



BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR

SUBJECT: ECONOMIC DEVELOPMENT DEPARTMENT

AGENDA: 10/21/2025

DATE: 9/22/2025

ISSUE

Shall the Village of Sugar Grove hire an Economic Development Coordinator and assign the coordinator and the Economic Development Assistant to the Community Development Department?

DISCUSSION

Since the retirement of Michael Cassa in May 2025, the Village Board has been evaluating the best path forward for economic development. The previous Board eliminated the director's salary and some funding allocated to the Economic Development Department.

Both the Sugar Grove and Elburn Village Boards explored the possibility of jointly hiring an Economic Development Director. However, discussions at both meetings were mixed, and Elburn has decided not to proceed mid-budget year. As a result, if the Sugar Grove Village Board wishes to move forward independently and mid-year, staff recommends hiring an Economic Development Coordinator.

This new position would be housed within the Community Development Department. It is essential for the Economic Development Coordinator to collaborate closely with both Public Works and Community Development staff. Placing the role within the Community Development Department ensures access to necessary resources while maintaining a lower cost structure than reestablishing a standalone Economic Development Department.

Becky Gwilt, the current Economic Development Assistant, has continued to serve the Village under the supervision of the Village Administrator. Over the past five months, Becky has supported the Economic Development Corporation, led a CPEP application, coordinated economic development meetings, served as a liaison to the Chamber of Commerce, and cross-trained with the Community Development Office Assistant. Staff recommends updating

the Economic Development Assistant job description and transitioning Becky to the Community Development Department.

With anticipated growth from developments such as Brighton Ridge, Settler’s Ridge, and The Grove, the number of new home permits is expected to rise significantly in 2026 compared to 2025. Given the increasing demands in both economic and community development, there is sufficient workload to justify maintaining the Economic Development Assistant position.

COST

There is no cost for the discussion, however, the following is Matt’s recommendation.

Remainder of FY2025-2026

Start Date: December 1, 2025; Starting Salary: \$79,530

	<u>5-Months</u>
Base Salary	\$33,137.50
FICA & Medicare (7.65%)	\$2,535.02
IMRF (6.78%)	\$2,246.72
Benefits (Medical - Family)	\$9,525.41
<i>Total Comp. (5-Months)</i>	<i>\$47,444.65</i>

FY2026-2027 Budget Year

	<u>FY2026-2027</u>
Base Salary	\$81,915.90
FICA & Medicare (7.65%)	\$6,266.57
IMRF (6.48%)	\$5,308.15
Benefits (Medical - Family)	\$23,080.81
<i>Total Comp. (FY26-27)</i>	<i>\$116,571.43</i>

To cover these expenses, the transfer from General Fund to Capital Projects Fund would be reduced from \$315,000 to \$268,000 for FY2025-2026. For FY2026-2027, the transfer would be reduced back to the original \$200,000 it has been in the past. It increased to \$315,000 when Michael Cassa retired and the Economic Development Director salary was removed.

ATTACHMENTS

Economic Development Coordinator Job Description

RECOMMENDATION

The Village Board discuss the future of Economic Development and provide feedback to staff.

VILLAGE OF SUGAR GROVE POSITION DESCRIPTION

Position Title: Economic Development Coordinator
Department: Community Development
Report Structure: Reports to Community Development Director
FLSA Status: Exempt

GENERAL PURPOSE

Performs a variety of administrative, and professional work in development and implementation of community development plans, programs and services.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Community Development Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Facilitates development and manages implementation of economic development goals, objectives, policies and priorities.

Pursues potential companies interested in relocating to Sugar Grove and existing companies interested in expansion with the Village.

Seeks available sources, funding and otherwise, to aid in the economic development activities of the Village; sources include, but are not limited to, State and Federal funding through enterprise zones, grants and/or low interest loans.

Markets the community to potential companies; follows up to receive feedback regarding pros and cons as perceived by potential companies; develops strategies to convey feedback to Village leaders and community (i.e., what needs to occur to improve marketability).

Proactively networks with persons, agencies, organizations, business and trade groups, and other economic development professionals at the local, regional, state, and national levels to benefit the Village.

Assists applicants, departments, and the Village Board in the support, development, and implementation of Economic Development activities.

Collaborates with outside firms to develop and implement marketing initiatives, marketing materials, and collateral materials.

Markets directly to site location consultants, industrial brokers and industry officials to bring new jobs and capital investments to the Village.

Provides information to Planning Commission and Village Board and attends meetings as needed.

Responsible for the Village economic development website, community profiles, and other demographic information.

Performs related duties and responsibilities as required.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of economic development.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Performs special projects at the direction of the Community Development Director.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The Village intends to comply with all safety laws and/or ordinances. All employees, as a condition of their employment are expected to perform all tasks in the most safe and efficient manner as outlined in the Village's Comprehensive Safety Policy and General Safety Work Rules.

QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Marketing, Public Relations, Planning or a related area of study; and
- (B) At least three (3) years of previous work experience in business administration, public administration, community development, Real Estate or a related field. Experience in economic development operations within a municipality or government entity preferred; and
- (C) Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Necessary Knowledge and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge

Knowledge of economic development and business procedures.

Knowledge of personal computers and software for email, word processing, spreadsheets, and remote meeting access.

Abilities

Ability to research and analyze data.

Ability to prepare special planning reports.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to present information to associates, the public, and before local boards in multi-media presentations as well as creating a visioning process with interested stakeholders.

Ability to work quickly and accurately meet deadlines.

Ability to establish and maintain effective working relationships with associates, other Village employees, the general public and the business community.

Ability to attend regular committee meetings outside of normal business hours including evenings and early morning hours.

Ability to work on an individual level and with other staff performing tasks and duties requiring considerable judgment and initiative under limited supervision.

Ability to operate a personal computer with the software and programs necessary to perform the work of the department and for the creation and maintenance of records and reports.

SPECIAL REQUIREMENTS

Valid Illinois State Driver's License or ability to obtain one.

TOOLS AND EQUIPMENT USED

The machines, tools and equipment that are used when performing the essential functions of the job include Microsoft Office software, personal computer, including word processing, spreadsheet and data base software; mainframe computer terminal; calculator; phone; copy machine; fax machine and motor vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field.