



**MINUTES
VILLAGE OF SUGAR GROVE
VILLAGE BOARD MEETING
JULY 21, 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 July 21, 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 Clerk Tracey Conti.

4. Public Hearing

a. Establishing a Back-up Special Service Area No. 30 for Brighton Ridge Subdivision.

Motion from Trustee Michels, seconded from Trustee Speciale to discuss Establishing a Back-up Special Service Area No. 30 for Brighton Ridge Subdivision.

Director Marion said previously the establishing ordinance was approved and the next step is the public hearing then it will be brought back in 60 days for approval.

President Stillwell opened the public hearing; no comments were made.

b. Establishing a Back-up Special Service Area No. 31 for the Grove Area 1 Subdivision.

Nothing from Trustee Michels, seconded by Trustee Roskopf to discuss Establishing a Back-up Special Service Area No. 31 for the Grove Area 1 Subdivision.

Director Marion explained the next stop in the process is the public hearing.

President Stillwell opened the public hearing; no comments were made.

Clarification was made that at least 60 days after the public hearing was held the ordinance can be approved.

c. Hannaford Farm Annexation Agreement Amendment for Lot 114 (905 Wheatfield Ave).

Motion by Trustee Roskopf, seconded by Trustee Speciale to discuss Hannaford Farm Annexation Agreement Amendment for Lot 114 (905 Wheatfield Ave).

Director Marion explained this public hearing is for lot 114 in Hannaford Farms, the lot owner has paid their current fee-in-lieu-of-development. The Annexation Agreement amendment needs to be approved to release the owners from any future obligations.

President Stillwell opened the public hearing; no comments were made.

5. Presentations

6. Proclamations

7. Appointments

8. Airport Report

9. Public Comment on Scheduled Action Items

10. Consent Agenda

- a. **Approval:** July 7, 2026, Village Board Meeting Minutes.
- b. **Approval:** Vouchers.
- c. **Approval:** June 2026 Treasurers Report
- d. **Resolution:** Authorizing an Intergovernmental Agreement/Memorandum of Understanding between the Village of Sugar Grove and Kaneland Community School District #302 for the School Resource Officer Program.
- e. **Resolution:** Authorizing an Intergovernmental Agreement with Kaneland Community School District #302 for Traffic Control Assistance at Harter Middle School.

Motion by Trustee Speciale, seconded by Trustee Michels, to remove item 10a from the Consent Agenda approving the other items.

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

Motion by Trustee Lendi, seconded by Trustee Bonnie to discuss item 10a July 7, 2026, Village Board Meeting Minutes.

Trustee Lendi had a minor amendment to make for a comment that said PUD instead of PDD.

Motion by Trustee Speciale, seconded by Trustee Bonnie, to approve item 10a on the Consent Agenda.

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

11. General Business

a. Ordinance: Hannaford Farm Annexation Agreement Amendment for Lot 114 (905 Wheatfield Avenue).

Director Marion explains that the owners Greg and Deborah have paid the FILOD fee for this lot and now the Annexation Agreement Amendment needs to be approved to release them from future obligations.

Motion by Trustee Michels, seconded by Trustee Speciale, to discuss and approve Hannaford Farm Annexation Agreement Amendment for Lot 114 (905 Wheatfield Avenue).

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

b. Resolution: Authorizing the Execution of an Agreement with Cryder Enterprises, Inc.

Director Merkel stated that this is an annual fire hydrant repainting project. Each fire hydrant is tested to make sure it is operational and creates a goal to do 250-300 a year. He explained that it is time consuming for staff and the project will begin late summer.

Motion by Trustee Speciale, seconded by Trustee Michels, to discuss and approve Authorizing the Execution of an Agreement with Cryder Enterprises, Inc.

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

c. Resolution: Authorizing the Execution of an Agreement with Preform Traffic Control Systems, LTD.

Director Merkel stated that this is also an annual program with the Kane County Division of Transportation. Every other year the school zone is done, this year Main Street will be done, Municipal/Galena, and areas of Dugan and Granart that are not scheduled for resurfacing. He wanted to note that the parking lot has been seal coated out of this fund at Public Works.

Motion by Trustee Speciale, seconded by Trustee Michels, to discuss and approve Authorizing the Execution of an Agreement with Preform Traffic Control Systems, LTD.

