

**MINUTES OF THE  
OCTOBER 7, 2013 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 deployed (present via telephone conference call), Laurene Geary, and Scott Hester, Supervisor Tom Rowe, and Clerk Phil Silagi.

**ALSO PRESENT:** Joe Wulff, and Fairel Rank.

**PUBLIC COMMENT:** Joe Wulff commented on the Board's proposed five year capital plan and asked that the Board consider a para-transit service as part of the plan. Mr. Wulff cited the need for the service based on the Township's previous experience with para-transit. Supervisor Rowe informed Mr. Wulff that he recently attended meetings with the County, PACE, and Aurora Township about the possibility of offering this service and that it is something the Board is currently considering.

**SEPTEMBER 3, 2013 REGULAR MEETING MINUTES:** Trustee Fagel motioned, and Trustee Geary seconded the motion to approve the September 3, 2013 Regular meeting minutes. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

**SEPTEMBER 3, 2013 EXECUTIVE SESSION MEETING MINUTES:** Trustee Geary motioned, and Trustee Drendel seconded the motion to approve the September 3, 2013 Executive Session meeting minutes. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

**ACCOUNTS PAYABLE:**

**TOWNSHIP:** After review Trustee Drendel moved and Trustee Geary seconded a motion to approve the September Town accounts payable as presented. Trustees Hester, Drendel, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of September 30, 2013 is \$351,434.71.

**ROAD & BRIDGE:** Trustee Geary moved and Trustee Hester seconded a motion to approve the September Road and Bridge accounts payable. After review and discussion Trustees Fagel, Hester, Geary and Drendel, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of September 30,2013 is \$404,067.69.

**QUARTERLY FINANCIAL REPORT:** Supervisor Rowe submitted the Quarterly Financial Report and highlighted the following changes: The CD at the Byron Bank had expired and was transferred to the First State Bank of N. Aurora. Castle Bank is looking into changing the Transition Fee from a CD to a savings account where it would earn more and be a more liquid

fund. Trustte Geary moved and Trustee Hester seconded a motion to approve the Quarterly Financial Report as submitted. Trustees Fagel, Hester, Geary, and Drendel, and Supervisor Rowe voted aye. 0 nay. Motion carried.

## **REPORTS:**

SUPERVISOR'S REPORT: Supervisor Rowe reported the following activity since the Board's last meeting: Attended the following meetings, Ride in Kane, senior lunch, Township Officials of Kane County. Supervisor Rowe asked the Board to review the redesigned reservation form for the public meeting room in the Township Building. Trustee Hester suggested adding start and end times, Trustee Drendel suggested capacity limits, and Trustee Fagel suggested limitations on use, such as limiting alcohol consumption. Supervisor Rowe will revise the form and bring back to the Board for review. Supervisor Rowe then asked to Board to consider replacement of the chairs and tables in the Township building meeting room. The current chairs and tables were donated and are mix matched, if the Board agrees, he will solicit proposals for replacement to be included in next years budget proposal. Trustee Fagel suggested looking into a State Bid from Prison Industries which should be less expensive. Supervisor Rowe agreed to look into that option. Supervisor Rowe then informed the Board of the following: Bliss House repairs completed on 9/25, Trustee Manuals and Laws and Duties Handbooks have been distributed. Supervisor Rowe then asked the Board to let him know if anyone was interested in attending Township Officials of Kane County dinner meeting.

ASSESSOR: Assessor Ross reported that she is currently preparing evidence for the County Board of Review hearings that will take place starting Oct. 21st. She also reported that she is working on updating her website so that starting in January she will be able to post a monthly report of activity in the Assessor's office. Additionally she noted an increase in property sales and building permits, however, there are still a substantial number of short sales and foreclosures.

ROAD & BRIDGE: No Report. \_

CLERKS REPORT: No Report.

