


<p>Village President Jennifer Konen</p> <p>Village Administrator Scott Koeppel</p> <p>Village Clerk Tracey R. Conti</p>	 <p>10 S. Municipal Drive Sugar Grove, Illinois 60554 Phone: 630-391-7200 Fax: 630-391-7210</p>	<p>Village Trustees</p> <p>Matthew Bonnie Sean Herron Heidi Lendi Sean Michels Michael Schomas James F. White</p>
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Minutes
January 16, 2024
Village Board Meeting
6:00 p.m.

1. Call to Order

The meeting was called to order by President Konen at 6:01 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Officer Kurtis Gilkey.

3. Roll Call

The January 16, 2024 Village Board meeting was held in person in the Board Room at Village Hall.

Present: President Jennifer Konen, Trustee Matthew Bonnie, Trustee Sean Herron, Trustee Heidi Lendi, Trustee Sean Michels, Trustee Michael Schomas

Absent: Trustee James F. White

Additional Attendees: Administrator Koeppel, Attorney Julien, Finance Director Anastasia, Community Development Director Magdziarz, Chief Rollins, Planning and Zoning Administrator Marion, Public Works Director Merkel, Economic Development Director Cassa, Village Clerk Tracey Conti, and Deputy Clerk Wortham

4. Public Hearing - None

5. Appointments and Presentation

President Konen read a Proclamation Honoring Officer Kurtis Gilkey.

Motion by Trustee Herron, seconded by Trustee Schomas, to approve the proclamation honoring Officer Kurtis Gilkey. The motion was carried by the following vote:

Ayes: Schomas, Herron, Bonnie, Michaels, Lendi; Nays: None; Absent: White.

a. Resolution: Appointing a Village Clerk

Village Administrator Koeppel stated that Tracey Conti started with the Village on January 3 and recommended she be appointed as Village Clerk.

Motion by Trustee Michaels, seconded by Trustee Heron, to approve the appointment of Tracey Conti as Village Clerk. The motion was carried by the following vote:

Ayes: Michaels, Herron, Bonnie, Lendi, Schomas; Nays: None; Absent: White.

b. Appointment: Open Meetings Act Designee

Village Administrator Koeppel recommended he be appointed as the Open Meetings Act Designee for the Village of Sugar Grove. It is a requirement of the Attorney General's Office and its best practice to have this appointment in place.

Motion by Trustee Schomas, seconded by Trustee Bonnie, to approve the appointment of Scott Koeppel as the Open Meetings Act Designee for the Village of Sugar Grove. The motion was carried by the following vote:

Ayes: Schomas, Bonnie, Michaels, Herron, Lendi; Nays: None; Absent: White.

6. Airport Report – None

7. Public Comments on Items Scheduled for Action - None

8. Consent Agenda

Motion by Trustee Schomas, seconded by Trustee Herron, to approve the Consent Agenda items a. through e. as presented. The motion was carried by the following vote:

Ayes: Schomas, Herron, Bonnie, Michaels, Lendi; Nays: None; Absent: White.

Trustee Michels requested that item *f. Resolution: Authorizing a Joint Funding Agreement with IDOT for the John Shields Elementary School Sidewalk Improvements* to be removed from the Consent Agenda and explained that he is concerned about flooding and that retention may need to be provided for the area; there are no storm inlets, and adding sidewalks may cause more problems.

It was noted that this project has been in progress since 2018. The area doesn't have sidewalks, making it hard for children to get to and from school safely. However, they can take an alternative route via Snow Street. The long-standing issue of flooding in the area also needs to be addressed. A significant amount of money has already been spent on engineering to get to the current construction phase, which is phase 3. The funding for this project is being provided through a grant; if we don't move forward, we risk losing the grant money. The grade in the area is not being changed. However, the flooding needs to be recognized and addressed.

Flooding and student safety are two different issues, and student safety is a priority, but flooding should be looked at in the future.

a. Approval: Minutes of the December 19, 2023, Village Board Meeting

b. Approval: Vouchers

c. Approval: Treasurer's Report

- d. **Resolution:** Publication of the 2024 Official Zoning Map for the Village of Sugar Grove
- e. **Resolution:** Authorizing Execution of an Agreement with Engineering Enterprises Incorporated for Phase III Construction Engineering John Shields Elementary School Sidewalk Improvements.
- f. **Resolution:** Authorizing a Joint Funding Agreement with IDOT for the John Shields Sidewalk Improvements. - Removed from Consent Agenda by Trustee Michels

Motion by Trustee Schomas, seconded by Trustee Herron, to approve the Consent Agenda item f. The motion was carried by the following vote:

Ayes: Herron, Bonnie, Michaels, Lendi Schomas; Nays: None; Absent: White.

9. General Business - None

10. Public Comment

Dr. Kim Tee commented about the Crown Development Project.

Mr. Jaden Chada commented about the Crown Development Project.

