

VILLAGE PRESIDENT

Sue Stillwell

VILLAGE ADMINISTRATOR

Scott Koepfel

VILLAGE CLERK

Tracey R. Conti



VILLAGE TRUSTEES

Heidi Lendi

Matthew Bonnie

Sean Michels

Anthony Speciale

Nora London

Michael Roskopf

**MINUTES
VILLAGE OF SUGAR GROVE
VILLAGE BOARD MEETING
NOVEMBER 18, 2025, 6:00 P.M.**

1. Call to Order

The meeting was called to order by President Stillwell at 6:00 pm.

2. Pledge of Allegiance

President Stillwell asked everyone to join her in the pledge of allegiance.

3. Roll Call

On November 18, 2025, the Village Board meeting was held in person at the Sugar Grove Library.

Present: President Susan Stillwell, Trustee Heidi Lendi, Trustee Nora London, Trustee Anthony Speciale, Trustee Sean Michels, Trustee Matthew Bonnie. Trustee Michael Roskopf.

Absent: None.

Additional Attendees: Village Administrator Scott Koepfel, Village Attorney Brian Miller, Police Chief Patrick Rollins, Community Development Director Danielle Marion, Public Works Director Brad Merkel, Village Clerk Tracey Conti.

4. Public Comment on Scheduled Action Items

- Charles Crissi commented on street parking on Meadows and Main.

5. Public Hearing

6. Proclamations

7. Presentations

8. Airport Report

9. Executive Session

- Personnel – 5 ILCS 120/2(c)(1)
- Litigation – 5 ILCS 120/2(c)(11)

- Property/Land Acquisition – 5 ILCS 120/2(c)(5)
- Sale of Property – 5 ILCS 120/2(c)(6)
- Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)

Motion by Trustee Lendi, seconded by Trustee Michels, to enter executive session to discuss Personnel – 5 ILCS 120/2(c)(1).

Ayes: Lendi, Michels, London, Speciale, Roskopf, Bonnie; Nays: None; Abstain: None; Absent: None.

Motion by Trustee Roskopf, seconded by Trustee Michels, to resume the meeting after executive session at 6:15 p.m.

Ayes: Roskopf, Michels, Lendi, London, Speciale, Bonnie; Nays: None; Abstain: None; Absent: None.

10. Consent Agenda

- Approval:** November 4, 2025, Village Board Meeting Minutes.
- Approval:** Vouchers.
- Approval:** October 2025 Treasurer Report.
- Resolution:** Authorizing a Finance Director Employment Agreement.
- Resolution:** Approving Settlers Ridge Areas 5 & 6 Additional Model Architecture Approval.

Motion by Trustee Lendi, seconded by Trustee London, to approve the Consent Agenda as presented.

Ayes: Lendi, London, Michels, Speciale, Roskopf, Bonnie; Nays: None; Abstain: None; Absent: None.

11. Appointments

- Recommendation from President Stillwell to Appoint Karin Johns as Treasurer for the Village of Sugar Grove.**

Motion by Trustee Michels, seconded by Trustee Lendi, to approve the Recommendation from President Stillwell to Appoint Karin Johns as Treasurer for the Village of Sugar Grove.

Ayes: Michels, Lendi, London, Speciale, Roskopf, Bonnie; Nays: None; Abstain: None; Absent: None.

12. General Business – None

13. Public Comment

14. Discussion Items

- No Parking on Main Street.**

Police Chief Rollins stated that Main Street back before September of 2022 had a no parking zone that was in place for decades from Cross Street to Meadows Drive. In early 2022 the board heard

concerns from residents about parking at the dead end at Main Street. A study was done, and options were brought back to the board, and it was decided to expand the no parking zone that went from Cross Street and Meadows Drive to the dead end as well. This was decided because this area is mixed use development with residential homes and businesses besides each other.

A residential home expressed concerns from being in their backyard and having view of the road and the mixed use of commercial businesses. These residents had then come to the Village Board and asked for a variance due to not being allowed to put up a high fence. Chief Rollins says since this was put in place, police have had no complaints about parking, and it is no longer an eyesore.

