

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  
DECEMBER 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.

**3. Roll Call**

On December 16, 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 Michael Roskopf, Trustee Matthew Bonnie.

**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, Chief Building Inspector Chris Hecklinger.

**4. Public Hearing**

**5. Proclamations**

**6. Presentations**

**7. Appointments**

**a. Approval of President Stillwell's appointment of Dave Kintz to the Village of Sugar Grove Police Pension Board with a term expiration of May 1, 2026.**

Administrator Koepfel says this is an appointment to fill the spot on the Police Pension Board, Dave Kintz was recommended by Chief Rollins.

Motion by Trustee Michels, seconded by Trustee Roskopf, to discuss and approve President Stillwell's appointment of Dave Kintz to the Village of Sugar Grove Police Pension Board with a term expiration of May 1, 2026.

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

**b. Approval of President Stillwell's appointment of Karin Johns to the Village of Sugar Grove Police Pension Board with a term expiration of May 1, 2027.**

Administrator Koeppel explains that previously Matt Anastasia was on the Police Pension Board. It has been helpful to have a Finance Director on the board to bring back information and plan accordingly for the levies.

Motion by Trustee Michels, seconded by Trustee London, to discuss and approve President Stillwell's appointment of Karin Johns to the Village of Sugar Grove Police Pension Board with a term expiration of May 1, 2027.

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

**c. Approval of a Resolution Authorizing the Appointment of Finance Director Karin Johns as the Authorized Agent for the Illinois Municipal Retirement Fund.**

Administrator Koeppel stated that IMRF has a requirement that there needs to be an authorized agent, someone who is the contact point for IMRF for the Village. He said in the past it has worked well with the Finance Director being this agent. Administrator Koeppel and President Stillwell both recommended Karin Johns to fill this spot.

Motion by Trustee Roskopf, seconded by Trustee Michels, to discuss and approve a Resolution Authorizing the Appointment of Finance Director Karin Johns as the Authorized Agent for the Illinois Municipal Retirement Fund.

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

**d. Approval of a Resolution Authorizing the Appointment of Karin Johns as the Delegate and Brett Feltes as the Alternate Delegate for the Intergovernmental Risk Management Agency (IRMA).**

Administrator Koeppel stated that with Karin being appointed there needs to be a delegate that is approved by the Village Board. Sometimes this delegate will receive information from IRMA and be included in discussions. Administrator Koeppel and President Stillwell recommend Karin Johns and Brett Feltes.

Motion by Trustee Michels, seconded by Trustee London, to discuss and approve a Resolution Authorizing the Appointment of Karin Johns as the Delegate and Brett Feltes as the Alternate Delegate for the Intergovernmental Risk Management Agency (IRMA).

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

## 8. Airport Report

Trustee Speciale mentioned that REV has not fulfilled their contract with Aurora, so they are nearly shut down. As of right now, they are only providing training and J.A. Air is handling all fueling currently.

The sign has been under review with IDOT; to proceed it needs county rezoning of that parcel since its unincorporated.

A few months ago, the airport received a grant for new snow equipment, and the equipment has been working well this season.

President Stillwell said Aurora was having committee meetings regarding the area surrounding the airport, she asked if Trustee Speciale was aware, he said he was not aware. President Stillwell said it would be beneficial for a board member to be at their committee meeting when regarding the Village.

## 9. Public Comment on Scheduled Action Items

## 10. Consent Agenda

- a. **Approval:** December 2, 2025, Village Board Meeting Minutes.
- b. **Approval:** Vouchers.
- c. **Approval:** November 2025 Treasurer Report
- d. **Approval:** 2025 Police Pension Municipal Compliance Report.
- e. **Ordinance:** Tax Levy for Fiscal Year May 1, 2026, to April 30, 2027.
- f. **Ordinance:** Tax Levy for Mallard Point Rolling Oaks Special Assessment for the Fiscal Year May 1, 2026, to April 30, 2027.
- g. **Resolution:** Declaring Notice of Fourteenth Installment, Accrual of Interest, and Adoption of Special Assessment Supplemental Bond and Procedures Act.
- h. **Ordinance:** Tax Levy for the Sugar Grove Center Special Service Area #10 Assessment for the Fiscal Year May 1, 2026, To April 30, 2027.
- i. **Ordinance:** Abating 2025 Taxes Related to Debt Service 2017 Bonds.

