

**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  
MAY 21, 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 Bonnie 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 Michael Schomas, Trustee Sean Michels, Trustee James F. White, and Trustee Heidi Lendi.

**Additional Attendees:** Finance Director Anastasia, Public Works Director Merkel, Village Engineer Brian Schiber, Police Chief Pat Rollins, Village Administrator Scott Koeppel, Planning and Zoning Administrator Marion, Attorney Laura Julien and Village Clerk Tracey Conti.

**4. Public Hearing - None**

**5. Appointments and Presentations**

**a. Presentation of a proclamation honoring Kaneland High School student Angelina Gochis.**

Motion by Trustee Herron, second by Trustee Bonnie, to approve the proclamation honoring Kaneland High School student Angelina Gochis.

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

**b. Presentation of a proclamation declaring May 19 – 25, 2024, as Public Works Week in the Village of Sugar Grove.**

Motion by Trustee Bonnie, second by Trustee Herron, to approve the proclamation declaring May 19-25, 2024, as Public Works Week in the Village of Sugar Grove.

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

**c. Presentation of a proclamation in honor of Memorial Day, May 27, 2024.**

Motion by Trustee Herron, second by Trustee Michels, to approve the proclamation in honor of Memorial Day, May 27, 2024.

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

**6. Airport Report - None**

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

**8. Consent Agenda**

- a. **Approval:** Minutes of the May 7, 2024, Board Meeting.
- b. **Approval:** Vouchers.
- c. **Approval:** Treasurer's Report.
- d. **Resolution:** Approving the Purchase of a Wet Well Wizard Grease Fighter.

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

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

**9. General Business**

- a. **Resolution: Approving PSA with EEI for Wheeler Road Preliminary & Design Engineering.**  
Public Works Director Brad Merkel explained that the agreement with Engineering Enterprises, Inc. is for the Professional Preliminary and Design Engineering services for the Wheeler Road Resurfacing Transportation Program (STP) Project. CMAP indicated that there were leftover STP funds and encouraged local municipalities to move projects forward. The project has been submitted for STP funding, but he recommends completing the Preliminary & Design Engineering at this time to make the project more eligible. However, this does not guarantee that STP funding will be received. This project was planned for the 2025 Road Program to be completed in FY 2025-2026.

Motion by Trustee Herron second by Trustee Schomas, to approve a Resolution Approving a PSA with EEI for Wheeler Road Preliminary & Design Engineering.

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

**b. Resolution: Approving PSA with EEI for Merrill Road Preliminary & Design Engineering.**

Director Brad Merkel stated that the same approach would be used for the Wheeler Road Project and the Merrill Road Resurfacing Project.

Motion by Trustee Herron, second by Trustee Schomas, to approve a Resolution: Approving PSA with EEI for Merrill Road Preliminary & Design Engineering.

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

**None. MOTION CARRIED**

**c. Resolution: Approving an Agreement with Concrete Hero for the 2024 Sidewalk Program.**

Director Brad Merkel explained that over 200 sidewalk trip hazards have been identified in many areas within the Village, including Walnut Woods, East/West of Town, Bliss Woods, and Black Walnut. He recommended contracting with Concrete Hero, who will resolve most of these hazards for an amount not exceeding \$25,000. It was clarified that the Village has worked with Concrete Hero many times in the past.

Motion by Trustee Schomas, second by Trustee Herron, to approve a Resolution: Approving and Agreement with Concrete Hero for the 2024 Sidewalk Program.

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

**10. Public Comment**

- Perry Elliot commented about the proposed TIF.
- Jaden Chada commented on the Joint Review Board meeting scheduled for May 22 and the Crown Project.

**11. Discussion Items**

**a. Zoning Variation for 442 Courtney Circle, Sugar Grove.**

Danielle Marion stated that the homeowner at 422 Courtney Circle would like a large sports court built on his property. An application for a zoning variation has been submitted to allow for a much larger project than what is currently permitted within the Village. The Village Code limits accessory structures to a maximum of 1,000 square feet or 70% of the principal building footprint, whichever is less. The size of the proposed sports court would be 6,048 square feet.

The Plan Commission/Zoning Board of Appeals held a public hearing, and no one objected. The request was discussed; some felt that the larger structure would fit in the area, and some thought it was excessive and felt it should be limited to 70% of the principal building footprint. The ZBA voted to approve the zoning variance as requested by the homeowner.

Danielle explained that the homeowner has a child who is very involved in volleyball, and he'd like to have a volleyball court and a tennis court constructed.

The Village Board discussed the proposed zoning variation and asked Danielle to bring this back as a General Business item at the June 4, 2024, Village Board Meeting.

**b. Emergency Warning Siren.**

Police Chief Rollins explained that the Village of Sugar Grove Emergency Management oversees the Outdoor Emergency Sirens. The Village owns and maintains the six outdoor emergency sirens along with the associated hardware components for the system through paid vendors.

The Village entered into an Intergovernmental Agreement (IGA) with the City of Aurora and the Village of Montgomery in 2001. The City of Aurora has the primary activation role of the sirens through its dispatch center. All sirens in the three communities are activated by a "master switch" at Aurora Dispatch.