Chief Rollins then addressed the public comment made by Charles Chrissi. Stating he has a great business and the cars are stacked 3 across and the business is only open for certain hours. Chief Rollins says however, during these business hours some cars were not picked up so they sat in the street, the cars are also facing the wrong direction. He has now approached the Village and is asking for on street parking relief. The board has a few options, the no parking zone can be removed, there can be no action taken, or parking can be allowed on one side of the street.

Trustee Roskopf asked what Chief Rollins feelings were about this subject. He replied that since no parking was put in effect it has been smooth for the police department with a lack of resident complaints. He understands concerns about parking and backing up.

Trustee Michels says it looks like the residents to the West were able to get a taller fence to block their view. Chief Rollins says this was the fence installed as a part of the variance brought to the board.

Trustee Lendi said there are still cars pointing in the wrong direction, she explained the problem with the fence was solved but not the issue of cars facing the wrong way.

Trustee Bonnie mentioned the crosswalk by the intersection by Cross Street and asked if he was aware of how much it gets used by kids. He expressed safety concerns for kids using the crosswalk and cars facing the wrong direction. Trustee Bonnie asked if there were any other businesses in the Village that were allowed to use city streets as storage, Chief Rollins said businesses on Heartland Drive allow workers to use the streets. Trustee Bonnie feels that using the streets for parking is an addition to his business and it is being utilized as a parking lot, Chief Rollins doesn't have another business come to mind that allows this. He also mentions that this property got a grant of easement from IDOT to expand the parking lot. The police department have also issued overnight tickets for cars parked in this area not realizing they were customer cars.

President Stillwell said it seems like a concern is cars parked in the opposite direction; she asked Mr. Chrissi if they can park cars facing the correct way, he said yes. She said there was also a concern in the past that cars were stacked, she wanted to assure this wouldn't be an ongoing issue, he replied yes, he is willing to move cars. President Stillwell would be fine with opening the parking and supporting a local business. She mentioned that she doesn't see kids using the

crosswalk by the school, Mr. Chrissi mentioned that kids will cross when they are closer to the school.

Trustee Lendi said before the parking ban was placed, cars that were parked there were left overnight, and it can be assumed to happen again. President Stillwell says if the business is giving their hours and only asking for parking during these hours, she wants to know why they wouldn't trust a business owner who has been in the community for a very long time. Trustee Roskopf said it depends on whether the customer picks up the car or not as well. Trustee Michels says the car can be moved into the lot if needed.

Trustee Bonnie asked Mr. Chrissi what the average number of cars being worked on a day, he said it varies every day. Depending on why the car is at the shop, it would determine whether it is inside or parked outside as well. He explains most cars would be quick oil changes and then the owner will pick up the car later. Trustee Bonnie then asks how many cars Mr. Chrissi expects to be parked on average, he said 3 to 6 cars. Trustee Bonnie mentions this business has a very large lot and wants to know why it can't be fully used. Mr. Chrissi said cars are put in the lot but when being moved around he doesn't want to accidentally damage a car, making it more convenient to put them in the street. He explained with cars waiting to be removed or for parts it can make the lot very tight and adding snow will make car safety an even larger concern. Trustee Bonnie asked if there have been any complaints from neighbors, he replied saying no there have been no complaints. Trustee Bonnie then asked for the business hours and said that any cars left outside the hours could be towed if not picked up. He doesn't want there to be a domino effect of other cars starting to park there as well when not permitted.

Trustee Speciale asked Trustee Bonnie to repeat his idea for clarification. Trustee Bonnie is against moving the no parking zone and he feels the vehicle traffic and parking concerns have made improvements. He is in favor of working towards a parking only sign for 7 am to 5 pm which gives controls for when parking is allowed. He is not sure if he is in favor of this on one side of both sides of the road. Cars would also need to be parked correctly.

Trustee Michels likes the suggestion of allowing some parking and having that on both sides of the road. Trustee Roskopf agrees, he says if there was no time limit then only allow one side of the street. President Stillwell would be in favor of both sides of the road with a time limit.

b. Priority Capital Projects List.