Motion by Trustee Lendi, seconded by Trustee Bonnie, to approve the Consent Agenda with item 10e removed.

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

Trustee Lendi thought it was important to make sure the board knows exactly what they are voting for on the Tax Levy. She wanted to clarify this is just the new construction, Administrator Koeppel said yes and he mentioned the numbers are slightly different because they are updated numbers from the county due to TIF 1 being terminated. Trustee Lendi wanted to confirm that a property tax increase has nothing to do with the Village,

Administrator Koeppel said the Village is levying the same as last year. He said it is possible that if their assessment goes up their rate will go down.

Motion by Trustee Michels, seconded by Trustee Lendi, to approve item 10e on the Consent Agenda.

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

## **11. General Business**

### **a. Ordinance: Amending Title 9, Building Code, of the Village of Sugar Grove Village Code.**

Community Development Director Marion said this item was previously discussed with the board at the November 4<sup>th</sup> meeting. There were no concerns expressed about the updates suggested, she explained there was discussion of updating the building code more frequently than it is. Since this discussion happened, the Fire Department adopted a code change that requires all commercial buildings to be sprinklered. This was not part of what the Village was proposing and was not a part of the amendments that Village had to report to the state 30 days prior to adoption. The Fire Department is requesting this requirement is adopted. Director Marion explains that staff does not support this requirement since it is an unduly burdensome expense on new businesses specifically smaller businesses that the board wants to attract to the Village.

The code does require any building over 5,000 sq. ft. or any building considered an assembly use is required to be sprinklered. She explains that staff have the opinion that there are enough other fire protection requirements, so sprinkling is not necessary for every commercial building.

Director Marion states that staff recommend staff approve the ordinance with proposed updates and amendments discussing the fire district's request. If the board wants to adopt the fire district's request, it will need to be done as a separate ordinance.

President Stillwell asked what the cost of sprinklers would be for an average retail store would be. Inspector Hecklinger said he has been in contact with Chicago Fire Protection to answer this question. Roughly, a 3,000 sq. ft. building would be around \$13,000 and if a well was used the cost would be higher. He explained that a building that was just put up on Prairie was going to have an additional cost of \$30,000 for sprinklers. Staff were able to go into the building and provide fire protection avoiding the additional cost. Inspector Hecklinger said it also depends on the number of acres as well, when lines are needed it will increase the price significantly. He mentioned Jiffy Lube and why the Village did not require the building to have sprinklers and what their fire precautions were during the building process. Jiffy Lube is equipped with alarms, heat detection, fire extinguishers, etc.

President Stillwell asked if staff were aware of what surrounding communities do. Inspector Hecklinger said he had reached out to several municipalities and Aurora, Yorkville, and Montgomery are not sprinklered. He is referring to Jiffy Lubes in the surrounding area, President Stillwell wanted to know if surrounding communities had an ordinance requiring businesses under 5,000 sq. ft. to have sprinklers. Inspector Hecklinger said he knows Montgomery is under the same fire protection as the Village along with Prestbury and the Aurora Airport. Director Marion added Oswego and said majority of them do not.

Trustee Michels said it's always an option for a business to have the option of whether they want sprinklers or not, Inspector Hecklinger agreed.

Trustee Lendi said the NFPA has strict requirements as far as size, use, construction type, etc. She said NFPA is one of the guides and their guidance and rules need to be followed. Inspector Hecklinger agreed and said it was looked at, and the guidelines were not met.

