

Village President
Jennifer Konen

Village Administrator
Scott Koepfel

Village Clerk
Tracey R. Conti



Village Trustees
Matthew Bonnie
Sean Herron
Heidi Lendi
Sean Michels
Michael Schomas
James F. White

**MINUTES
VILLAGE OF SUGAR GROVE
BOARD MEETING
SEPTEMBER 17, 2024, 6:00 P.M.
VILLAGE HALL BOARD ROOM
10 S MUNICIPAL DRIVE**

1. Call to Order

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

2. Pledge of Allegiance

Trustee Lendi 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 September 17, 2024.

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

Absent: Trustee Michael Schomas and Trustee James F. White

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

4. Public Hearing - None

5. Appointments and Presentations

a. Presentation of a Recommendation from President Konen to appoint John Coia to the Plan Commission.

President Konen explained that John Coia applied for the Plan Commission earlier in the year but was not selected. President Konen believes that Coia's background would bring diversity to the Commission and recommended his appointment. Trustee Lendi and Trustee Michels did not think Coia was the best fit and suggested a more transparent process, while Trustee Herron and Trustee Bonnie felt that Coia was a good fit.

Motion by Trustee Bonnie, second by Trustee Herron, to Approve the Presentation of a recommendation from President Konen to appoint John Coia to the Plan Commission.

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

MOTION CARRIED

6. Airport Report – None

7. **Public Comment on Scheduled Action Items**

- a. Mike Rayburn spoke about the solar text amendment.

8. **Consent Agenda**

- a. **Approval:** Vouchers

Motion by Trustee Herron, second by Trustee Bonnie, to Approve the Consent Agenda.

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

MOTION CARRIED

9. **General Business**

- a. **Resolution: Approving Architectural Services – Police Department Improvements (Cordogan Clark & Associates).**

Village Administrator Koeppel reminded the Board that this matter was discussed at the Village Board meeting on August 20, 2024. Williams Architects were contacted, and although they indicated they had no issues sharing the CAD information, they wanted to review the contract. Staff have followed up, but there has been no response from Williams. Koeppel explained that staff recommended hiring Cordogan Clark to provide concept plans and move forward with the project. Trustee Lendi asked if Cordogan Clark would do the as built and said she would like to avoid paying for it again if Williams had already done it. Chief Rollins indicated that the as built had not been done and that Cordogan Clark would have to do it.

Motion by Trustee Herron, second by Trustee Bonnie, to Approve Architectural Services – Police Department Improvements (Cordogan Clark & Associates).

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

MOTION CARRIED

- b. **Ordinance: Text Amendment: Solar, Alternative Installer Certification for Plan Review.**

President Konen noted that this item did not receive a positive recommendation from the Plan Commission, which triggered a supermajority vote of the Village Board, including her vote to pass.

Community Development Director Danielle Marion stated that the Village is considering a text amendment to the zoning ordinance to allow alternate certification for solar permits. Only the NABCEP PV Installation Professional certification is accepted, but the proposed amendment would add the Illinois Commerce Certification as another option. Staff recommend that the Village Board approve this amendment. Trustee Lendi noted that while NABCEP certification is highly regarded, many states do not require it, and the State of Illinois does not specifically require it. Trustee Lendi confirmed that insurance for installers is required.

Motion by Trustee Bonnie, second by Trustee Michels, to Approve Text Amendment: Solar, Alternative Installer Certification for Plan Review.

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

MOTION CARRIED

- c. **Resolution: Authorizing the Release of Public Improvement Guarantee (Deep Coat).**

Community Development Director Danielle Marion stated that Triumph Construction, the contractor for the Deep Coat building, is requesting the release of the public improvement bond they provided to the Village when the Deep Coat building was constructed. Releasing the public improvement guarantee involves a two-step process: first, determining the cost of the public improvements, and second, releasing the maintenance guarantee after the eighteen-month warranty period. In this case, the public improvements have been installed and operational for a couple of years. Both the Village staff and the Village Engineer believe that the warranty period for the public improvements has been satisfied, and the

entire guarantee amount can be released. According to the Village Code, Village Board approval is required to release a public improvement guarantee.

Motion by Trustee Michels, second by Trustee Herron, to Approve Authorizing the Release of Public Improvement Guarantee (Deep Coat).

