

**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  
June 4, 2024, 6:00 P.M.**

**1. Call to Order**

President Konen called the meeting to order at 6:00 p.m.

**2. Pledge of Allegiance**

Trustee White led the Pledge of Allegiance.

**3. Roll Call**

The Village Board meeting was held in person at the Village Board room at the Police Department on May 21, 2024.

**Present:** President Jennifer Konen, Trustee Sean Herron, Trustee Matthew Bonnie, Trustee Sean Michels, Trustee James F. White, and Trustee Heidi Lendi

**Absent:** Trustee Michael Schomas

**Additional Attendees:** Village Administrator Scott Koeppel, Finance Director Anastasia, Public Works Director Merkel, Planning and Zoning Administrator Marion, Community Development Director Michael Cassa, Police Chief Pat Rollins, Attorney Laura Julien and Village Clerk Tracey Conti

**4. Public Hearing - None**

**5. Appointments and Presentations**

**a. AR Building Company, Inc. Concept Plan – Division Drive**

Daniel Marion introduced Jason Kampitsis, President of AR Building Company, Inc. The company is interested in developing a multi-family property on Division Drive, across from Aldi and south of the EEI Building. They are seeking guidance from the Village Board on how to proceed.

Mr. Kampitsis gave background on AR Building Company, Inc. The company has over nine thousand units and operates in fourteen states. It is privately owned and has been in business for over fifty-six years. They build, buy, and manage all their own property. Many developers build and then sell, and AR Building Company, Inc. holds their property for their portfolio.

Currently, in Illinois, they are building a 153-unit project in Gurnee, a 204-unit project in Round Lake Beach, and other projects throughout the region that are under contract.

Mr. Kampitsis went over the fit and finish of the buildings and their color palettes. They use brick in their design because of the longevity of the material and siding. They want to make sure that fifty years from now the buildings still look great. All units have quartz countertops, dark cabinetry, and stainless-steel appliances. They also have washers and dryers, walk-in closets, large windows, and balconies.

Because the buildings are owned and maintained by the company, it runs operations out of Pittsburgh. It also has a landscaping company out of Pittsburgh that contracts with landscapers throughout the country to maintain quality. Everyone who works on the buildings is AR Building staff, from Pittsburgh management to on-site leasing and building maintenance.

The concept presented would be off Division Drive, behind Aldi, and includes 6.5 acres, with 1 acre for stormwater management. The project would have three 51-unit buildings with 1 ½ parking spots per unit, meaning they are all studio, 1-bedroom, or 2-bedroom units. The demographic profile is single people or couples.

It was noted that it was not completely the corner and would have approximately an acre of land in front.

Trustee Lendi stated that this is a great transition, with residential on one side and commercial on the other.

Trustee White asked about the height and the way the buildings were situated. Mr. Kampitsis explained that the way the buildings are designed they don't look as tall as they are.

Trustee White expressed concerns about the single-family housing located behind the project. He asked about the tree line and if it was heavily wooded.

President Konen asked about the height requirement. Danielle answered that she would check on that and let the Board know. However, she didn't feel a zoning variation would be required.

Trustee Michels stated that he would prefer three-story buildings and asked if the apartments were market-grade. Mr. Kampitsis confirmed that they are market-grade. Trustee Michels asked siding material on the upper portion of the building. Mr. Kampitsis answered that it's heavy vinyl.

It was mentioned that the height of the buildings is, on average, 42 ½ feet.

The common entry doors and stairwell locations were discussed. It was also noted that the buildings are four stories to have an elevator and create more green space.

President Konen stated that the reason for this presentation is to get consensus from the Board if the use is palatable.

Trustee Lendi stated she is excited about the use and the vertical transition.

Trustee Herron stated that this would be good for college graduates who want to live on their own and stay close to home. It provides options that aren't currently available.

President Konen liked the amenities offered, such as common areas, and asked if they offered outdoor grill space. Mr. Kampitsis answered that they do offer that.

