

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

**MINUTES
VILLAGE OF SUGAR GROVE
BOARD MEETING
NOVEMBER 5, 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

Police Chief Rollins led the 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, and Trustee James F. White

Absent: None

Additional Attendees: Village Administrator Scott Koeppel, Finance Director Matt Anastasia, Public Works Director Brad Merkle, Community Development Director Danielle Marion, Planning and Zoning Administrator Bravo Berisha, Economic Development Director Michael Cassa, Police Chief Pat Rollins, Attorney Laura Julien, Village Clerk Tracey Conti, and Deputy Village Clerk Madeline Dossett.

4. Public Hearing - None

5. Appointments and Presentations

a. Presentation from Krantz Strategies on Communications Present and Future.

Meredith Krantz from Krantz Strategies presented the Communications Channel Strategy for the Village and the different approaches to keeping residents informed and engaged and reviewed the Village's demographics. Additionally, the website metrics were reviewed along with Facebook. It was mentioned that the Village will launch its Instagram account in November 2024 and is looking at e-newsletters and a direct mail newsletter.

6. Airport Report - None

7. Public Comment on Scheduled Action Items - None

8. Consent Agenda

- a. Approval: Minutes of October 1, 2023, Board Meeting.
- b. Approval: Minutes of October 15, 2024, Board Meeting.
- c. Approval: Vouchers.
- d. Approval: 2025 Village Meeting Schedule.
- e. **Resolution:** Setting a Policy and Procedures for Mailbox Reimbursement.
- f. **Resolution:** Authorizing Execution of an Agreement with STA Enterprises for Well #9 Roof Replacement.
- g. **Resolution:** Approving IGA with Illinois Emergency Management – Mutual Aid.
- h. **Resolution:** Approving Kane County Animal Control Contract.
- i. **Resolution:** Declaring Surplus Items.

Trustee Michels asked that Item 8d. be removed from the Consent Agenda.

Motion by Trustee Schomas, Second by Trustee Bonnie, to approve the Consent Agenda removing item 8d. Approval of the 2025 Village Meeting Schedule.

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

Trustee Michels confirmed with Finance Director Anastasia that removing the April 1, 2025, Village Board Meeting from the schedule will not interfere with the budget process. Director Anastasia stated that it shouldn't be an issue but that there would be time to approve the budget at the second meeting in April if needed.

Motion by Trustee Michels, Second by Trustee Schomas, to approve the 2025 Village Meeting Schedule.

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

9. General Business

a. Ordinance: Aurora Airport Community Solar-1 Special Use Extension

Community Development Director Danielle Marion informed the Board that Dan Kramer had requested an extension of the special use permit granted for Community Solar 1 on behalf of Sun Code LLC. The FAA reviews are taking longer than anticipated, and Sun Code LLC doesn't believe they can apply by the cutoff date of April 16, 2025.

Mr. Kramer stated that they have been given a timeline of 6 months from the FAA.

Trustee Lendi stated she feels this is a safety issue and does not agree it's the right thing to do.

Motion by Trustee White, Second by Trustee Herron, to approve an Ordinance for the Aurora Airport Community Solar 1 Special Use Extension.

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

b. Ordinance: Aurora Airport Community Solar-2 Special Use Extension

Motion by Trustee White, Second by Trustee Herron, to approve an Ordinance for the Aurora Airport Community Solar 2 Special Use Extension.

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

c. Resolution: Final Plat of Subdivision – Area 5 & 6 (Settler's Ridge).

Community Development Director Danielle Marion reminded the Board of the discussion regarding Settler's Ridge areas 5 and 6 at the last Village Board Meeting. Based on concerns from the Board and the Settler's Ridge Homeowners Association (HOA), the applicants revised the final plat of the subdivision. The Settler's Ridge HOA provided a letter to the Board supporting the revisions. The applicant was present and reviewed the revisions with the Board.

Motion by Trustee White, second by Trustee Herron, to approve a Resolution for a Final Plat of Subdivision for Area 5 (Settler's Ridge), subject to attorney and Village Engineer review and approval, an additional plat restriction to not allow access from lots 72 & 94 to Settler's Boulevard, and the conditions outlined in the Board Report.

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

Motion by Trustee White, second by Trustee Herron, to approve a Resolution for a Final Plat of Subdivision for Area 6 (Settler's Ridge) subject to attorney and Village Engineer review and approval, an additional plat restriction to not allow access from lot 54 to Settler's Boulevard, and lots 19, 36, 37 to Henry Drive, and the conditions outlined in the Board Report.

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

d. Ordinance: Amending Planned Development District – Area 5 & 6 (Settler's Ridge).

