

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

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**MINUTES  
VILLAGE OF SUGAR GROVE  
VILLAGE BOARD MEETING  
FEBRUARY 17, 2026, 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 February 17, 2026, 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 Michael Roskopf, Trustee Matthew Bonnie.

**Absent:** None.

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

**4. Public Hearing**

**5. Proclamations**

**a. Proclamation to honor Village Engineer Brian Schiber.**

President Stillwell read Village Engineer Brian Schiber's proclamation to the board.

**6. Presentations**

**7. Appointments**

**8. Airport Report** – Trustee Speciale said a meeting was held at the airport and there are no updates on anything currently.

## 9. Public Comment on Scheduled Action Items

- Abigail Grotto thanked the board for the IL-47 and Park Ave improvements.
- Perry Elliot commented on The Grove Area 1 plat of easements.
- Jaden Chada commented on The Grove Area 1 plat of easements.

## 10. Consent Agenda

- a. **Approval:** February 03, 2026, Village Board Meeting Minutes.
- b. **Approval:** Vouchers.
- c. **Approval:** January 2026 Treasurers Report.

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

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

## 11. General Business

### a. Resolution: Bid Award for IL 47 & Park Intersection Improvements.

Public Works Director Merkel states that the Village received 6 bids for this project and the lowest bidder was D Construction at \$242,611.11 which would be 46.5% below the estimated amount.

Trustee Michels asked about the design and Director Merkel said it has been approved by IDOT and they added more signage.

Motion by Trustee Speciale, seconded by Trustee Lendi, to discuss and approve the Bid Award for IL 47 & Park intersection Improvements.

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

### b. Resolution: PSA with HR Green for Construction Engineering IL 47 & Park Intersection Improvements.

Director Merkel explained that this Resolution is for the construction observation for the IL 47 and Park improvements.

Motion by Trustee Speciale, seconded by Trustee Lendi, to discuss and approve a PSA with HR Green for Construction Engineering IL 47 & Park Intersection Improvements.

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

### c. Resolution: Annual Well Testing.

Director Merkel said Well testing is done annually to check current static water level, pumping water level, drawdown, etc. He stated this is maintenance on the Villages wells and has been done for around 15 years.

Trustee Michels asked if the Sugar Grove Water Authority helps at all, Director Merkel said no but he gives them a report so they are informed.

President Stillwell mentioned that a well in Elburn tested positive for elevated levels of PFOA. Director Merkel said this would go through the IEPA and this typically happens in shallow wells. He said Well 7 has tested positive before then months later it is negative, it is now an emergency well for the Village.

Motion by Trustee Speciale, seconded by Trustee London, to discuss and approve Annual Well Testing.

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

**d. Resolution: Zoning Map.**

Community Development Director Marion explained this is standard procedure and every year the Village updates the Zoning Map to include any amendments.

Trustee Michels requested that a copy of the zoning map gets posted at the Post Office.

President Stillwell asked if items approved throughout the year would go into effect immediately or until the next zoning map is approved. Director Marion said everything will go into effect immediately and the Zoning Map is only updated once a year.

Motion by Trustee Roskopf, seconded by Trustee Bonnie, to discuss and approve a Zoning Map.

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

**e. Resolution: Approving Plat of Easements for The Grove Area 1**

Director Marion stated that the plat of subdivision for The Grove Area 1 was approved last April subject to final engineering approval. Through the course of final engineering review and approval, it was found that additional easements were needed. The easements presented are for Fox Metro, sanitary sewer, Utility Drainage, etc. Director Marion explains that staff are recommending approval of these easements.

President Stillwell said she has several concerns about both plats. She wanted to provide background information and explained that a plat was approved last April in a Special Meeting. During this time President Stillwell encouraged the previous Village President to not approve something that was not ready, the Village Code also requires that the engineering is done before the plat is presented. President Stillwell stated that this plat was approved 10 months before the engineering was finished. She feels that the way this was done, the board was bypassed because the engineering was never seen when the plat was approved. Also mentioned was that during the Area 1 process, there was no input from the board or President. When President Stillwell looked at the Area 1 easement, she noticed many errors and pointed them out to the board. Some errors consisted of wrong and missing measurements and missing lot lines. President Stillwell feels that if she can find many mistakes a professional would find more. Looking at the new easement presented President Stillwell said it looks like a measurement was added for parcel A and mentioned that the first plat didn't meet requirements. Also mentioning this is not the document for widths. President Stillwell moved on to a section where trees were replaced with a sewer and feels that the board needs to be involved in making decisions and changes.