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

MOTION CARRIED

10. Public Comment

- a. Jaden Chada commented on the appointment of John Coia to the Plan Commission.
- b. Dale Essling spoke about annexation.

11. Discussion Items

a. Authorizing PSA for Professional Design and Construction Engineering Services for West Wheeler Road Improvements -EEI.

Public Works Director Brad Merkel explained that the staff was asked to find eligible projects within TIF #1 and present them to the Village Board for potential allocation of funds. West Wheeler Road is the only road in the village that has never been paved with asphalt; it remains tar and chip to this day. The current condition makes it very difficult to maintain, especially during winter. During the construction of the Dauberman Road bridge, West Wheeler Road was designated as a detour, and it is expected to be a possible detour route again when the IL Route 30 widening project begins, leading to increased traffic. The total cost for the Professional Design & Construction Engineering Services for West Wheeler Improvements is \$33,000. Finance verified that TIF #1 has sufficient funds to cover this project. Merkel noted that any culverts or driveway entrances would likely be replaced and that no drainage issues were anticipated.

b. Resolution Transferring Fund Balances for Fiscal Year 2023-2024.

Finance Director Matt Anastasia explained that the Village conducts an annual audit to assess the financial status of the previous fiscal year. The audit determines whether there is a surplus or deficit. The Village has a financial policy requires a 25% unrestricted Fund Balance Reserve in both the General Fund and Water Fund. The preliminary FY23-24 Audit Financials indicate a General Fund surplus of \$518,541 and a Water Fund unrestricted surplus of \$225,416. At the FY24-25 Budget Workshops, the General Fund's projected surplus was \$111,547, and the Water Fund's projected surplus was \$13,668. The staff recommends that the Board consider transferring funds from the General Fund to the Capital Projects Fund for future Police Department Upgrades & Improvements and/or Village Hall uses in the amount of \$380,000. In addition, staff recommends transferring \$200,000 of the excess unrestricted fund balance above the reserve policy to the Water Capital Fund for future uses.

Trustee Michels asked about the items staff removed from the budget and if part of the surplus could pay for them. Anastasia noted that the surplus is retroactive to last year, and since the items Trustee Michels asked about are from this year's budget, they would have to be discussed at the six-month budget review.

President Konen asked that this item be placed on the October 1, 2024, Village Board Meeting agenda as a consent item.

c. Early Termination of TIF #1.

Finance Director Matt Anastasia explained that during the Board meeting on July 16, 2024, President Konen requested that staff investigate the possibility of closing Industrial TIF District #1. This TIF was established on January 17, 2012, with a 23-year lifespan, initially set to expire in 2035. The district's boundaries were modified in January 2020, reducing its size from 305 acres to approximately 250 acres.

Throughout its existence, the TIF has provided funding for several important projects, such as road improvements on US Route 30 and Dugan Road, the repaving of Airpark Drive and Bucktail Lane within the industrial area, and feasibility studies for extending sanitary sewer services to support existing businesses.

As of December 31, 2024, the TIF Fund is projected to have around \$1.24 million. A portion of these funds will be allocated to two ongoing economic development projects. If the TIF is closed, it will cease to collect further TIF revenues and return property tax revenues to local taxing districts. The specific amount to be allocated for the ongoing projects would require formal approval from the Board.

If approved, notification will be sent to the Taxing Districts by November 1, 2024.

The Board has agreed to bring this item for approval at the Village Board meeting on October 1, 2024.

Village Administrator Koeppel clarified that the termination of this TIF is not due to the Village having too many square miles of TIF. It does not apply to the TIFs in Sugar Grove. There is a square mileage cap on sales tax TIFs, but the Village has none.

d. Agreement with Sugar Grove Fire District for Capital Costs from TIF #2.

Finance Director Matt Anastasia stated that TIF District #2 was established by the Village Board on May 5, 2015, coinciding with the construction of the Sugar Grove Senior Living facility at 119 W. Galena Blvd. Since the building was not completed at the time of TIF approval, its improved land was incorporated as an increment rather than part of the base.

The Sugar Grove Fire District has consistently raised concerns about including this property in TIF #2, citing an increased emergency call volume associated with the senior living facility. As the most affected taxing district, the Fire District's needs have grown, prompting Village Staff to explore support options for acquiring a new ambulance.