Community Development Director Danielle Marion stated that the developer amended the PDD for Areas 5 & 6 in Settler's Ridge, which had been outlined. She suggested adding exhibits as part of the approval, clarifying the language stating that the newly proposed berm matches the height of the existing berm and stating that the pocket parks and picnic tables and benches should be an HOA-owned amenity. Director Marion noted a discussion regarding the bond requirements in the development agreement and that staff supports requiring the developer to bond for the portion tied to Settler's Ridge Areas 5 & 6. It was clarified that bonding would happen for each section of Settler's Ridge as it develops.

Motion by Trustee White, Second by Trustee Herron to approve and Ordinance Amending the Planned Development District, Areas 5 & 6 in Settler's Ridge Including the Attached Color Exhibits, that the Newly Created Berm Matches or Exceeds the Height of the Existing Berm, the Parks, Benches, and Picnic Tables are an HOA Owned Amenity; the Bond should Cover Areas 5 & 6 Only, the Maintenance Bond will be for Twenty-four month time period, and all are Subject to Attorney and Village Engineer Review and Approval.

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

e. Resolution: Area 5 & 6 Architecture Approval (Settler's Ridge).

Community Development Director Danielle Marion explained that the board was presented with all the proposed elevations and models, the color package, and a resolution and exhibit outlining the architecture. The board discussed and asked that 12-inch overhangs be added as a condition of Exhibit A.

Motion by Trustee White, second by Trustee Herron, to approve a Resolution for Areas 5 & 6 Settler's Ridge Architecture, including the 12-inch Overhang Added to Exhibit A, the Language Limiting the Housing to Two Lot Garages Concerning Width, Front Load Garages, not Necessarily Tandem, there not be access to Settler's Boulevard from Lots 54, 72 and 94, or Henry Drive from Lots 19, 36 and 37, Subject to Attorney and Village Engineer Review and Approval.

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

f. Resolution: Formal Objection to Kane County Rezoning – Camp Dean Rd.

Community Development Director Danielle Marion noted that the Board previously chose to continue the Resolution for Formal Objection to Kane County Rezoning of Camp Dean Road. She explained that staff met with the applicant's attorney and presented the conditions outlined in the Resolution, and the Village would rescind the formal objection if the conditions were met. The applicant's attorney agreed to all the conditions.

Director Marion submitted a letter the applicant provided to the County asking that the provision be added to their application as a condition of special use. Additionally, Big Rock plans to pass a Resolution to file a formal objection with the County for this property because they feel the use does not match the surrounding uses. Additionally, they have concerns about the county's enforcement of property maintenance. The Board discussed and decided to proceed with the Resolution of Formal Objection.

Motion by Trustee Michels, Second by Trustee Lendi, to approve the Resolution of Formal Objection to Kane County Rezoning Camp Dean Road with no Conditions.

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

g. Resolution: PSA Phase II Engineering IL 47 at Park Avenue Intersection Improvements.

Public Works Director Brad Merkle stated that IDOT provided favorable feedback with minimal changes to the plans, and staff is seeking approval to proceed with the project.

Motion by Trustee White, Second by Trustee Herron, to approve a Resolution for the PSA Phase II Engineering IL 47 at Park Avenue Intersection Improvements.

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

10. Public Comment

a. Sue Stillwell Commented on the Presentation from Krantz Strategies.

11. Discussion Items

a. New General Services Contract Engineering – HR Green & Robinson Engineering.

Village Administrator Scott Koeppel stated that with the village's growth, and after some staff discussions, he would like to ensure that staff have all the resources they need and would like to give appropriate options for the future level of permitting by adding additional consulting resources. The Village would continue working with EEI, but with the accelerated growth, it would like to consider possibly adding HR Green and Robinson Engineering as a potential option. To avoid delays, Administrator Koeppel recommends a general services agreement. The board discussed this, and a request was made for additional information regarding the different engineering firms, if there are other local firms to consider, and what firms other municipalities utilize. President Konen asked that the item be brought back to a future Board meeting for further discussion.

b. New Village Attorney Process

Attorney Laura Julien informed the Board that Mickey, Wilson, Weiler, Renzi, Lenert, & Julien, PC, will no longer work as general counsel for municipalities, focusing on municipal consulting and taking on a more significant transactional practice.

Village Administrator Scott Koeppel stated that the Village Attorney, per the Village Code, is appointed for a one-year term by the President, with the advice and consent of the Village Board, the President, and the Village Board voting jointly. He/she shall serve until his/her successor is appointed and qualified. Administrator Koeppel recommended an RFP be issued for Village Attorney Services. Additionally, comprising an interview team of staff members who work frequently with the Village attorney.