11. Discussion Items

a. Comprehensive and Action Plan Implementation

Community Development Director Walter Magdziarz discussed action items of the recently adopted Comprehensive Plan.

The Plan Commission discussed the action items and identified items for the Village Board to consider for implementation. A number of these items will need to be budgeted and may take some time to complete. The four recommendations are:

1. Formulate regulations for electric vehicle charging stations.

Staff will develop regulations to suit the needs of the village but may need to budget a small amount of funds for outside services and expertise in this area.

2. Develop a Streetscape Plan for Main Street.

The Comprehensive Plan recommends including the Main Street improvements. At this time, there is no plan for that, and the Plan Commission thinks this will be a good start. Additionally, the Downtown Master Plan recommends developing a Streetscape Plan.

Developing a Plan will require hiring a consultant to develop plans and recommendations, allowing the Village to develop construction drawings for the project in various phases. The estimated cost to develop this Plan is \$40,000 – \$55,000 and will take over a year to complete.

3. Modify Development Standards to Reflect the Goals of the Comprehensive Plan for Preserving the Increase in Tree Density.

The Plan Commission is very interested in the environmental recommendation in the Comprehensive Plan and feels this is easily achieved. Village Staff will address the standards and come up with some recommendations for the Village Board to consider.

4. The Complete Streets Ordinance

This is currently underway.

Village Staff lobbied for completing the Trail Master Plan, but the Plan Commission did not include it in their recommended action items.

We are seeking the Board's direction on these action items so that we may budget accordingly.

There is a Trail Master Plan that needs to be updated and reinforced. The Plan Commission did not object to this but prioritized other items they believed were more pressing. CMAP may be able to assist with updating the plan. Trustee Lendi expressed a strong interest in this action item. The trails will become very important with the installation of the bridge, as they will provide access to different routes and bring the neighborhoods closer together.

There is an action item to modify development standards to align them with the goals of the Comprehensive Plan, which aims to increase the density of trees in the village. This plan proposes developing standards that will promote the growth of more street trees and trees in open spaces rather than just focusing on landscaping. The goal is to preserve and enhance the existing tree canopy density in the village.

It was suggested that the sustainable industrial and business park development be included as part of the tree density discussion.

President Konen inquired about the right of way on Main Street, asking if the Streetscape Plan includes the installation of a larger sidewalk. If so, will we need to approach every property owner for an easement? It was noted that the proposed sidewalk expansion would be a part of the Master Plan and would be modified according to the recommendations. President Konen expressed her support for the Streetscape Plan. It was also mentioned that Main Street is scheduled for resurfacing this year.

Heidi Lendi shared her opinion that the Trail Plan would be more beneficial for the community than the Streetscape Plan. She pointed out that the installation of the new bridge would be a good opportunity to update the Trail Plan.

President Koenen expressed her strong support for investing in the original part of the village. However, the final decision will depend on the recommendations of the consultant and the study. The Trail plan is a top priority for most people, and there may be a possibility of

applying for a grant. Walter suggested that this would be a good opportunity to update the Bicycle and Pedestrian Plan. President Koenen confirmed that the Board considers this a priority.

a. Administrative Adjudication for Non-Home Rule Municipalities

The circuit court system is a default process for local ordinance violations and has proven less than effective. The Administrative Adjudication process enables municipalities to have greater control over the prosecution of local ordinance violations by using a local hearing officer to adjudicate and levy fines for such violations, including property maintenance. Previously, there were different regulations for home-rule and non-home-rule municipalities. However, Governor Pritzker recently signed a law authorizing administrative adjudication for all municipalities using the home-rule provisions.

Currently, all the adjudication processes are in different sections of the code. This would put them in the same place in the code and would operate by the same rules.

The fine structure is now stronger. Previously, non-home-rule units could only impose fines of up to \$2,500 for code violations. With the new change, the home-rule maximum fine of \$50,000 will be adopted, excluding enforcement costs. The Village of Sugar Grove follows the Hearing Officer Training Standards, which ensures that we meet the new regulations.

The Village is not obligated to modify its current system. However, the current process is fragmented because each procedure is based on a different law. If the Village adopts a new adjudication plan, it will obtain the benefits of home-rule and it would not restrict the Village's authority to pursue any other legal enforcement options.

Trustee Lendi requested additional information to help clarify the distinctions between home-rule and non-home-rule standards. The other concern raised was regarding the decrease in the notice period.

In response, Atty. Laura Julien agreed to send the Board the necessary information to help clarify the issue. She also mentioned that the notice period can be decided by us as long as it's not less than 15 days.

Administrator Koeppel stated that Yorkville has already updated their procedures to the new rules.

President Koenen asked that this item be brought back for General Business with a redline for review.

4. Reports

a. Staff

Scott Koeppel, Village Administrator

- Welcomed Tracey Conti to the team.
- Thanked Tony for the work on the John Shields project.