To correct this, President Stillwell feels this item shouldn't be approved right now so it can be corrected and the original also requires corrections. She feels that the original resolution approving the easement for area 1 should be nullified and then present the board with one accurate plat.

Trustee Michels would like to find out more regarding the landscaping being switched to sanitary sewer. Dan Olsem, an engineer from Crown came before the board and acknowledged that there was an error on the plat of subdivision. He said the only incorrect dimension is the one on Merrill Road and it is an easy correction. Dan mentioned the plat of easement, the sanitary easement along Merrill Road is for sanitary sewer and it is in place today surveying Hannaford Farms and the easement should have been recorded years ago. He said it got added into this easement because it is a sewer that is in place today. Dan feels that there are no other concerns on the plat of easement. President Stillwell stated that the Plat Act and the Village Code require precise measurements, and she doesn't feel it is unreasonable to ask for a plat that follows the state law.

Trustee Lendi wanted to clarify that President Stillwell wants the number added, to do a certificate of correction, and the sewer is already in place. President Stillwell said because the plat of subdivision is signed, the number cannot be added it needs to be full corrected. President Stillwell wants all corrections to be made and for the board to be presented one accurate plat for the board to pass.

Trustee Lendi asked Jana Bryant from EEI how many plats are usually needed for a subdivision of this size and asked if separate plats are required. Trustee Lendi asked if a combined plat is possible. Jana replied and said that usually there are multiple plats and easements generally go through changes later on. President Stillwell mentions that Village Code requires this beforehand and if the engineering was done beforehand there would be one plat just like for other subdivisions. Trustee Roskopf asked if the other subdivisions in the Village have one plat, President Stillwell said to her knowledge the engineering was done. She said easements are typically included on a subdivision plat, this time it was done separately because it was approved 10 months in advance before the engineering was completed. Director Marion said she knows it is not uncommon to do a separate plat of easements; she is not sure about the other subdivisions in the Village. President Stillwell said she doesn't recall every seeing them separated before.

Trustee Lendi asked Trustee Michels if he had dealt with subdivisions of this size, he said yes and it is usually a single plat. Trustee Lendi reiterated that it is not uncommon for there to be multiple. President Stillwell reminded Trustee Lendi that there are many things that are not correct on the plat. Trustee Michels asked if this item needed to be approved tonight or if it could be brought back.

Dan said that they are very behind and mentioned that the plat of easement and engineering plans went through a year long review. He mentioned that it is very common for easements to be shown as a separate plat, plans change and then easements need to be changed as well. President Stillwell mentioned that there was 10 months to get these plats accurate, and she doesn't feel that the Village President should have to point out the mistakes. Dan said they feel the plat of easement is accurate and the plat of subdivision has one error. President Stillwell disagreed and brought up all the errors she found and finds that more review needs to be done. Dan said they feel there is only one error and it was reviewed by three entities. President Stillwell mentioned the Plat Act again and how it requires precise measurements and how the plat has no measurement for the northern border and doesn't feel it should be signed off on or recorded. She said the plat of easements cannot be approved if the plat of subdivision is incorrect, Dan disagreed.

Trustee Lendi said all that is being looked at currently is the plat of easement and said it was drawn correctly but not labeled correctly, Dan replied yes.

President Stillwell asked where a measurement was, Dan said it was there for calculation, President Stillwell said this doesn't not follow the Plat Act.

Village Attorney Miller said for the engineering to be signed off on and to submit for correction before approval.

Trustee Lendi said that if the plat of easement doesn't require each individual lot to be dimensioned then lot 26 wouldn't need a dimension. She asked Jana if a separate plat would have the lots dimensioned, she said typically all the easement dimensions would be on there. Trustee Lendi then asked with a separate plat of easement will they have the lots individually dimensioned, Jana replied no. President Stillwell disagreed and stated that there is legal opinion to follow the plat act and have precise measurements, stating that Village Code requires the same thing.