Village Administrator Koeppel says the Priority Capital List is brought back for discussion annually, it is used for budget purposes and for external funding on the federal or state level. There were comments made last year about the project list one being to add a transportation master plan including a bike plan. The other was to order the items in order of importance. Staff decided the police department renovations would be first and the next would be the IL-47 widening due to it being required by the state.

Trustee Michels said for the new bond elevated water storage tank improvements the report says \$1,200, Administrator Koeppel said that should say 1.2 million. He then asks what that would

consist of, Director Merkel said painting and many safety and OSHA rules have been updated as well. Trustee Michels then asks about Fays Lane Bridge in Dugan Woods. He said it cost 2.2 million and box culverts would be added, Director Merkel said it has not been determined yet. Trustee Michels asked what the criteria was to be on a capital projects list, Administrator Koeppel said typically the items around 1 million or higher. He explained that the list presented is more big-ticket type items. There are items around \$100,000 - \$200,000, this list usually contains items that are overall larger, more expensive projects. Trustee Michels added he would like more electronic signs at other entrances in the Village.

Trustee Roskopf asked why the Village must pay for a portion of the IL-47 widening. Administrator Koeppel said for state roads with partnership or advocating for the repairs then it will be fixed. He gave an example for Gordon Road and Galena, Galena is a state road, but Gordon is owned by the Village. If there is development on the north side of Galena, it would be the Villages responsibilities.

Trustee Lendi asked about the Maple Street Water Main Improvements, Director Merkel said the road is in bad condition. In the last five years there have been around 15 watermain breaks, he says this area is in desperate need for storm sewer. An IEPA loan was applied for to get funding for engineering and construction, he stated it takes time for approval.

President Stillwell says she is not in favor of a new Village Hall. Trustee London says she would want to see a cost study done because she doesn't see how this is cost effective compared to leasing the spaces that are being used already. She feels what the Village has is serving its purpose, if more space is needed then a new space can be leased. Administrator Koeppel said the lease would be cheaper, the thought process on the Village Hall is to build a board room which is needed and to move all the departments under one roof.

Trustee Roskopf commented on the METRA Commuter Rail Extension and said this has been a long effort for many communities and feels it will never happen. Trustee Michels says as much as he doesn't want to see it, he feels it needs to be on this list because Oswego isn't a part of the RTA sales tax and he feels they shouldn't get this project.

Trustee Michels asked if there were any changes President Stillwell wanted to make to the Village Hall project, she said she would like to change it to purchase in the future and change the cost to 2 million. Trustee Lendi said it cost 6 million for the police department so 2 million won't get much of a building. President Stillwell says why would the Village sell a building for under 2 million to buy one for over 2 million, she doesn't feel it makes any sense. Trustee Michels suggests moving it to 4 million to buy a building for 2 million then having another 2 million for renovations. President Stillwell settles on 3 million. Trustee Bonnie said he would like to leave the cost at what it was listed at due to the price of building. President Stillwell says she wants to show the community the Village is thinking more rationally. Trustee Bonnie understands but feels it won't make a difference just leaving the number for now or adding language. Trustee Roskopf offered a range to be added to the list. Trustee Lendi says this isn't a top priority right now and it can be left alone for now. President Stillwell said she had gotten complaints about how expensive the

police department renovations were, and she feels 12 million for this project is too high. Trustee Speciale adds that other comments were added under the item, he pointed out this priority list is used when seeking external funding opportunities. His concern is putting a number too low and having someone buy into that number leaving a partial funding. Administrator Koeppel feels that if the number is changed the language should be changed too, Trustee Speciale agrees. Trustee Michels feels the Village Hall should be on the capital projects list to evaluate different buildings or locations. Trustee Speciale says there have been many different properties looked at and the Village still owns property as well. He wants this project to come back as a discussion in the future, Trustee Bonnie mentioned a committee.

Administrator Koeppel said this project can be moved to the bottom of the list for least importance and reminded the board that the current Village Hall lease still has a few years.

c. 2026 Road Program.