TRUSTEES REPORT: Trustee Geary reported that she was in contact with Kevin Williams from the Sheriff's office who offered to make a presentation to seniors at the luncheon on senior scams and when to give up driving. The Board agreed to coordinate with Julie Walker and schedule a presentation before the end of the year. Trustee Hester reported that Bob Rieser was no longer managing the airport and that the City of Aurora has temporarily appointed a replacement from the engineering dept.

SUGAR GROVE WATER AUTHORITY TREASURER'S REPORT: Supervisor Rowe asked the Board to review and comment on this report. Trustee Fagel questioned expenses for internet and telephone service. After discusstion Trustee Geary made a motion to accept the report. There was no second on the motion. Supervisor Rowe asked that the report be filed with the meeting minutes.

COMMUNITY BUILDING ANNUAL TREASURER'S REPORT: Supervisor Rowe presented

this summary of revenue and expenses for the Community Building for the past fiscal year as required by law. \_

### **UNFINISHED BUSINESS:**

1. Swanson's Quality Services Quickbooks Update: Supervisor Rowe presented the most recent profit and loss statements for review and reported that implementation is going smoothly. Payroll is still being reported on both systems with a planned change to the new system in January.

### **NEW BUSINESS:**

1. Consideration & Approval of Strategic Plan Facilitator: Supervisor Rowe presented the four proposals he solicited for a strategic plan facilitator. Proposals were from the following firms, individuals, or institutions in the amounts indicated. Keller Consulting \$1,250, Tom Berliner \$2,500, Danise Haban 3,200, and NIU Center for Governmental Studies \$1,500. After review and discussion, the consensus of the Board was to accept the proposal submitted by NIU due to their reputation, the detail of the proposal, and median price. Trustee Hester moved, and Trustee Drendel seconded a motion to accept the proposal submitted by the NIU Center for Governmental Studies for Strategic Planning Facilitator in the amount of \$1,500.00. Trustees Hester, Drendel, Geary, and Supervisor Rowe voted aye. 0 nays. Trustee Fagel abstained. Motion carried.
2. Approval of Date and Time for Strategic Planning Meeting. Supervisor Rowe asked the Board to discuss their availability for the upcoming Strategic Planning Meeting. The Board agreed to tentatively schedule the meeting for a Saturday in January, either the 11th, 18th, or 24th at 9:00AM. Supervisor Rowe will discuss these dates with NIU and get back to the Board with a date.
3. Approval of Snow Removal Specifications: Supervisor Rowe presented the Board with snow removal specifications he developed for sidewalk snow removal at the Township Building, and Community House for bidding purposes. Supervisor Rowe will also present the specifications to the Community House for their review. The Board discussed the specifications and directed Supervisor Rowe to solicit bids
4. Kaneland Public Fire & Safety Foundation Sponsorship Request: Supervisor Rowe presented the sponsorship flyer with the various levels of sponsorship available and asked the Board to consider this request. The Board noted that in the past the Township has not always agreed to sponsorship. The Board felt that due to the late nature of the request, they would decline participation this year and reconsider the request for next year.
5. Sugar Grove Roundtable 10/8/13 @ Sugar Grove Library: Supervisor Rowe informed the Board that he will be attending representing the Township and asked if any of the other Board members would like to attend as he would have to report the number attending. Trustee Geary agreed to attend.
6. TOI Annual Conference 11/10/12 @ Springfield Crown Plaza Hotel: Supervisor Rowe informed the Board of the upcoming TOI Conference and asked that any Board members wishing to attend, contact him so that he can make the necessary arrangements.
7. Prairie Glen Property: Supervisor Rowe informed the Board that as a follow up to previous discussions, he contacted the County with regard to ownership of the property and they confirmed the rerecorded deed indicating that BKN LLC does not own track 4 as originally reported by Chicago Title who made a mistake in recording the deed.

**ADJOURNMENT:** Trustee Hester moved, Trustee Drendel seconded and the Board unanimously approved adjourning the regular meeting at 8:10pm.