Trustee Lendi stated she has more questions; she said that if this is accurate because all dimensions are not needed since it is a plat of easement. Can dimensions be added when corrections are made, Dan said yes. President Stillwell said this cannot be done with the easements because surveyors cannot use a certificate of corrections to modify easements, it is in their state code. Trustee Lendi wants the Village Attorney to investigate this and asked if the certificate of corrections is done first on the plat of subdivision, then there would be no problem.

Director Marion said she believes the Parcel B measurement is on the plat, the right of way measurement, is not listed on the map. President Stillwell said it is not on plat on the website; she said the easements cannot be modified because of the administrative code for surveyors.

President Stillwell would like to table this item and have all the corrections made at once, Dan replied saying review has been done already. President Stillwell feels review needs to be done again due to several errors and would prefer to have everything fixed and looked at.

Crowns Attorney John said he understands the board is leaning towards taking two weeks for review. He stated Crown will not sign the new plat, the board has the plat and they will be told to use a certificate of correction. He does not want the board to think Crown will come and reapply for a new plat because that will not happen.

President Stillwell mentioned landscape approval, Trustee Lendi asked Director Marion if landscaping approval is covered by the building department, she replied yes. Trustee Roskopf asked when this is done, she said it has been ongoing during the final engineering. Director Marion said along the sewer, there will still be landscaping. President Stillwell wanted clarification on if there are trees in the sewer easement, Dan said he will have to compare to the plat of subdivision, but plants are still in the plans.

Trustee London asked if Crown could respond to the topics brought up in public comment. Dan said every developer is required to submit a stormwater plan and it has been approved by Village Engineers. The Kane County Stormwater Ordinance requires water to be 2 ft. below the highest opening; he stated the highest water level found is 1.5 ft. below the basement. Dan said before purchasing land, soil borings are done. President Stillwell asked where the soil borings are since she never received them. Director Marion said soil borings were sent to the board, President Stillwell said she received old soil borings. Director Marion said not a lot changes with soil.

President Stillwell wants to know the plan for ground water that will be around the basement. Dan stated that borings show the water is 16 ft. below the basement floor, President Stillwell disagreed and said it is 1-3 ft.

President Stillwell asked about the groundwater that will be pumped downstream, Dan said the groundwater is much lower. President Stillwell says she had received a copy of the soil borings and at the lowest level it was between 1-3 ft. Village Engineer Schiber said this does not mean the level is 1-3 ft. across the entire site.

Trustee Roskopf asked how long it would take to get the corrected plat and if it can be done within the next two weeks, Dan said yes.

Motion by Trustee Roskopf, seconded by Trustee Michels, to table the Plat of Easements for The Grove Area 1 until the next meeting.

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

Trustee Michels commented on the water table and the pond being full and feels the pond is pumped frequently. Dan said the pumping was for installation of pipes. Eric Tracey, a civil engineer, added clarification by explaining the reduction of runoff.

**f. Resolution: Approving Snow Plowing Agreement with The Grove Area 1.**

Director Marion stated that the Village is required to enter into a snowplow agreement with the developers. She explained this is a backup agreement that states that the Village has a right to hire a third party to snow plow the road if the developers are not keeping up with the snow plowing.

Motion by Trustee Speciale, seconded by Trustee Bonnie, to discuss and approve a Snow Plowing Agreement with The Grove Area 1.

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

**g. Resolution: Approving a Snow Plowing Agreement with Brighton Ridge.**

Director Marion stated that this is the same agreement but with Lennar for Brighton Ridge.

Motion by Trustee Speciale, seconded by Trustee Michels, to discuss and approve a Snow Plowing Agreement with Brighton Ridge.

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

**h. Ordinance: Special Use Fiber Hut.**

Director Marion explains that at the previous board meeting an application for a special use permit for a fiber hut was discussed. The final buildout would be six fiber huts with a few generator pads. Deviations have been requested such as allowing an 8 ft. privacy fence, to allow crushed aggregate as a base, and no street lighting. She states that at the last meeting the architectural standards were discussed and comments from a resident have been provided with responses from AECOM.

Trustee Lendi wants to make sure it has been noted that the resident asking questions was a former plan commissioner and has expertise in this area.

