy New Year from Public Works!