

**Village President**

Jennifer Konen

**Village Administrator**

Scott Koeppel

**Village Clerk**

Tracey R. Conti



**Village Trustees**

Matthew Bonnie

Sean Herron

Heidi Lendi

Sean Michels

Michael Schomas

James F. White

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**MINUTES  
VILLAGE OF SUGAR GROVE  
BOARD MEETING  
NOVEMBER 19, 2024, 6:00 P.M.  
VILLAGE HALL BOARD ROOM  
10 S MUNICIPAL DRIVE**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

The Village Board meeting was held in person on October 1, 2024, in the Village Board room at the Police Department.

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

**Absent:** Trustee James F. White

**Additional Attendees:** Village Administrator Scott Koeppel, Public Works Director Brad Merkel, Economic Development Director Michael Cassa, Police Chief Pat Rollins, Village Attorney Bernard Weiler, Village Clerk Tracey Conti, and Deputy Village Clerk Madeline Dossett.

**4. Public Hearing- None**

**5. Appointments and Presentations - None**

**6. Airport Report - None**

**7. Public Comment on Scheduled Action Items - None**

**8. Consent Agenda**

- a. Approval: Minutes of November 5, 2024, Board Meeting.
- b. Approval: Vouchers.
- c. Approval: Treasurer's Report.
- d. Approval: Employee Performance Evaluation Forms 2024.
- e. **Resolution:** ComEd LED Streetlights.
- f. **Resolution:** PSA for Engineering Services with EEI for 2025 Road Program.
- g. **Resolution:** Authorizing Agreement with Layne Christensen – Well #11.

Motion by Trustee Schomas, Second by Trustee Herron, to approve the Consent Agenda as presented.

**Ayes: Schomas, Herron, Bonnie, Lendi, Michels; Nays: None; Abstain: None; Absent: White. MOTION CARRIED**

## **9. General Business**

### **a. Resolution: Honorary Street Sign for Joe Wolf.**

Trustee Herron presented the various volunteer roles Joe Wolf held within the community, and the board discussed the many things he did for the Village of Sugar Grove. The street sign is a way to honor him and thank him for his service.

Motion by Trustee Herron, Second by Trustee Michels, to approve a Resolution for an Honorary Street Sign for Joe Wolf.

**Ayes: Michels, Herron, Schomas, Bonnie, Lendi; Nays: None; Abstain: None; Absent: White. MOTION CARRIED**

### **b. Resolution: 2024 Road Program Change Order #1.**

Public Works Director Brad Merkle presented the 2024 Road Program Change Order, which is needed due to the additional curb, sidewalk, and patching throughout the program. It amounts to \$17,275.75, which is in the budget.

Motion by Trustee Schomas, Second by Trustee Herron to approve a Resolution to Approve The 2024 Road Program Change Order #1.

**Ayes: Schomas, Herron, Michels, Bonnie, Lendi; Nays: None; Abstain: None; Absent: White. MOTION CARRIED**

### **c. Ordinance: Amending Village Code – Annual Inspection for Liquor Licenses.**

Village Administrator Scott Koeppel noted that this was discussed at a previous Board meeting. Staff was asked to confirm if the Fire Department includes ADA compliance in the annual inspections. The Fire Department does not include ADA compliance in their inspections. Depending on when they were constructed, an existing building may not be required to be ADA compliant. However, if renovations were to be made, it would be addressed at that time.

The Village inspects businesses that renew their liquor licenses annually, uncommon among municipalities.

Trustee Bonnie expressed concern about this being removed. Village Administrator Koeppel explained that the goal of eliminating the inspection tied to liquor license renewal is to have all the businesses inspected the same way, annually, by the Fire Department. Police Chief Rollins noted that police compliance checks for dram shop insurance, signage, and Basset training are done. Violations spurred by these checks could require establishments to come before the Liquor Commission to face fines, suspension, or revocation of their license.

Motion by Trustee Michels, Second by Trustee Herron to approve and Ordinance Amending the Village Code for Annual Inspections for Liquor Licenses.

**Ayes: Michels, Herron, Schomas, Lendi; Nays: Bonnie. None; Abstain: None; Absent: White. MOTION CARRIED**

**d. Resolution: Setting New Home Permit Fee**

Village Administrator Scott Koeppel explained that this item was discussed at the Board Meeting on November 5, 2024. Builders have been inquiring about the building permit fees. The Village passes an ordinance setting the maximum fee; this item provides detailed information but does not change the maximum fee passed by the ordinance.

The Board discussed the matter extensively and postponed it until the next Board Meeting, scheduled for December 3, 2024. They requested that the staff compare the fees charged by other municipalities to determine where the Village stands in relation to them. This information will be presented to the Board at the December 3 meeting.