Trustee Herron explained that with residential so close, people would be looking out the windows into backyards, and the sight line would be a concern. Mr. Kampitsis explained that the end unit decks do not face outward but at each other and that if this moves forward, they will show the height of the trees and the building to ensure that doesn't happen.

It was the overall feeling of the Board that this would be an accepted use of the property.

**b. Williams Architects Needs Assessment and Concept Plan for Police Department.**

Chief Rollins explained that the current Police Department building was constructed in October, 1992, and hasn't undergone many changes other than paint, furniture, and carpet. The facility is built more towards a residential style of construction versus commercial construction. In January of 2023, the Village Administration and Finance Department moved down the block, opening the rest of the building for the Police Department. This past August, the Board approved the Space Needs Study and Williams Architects were there to present the results.

Representatives from Williams Architects explained the possibility of community growth, increased staffing, and the Police Department's vehicle requirements, which were used to analyze the department's space needs. They explained that there was a sally port in the early 90s, but that was closed. The proposed addition would be an additional 5800 square feet. Several concepts were presented to add to the current building.

Option 1 includes a new front entry and lobby, a sally port, and storage. It wouldn't require much site work, but it probably doesn't achieve everything needed. At a total cost of \$2,456,254, it fits in the budget.

Option 2 is the same addition on the right, followed by a remodel of everything else, including administration, public areas, shared spaces, locker rooms, public entry, records, two new jail cells, an interview room, a holding cell, and a booking room. The total cost is \$5,457,785.

Option 3 (everything option) keeps the original building but includes an addition on the right side and a larger addition on the left. The total cost is \$9,712,657.

Option 4 focuses on the righthand addition, detention, evidence storage, and keeping renovated jail cells. The left side adds locker/bathrooms, changing areas, a small kitchenette, some offices and workstations, and the community room. The total cost is \$4,194,887.

Option 5 (consensus option): It was noted that it's not completely vetted out. It includes an addition that will fit the right side and blend in with the building's character. The addition shown

on the front is not included in the cost but could be added. Additionally, the private shower/toilet rooms would be an alternate bid. The total cost is \$3,992,267.

It was reiterated that the front entry and the private bathroom would be an alternate bid. Not much work is being done to the exterior, with most of the work being done on the inside with remodeling and the addition.

Trustee Michels asked if it was necessary to have a sally port. Chief Rollins answered that it is best practice to have a sally port to ensure the safety of the officers and prisoners. It's also an opportunity to secure a car on a temporary basis for unloading and loading prisoners. Chief Rollins noted that these are still concept plans. The operational design will come at a later stage to ensure we're not bringing prisoners through the office space and that they don't have access to certain areas.

Trustee Lendi appreciated seeing all the different designs and how they evolved. She liked the final option 5 and thinks it's important to have the booking room and the multi-use training room.

President Konen explained that this all began with a need for a sally port. The Chief and officers were asked to decide what they needed and the best way to get the things they needed in the long term. The needs are showers, lockers, storage, a multipurpose training room, a sally port, evidence storage, and the jail cells need to be addressed. The building must have functionality and growth potential.

It was clarified that the jail cells are not changing in Option 5. Jail cell changes are included in Option 4. As the project moves forward it can be finagled to include this.

Trustee Lendi asked if the jail cells meet the Americans with Disabilities Act (ADA) code. Chief Rollins stated that the state statute would be followed. The cells aren't ADA-accessible and need to be freshened up with new fixtures and bedding. The Williams representative said that the project would have some grandfathering capabilities. They can remain and are usable cells.

Trustee Michels inquired about furniture and fixtures for the evidence storage area. Specifically rolling shelves. The Williams representative answered that there are fixed shelves, but rolling shelves could be added. It was also noted that security features, key card access, and camera systems are included. Contingencies are also included.

Trustee Bonnie stated that the layout is nice, and the officers' individual showers are nice. However, he would like to see the jail cells updated. He likes the individual rooms and offices, which improve the building's functionality, and the records area makes more sense.

