

**MINUTES OF THE
NOVEMBER 4, 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, and Laurene Geary, Supervisor Tom Rowe, Clerk Phil Silagi, Road Commissioner Greg Huggins, and Assessor Laura Ross.

ALSO PRESENT: Jason Mann, and Tracy Rogers.

PUBLIC COMMENT: None.

OCTOBER 7, 2013 REGULAR MEETING MINUTES: Trustee Fagel motioned, and Trustee Drendel seconded the motion to approve the October 7, 2013 Regular meeting minutes. Trustees Drendel, Geary, Fagel, 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 October Town accounts payable as presented. Trustees 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 \$321,728.17.

ROAD & BRIDGE: In addition to the accounts payable as presented, Road Commissioner Huggins asked that the Board approve two additional invoices, one from Hogan Walker for a tractor rim and one from Poms for tractor tires. Trustee Fagel moved and Trustee Geary seconded a motion to approve the October Road and Bridge accounts payable. After review and discussion Trustees Fagel, 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 \$371,634.10.

REPORTS:

SUPERVISOR'S REPORT: Supervisor Rowe reported the following activity since the Board's last meeting: Attended the following meetings, Village of Sugar Grove Roundtable, Chamber of Commerce Monthly Luncheon, Montgomery TIF meeting, IDOT meeting, and the Senior Halloween Lunch Party. The Montgomery TIF meeting was regarding a proposed TIF district that would only include about 40 acres of Sugar Grove Township and would have little impact. Supervisor Rowe voted no in support of the position of the Fire District in a non-binding vote with regard to the TIF district. The IDOT meeting was regarding the widening of Route 30 and intersection improvements for Granart and Dugan Roads in preparation for the upcoming golf tournament at Rich Harvest.

Personal Property Replacement Tax: According to Ancel Glink, the bill submitted by the City of Aurora for its portion of the tax is too high. Supervisor Rowe discussed this with City of Aurora Finance Director Brian Caputo who will review documentation submitted by Ancel Glink and will revise if necessary.

Sugar Grove Corn Boil sent a letter of appreciation for the donation made by the Township and donated back \$300 to our Senior Lunch Program.

Supervisor Rowe also reported that he received a proposal from TOIRMA for Township liability insurance. He will compare this proposal with one submitted by Country Financial, who is our current provider, and report back to the Board.

Supervisor Rowe is in the process of soliciting bids for IT services, he would like to get two or three. Discussion then took place with regard to recent power surges and the loss of computer equipment. Trustee Fagel suggested a maintenance schedule for power protection devices for all computer equipment and the need for power conditioning devices. Assessor Ross reported on the recent loss of a server due to a power surge which is the second server in recent years. All the data was retrieved and the loss should be covered by insurance. Discussion then turned to data back up systems and the need for an automatic off site backup system.

ASSESSOR: Assessor Ross reported that she will be attending the TOI Conference in Springfield next week. The Board of Review hearings are completed, they heard 58 cases for Sugar Grove Township. The Assessor's Office has added two employees to the payroll that were previously Hipp Temporary employees. Assessor Ross also commented on a recent article with regard to an increase in the School District tax levy.

ROAD & BRIDGE: Road Commissioner Huggins reported that mowing has been completed for the season and that they are in the process of performing maintenance on the trucks. The snow plows have been removed from storage and there is plenty of salt for the beginning of the snow removal season. Commissioner Huggins commented on recent invoices for hydraulic and suspension repairs to the trucks. Trustee Fagel asked about the replacement cycle for the trucks. Commissioner Huggins stated that the normal cycle is 10 years, and that the oldest truck, a 2004, is due for replacement next year.

CLERKS REPORT: No Report.

TRUSTEES REPORT: Trustee Geary reported that she attended the Mental Health Board meeting where the budget and annual audit were presented. She noted that the audit was perfect and that copies were available to any Board members interested. She also reported that the number of clients served has increased from 30 to 50, and that they were expecting that number to increase in the next year. Trustee Drendel reported that he attended the senior luncheon with Supervisor Rowe and that he was impressed with how well it was run and the participation and appreciation of seniors. Trustee Fagel reported that Homeland Security is concentrating on active shooters and cyber security. Discussion then turned to mental health issues as they relate to an increase in violence.

UNFINISHED BUSINESS:

1. Swanson's Quality Services Quickbooks Update: Supervisor Rowe presented the most recent profit and loss statements for review and asked that the Board note the percent of budget figures now that we are in the seventh month of the fiscal year. Payroll will continue to be reported on both systems until the end of the year.
2. Revised Township Building Reservation Form: Supervisor Rowe presented the revised form for Board review. He advised the Board that the form was available on both the Township and Park District web sites.

NEW BUSINESS:

1. Draft of Township and Road District Tax Levies for 2013-14: Supervisor Rowe presented the proposed levies for next year to be approved at the December 2, 2013 Board meeting. The Township proposal included amounts reflecting no increase, and amounts reflecting a 1.7% increase, which mirrors the CPI. On the Road District side, Commissioner Huggins is requesting a decrease in the General Road Fund from \$132,000 to \$130,000, and no increase in the Permanent Road Fund. Supervisor Rowe asked that Board members review the proposals and direct any questions to him before the December meeting.
2. Approval of Snow Removal Contractor: Supervisor Rowe presented the Board with 3 proposals for sidewalk snow removal for the Township Office and the Community House. After review and discussion Trustee Geary made a motion seconded by Trustee Drendel to accept the proposal submitted by Crown Lawn Care Services. Trustees Drendel, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.
3. Conley Outreach Holiday Spirit Request: Supervisor Rowe asked the Board to consider this request for a monetary donation to assist needy families during the holiday season. After review and discussion, the Board declined this years request and agreed to consider next years request during the budget process.
4. Introduction of Strategic Plan Facilitator: Tracy Rogers from NIU introduced herself to the individual Board members. She then briefly explained the strategic planning process and asked the board for a time frame for the plan. Supervisor Rowe explained how the Board came to the decision to adopt a strategic plan and then stated that the Board was looking at a 3 to 5 year plan. Ms. Rodgers then informed Board members that she would be sending a questionnaire via email to get an idea of what members perceive as Township strengths, weaknesses, threats and opportunities.
5. Approval of Date and Time for Strategic Planning Workshop Jan. 11, 2014: Trustee Drendel made a motion, seconded by Trustee Geary to approve the date and time of January 11, 2014 at 9:00AM for the Strategic Planning Workshop to be held in the Township Building. Trustees Drendel, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ADJOURNMENT: Trustee Drendel moved, Trustee Geary seconded and the Board unanimously approved adjourning the regular meeting at 8:32pm.