President Stillwell asked if any changes has been made after his recommendations. Mike from AECOM says the modifications that were made are to ground each individual fencepost and add bilingual signage.

Trustee Michels thinks by adding small roofing sections more attention will be drawn, he doesn't feel that all these architectural amendments should be made.

Motion by Trustee Roskopf, seconded by Trustee London, to discuss and approve a Special Use Fiber Hut.

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

**12. Public Comment**

- Gary Thompson commented on the growth of the Village and leadership.
- Perry Elliot commented on Crown.
- Jaden Chada commented on basement flooding in Area 1.

**13. Discussion Items**

**a. Extension of Audit Contract.**

Finance Director Johns explains that the Village has used Lauterbach & Amen for their auditors for the past 9 years. The 2025 audit was the last audit on their contract; staff are looking for direction on whether the board would like to renew the contract.

President Stillwell feels that it is beneficial to the Village to receive bids, Trustee Michels and Trustee Roskopf agree.

Administrator Koepfel wanted to clarify that this would be a request for qualifications, the company hired would need to be hired based off qualifications and not cost. He then explained the difference between an RFQ and an RFP, a bid is more formalized and professional than a proposal and the lowest bidder is accepted. President Stillwell asked if price could be considered at all, Attorney Miller said it is based on qualifications and services. Administrator Koepfel added that it's not true that a better price would be found from the most qualified candidate, he explained the extensive process for finding new auditors. President Stillwell asked if in the RFQ the price would be given, Administrator Koepfel said the price cannot be asked during the RFQ. She asked if \$25,000 a year is within reason, Director Johns said with her experience it is a good price.

Administrator Koepfel asked that the board renew the contract and do an RFQ the following year due to Director Johns being a new employee and staff time.

Trustee Lendi asked if a one-year renewal has a different price, Director Johns said yes.

Trustee Roskopf asked how long the Village has been with Lauterbach & Amen, Director Johns replied nine years.

Trustee Lendi wants a price for a one-year renewal before the decision is made.

Trustee Roskopf said it makes sense to keep the same auditors and have a three-year contract.

Director Johns said that a one-year contract would be \$26,200.

President Stillwell asked the board if they would like to keep them for three years. Trustee Michels said he would be fine for a one-year contract then do an RFQ.

Trustee London said she would like a three-year contract and mentioned switching out staff, Administrator Koepfel confirmed staff have been switched out during this process for collusion reasons. Trustee Lendi, Trustee Bonnie, and Trustee Speciale agreed for a three-year contract.

#### **14. Reports**

##### **a. Staff**

Administration – Administrator Koepfel added that he attended a metro mayors caucus meeting about environmental stability.

Trustee Michels asked if there was any update on Hanks Rd. bridge, President Stillwell said yes.

Finance – Trustee Michels asked when the budget workshop would be for the board, Director Johns said April.

Community Development – Nothing to add.

Police Department – Trustee Lendi asked how the police department is looking, Chief Rollins said very good and mentioned upcoming improvements.

Public Works – Nothing to add.

**b. Trustees**

Trustee Lendi – Trustee Lendi said the forest preserve has a lot going on and encourages everyone to check their calendar. She said that early voting will be at the library March 2<sup>nd</sup> - March 6<sup>th</sup>. February 21<sup>st</sup> the library will be showing the movie Wicked, the 23<sup>rd</sup> there will be a tax aid program.

Trustee London – Trustee London attended the beautification committee meeting and seed swap.

Trustee Speciale – Nothing to add.

Trustee Michels – Nothing to add.

Trustee Roskopf – Nothing to add.

Trustee Bonnie – Nothing to add.

**b. President**

President Stillwell said she also attended the seed swap for the beautification and gardening committee, plants will be added in Veterans Park. She said she is appreciative for Keriann on the committee for helping with the seed swap and growing plants for the park and for everyone in the community coming together.

**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 Lendi, seconded by Trustee Michels, to enter executive session to discuss Personnel –5 ILCS 120/2(c)(1) and Litigation – 5 ILCS 120/2(c)(11) and then adjourn the meeting after.

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

**16. Adjournment**

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

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

ATTEST:

/s/ Madeline Dossett

Madeline Dossett

Deputy Village Clerk

DRAFT