Trustee Bonnie explained that the showers are important to officers, the sally port is needed, and there are many safety concerns with that. The booking area is also important. To put the money into the building and skip the booking area would be a disservice. He further expressed concern about the outside of the building and that he would like to see that updated.

Williams explained that this is a conceptual stage, and they will work hard to maximize what can be done within the budget.

Trustee Lendi stated that she would like to see the jail cells become ADA-compliant instead of being grandfathered in.

Chief Rollins explained that they were very conservative. They would like to be there long-term, but they want to make sure it's functional and operational and not segregated on either side of the building.

It was noted that this will be brought back to a future meeting as a discussion item for the design contract and budget to move forward.

## **6. Airport Report - None**

## **7. Public Comment on Scheduled Action Items – None**

Village Administrator Koeppel confirmed that there were no speakers for public comment.

## **8. Consent Agenda**

- a. Approval: Minutes of the May 21, 2024, Village Board Meeting.
- b. Approval: Vouchers.
- d. Resolution: Approving Agreement with M.E. Simpson for Valve Maintenance Program.
- e. Resolution: Purchasing Additional Silverado 3500HD (Utilities).

Motion by Trustee Herron, second by Trustee Bonnie, to Approve the Consent Agenda, removing Item c. Resolution to Approve the agreement with Cryder for Hydrant Painting.

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

### **c. Resolution: Approving Agreement with Cryder for Hydrant Painting.**

Trustee Michels removed item c. from the consent agenda and asked what hydrants are scheduled to be painted and how many years are in between painting.

Director Merkel explained that they are working on a year-long schedule, and he will send it to Trustee Michels when it's complete. Currently, they are inspecting the hydrants. He further explained that it's critical that the hydrants are inspected and tested, part of which is painting to ensure they last. They are painted every three to five years.

Trustee Michels stated that they could be inspected without painting.

Director Merkel responded that they want to avoid visiting the hydrants twice, and they grease the caps prior to painting. Additionally, in high-traveled areas, salt corrodes them, and they need to be maintained.

Trustee Michels confirmed that it's not just one area being done.

Director Merkel confirmed that they aren't focusing on any particular subdivisions. Each year, they typically do one subdivision at a time, as well as some open areas and ditch lines. The hydrants on Bliss Road require more attention.

Trustee Herron asked if it's lighter in the neighborhoods, five years. Director Merkel confirmed.

Trustee Bonnie stated that he's been through some towns where the hydrants are peeling and don't look good, and it sends a message that you don't care about your Village, and he would be good keeping it as is.

Motion by Trustee Herron, second by Trustee Bonnie, to Approve Item c. Resolution to Approve the agreement with Cryder for Hydrant Painting.

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

## **9. General Business**

### **a. Ordinance: Approving Zoning Variation – 442 Courtney Circle**

Daniel Marion stated that this item was discussed at the May 21, 2024, Village Board Meeting. The request is for a zoning variation to increase the permitted size of an accessory structure from 1000 square feet to 6048 square feet. There are no major concerns with the request. However, there was a concern with screening the sports court because it can be viewed from the forest preserve. This was addressed by the Plan Commission, and they recommended that the sports court be screened with landscaping that must be the height of the fence around the sports court.

Another concern is that the site plan for the sports court shows it in the easement on their property. Staff added to the ordinance that no part of the sports court could be in the easement on the property.

It was clarified that the sports court includes the entire structure, including the retaining wall.

Motion by Trustee Michels, second by Trustee Herron, to Approve an Ordinance Approving a Zoning Variation for 442 Courtney Circle.

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

### **b. Resolution: Authorizing an Agreement with Krantz Strategies LLC. for Communication Services.**

Administrator Koeppel noted that this item was discussed at the May 21, 2024, Village Board Meeting. This is to extend the agreement with Krantz Strategies for one more year. Hopefully the amount in total will be reduced, based on the different hourly rates of employees working at Krantz Strategies. The relationship with Krantz Strategies has been successful. Invoices were mailed to the Trustees as requested at the last meeting.

Trustee Lendi asked if we didn't work with Krantz Strategies if we would have to hire someone.