Matt Anastasia, Finance Director

- The investment Committee was able to invest an additional \$3.25 million at 4.9%, and we had about \$2 million maturing and reinvested that at 4.9%. The maturity of this is about 1 year.

Walter Magdziarz, Community Development Director

- Over the weekend, there were a few issues caused by the weather. Firstly, there was a fire on Pembridge Lane, it was contained to the chimney. There was no structural damage, but the house suffered significant smoke damage. Secondly, due to the weather, a fire sprinkler broke at Prairie Point, which is located at 58 Park Avenue. As a result, the foyer and first floor of the building were flooded. No residents were affected by this incident.
- Trustee Lendi asked about Lot 17, Walter answered that a sign permit was issued for Subway.
 - A lease is being negotiated with a Mexican restaurant chain.

Patrick Rollins, Chief of Police

- Thanked everyone for their support of Officer Gilkey.
- Currently, there are three open full-time police officer positions. The Police Commission has conducted oral interviews with lateral entries, and two candidates will move forward in the process. A background check is being conducted on another candidate.

President Konen congratulated Chief Rollins on how he honored Officer Gilkey.

The Chief thanked the Board for approving providing retirement badges to retired officers.

Brad Merkel, Public Works Director

- The weekend was busy with the weather/snow. We had 275 staff hours starting Friday at 4:00 am, continuing through Sunday at 5:00 pm, traveling 2,574 miles, and 300 tons of salt.

President Konen requested that he describe to the residents what it is like to manage the crew during a storm that starts late in the day. Konen praised the crew for their outstanding work and emphasized that they do not receive adequate recognition.

Director Merkel explained that they were short of one driver due to an injury. Half the crew came in at 4 am and worked until 4 pm; then the second crew took over. They work 12-hour shifts,

alternating between day and night. Their primary focus is on the main roads during snowfall, and once it stops, they clear the cul-de-sacs to ensure access to emergency services and deliveries. Although it may not seem like it, they do make a pass through all the roads. Director Merkel expressed gratitude to his staff for their dedication and hard work.

Trustee Herron asked if the driver's injury was work-related. Director Merkel answered that it was.

Trustee Lendi thanked Director Merkel and his staff for the work he does and mentioned that she has information that Trees Forever is accepting grant applications. It might be something to look at to get a grant for plants and trees.

Trustee Herron stated that there is a standard process when an employee gets hurt in every place he's worked. He thinks it's best practice to do something like this to ensure we protect ourselves.

Administrator Koepfel explained that we have a Safety Committee that includes members from several departments and is very active. We work with our insurance provider, IRMA, and when we have those meetings, it determines the type of training we would like to do.

Michael Casa, Economic Development Director

- There is a new business in town, Reid Precision Machining, located at 760 Heartland Drive.
- We are going to be scheduling a check presentation to Fireside Grille. They completed the work needed for their grant application.
- Will be following up with Four Seasons and Rocky's Dojo on the status of their projects.

b. Trustees

Trustee Michels - nothing to report.

Trustee Lendi will attend the Library Board meeting on January 24, 2024. It's Girl Scout Cookie Season. Bliss Woods cleanup is on January 27.

Trustee Herron -nothing to report.

Trustee Bonnie – has been speaking with some State Legislatures and will hopefully be working together to meet some of Sugar Grove's needs.

Trustee Schomas – couldn't attend the forest preserve and park district meetings. May have something to report about this at the next meeting.

c. President

Announced the building of a full-service Starbucks location in Sugar Grove.

Discussed the immigration issue and Sugar Grove's action plan for something like this. Chief Rollins answered that we would first find a safe place for them to go temporarily. We would

contact Kane County Emergency Management, who has a team dedicated to this 24-7, and officers who can drive a school bus and have buses at their disposal to relocate. Most would like to go to Chicago; however, there are some jurisdictions that have regulations in place that you can't bring them in by bus. However, they can use other means to be dropped off in any community. Kane County Social Services has been driving this initiative and has been keeping us all in the loop.

President Koenen stated that we have procedures in place for this should something happen in Sugar Grove.

Coming up in April, we will be going to Springfield with Metro West to meet with our legislatures. All are welcome to attend.

Motion by Trustee Herron, seconded by Trustee Schomas, to approve going into Executive Session to discuss personnel items. With no action being taken and adjourning from the Executive Session. The motion was carried by the following vote:

Ayes: Schomas, Herron, Bonnie, Michaels, Lendi; Nays: None; Absent: White.

5. Executive Session

Land Acquisition, Personnel, Litigation, and Sale of Property

6. Adjournment

Motion by Trustee Herron, seconded by Trustee Schomas, to adjourn the meeting at 9:25 pm. The motion was carried by the following vote:

Ayes: Schomas, Herron, Bonnie, Michaels, Lendi; Nays: None; Absent: White.

ATTEST:

/s/ Tracey R. Conti

Tracey R. Conti

Village Clerk