President asked the Board who would want to require sprinkler systems on buildings under 5,000 sq. ft. Trustee London said she is in support, she states it is her job and she would be recommending sprinklers to her clients. She stated that for Jiffy Lube it is a combustible building with dangerous liquids and sprinklers would be the best protection. She did agree with water supply issues that will drive up the cost of the sprinklers and installation. She would recommend buildings that are not equipped with sprinklers to be made of steel rather than wood. President Stillwell asked if Trustee London often sees municipalities requiring sprinklers or it is the decision of the business owner/consultant. Trustee London said it is mixed and a lot of the time there is the issue of who has the authority or jurisdiction of what should and shouldn't be done. Trustee London mentioned mom and pop businesses and said when starting, they are usually leasing the building not owning which would make the owner responsible. She mentioned if a 5,000 sq. ft. building was divided into sections would that exempt them. Inspector Hecklinger replied no and this was done with another area, the building is taken as a whole. He wanted to add that it is not only the initial cost to put the sprinklers in but there is a cost every year as well to be maintained. Along with making sure buildings stay warm in the winter to prevent bursting sprinklers. Trustee London said from a firefighter standpoint it is a lot safer for them as well to enter a building with a sprinkler system.

Fire Chief Moran mentioned that Jiffy Lube is built to code and everything is how it should be. His team looked at mom and pop shops and said they cannot afford to not be sprinklered, they will not be able to afford to be out of business for an extended time. If sprinklers go off, they will stop the spread of the fire, creating less damage, many businesses cannot afford to rebuild and will be permanently out of business.

Chief Moran said within Illinois there are 97 municipalities that are fully sprinklered with 0 sq. ft. His largest concern is to make sure the community is protected, he wants to avoid collapsing buildings. He explained it takes minutes for something to collapse and minutes for a sprinkler to put out a fire. He told the board that Oswego and Huntley are 0 sq. ft. for commercial businesses

Trustee London asked how Chief Moran would feel if the construction type was changed to a steel structure versus a wood frame. Chief Moran said steel can still fail but it is more reliable than a wood structure.

Chief Moran gave the board a book regarding this item and gave a small explanation.

Trustee Lendi asked if the sprinkler for 0 sq. ft. is more for property damage or safety because there are many other aspects that help with safety, He explained for commercial it is more for property damage.

President Stillwell asked if there are any other options than requiring sprinklers in every building, she mentioned buildings that contain flammable objects. Chief Moran said the easiest way would be to go to 0 sq. ft., so everyone is under the same code then variances can be made.

Trustee Lendi feels that this item is not for safety and feels that it should be kept the same as of right now and this item should come back next year if not expected.

Motion by Trustee Speciale, seconded by Trustee Michels, to discuss and approve Amending Title 9, Building Code, of the Village of Sugar Grove Village Code.

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

## **12. Public Comment**

- Louis Lendi commented on his concerns and opinions towards the board.

## **13. Discussion Items**

### **a. Illinois Municipal League Membership for the Village of Sugar Grove.**

President Stillwell explained that she had asked for this item to be added to the agenda. The IML provides many resources that the Village can use, she mentioned staff have participated in many different trainings, classes, etc. She explained that \$1,000 a year from taxpayer funds is used.

President Stillwell said the purpose of this discussion today is to take comments to IML and there is one thing she feels does not align with the communities' beliefs. She explained there was a PowerPoint presentation regarding TIF and protecting existing TIF laws. Several bills have been proposed for TIF reform, they are meant to address the lack of transparency and improve accountability. She explained that IML is opposed to these and President Stillwell doesn't like

that this is what tax dollars are going to lobby for. She hopes in the future there will be consideration for changes.

Trustee Michels feels it is important for the Village to maintain the IML membership. He understands President Stillwell's concern but said IML provides a lot of good information and IML conferences are worthwhile.

President Stillwell wanted to clarify that the benefits outweigh the risk so she feels the membership should not be cancelled as well. She wants this to be used for comments and by next year she hopes a different approach can be taken so that the Villages \$1,000 can be used to support something else.