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

12. Public Comment

13. Discussion Items

a. Backup Special Service Areas.

Director Marion said this item is a refresher on backup special service areas and the intent behind them. The Village has several approved backup SSAs currently within the Village, their purpose is to provide assistance when a property owner does not maintain their stormwater detention facilities and open areas. For the solar farm one was done for the brick paver road since it was an alternative to stay under the stormwater detention requirements. Director Marion said an SSA will only come into existence when a property owner is failing to maintain these areas and the Village has to step in.

The first step for the SSA is to establish it with an establishing ordinance, sixty days after approval the public hearing can be held. Following the public hearing there needs to be at least 60 days before approving the establishing ordinance. From there, the establishing ordinance can be recorded within sixty days.

Administrator Koeppel said there is one active SSA by Jewel and it is levied every year in order to get funds for maintenance. The property owners who were not maintaining it are bearing the cost for maintenance.

Trustee London asked who was supposed to be maintaining the SSA, Trustee Speciale said it was a semi association run by Jewel.

Trustee London asked why this SSA needed to be put in place because if the property owners were there, they would have abandoned it, Trustee Speciale said correct.

b. Illinois Department of Transportation (IDOT)/Hankes Road Bridge Agreement.

Administrator Koeppel provided the board with a letter from IDOT and an updated letter of understanding which is the second step towards getting this project done. Staff want feedback on whether this is an agreeable version of the document or if changes need to be made.

Looking at the agreement there was a letter sent back signed by the president that was a LOI with several attachments. It included very specific language about bridge joints and the future paving of the bridge, both expensive costs. The LOU does not include language specifically about either cost but has language clarifying who is responsible for what. President Stillwell said she can respond back to IDOT and request that they add bridge joints and paving.

Trustee Michels said in IDOT's letter they say bridge joints are a part of the superstructure and substructure. President Stillwell asked Director Merkel if he's convinced that the LOU includes bridge joints, he said no.

Trustee Speciale said that President Stillwell is correct and it doesn't include everything and they say based on the clarification letter that the Village and IDOT do not have an agreement regarding

the scope of the project and future maintenance obligations. He said the email sent a few months ago covered a lot of things not included in the MOU. When the LOI was sent in they wanted to make sure the Village made notations to clarify that they deem the LOI is executed without conditions in the added documents. He wants to be cautious and wants the proper language to be added before it is executed.

President Stillwell said she will reach out, Trustee Lendi said she would refer to Director Merkel and Trustee Speciale on what needs to be included.

14. Reports

a. Staff

Administration – Nothing to add.

Finance – Trustee Michels said in some fields of the Treasurers Report it says 100% when there have been no expenses.

Community Development – Trustee Lendi asked about the construction truck concerns.

Police Department – Trustee Michels asked if the parking lot was getting ready to be done at the police department, Chief Rollins said soon they need to do the gutters first. Director Merkel wants the parking lot to be done at the very end after the construction is done so the parking lot is in good condition.

Trustee London asked if the duct work is figured out with the contractors, Chief Rollins said yes, they should be starting soon weather depending.

Public Works – Nothing to add.

b. Trustees

Trustee Lendi – Trustee Lendi is attending the library board meeting and there will a Bliss Woods cleanup.

Trustee London – Nothing to add.

Trustee Speciale – Nothing to add.

Trustee Michels – Trustee Michels asked about signage for the Corn Boil, President Stillwell said there was a permitting issue, and they only have authorization for a number of signs.

Trustee Roskopf – Trustee Roskopf said the Veterans Park bench is almost complete.

Trustee Bonnie – Nothing to add.

b. President

President Stillwell said the Corn Boil is still looking for volunteers. The Historical Society is holding an event during the Corn Boil so it will be extended down Main Street.

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 London, seconded by Trustee Michels, to enter executive session to discuss Litigation – 5 ILCS 120/2(c)(11) then adjourn the meeting after at 6:30 pm.

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

16. Adjournment

Motion by Trustee London, seconded by Trustee Michels, to adjourn the meeting at 6:30 pm.

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

ATTEST:

/s/ Madeline Dossett

Madeline Dossett

Deputy Village Clerk