Administrator Koeppel stated that most of the items would not get done. There would be much fewer posts on Facebook, and some of the things that were recently done, such as the Business Retention Program, would suffer. The work would fall on him, and Tracey to try to get messages out. It would be done less, but we would do what we could. It doesn't necessitate a full-time employee. He explained that consulting services are a great fit for the Village, such as the Village Attorney and Information Technology.

Trustee Lendi said the Arbor Day program and posts were fantastic.

Trustee Michels asked about the Business Retention Program and whether Krantz was involved because the department was short an employee.

Administrator Koeppel stated that Krantz helped develop and build the program, but now that an additional person has been hired, staff will take over to reduce the number of consulting hours. This is the same for some of the Facebook Posts where Krantz comes up with a strategy, calendar, or templates to jumpstart the process.

Trustee Michels mentioned the Sugar Grove Township Newsletter and suggested we consult with them to find out who they use and mentioned in the past, they split the postage with other taxing bodies to save on cost.

Administrator Koeppel explained that we are working on bringing back the newsletter and stated we could speak with the Township.

Trustee Michels stated that he doesn't see Facebook posts from Sugar Grove.

Administrator Koeppel stated that it seems we do at least one a day. We're getting great information from the departments.

Trustee Lendi stated that she sees frequent posts from the Village on Sugar Grove.

Administrator Koeppel explained that we recently boosted the Food Truck Friday post, so it reaches more people.

Motion by Trustee White, second by Trustee Herron, Resolution: Authorizing an Agreement with Krantz Strategies LLC. for Communication Services.

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

**a. Resolution/Approval: Employment Agreement – Community Development Director.**

Administrator Koeppel stated that he's proud to recommend Danielle Marion for the position of Community Development Director for the Village of Sugar Grove. Danielle has been with the village for five years, is an excellent employee, has presented many items to the Village Board, and is very involved with the Plan Commission. Danielle is a growing leader. He stated that Danielle Marion is an excellent candidate, and he likes to, when possible, promote from within; Administrator Koeppel recommended her agreement for approval.

Motion by Trustee Herron, second by Trustee Bonnie, to Approve a Resolution for an Employment Agreement - Community Development Director.

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

**10. Public Comment**

- Perry Elliot commented about the proposed TIF.

**11. Discussion Items**

**a. Zoning Text Amendment – Food Pantry Use.**

Danielle Marion explained that the Village is proposing to add a text amendment to the code adding the Food Pantry as a permitted use and permitted accessory use. The Food Pantry located in Sugar Grove has outgrown its space and needs to relocate.

Through this process, it has become clear that the Food Pantry is not a permitted use in the code. The Plan Commission held a Public Hearing on May 29, 2024, for the proposed text amendment, and they recommend that the Village Board approve.

Pete Wallers from Engineering Enterprises gave a brief history of the Food Pantry. He explained that in 2009, the pantry approached Engineering Enterprises looking for a temporary home for a new Pantry. The temporary location turned out to be permanent for the last 15 years. The pantry has outgrown its space and needs a new dedicated area to do its work in the community.

The Food Pantry reached out to members of the community and spoke to the Township Supervisor about possible areas to move, which led them to a site near the Community Center, which is the bus barn.

It was explained that they were looking at two bays of the bus barn. There is ample parking, and they would have their own dedicated door. The Township is willing to lease it to the pantry at a minimal cost. There would be a single space with a restroom and possibly an office. Pending a positive vote from the Village Board, they would like to move forward with the tentative schedule below:



Month	Action
June	Final Plans
July	Permitting & Bidding
Aug-Sept	Build Out
Sept-Dec	Move & Occupy New Space

Mr. Wallers introduced Sherri Frieders, who has been with the Food Pantry for 10 years. The Pantry was started by a local family, the Taylors, by doing a fill-your-doorstep campaign. After doing this they realized there was more of a need than they realized, and the pantry was born.

The mission of the Food Pantry is to provide relief and help people become self-sufficient. Food insecurity is present in every community in the area. Housing costs are high; we don't see much poverty, but people who are in a lot of debt. Parents are skipping meals to feed their children.

