

**MINUTES OF THE
JANUARY 7, 2014 REGULAR MEETING
OF THE TOWN OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

CALL TO ORDER: Clerk Silagi called the meeting to order at 7:00pm followed by the pledge of allegiance.

ROLL CALL was taken. Present were: Trustees Lee Drendel, Mike Fagel, and Laurene Geary, Supervisor Tom Rowe, and Clerk Phil Silagi.

ALSO PRESENT: Jim Daw, Bill Lenert, Michael Lenert, and Randy Sutherland.

PUBLIC COMMENT: Bill Lenert, candidate for Kane County Board District 5, was in attendance to introduce himself and gain some knowledge of Township government. He also provided contact information for anyone interested.

PRESENTATION OF I.T. PROPOSALS:

AMI Communications - Randy Sutherland

Proposal 1 in the amount of \$8,605.55

Proposal 2 in the amount of \$9,593.17

The additional cost of proposal 2 includes an additional Microsoft license in order to provide for an additional virtual server for the Assessor's office so that their data would be stored separately. An additional option in the amount of \$2,077.72 would provide for an exchange server to provide backup and archiving for emails.

The AMI Support Agreement in the amount of \$855 per month is based on the equipment proposed and could be lowered by \$100 per month with the elimination of a virtual server. Support would include all maintenance and labor for any repairs made outside of the warranty period.

Trustee Fagel questioned the need for any servers given the amount of work and data generated by the Township, and felt that stand alone work stations would be adequate. Mr. Sutherland stated that the storage of data on work stations with users that interact with the internet makes the computers vulnerable to viruses. As an IT company, AMI prefers that data is stored on a server for security, and also because servers have multiple hard drives. A server would also allow for centralized backup.

Computer Network Management LLC - James Daw

Proposal in the amount of \$11,242.83

Mr. Daw explained that his proposal was submitted in a cafeteria style such that the Township could pick and choose among the different components according to their needs. However, he stated that his proposal included components that were not included in the AMI proposal.

Mr. Daw's proposal provided for ongoing support at \$96.00 per hour. Mr. Daw felt that typically monthly support would average about 4 hours or approximately \$400.00 per month.

Trustee Fagel questioned Mr. Daw on whether the additional expense of the server was necessary. Mr. Daw responded with many of the same points made by Mr. Sutherland and added that the Township should look at the server as insurance against security threats and data loss.

DECEMBER 2, 2013 REGULAR MEETING MINUTES: Trustee Geary motioned, and Trustee Drendel seconded the motion to approve the December 2, 2013 meeting minutes, Trustees Drendel, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.

DECEMBER 2, 2013 EXECUTIVE SESSION MEETING MINUTES: Trustee Geary motioned, and Trustee Drendel seconded the motion to approve the December 2, 2013 Executive Session meeting minutes, with the following change: In the Summary paragraph change "Trustee Fagel informed the Board, in the context of the current discussion, that he had been threatened by Melissa Taylor regarding the Rob Roy Drainage District" to "Trustee Fagel informed the Board, in the context of the current discussion, that he had *felt* threatened by Melissa Taylor regarding the Rob Roy Drainage District". Trustees Drendel, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: After review Trustee Fagel motioned and Trustee Drendel seconded the motion to approve the December Town accounts payable as presented with the addition of an invoice from Reuland's Food Service in the amount of \$486.25, half of which will be reimbursed by the Park District. Trustees Drendel, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of December 31, 2013 is \$287,252.24.

ROAD & BRIDGE: After review Trustee Geary moved and Trustee Fagel seconded a motion to approve the December Road and Bridge accounts payable as presented. Trustees Fagel, Geary and Drendel, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of November 27, 2013 is \$288,168.30.

QUARTERLY TREASURER'S REPORT: Supervisor Rowe presented the report for review for discussion and pointed out that two Road District CD's at Old Second are due to mature and will automatically renew. He also mentioned that Road Commissioner Huggins wants to name or designate certain CD's for uses such as land acquisition and bridge repair. Trustee Fagel questioned whether we might lose the flexibility of directing funds should needs change over time. Supervisor Rowe stated that he would look into that and revisit at the next meeting when Commissioner Huggins will be present. Supervisor Rowe also pointed out the transition fee on the report that resulted from an \$8,098 CD that was converted to a money market fund to allow for more liquidity. After review and discussion Trustee Drendel motioned and Trustee Geary seconded the motion to approve the Quarterly Treasurer's Report as presented. Trustees Drendel, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.