In 2014, Chief Rollins worked on having the Village of Sugar Grove activate the sirens independently of the other communities. Aurora was a backup in case the sirens couldn't be activated for operational reasons. Today, Sugar Grove can independently activate the six Sugar Grove outdoor emergency warning sirens and one shared siren with Aurora. This was the best solution, depending on how storms or events traverse through the three communities.

The Sugar Grove Police Department has been working towards complete control of the siren activation because the City of Aurora wants to focus on its community's protocols. This year's fiscal budget Capital Fund has funds allocated for the Police Department to explore advanced technology to assist with the outdoor emergency warning siren activation. Staff would be responsible for activating the sirens. However, technology and hardware allow the National Weather Service to signal when our area is under threatening weather conditions.

The Village's existing vendor has submitted a quote for the system upgrade that falls within the approved budgeted amount. Chief Rollins explained that some logistical items need to be worked through, such as the shared siren residing in Sugar Grove that the City of Aurora maintains. No funds were budgeted to manage this single siren that Aurora has been maintaining. Chief Rollins mentioned that a meeting is scheduled with the City of Aurora to discuss the issue.

Chief Rollins discussed a 7<sup>th</sup> siren that is currently owned by the City of Aurora that is vital to warning residents of Settlers Ridge. Chief Rollins stated that the Village may need to purchase another siren if a deal could not be made with Aurora.

The Village Board agreed that staff should work with the City of Aurora to address the shared siren. Chief Rollins will bring back more information when it becomes available.

**c. Illinois Vaping Law.**

Police Chief Rollins stated that in January 2008, Illinois prohibited smoking indoors or within 15 feet of any public facility, door, or window, on public transportation, and on government vehicles, among many other regulations under the Smoke Free Illinois Act.

At the beginning of 2024, the State adopted new legislation prohibiting vaping or e-cigarettes from being used inside public buildings and spaces. Businesses are required to post new signage in clear view of customers and employees.

Chief Rollins worked with Village Attorney Julien, who reviewed the changes to the new state law and the Village's current ordinance. Staff recommends that the Village Board authorize staff to prepare an ordinance to amend Title 3, Chapter 7, with the new changes adopted by the State of Illinois.

The Village Board agreed that staff should work with Attorney Julien to amend the Village Ordinance.

**d. Communication Services Agreement with Krantz Strategies LLC.**

Village Administrator Scott Koeppel explained that the Village of Sugar Grove has been working with Krantz Strategies LLC since September 2023. During this time, the consultant services

provided have been an asset to the Village, helping with information disbursement and overall communications with the public. The FY2024-2025 budget includes funds to continue the relationship for another 12 months.

Some of the contract changes being proposed are as follows:

- Monthly max on services from \$4,500 to \$3,580.
- The agreement is a full 12 months to match the Fiscal Year.
- The associate hourly rate is reduced from \$100/hour to \$90/hour to anticipate staffing and provide access to additional support.

Krantz Strategies' billing rate is \$90 to \$140 per hour, with a maximum monthly payment of \$3,580. The FY2024-2025 budget includes \$43,000 for a continued Communication and marketing Service consultant.

Trustee Michels mentioned there weren't many Facebook posts and asked about using other social media platforms, such as Instagram or Snapchat.

Trustee Bonnie clarified that there was a reduction in the monthly max in the renewal agreement.

Trustee Schomas stated that if the job is being done well, you won't even know they are there. He is in favor of the contract. However, the Village may want to consider having a full-time communications role at some point.

Several of the Board Members requested to see the invoices and progress reports from Krantz Strategies LLC. Administrator Koepfel stated that he would email the Board with the information.

## **12. Reports**

### **a. Staff –**

#### **Police Department**

Chief Rollins thanked everyone for their support of the Cop on Top Fundraiser for Special Olympics.

### **b. Trustees**

Trustee Michels read a statement from Sugar Grove Township regarding the upcoming Joint Review Board Meeting. The statement stated that they didn't receive the TIF Redevelopment Plan and had questions about the TIF. Trustee Michels asked for a copy of the report.

Trustee Lendi informed the Board that she would attend the Library Board meeting and the Workday at Bliss Woods over the weekend.

Trustee Herron asked Chief Rollins about the activity on the corner of Harter Road and Rt. 47. Chief Rollins and Danielle Marion confirmed that the activity is from the property owner preparing to open a landscaping business at the location.

Trustee Schomas informed the board about the park ribbon cutting and mentioned that he would be watching the recording of the Kane County Forest Preserve Meeting.

**c. President**

President Konen discussed the upcoming Joint Review Board Meeting and explained that meetings with the taxing bodies were scheduled before the meeting date. However, when she was informed of a possible Open Meetings Act violation, the meetings were canceled and rescheduled to take place after the Joint Review Board Meeting on May 22, 2024.

President Konen asked for a motion to enter executive session for personnel and adjourn with no further business.

**13. Executive Session**

- **Personnel – 5 ILCS 120/2(c)(1)**

Motion by Trustee Michels, second by Trustee Schomas, to enter executive session at 7 32 p.m.

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

- 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)

**13. Adjournment**

ATTEST:

/s/ Tracey R. Conti  
Tracey R. Conti  
Village Clerk