It was suggested that an RFQ (request for qualifications) be issued and the top 3 candidates present or interview with the Village Board.

c. Amending Village Code – Liquor License Text Amendment.

Community Development Director Danielle Marion explained that, according to the Village Code, establishments renewing their liquor licenses must be inspected annually. The Fire Department also inspects every business in the Village annually. The building inspector works closely with the Fire Department when there are code violations. The text amendment would remove the required annual inspection for liquor license renewal. The Board discussed the process. President Konen asked Director Marion to bring the item to the next Village Board Meeting on November 19, 2024, as a part of the General Business Agenda.

d. The 2025 Road Program.

Public Works Director Brad Merkle presented the five-year 2025 Road Program and reviewed the areas that will be resurfaced. President Konen noted that in the last four years, the Village has added approximately \$500,000 to the road program annually. After the Board discussed it, President Konen asked that the PSA for Engineering Services with EEI for the 2025 Road Program be brought to the next Village Board Meeting on November 19, 2024, as part of the Consent Agenda.

e. Pump Removal and Inspection for Well #11.

Public Works Director Brad Merkle stated that the pump at Well #11 quit working. Lane Christensen believes the motor has failed. Removing the pump is the only way to find the source of the issue. Director Merkle noted Well #9 was initially scheduled to be removed; however, he recommended focusing on Well #11 this year and Well #9 next year.

f. New Home Permit Fee – Building Permit & Impact Fee Breakdown.

Finance Director Matt Anastasia informed the Board that Community Development has recently received several requests for a detailed breakdown of the permit and impact fees for new homes in addition to the cap amount of \$17,850. He proposed changing the recently passed Resolution Amending Zoning, Subdivision, Building Permits, and Other Charges with the recommended revisions he presented to the Board. The Board discussed this, and President Konen asked that the item be on the agenda of the Village Board Meeting scheduled for November 19, 2024.

Trustee Schomas left the meeting at 8:01 pm.

g. Resolution Amending Zoning, Subdivision, Building Permits, and Other Charges for FY2024-2025.

Please see the information above. The revised resolution will be presented as part of the item above.

h. Employee Performance Evaluation Forms 2024.

Finance Director Matt Anastasia presented an updated Employee Performance Evaluation form and requested feedback from the Board. The Board members discussed the form and requested the removal of the numbered rating system.

i. 2024 Proposed Property Tax Levy Announcement.

Finance Director Matt Anastasia announced that for the tax year 2024, the staff is recommending a levy request of \$2,007,364. This represents an increase of 1.73% over last year's adjusted extension of \$1,973,258. The staff recommendation calls for a 0% increase in the village's Equalized Assessed Value (EAV). The 1.73% increase is intended solely to account for the additional property taxes generated from estimated new construction for the tax year. Director Anastasia reviewed the Special Assessment, SBA 17) for the Mallard Point/Rolling Oaks levy for \$75,218.92 and Special Service area 10 at \$0.20 per \$100 in EAV. President Konen formally made the announcement.

12. Reports

a. Staff

Administration: Village Administrator Scott Koeppel thanked Danielle Marion for her hard work on the Settler's Ridge project.

Police Department: Chief Rollins informed the Board that Eric Grutzius had been promoted to Sergeant.

Public Works: The Solar field is online, and the bridge project is progressing.

Economic Development: The Aurora Area CVB asked Michael Cassa to participate in selecting a firm to create a three-year strategic plan. The AACVB Geneva is the latest to join the Aurora Area CVB, becoming the twelfth municipality. Additionally, the bureau signed a long-term agreement with the City of Aurora.

b. Trustees

Trustee Michels: Congratulated the Sugar Grove Township on the successful Trunk or Treat event.

Trustee White: Announced he will not be present at the next board meeting.

Trustee Herron: He stated that trick-or-treating was tremendous and that the kids were excited to see police around the neighborhoods. He said that recently, the state's attorney gave a presentation at the middle school, and Sugar Grove PD was mentioned numerous times, as well as how good they are to work with.

Trustee Bonnie: Thanked the police department for their presence during trick or treating.

c. President

President Konen thanked Chief Rollins for attending the No Tricks, Just Treats event and setting up a police car. The bridge's groundbreaking ceremony went well. She also met the new Director of the Sugar Grove Chamber and looks forward to working with her.

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)

14. Adjournment

Motion by Trustee Herron, second by Trustee Bonnie, to adjourn the meeting at 8:33 pm.

Ayes: Michels Lendi, Herron; Nays: White, Bonnie; Absent: Schomas

ATTEST:

/s/ Tracey R. Conti

Tracey R. Conti

Village Clerk