REPORTS:

SUPERVISOR'S REPORT: Supervisor Rowe presented a written report of his activities during the last month. He highlighted his meeting with Countrywide Financial and stated that he mistakenly reported the annual cost of \$37,000 at the last meeting. The actual annual cost is \$45,000. Since the revised quote from TOIRMA of \$54,324 includes bonding, the difference is much less than the numbers reflect. Supervisor Rowe will present a comparison report at the February meeting for review and discussion. Supervisor Rowe also commented on Township Building electrical service. Valley Electric did a free evaluation of the service and concluded that

we have more than enough power with three dedicated circuits. Trustee Fagel noted that the dedicated circuits were not isolated and would need a power conditioner. Supervisor Rowe stated that we should address the electrical issues after the IT provider has been chosen so that we can get their recommendation. The Community Building copier has been evaluated and is in good working condition. Supervisor Rowe recommended that we spend \$200 for repairs and have it moved to the conference room to be used as a back-up copier.

ASSESSOR: Assessor Ross was not present, however, sent a letter to the Board via email with regard to the Assessor's office participation in the IT proposal for integration of services. Assessor Ross declined participation in the integration of IT services and wanted to remain independent of other Township IT services/operations. A discussion then began regarding the Assessor's apparent change in support for the integrated approach and the somewhat disagreeable tone in the letter. Trustee Fagel and Supervisor Rowe agreed to meet with Assessor Ross to attempt to settle differences.

ROAD & BRIDGE: Commissioner Huggins who was not present, submitted copies of the Road District 2014 Holiday Schedule.

CLERKS REPORT: Clerk Silagi reported that he filed the tax levies with Kane County.

TRUSTEES REPORT: Trustee Drendel reported that the Community House no longer has a need for storage in the bus barn and would like some direction from the Township on use of the bus barn by outside groups. Discussion ensued with a conclusion that the bus barn would only be available to intergovernmental bodies in order to eliminate possible liability issues. Trustee Drendel also reported that the Community House would like the password for internet Wi-Fi. Supervisor Rowe thought that it was the same as the one for the Township Building. He said he would try it and let them know. Trustee Fagel reported that the Fire Dept. has installed three new Battalion Chiefs. He also reported that he has been approached by 3 citizens complaining about the increase in taxes. He said he explained to them that the Township levy has remained flat and that the Assessor doesn't have anything to do with tax rates. He suggested they attend public meetings of the various taxing bodies. Trustee Fagel also reported that the Drainage District has a small project to accomplish that is waiting for better weather.

UNFINISHED BUSINESS:

1. NIU Summary of Strategic Plan Questions: Supervisor Rowe presented the Board with a copy of the strategic plan questions and stated that the meeting will run from 9AM until noon. He then asked the board if they would like any refreshments or sandwiches. The Board thought coffee and water would be the only refreshment needed.
2. Consideration & Potential Approval of IT Proposals: Supervisor Rowe asked the Board if they wanted to discuss and possibly approve one of the IT proposals. The Board agreed that Trustee Fagel and Supervisor Rowe should meet with Assessor Ross to see if they could resolve differences. Trustee Fagel suggested buying a two or three hundred dollar lap top or PC for Commissioner Huggins as a temporary measure and then deal with the IT issue later without the urgency. Trustee Fagel stated that he was still uncomfortable with the \$11,000.00 server proposals. The Board then continued the discussion and decided to delay action until Trustee Fagel met with Assessor Ross. With

regard to the two proposals, the Board favored Mr. Daw's proposal due to the significantly lower monthly support component. The Board then concluded that if after the meeting with Assessor Ross, she still declined participation, then we could ask Jim Daw to revise his proposal to address the needs of the Township and Road District and possibly approve at the Special Meeting on Saturday.

3. City of Aurora Personal Property Replacement Tax (no response): As an update, Supervisor Rowe informed the Board that he is waiting for a response from their attorney.

NEW BUSINESS:

1. QuickBooks Direct Deposit Authorization Forms: Supervisor Rowe informed the Board that payroll has switched over to QuickBooks on Jan. 1. He has provided the Board with direct deposit authorization forms to be filled out and returned before their first check in April. All other Township staff is already enrolled in QuickBooks direct deposit.
2. Sugar Grove Park District Sponsorship Request: Supervisor Rowe presented the Board with a sponsorship request for youth baseball programs. He then suggested going forward, that the Board create a line item with a dollar amount to cover all such requests. With regard to this request, Supervisor Rowe motioned, and Trustee Fagel seconded a motion to sponsor or make a donation at the gold or \$300 level, to the Sugar Grove Park District Baseball Program. Trustees Drendel, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.
3. Economic Interest Statement Online: Supervisor Rowe provided a link to the County that would allow Economic Interest Statements of public officials to be filed on line. He then reminded the Board that they are to be filed annually with a due date of May 1st. The Board then discussed the Township website and concluded that Ken, the current webmaster has been unable to complete the necessary updates and that they may need to find a new webmaster to complete that project.

ADJOURNMENT: Trustee Drendel moved, Trustee Geary seconded, and the Board unanimously approved adjourning the regular meeting at 9:30pm.