Director Merkel explained that during this time of the year it is discussed what roads or sidewalks will be paved and redone. The funds for this program are planning on going to two projects. The first being Wheeler Road being resurfaced from Esker Drive to IL Rt 47, then Dugan Road will be resurfaced from the southern boundary line to the northern boundary line.

In 2026 the engineering will start for the following years, which will include several units of Black Walnut Trails.

Trustee Michels wanted to confirm that the Villages portion for the Wheeler Road project is \$532,805, Director Merkel confirmed.

Trustee Speciale mentioned that KKCOM is the Kane Kendall Council of Mayors which is apart of the STP program which would be 75% through that 25% through the Village. Director Merkel said only through roads qualify for this.

Director Merkel mentioned that he is still waiting for Merrill Road to be awarded for repairs from IDOT as well.

He brought up the IL-47 widening estimate from V3, they helped identify trees to plant and gave an in-depth report. Administrator Koeppel mentioned this project won't be happening for a few years so the numbers will be different, and future roadwork is payed out of the same source from other repaving's out of the non-home rule sales tax.

Previously President Stillwell had asked to get Director Merkel to get a price from landscapers, he explained they wouldn't bid until the project has been constructed. President Stillwell is worried about the pricing for maintenance on this project, Director Merkel reassured that he would try to find the most cost-effective option. President Stillwell wanted to know if the offer of free maintenance could be accepted now, Director Merkel said yes and he recommends following their proposal closely.

Trustee Lendi has a concern of saying yes to IDOT now and then being stuck in a future situation where the Village may not be able to afford maintenance.

Director Merkel needs to bring the IGA back for review and agreement and he will add language.

Trustee Speciale asked if there are extra costs in addition to what V3 identified such as mowing, Director Merkel said yes there will be and mowing wouldn't be included.

d. Proposed 2025 Tax Year Levy Announcement & Discussion Continued.

President Stillwell stated that the estimate and proposed 2025 property tax levy is at the amount of \$2,105,691. The Special Assessment (SBA No. 17) for the Mallard Point/Rolling Oaks Levy is in the amount of \$75,218.92. Then Special Service Area No. 10 at Sugar Grove Center is at \$0.25 per \$100 EAV.

Administrator Koepfel stated that this is a continued discussion from the previous meeting and a requirement was discovered to read into the levy's themselves 20 days ahead of approval, he will be moving the approval of this from December 2nd to December 16th. Staff's recommendations remain the same, they recommend taking some of the CPI moving forward because of other large costs. He explained there was discussion around Mallard Point/Rolling Oaks, there is a 20-year bond that will fall off in the tax year 2032.

President Stillwell asked if the 2.69% increase would be less than other surrounding communities, she mentioned that St. Charles is at 4%. Administrator Koepfel responded saying the CPI and the new construction together in St. Charles is what makes the 4%. He stated that Elgin is taking the property tax increase for the first time in 10 years due to their fire and police pensions, along with Kane County as well. He explained that certain taxing bodies always take this increase.

Trustee Speciale said that tax limit affects non-home rule communities so the larger ones like St. Charles who are home rule do not have to follow it.

Trustee Roskopf feels that the board should take the full 2.69% to avoid problems in the future.

Trustee Michels looked over the treasurer's report and seen in the anticipated income there was quite a bit of interest income left blank and \$38,000 is shown as received this year. If more interest income is factored in the surplus would be greater than what is projected. He states that based on the 6-month numbers he still feels that there will be a \$250,000 surplus roughly. He is in favor of taking the new construction increase.

Trustee Bonnie agrees with Trustee Michels, in the last few years over \$200,000 has been surplused. He said it is hard to explain to residents that money has been surplused and now more money is wanted. He feels the board does a good job making decisions as a team and he is in favor of new construction. Trustee Bonnie feels it is a great way to receive cash but to not place it upon the residents. He referred to what Administrator Koepfel previously said and said Sugar

Grove spends money wisely and he would like to keep everything where it is at and revisit this next year.

Trustee London said one of the biggest complaints she has heard from residents is that the property taxes are too high. She said looking at surrounding communities their taxes aren't as high and they have more robust infrastructures where tax money is coming in from other directions. She explained she would like to maintain the property tax and educate the residents as to where money is going to benefit them. President Stillwell said that the board needs to be aware that if they do not increase these taxes with the watermain project and the police department remodel, there will be significantly less money even with the tax increase.

