

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
SEPTEMBER 16, 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.

After the pledge, President Stillwell began the swearing in of Officer Zach Turnbow.

3. Roll Call

On September 16, 2025, the Village Board meeting was held in person at the Sugar Grove Library.

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

Absent: Trustee Matthew Bonnie, Trustee Nora London.

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

4. Public Hearing

5. Proclamations

a. Presentation of a Proclamation Honoring Finance Director Matthew Anastasia.

President Stillwell said she has only worked with Director Anastasia for a short amount of time, but he is inspiring and ambitious for pursuing his dreams.

Director Anastasia said Sugar Grove was a big steppingstone for him in his career, and he has enjoyed working with the Village. He appreciates everything and the support given to him from staff and colleagues.

6. Presentations

a. Presentation of the Fiscal Year Ending April 30, 2025, Annual Comprehensive Financial Report (ACFR) from Jennifer Martinson of Lauterbach & Amen.

Jennifer started by giving a thank you to staff for their hard work during the audit process. She gave a reminder that an audit is required by state statute each fiscal cycle with a goal of having auditors to be able to provide an opinion on financial statements. She says an unmodified opinion has been issued which is the highest opinion that can be issued.

Jennifer noted some specifics throughout the presentation for the board. In the introduction she mentioned the transmittal letter which is a non-financial introduction letter for the Village. She then highlighted the certificate of achievement for excellence in financial recording speaking highly to the transparency for the Village.

She then moved onto the next section regarding management discussion analysis which gives a small summary of the entire audit report. Jennifer said that overall, the governmental fund balance has increased by \$960,000 with ending funds across governmental funds of 15.5 million. She pointed out the budgetary comparison schedule for the board to be able to review revenues and expenditure in more detail.

The last section is the statistical section highlighting ten years of trend information for the Village. Jennifer said additionally there is a management letter which is a way to communicate with the board in case anything comes up during the audit report.

She said there was no difficulty during the audit and appreciated staff during the entire process.

7. Appointments

a. Recommendation from President Stillwell to appoint Keriann Dubina to the Planning Commission/Zoning Board of Appeals with a term expiration of May 1, 2028.

President Stillwell gave background on Keriann saying she is a community volunteer and met the criteria for this position.

Motion by Trustee Michels, seconded by Trustee Roskopf, to Appoint Keriann Dubina to the Planning Commission/Zoning Board of Appeals with a term ending May 1, 2028.

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

8. Airport Report

9. Public Comment on Scheduled Action Items

- Mike Stillwell commented on the work from home policy.

10. Consent Agenda

- a. Approval: September 2, 2025, Village Board Meeting Minutes.
- b. Approval: Vouchers
- c. Approval: August 2025 Treasurer Report

- d. **Approval:** Acceptance of Fiscal Year Ending April 30, 2025, Annual Comprehensive Financial Report (ACFR).
- e. **Resolution:** Approving a Commercial Property Enhancement Program Application for American Legion Post 1271.

Motion by Trustee Michels, seconded by Trustee Speciale, to discuss and approve the Consent Agenda as presented.

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

11. General Business

a. **Ordinance: Amending Title 5, Chapter 4, Animal Control of the Village Code.**

Community Development Director Marion gave a reminder that this item was being discussed at the previous board meeting. What was being proposed was limiting the types and number of animals within Sugar Grove. The board wanted something that doesn't limit the type of animals along with revising the minimum sq. ft. of a chicken coop. She is proposing a minimum of 4 sq. ft. per hen in the coop area with a minimum of 8 sq. ft. per hen for the pen area.

Trustee Michels asked how she came up with these numbers. Director Marion said she researched surrounding communities and Trustee Lendi provided information as well.

President Stillwell asked what would happen to someone who owns more than four dogs or cats, would they have to get rid of their pets. Director Marion deferred to the Village Attorney because she knows there are Kane County Ordinances that match. Attorney Miller said it could be an enforcement question since they haven't been grandfathered in. Trustee Roskopf asked how the Village would verify the owner had these pets before. Attorney Miller mentioned complaints made, Director Marion said there was one complaint she is aware of.