According to the TIF Act, capital expenditures can be made to assist taxing districts impacted by a TIF. Staff assessed the Fire District's request and determined that a new ambulance would cost \$485,979.91. As of the fiscal year 2024-2025, the TIF #2 Fund is projected to have an ending balance of approximately \$771,297.

To address the Fire District's needs, Staff recommends that the Board approve a contribution of up to \$217,825 toward the new ambulance purchase. This recommendation considers surplus funds previously returned to taxing districts and reflects a strategic use of available TIF resources. A chart comparing property tax amounts for 119 W. Galena Blvd. with the Sugar Grove Fire District's share since 2015, including a 3% annual escalation factor for future tax years, supports this proposal.

The Board agreed, and President Konen asked that the item be brought back at the October 1, 2024 meeting as a general business item.

e. Resolution: Ratification to Purchase Two Replacement Police Chevy Tahoe Vehicles.

Police Chief Pat Rollins explained that the FY 2024-2025 Budget includes funding to replace two police vehicles as part of the department's rotation. Recently, the ordering window for police vehicles has become very short, lasting only one or two days. In the past two fiscal years, the police department successfully ordered Chevy Tahoes immediately upon national availability, while other agencies that delayed their orders missed out due to limited stock.

On September 9, the department was notified that General Motors reopened vehicle orders for Illinois, having previously allowed for 100 Tahoe orders last year, although demand exceeded supply. Each vehicle is budgeted at \$87,487, covering the cost of accessories, outfitting, and emergency equipment, as approved by the Village Board. The police department plans to stay within this budget for vehicle purchases; should the overall costs exceed the budgeted amount, it will be brought to the Board.

Chief Rollins requested ratification to continue forward with the purchase of two 2025 Chevy Tahoe Vehicles as part of the replacement process.

12. Reports

a. Staff

Administration

Administrator Koeppel addressed the misconceptions regarding the annexation of the Crown Property. He noted that information had been posted to the Village's Facebook page, so he wanted to clarify.

Koeppel explained that some community members believe that by circulating a petition and obtaining a certain number of signatures, the Crown annexation will be placed on a ballot for a referendum. The annexation of the Crown property is voluntary, meaning that 100% of the property's ownership sought annexation, and the owner and the Village mutually agreed upon the annexation. He noted that no electors reside on the annexed property and that the section of the Municipal Code governing voluntary annexation does not provide for a referendum. That process is reserved for other types of annexations in the Municipal Code but is not applicable in this situation. He further stated that it's difficult to provide further assessments because nothing has been filed. However, he reiterated that the Village does not believe that the Municipal Code provides any legal basis for a referendum in the case of voluntary annexation.

President Konen asked that the Board support information read by Administrator Koeppel be posted on Facebook and our Website.

The board discussed and decided to post clarifying information addressing the false statements regarding the petition for a referendum regarding the voluntary Crown Annexation.

Finance Department

Finance Director Matt Anastasia reviewed the Electrical Aggregation, stating that The Village has renewed its Green Energy electrical aggregation program through MC Squared for one year, with an increased Civic Contribution from \$600/mo. to \$833/mo. for the contract term of December 2024 – December 2025. Additionally, the Village has a contract with Konica for new copiers, which will be installed this month.

Community Development – Nothing additional

Police Department – Nothing additional

Public Works

Solar panels are installed. The pedestrian bridge is still on track.

Economic Development

Economic Development Director Michael Cassa stated that the Village participated in the International Council of Shopping Centers show. It went very well, and follow-up has begun with brokers, developers, and retail/restaurant corporate real estate managers. Additionally, Cassa updated the Board on the Aurora Area Convention & Visitors Bureau noting that Geneva and Elburn have joined.

b. Trustees - None

c. President

President Koenen reminded the Board about the upcoming Metro West Golf Outing on September 25. Additionally, she mentioned that all the industrial space on the north side of the tollway has a letter of intent from a data center developer. If this comes to fruition, the end result will be minimal truck traffic produced from this area.

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 Bonnie, to adjourn the meeting at 7:34 p.m.

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

MOTION CARRIED

ATTEST:

/s/ Tracey R. Conti

Tracey R. Conti

Village Clerk