Trustee Bonnie said there are additional sales tax revenues coming through with some of the new businesses in the Village, he asked for an estimate of what would be produced from this. Administrator Koepfel said there is not an estimate yet but in the next few months there should be due to a 3-month lag from the state. He said traditionally the Village has been very cautious when dealing with sales tax. He explained that Jiffylube doesn't produce a lot of sales tax, data can be pulled from some restaurants in the Sugar Grove center and that is typically done around budget time, it is expected to see somewhat of an increase. Trustee Bonnie asks if this would include the property tax on the Jiffylube building, Administrator Koepfel says that it would be received as new construction payable in 2027. Trustee Bonnie asked if permitting fees from new construction was discussed last year or if there is an estimate. Administrator Koepfel said that Director Marion is currently working on the number of new houses that will come from the three developments to include at budget time. He says so far there have been 25 residential new builds and explains that he never wants to use permit fees towards reoccurring costs.

President Stillwell feels they are at a disadvantage not having a Finance Director for direction, she mentioned that previous Finance Director Matt Anastasia did recommend the increase.

Trustee Lendi asked Director Marion when she thinks houses will be built in the various developments. Director Marion said Settlers Ridge 5 & 6 in the spring or early summer, Brighton Ridge should be on the same timeline, The Grove area 1 is further behind but there should be some homes next year. Trustee Lendi said she is for the new construction, she is not sure about the full levy.

Administrator Koepfel said the discussion can come back at the next meeting with more information and numbers from builders.

15. Reports

a. Staff

Administration – Administrator Koepfel said he attended a meeting for the police department remodel and it went well. Annual TIF reporting was done and sent back to the state, the JRB was held on November 14th and the Village is compliant. He also attended the Economic Development Corporation meeting at Waubensee.

Trustee Michels asked if there will be minutes from the JRB meeting, Administrator Koeppel said he can send draft meeting minutes, but these typically don't get approved until the next meeting in a year.

Community Development – Director Marion said Settlers Ridge 5 & 6 do have roads in and there should be permits very shortly for homes. She shared numbers for Brighton Ridge in 2026, they are looking to do 72 single family homes and 54 town homes.

Police Department – Chief Rollins gave a thank you to all the partners that helped with the commercial vehicle inspection a few weeks ago. He said it was a coordinated effort between the State Police, IDOT, Illinois Commerce Police, and Sugar Grove. This is used to reduce danger caused by non-roadway commercial vehicles, resulting in 19 truck inspections, 4 citations, 77 warnings, and 5 drivers taken out of service.

Chief Rollins said the police department renovations are moving along well.

Public Works – Director Merkel said the bike trail will be paved Saturday the 22nd, weather depending.

b. Trustees

Trustee Lendi – Trustee Lendi said there is a Bliss Woods workday on Saturday the 22nd from 9 am to 12 pm. The Kane County Forest Preserve is having a bird watching walk on the 21st. She states Holiday in the Grove activities are starting on December 5th, then the library will be closed on Thanksgiving. She mentioned there is also a holiday giving tree.

Trustee London – Trustee London helped support the local food pantry with President Stillwell.

Trustee Speciale – Nothing to add.

Trustee Michels – Nothing to add.

Trustee Roskopf – Trustee Roskopf attended the fire department board meeting.

Trustee Bonnie – Nothing to add.

c. President

President Stillwell and the Beautification Committee are thinking of ideas for the 250th anniversary. She attended the Kiwanis meeting, and said on December 5th there will be live reindeer, December 6th there will be a pancake flipping contest.

16. Adjournment

Motion by Trustee Michels, seconded by Trustee London, to adjourn the meeting at 7:37 pm.

Ayes: Michels, London, Lendi, Speciale, Roskopf, Bonnie; Nays: None; Abstain: None; Absent: None.

ATTEST:

/s/ Madeline Dossett

Madeline Dossett

Deputy Village Clerk

DRAFT