Attorney Miller asked if this ordinance exists somewhere and they don't know where. Director Marion said yes, she is just putting it back in. Trustee Lendi said technically this code is there and is on the website as well.

President Stillwell clarified that this ordinance for vote is only addressing dogs, cats, and chickens, Director Marion said yes.

Motion by Trustee Michels, seconded by Trustee Roskopf, to discuss and approve Amending Title 5, Chapter 4, Animal Control of the Village Code.

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

b. **Resolution: Adopting a Work from Home Policy for the Village of Sugar Grove.**

Village Administrator Koeppel says he brought this item back after having a discussion at the last meeting with mixed opinions. After discussing with staff and President Stillwell there was an agreement to lower the days allowed to work from home to two instead of four per month. With the administrator's approval there may be more days granted if needed for personal or family

medical issues, etc. Once this is approved it will go into effect immediately and each year there will be a revision of the employee handbook.

Trustee Lendi wanted to get a feel about how staff felt with these changes. Administrator Koepfel said staff would be more comfortable with four days but understanding it is government, everyone was understandable. He feels having work from home days are needed for staff when there are personal matters to be dealt with. Along with having set rules for the department heads to answer staff.

Motion by Trustee Roskopf, seconded by Trustee Michels, to discuss and approve Adopting a Work from Home Policy for the Village of Sugar Grove.

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

12. Public Comment

13. Discussion Items

a. Sale of Nitrous Oxide to Minors.

Police Chief Rollins clarified he wants to expand this item to adults along with minors. He explained that nitrous oxide has been around for a very long time and was used in the 80s/90s under the name of whip its. Nitrous oxide has been put into small canisters that have been found all over communities. Chief Rollins mentioned that nitrous oxide can be used for medical purposes or culinary purposes. The canisters they now come in have been supercharged and are being sold in establishments such as liquor stores, vape stores, and sold online. They are sold at higher prices and are found under many different names.

In 1996 the state of Illinois changed the law allowing the sale of nitrous oxide, currently making it legal. Local establishments say most of their buyers are around the age of 45, not many minors. Chief Rollins says since it can be bought online, there are no requirements for those who buy it. There is legislation that is currently pending prohibiting the sale of nitrous oxide from certain establishments. He said establishments that have a revenue of over 50% for the sale of alcohol or tobacco, nitrous oxide would then be illegal to sell. He mentioned that two home rule communities in Illinois have banned the sale of nitrous oxide.

Chief Rollins suggests that parents in the community do research on nitrous oxide as it can be very dangerous once it starts affecting the brain. It can lead to serious damage and even deaths in those who use it, some companies that sell this are under lawsuits. He said there is a business in the Village that sells nitrous oxide, and Sugar Grove is a non-home rule community. Either way those who partake can still have it shipped to their house as well.

Trustee Roskopf asked why Illinois changed the law, Chief Rollins is not sure. He says this was big within bar scenes and this could be a possibility to why the law was changed. President Stillwell said they have also changed the marketing to look like a baking item.

President Stillwell questioned if it would help if there was a letter created that the Trustees signed encouraging the retailer to not sell nitrous oxide. Then also mentioning that it looks like attorneys are potentially looking to have a class action lawsuit against the retailers selling. She asked if the retailer would be open to this suggestion. Chief Rollins said a strong discussion was held and the law permits these businesses to sell this item if they want to. She asked the board if they would want to form a letter, Trustee Lendi is not in favor.

Trustee Michels says he thought the Village had banned synthetic marijuana, Chief Rollins says no. He says some home rule communities have and some non-home rule communities have challenged it. Attorney Miller said there have been ways carved out to deal with it in the non-home rule communities.

Trustee Lendi said because any age can get this item whether it is in the Village or not, it is bigger than the Village. She understands the concern around the use; she asked Chief Rollins if he has talked to school kids about this yet. He replied and said no because he is not trying to highlight this item because there is no age restriction. If it is used by kids, then he would have to. He said this bill needs to get pushed out into the community, so it is important to bring up. Many other communities have stories and are aware of the dangers, it isn't getting as much attention yet.