Motion by Trustee Schomas, Second by Trustee Lendi to postpone the Resolution Setting New Permit Fee to the December 3, 2024, Village Board Meeting.

**Ayes: Schomas, Lendi, Michels, Bonnie, Herron; Nays: None; Abstain: None; Absent: White. MOTION CARRIED**

**10. Public Comment**

1. Lou Lendi posed questions for the Comcast and Metronet Discussion Items.

**11. Discussion Items**

**a. Franchise Agreement with Comcast.**

Village Administrator Koeppel explained that Comcast has successfully offered business services in the Village for a few years. Comcast recently reached out to the Village with a franchise agreement to include residential services for the entire Village. The franchise agreement consists of a standard 5% franchise fee. Staff asked for direction on how to move forward. Kate Page, a representative from Comcast, was present to answer questions.

Kate Page indicated that some of the build is here and could be branched from. It would be a fresh build in the areas where Comcast doesn't serve. She noted that in 2009, the Metro Mayors Caucus met with all providers and negotiated a standard agreement. Metronet modeled their agreement off that document, with the only difference being the build-out requirement. Comcast builds out the whole community, a new area is 25 houses per so many cubic square feet, Mediacom lessened it, Comcast has more and is more likely to serve. It was explained that Comcast buildouts typically take two years. Depending on what route they take determines what gets done quicker. Until we have permission, steps can't be taken to determine what needs to be done.

The Board agreed to proceed with the agreement. President Koenen asked that this be on the Consent Agenda of the December 3, 2024, Village Board Meeting.

**b. Franchise Settlement Agreement with Metronet.**

Village Administrator Scott Koeppel stated that Metronet approached about breaking their franchise agreement and providing a payout to the Village. Metronet plans only to provide internet from now on, moving away from television. Administrator Koeppel suggested asking Metronet if they would offer a break on our internet cost instead of a one-time payout. The Board discussed. President Koenen asked that this be returned to the Board with more information and possibly a higher dollar amount or the option of a credit for service.

**c. Commercial Property Enhancement Program – 214 S. Main Street.**

Economic Development Director Michael Cassa presented the fourth Commercial Property Enhancement Program application for 214 S Main Street. The improvements to the property include removing and replacing a portion of the driveway, replacing three exterior doors and one storm door, rebuilding the front entry roof over the front door, and replacing two ash trees with magnolia trees. The project's total cost will be \$10,378.76, and if approved, it will be eligible for a fifty percent grant. The review committee met and unanimously agreed to recommend approval for a grant of \$5,198.38.

The property must be a commercial establishment in the Village to be eligible for the program. Eligible properties are on Main St., Cross St., Sugar Lane, Maple, and Terri Drive.

The Board discussed the details of the improvements with the property owner. President Koenen asked staff to bring the item back for approval.

President Koenen and the Board asked that the CPEP program's criteria be reviewed later. Director Cassa said he would send the requirements to the Board.

**12. Reports**

**a. Staff**

Administration—The RFQ for the Village Attorney is available on the website and at the Illinois Local Government Lawyers Association. The Village Board will be interviewed, tentatively scheduled for the week of Jan 27, 2025. No applications have been received yet.

Notice of the Village's New Instagram account was posted on Facebook.

Public Works – The solar project is making progress. Public works laborers started last week. A solar field ribbon-cutting ceremony is being planned, and staff are preparing for the holiday in the grove. Work on the bridge will soon stop for winter.

Economic Development—Bright Path's grand opening should happen in the next couple of weeks. GMX's final revisions are in. Rocky's dojo presentation is on November 20, 2024. Cilantro is coming along nicely and will have its grand opening soon.

**b. Trustees**

Trustee Michels – The event at Rich Harvest Farms was very nice.

Trustee Lendi – Bliss Woods clean-up is Saturday, November 23, from 9 am – noon.

Trustee Herron – The landscaping clean-up at the Bright Path location looks great.

**c. President**

- The EDC Brokers Reception was very successful.
- Holiday in the Grove is coming up. The Kiwanis and Sugar Grove Township will host it. The tree lighting will be on December 6, and the pancake breakfast will be on December 7. It is a collaborative effort. The Village plays a significant role in lighting the tree. President Konen thanked Public Works for their work with the tree lighting and for hanging the wreaths on Main Street.
- President Konen and Chief Rollins, along with a representative from the Attorney General's office, visited the senior centers in the Village to speak about Cybersecurity.

**13. 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)

**14. Adjournment**

Motion by Trustee Herron, Second by Trustee Schomas, to adjourn the meeting at 7:37 pm.

**Ayes: Schomas, Lendi, Michels, Bonnie, Herron; Nays: None; Abstain: None; Absent: White. MOTION CARRIED**

ATTEST:

/s/ Tracey R. Conti

Tracey R. Conti  
Village Clerk