Trustee Lendi feels that IML is a great organization and mentioned that with large organizations there will be things that aren't agreed with. She stated she has made it clear she does not agree with TIFs but with an organization like this there will not be 100% agreement and they have many good benefits.

**b. Construction Hours.**

Director Marion said with all the ongoing construction in the Village, several complaints have been received. Staff have since then looked at construction hours and surveyed different communities. For the most part, the Village matches those communities, some did have different hours. Staff overall felt it would be beneficial to change the Villages construction hours from 6:30 am to 8:30 pm daily to 6:30 am to 8:30 pm Monday through Friday and then 7am to 6pm on Saturday and Sunday.

Trustee London asked if the complaints have mostly been on weekends, Director Marion said no. President Stillwell said there was one day where many complaints were received about a specific builder, but the hours cannot be shortened anymore. Director Marion mentioned that complaints were also coming past 8:30 pm due to working after hours.

Trustee Roskopf said he has been affected by this, the trucks are his biggest issue for him and the noise is very loud. He feels 7 am is still too early for a weekend and it should be 7:30 instead for the start time.

Trustee Lendi said she does not mind having the start time a little later on the weekends, but she is questioning the 6 pm on the weekends when looking at summer hours. Trustee Roskopf said he doesn't mind the weekend hours going later as long as they start later in the morning. Administrator Koepfel said that 7am to 6pm is what is in the annexation agreement with Crown, staff would like there to be a time set for the entire Village. He stated that there can be some confusion for residents when having the rest of the Village construction hours start at 7:30 am, he would not recommend going any later than 7 am. Trustee Lendi said she felt 6 pm was a little too early for the summer weekends when it gets darker later. Trustee Michels feels that keeping the weekends at 6 pm is necessary so they do not have to work later than needed on a weekend.

**c. IEPA Public Water Supply Loan Program Update.**

Director Merkel said a milestone has been reached, he brought in Michelle Piotrowski from EEI to give more information.

Michelle said the first step for the loan process is to get an approved project plan. For this project, IEPA said to hold a public hearing for the preliminary environmental impact determination, with a categorical exclusion there is a requirement to publish in the newspaper allowing 10 days for comments.

Administrator Koeppel wanted the board to be aware this item would be published in the paper in case of questions from residents. The reasoning for the loan is due to the upcoming water projects in the Village; he wanted to take a low interest loan rather than increasing the water fees.

Trustee Speciale said the Village has used this in the past and it is a very good program.

**14. Reports**

**a. Staff**

Administration – Administrator Koeppel said the Village had a successful Christmas Party, he thanked the board for allowing the party and was happy without how the event turned out.

Community Development – Nothing to add.

Police Department – Chief Rollins mentioned that at the Christmas Party President Stillwell was able to swear in the new officers for the Village.

Public Works – Director Merkel gave a thank you to his team.

**b. Trustees**

Trustee Lendi – Trustee Lendi attended the tree lighting for Holiday in the Grove. She mentioned that at Burlington Prairie Forest Preserve has bison fenced in with the native plants.

Trustee London – Nothing to add.

Trustee Speciale – Trustee Speciale gave a thank you to staff for their hard work.

Trustee Michels – Trustee Michels attended the tree lighting and pancake breakfast; he was happy to see so many supporting these events.

Trustee Roskopf – Nothing to add.

Trustee Bonnie – Nothing to add.



**b. President**

President Stillwell mentioned the new ordinance in Oswego requiring that all new construction builds will have barriers for protection from vehicles. She explained that the Villages Building Inspector Chris Hecklinger did research to have this added to the Villages Building Code. She wants to show support after Oswego's tragic loss.

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

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

**16. Adjournment**

Motion by Trustee Roskopf, seconded by Trustee London, to adjourn the meeting at 7:05 pm.

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

ATTEST:

/s/ Madeline Dossett

Madeline Dossett

Deputy Village Clerk