Administrator Koeppel said he is on the Metro West Legislative Committee so he will bring it up to this group. President Stillwell said she will also spread the word as well and any of the board members are welcome to support.

b. Boundary Agreement with Elburn, Illinois.

Administrator Koeppel stated the only surrounding community that the Village doesn't have a boundary agreement with is Elburn. He explained that Main Street has become the boundary line unofficially. After conversations with Elburn, the intersection of Main Street and Rt. 47 has one specific corner that would be good for a commercial site. In the past, Elburn has recommended Green Rd., and the Village was not comfortable with that.

When he had a meeting with Elburn and discussed Economic Development, a boundary agreement was discussed as well. Both Villages wanted to get this done and were open to the idea of having a boundary agreement. He said if either party gets near the intersection of Main and 47, either Village can open the agreement again.

Trustee Michels asked if Main Street is within a mile and a half of Sugar Groves jurisdiction and if that matters with a boundary agreement. Attorney Miller said yes it does matter. Trustee Michels said this is something to look at, but he is happy with having Main Street as the boundary line.

Trustee Lendi asked if the Villages are sharing an Economic Development Director how that would work, also mentioning the intersection. President Stillwell gave an update and said she doesn't think Elburn is ready for an Economic Development Director at this time due to budget. Administrator Koeppel added that item will be brought back during Elburn's budget next year in

May. He responded to Trustee Lendi saying it would be dependent on who got utilities there first. It would be unlikely that both Villages get utilities at the same time, whoever gets there first would allow the agreement to open taking the decision making out of the hands of the Economic Development Director.

Trustee Speciale says many years ago there were subdivision draft ideas up to Main St. it wasn't going to be connected to the Village water system. During review, Village utilities were not going to apply to this area. President Stillwell asks when this subdivision was under review, Trustee Michels said 2005. She feels since there hasn't been development in this area it is important to get a boundary agreement then revisit this area in the future.

Administrator Koeppel got an update from Director Marion saying the distance is about 0.8 miles from the northern end of the Village.

Trustee Speciale says he doesn't see the Village being in the triangle that the comprehensive plan shows and it was a concern for residents. President Stillwell said at this time the corner in question wouldn't be included. Trustee Michels would like to follow this plan as well to reassure the residents. President Stillwell asks how this differs from what is being proposed. Trustee Speciale says it would keep the southeast corner on Main and 47 in Sugar Grove.

Looking at the comprehensive plan, Trustee Michels said there are county subdivisions, and they have expressed concerns about being forced into an annexation agreement. President Stillwell said what if in the future neighborhoods want to be annexed into Sugar Grove instead of Kaneville, is the board sure they want to close this, Trustee Speciale said yes. She has talked to a few residents from this area, and she doesn't think they are aware that if they got annexed in the future it would be Kaneville not Sugar Grove.

Trustee Speciale mentioned that Elburn can still make a different boundary agreement with Kaneville.

Trustee Lendi asked when this item is brought back to bring other boundary agreements to see how this lines up with Kaneville.

c. Agreement with Matt Anastasia for Professional Services.

Administrator Koeppel said if the board would like to move forward with this item, he would ask that Attorney Miller draft an agreement. He says Director Anastasia would like \$95 an hour, which is a good deal for these types of services. There are levy's coming up and it will be beneficial to access Director Anastasia; he is also willing to help train the new employee brought to the Village.

Administrator Koeppel said having Director Anastasia's help will be valuable and a great deal for the Village. He said there are staff who are great at doing the daily tasks and it would be nice to have help with audits and the annual budget.

Trustee Speciale and Trustee Lendi said they are in support.

Trustee Lendi asked Director Anastasia if the Village can afford this. He said yes because there will be a gap in salary with there being an absence of a director and he doesn't plan on having an excessive number of hours.

d. Utility Billing Policy.