Currently, the Pantry serves about 198 families. After COVID, they went to a drive-thru model, which the clients like. They also deliver to seniors and do school supply distributions each school year. They provide more than food; they supply diapers, cleaning supplies, toothpaste, and over-the-counter medicines.

Most of their food comes from community donations. There are several donation boxes throughout the community. They are also partnered with Northern Illinois Food Bank and Feeding America. Jewel and Aldi provide products every Thursday morning. They do fundraisers as well.

It was explained that the drive-thru concept would be considered at the new location and that the volunteers would bring the food out to the vehicles.

Trustee Michels asked if there was a water main easement in the parking lot. Mr. Wallers answered that there is a sanitary sewer easement that runs north to south on the property. The utilities are there, which is another reason the property is desirable.

Trustee Herron asked if they serve more than just Sugar Grove Community. Sherri stated that they serve the Kaneland School District. That includes Montgomery, West Aurora, Virgil, and some people from Yorkville and Big Rock.

President Konen thanked EEI and the Pantry for all their efforts and what they do for the community. The text amendment is very specific to this property alone, and unless she hears otherwise to plan for this to be on the next Village Board meeting agenda for unanimous approval.

## 12. Reports

### b. Staff

Village Administration: The next Village Board Meeting will take place at Waubensee Community College on June 18, 2024, at 6:00 p.m. There will be a public hearing for the TIF focused on creating the TIF and not the project. The documents and audio of the Joint Review Board meeting are available on the Village of Sugar Grove website.

Finance Department: nothing additional

Community Development: nothing additional

Trustee Lendi asked about the Open Burning Ordinance and noted that it's not yet available on the Website. She asked that information be distributed to inform the public. Additionally, she inquired about adding the information to the FAQ section of the website.

Police Department: Chief Rollins answered that we plan to advise the residents of the new ordinance. The message will be sent to the public. Residents can burn untreated wood if it fits in a 3-foot-diameter container and is no more than 3 feet tall. Residents can not burn leaves. He also noted that a housekeeping amendment to the ordinance will be presented at the next Village Board Meeting.

Trustee White asked what the SRO was doing. Chief Rollins said he would be filling in some open shifts and would be used for special assignments.

Public Works: The road program is going well. The concrete work is done, the driveway aprons have been patched, and they are actively filling. All should be done by the end of June.

Economic Development: We have been focusing on finding a tenant for the former Chesterbrook Academy. Over the last ten months, they have been working with a broker for a national daycare called Bright Path/Busy Bee, which has locations in the United States and Canada. Yesterday they signed a lease to occupy the space. They are entering the Illinois market, a new market for them. They will be remodeling the interior and enhancing the exterior. They have talked with Danielle about the PUD, and their Marketing Department will be reaching out soon.

The ICSC Show went well. Michael spoke to several daycare providers, five national hotel companies, and four restaurant companies. Additionally, contacts were made with retailers. Follow-up has begun, and the Village will be exhibiting at the 2024 ICSC Show in Chicago.

Administrator Koeppel clarified that discussions with Crown Development predate the Incentive Policy, which was implemented six to eight months ago. The Village has been working with Crown for several years and would not have gone through the steps outlined in the Policy.

**c. Trustees**

Trustee Michels: Nothing additional

Trustee White: Nothing additional

Trustee Lendi: Attended the Library Board Meeting.

Trustee Herron: Kids are out of school. Please be aware of them out and about.

Trustee Bonnie: Nothing additional

**d. President**

President Konen mentioned the ribbon cutting in Chelsea Park, dedicating the ADA-accessible swing donated by Kiwanis.

Additionally, President Konen addressed meeting with the taxing districts of the Joint Review Board and the Incentive Policy.

**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**

**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)

**12. Adjournment**

Motion by Trustee White second by Trustee Herron, to adjourn the meeting 7:53 p.m.

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

ATTEST:

/s/ Tracey R. Conti

Tracey R. Conti

Village Clerk