Director Anastasia said this item was at two previous meetings and more information was requested by the board, the first being irrigation systems certifications. The Village currently has 714 registered irrigation systems and there is no way to waive this fee due to it going straight to the company who is installing. The next item looked at was watering credits for irrigation systems. He investigated Fox Metro, and they take the average of the summer and winter and anything 20% and over is given a credit. Director Anastasia did the calculations for a household with an irrigation system in the village, and it would average around \$140 a credit just for one bill. With the amount of irrigation systems and the price, that would be over \$100,000 in credits. He mentioned those who water their lawn and don't have an irrigation system who aren't included in this number and said 1% increase done this year was only \$42,000 in revenue. This would all be a 2.5% increase that the Village would need to cover and everyone else would be paying to give credits to those with irrigation systems.

He mentioned that there is a Kane County Smart Irrigation System that is being piloted for a water efficient irrigation system.

The Village has gotten four pool credits this year which is a smaller number compared to how many irrigation systems there are in the Village.

President Stillwell likes that for anyone who asks about credits they can be referred to the smart irrigation system. She says giving a watering credit would be contradictory to the water conservation in the Village, the board agreed.

14. Reports

a. Staff

Administration – Administrator Koepfel says the largest thing he is working on currently is the recruitment for a new finance director and a data download with Director Anastasia.

President Stillwell asks if they are putting together some sort of handbook. Director Anastasia says yes, he is including deadlines of things upcoming as well he won't be here for.

Trustee Lendi said the FOIA requests have not gone down since last year, Administrator Koepfel said they have not.

Finance – Director Anastasia said he appreciates everything Sugar Grove offered him, and he is here as a resource if needed.

Community Development – Trustee Michels asks Director Marion is there is anything to know about the groundwater and Crown Development. She said the engineers are reviewing all plans for final engineering, everything happening on the site is normal. He wants to help homeowners and said that some sump pumps run a lot. Director Marion replied saying part of the inspections are foundation inspections and soil reports for every lot. He said the soil reports don't necessarily tell you how much groundwater there is. Director Marion said it is on the engineers' radars.

President Stillwell said it is being looked at from a legal and engineer perspective and there will be some additional updates in the future.

Police Department – Nothing to add.

Public Works – Director Merkel said he received word from IDOT to proceed with the Municipal Crosswalk, he is waiting for submittals on equipment.

Trustee Michels seen an announcement stating the widening of Rt. 47 will be started in 2027. Director Merkel said they are still in negotiation with BNSF.

Trustee Michels then asked if there were any plans on addressing Mallard Point stormwater, Director Merkel said he is waiting to see final plans.

President Stillwell asked if there was any update on Rt. 47 & Park Ave, he has not received an update.

b. Trustees

Trustee Lendi – Trustee Lendi said she is going to miss Director Anastasia, and he has done a great job and been very valuable to the Village.

She attended the bridge ribbon cutting and said the bridge gets used all the time since the opening. She will also be attending an IML conference as well.

Trustee Speciale – Trustee Speciale said he also attended the ribbon cutting for the pedestrian bridge and he wanted to compliment everyone who contributed.

He also said he will miss Director Anastasia and said he is an outstanding person.

Trustee Michels – Trustee Michels attending the Blackberry Creek bridge opening. He thinks it would be beneficial for the Village to ask residents what they would like to come to the Village.

He attended Groovin in the Grove and Waubensee's open house for their new building.

Trustee Roskopf – Nothing to add.

c. President

President Stillwell mentioned that the Canopy Program for adults with autism is looking at potentially building a new building off Rt. 47. They would like support on their 5K to help raise funds for this project. The building would have mental health services along with many others. She is building a team and letting the board know they are welcome to join. The 5k is on October 25th after Trunk or Treat.

15. 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 Michels, seconded by Trustee Roskopf, to enter into executive session to discuss Litigation – 5 ILCS 120/2(c)(11) and adjourn the meeting after.

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

16. Adjournment

Motion by Trustee Michels, seconded by Trustee Roskopf, to adjourn the meeting at 8:12 pm.

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

ATTEST:

/s/ Madeline Dossett

Madeline Dossett

Deputy Village Clerk