

**MINUTES OF THE
FEBRUARY 4, 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 (Deployed - present via conference call), Laurene Geary, and Scott Hester (At 7:22pm), Supervisor Tom Rowe, and Clerk Phil Silagi.

ALSO PRESENT: none

PUBLIC COMMENT: none

JANUARY 7, 2014 REGULAR MEETING MINUTES: Trustee Drendel motioned, and Trustee Geary seconded the motion to approve the January 7, 2014 meeting minutes, Trustees Drendel, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: After review Trustee Geary motioned and Trustee Fagel seconded the motion to approve the January 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 January 31, 2014 is \$272,429.83

ROAD & BRIDGE: After review Trustee Drendel motioned and Trustee Fagel seconded the motion to approve the January 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 January 31, 2014 is \$242,657.04

REPORTS:

SUPERVISOR'S REPORT: Supervisor Rowe presented a written report of his activities during the last month. He also provided an update of insurance proposals. Country Financial's quote was \$46,468 compared to \$54,324 bid by TOIRMA. TOIRMA's proposal included the Supervisor's annual bond fee of \$6,500, a Human Resources helpline, and an annual visit by a loss control representative. Supervisor Rowe also pointed out that after 5 years we could expect a 10 to 30% rebate with TOIRMA. Supervisor Rowe presented an IT update from Jim Daw who reported that he has started the installation and is currently waiting for equipment delivery and internet service from Mediacom. Supervisor Rowe presented the Board with an updated contact list and reported that arrangements have been finalized for use of the Township Building as a polling place for the March 18th primary election.

ASSESSOR: Assessor Ross was not present, however, she sent a memo to the Board regarding her budget request for 2014-2015.

ROAD & BRIDGE: Commissioner Huggins was not present, however, in discussions with Supervisor Rowe he indicated that unless the snow events subsided, he would probably run out of road salt.

CLERKS REPORT: Clerk Silagi reported on an email he received regarding the oath of office for the Assessor's new term. Assessor Ross went to the Kane County Clerk's office to be administered her oath and claimed that she did so because Clerk Silagi was unavailable. Clerk Silagi sent an email to the Kane County Clerk's office informing them that he was available to administer the oath to Assessor Ross, but was never contacted by her to do so.

TRUSTEES REPORT: Trustee Drendel reported that the Community House was approached about a donation of an old school bell that the group wanted displayed on the Community House grounds. The Community House Board was not in favor of displaying it there because they thought that kids would climb on it and may be injured. Trustee Drendel suggested that it might be displayed on some type of stand at the Township Building. Supervisor Rowe suggested that if the bell had some historical value, then maybe the Historical Society might be interested. Trustee Geary agreed that it should go to the Historical Society if they were interested, and if not, could be displayed at the Township Building. Trustee Drendel then reported that he was approached by a resident complaining that they were unable to get into the Merrill Rd. cemetery because it had not been plowed. Trustee Drendel informed Doug of the situation. Supervisor Rowe added that he received complaints about snow piles on Barnes Road obstructing visibility at driveway entrances and that they were being resolved by the Road District.

Trustee Hester reported the following on Airport Board activities. Honda Jet got approval for their engine, but it didn't look promising for a Honda Jet sales office as the investment would be too large given similar nearby facilities.

UNFINISHED BUSINESS:

1. NIU Strategic Plan Draft Summary Review: Supervisor Rowe presented the Board with the draft report and informed the Board that Ms. Rogers wanted feedback from the members to be incorporated in the final report that she will present to the Board at the March meeting. Supervisor Rowe felt that the draft was vague and did not include the prioritized five year plan he was anticipating. Trustee Geary suggested looking at the action plan in the strategic report card which could be used to come up with a plan. After discussion, the Board agreed that the final report should reflect a more specific prioritized plan and that they will respond to Ms. Rogers individually with suggestions or comments to guide her in that direction.
2. Quick Books Direct Deposit Authorization Forms: Supervisor Rowe reminded the Board that they need to turn in their direct deposit authorization form along with a cancelled check before the first pay period in April.
3. City of Aurora Personal Property Replacement Tax: No update as of this meeting.
4. Server Insurance Claim Update: Supervisor Rowe has not received any information from the insurance company regarding this claim, but expects to receive something by the end of the week and will email the Board with that information.

NEW BUSINESS:

1. Consideration & Potential Approval of Township Insurance Quotes: Supervisor Rowe presented the Board with quotes from Country Financial and TOIRMA in a side by side format for comparison purposes. Trustee Fagel commented that the dollar difference factoring in the Supervisor's bond is about \$1,300 less for Country, however, he felt that overall the TOIRMA policy was a better product. Trustee Fagel stated that he was comfortable with the TOIRMA policy but would like to see a 1 million dollar increase in Comprehensive General Liability coverage to match the Country quote. After review and discussion, the Board agreed to accept the proposal from TOIRMA as presented and request a quote to add an additional 1 million in Comprehensive General Liability. Trustee Fagel motioned, seconded by Trustee Drendel to accept the quote from TOIRMA for Insurance for the Township and Road District for 2014/2015. Trustees Drendel, Hester, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Update Bank Signature Cards: Supervisor Rowe informed Board members that they need to sign updated signature cards at the end of the meeting for Old Second, Castle, & American Heartland Bank.
3. Review 2014-15 Township and Assessor Preliminary Budget: Supervisor Rowe presented the Board with a budget worksheet and a letter from Assessor Ross regarding her proposed budget. Supervisor Rowe began the discussion by pointing out that the Assessor has asked for an additional \$26,000 (these amounts include her salary) over last year's budget of \$249,000, however, she is currently on track to spend about the same amount as the previous year (\$188,000). Supervisor Rowe questioned the large increase in the budget request given the history of actual amounts being spent. He also questioned why Assessor Ross would request any increase in a year when the levy will remain flat. Trustee Fagel suggested that Supervisor Rowe meet with Assessor Ross and give her an opportunity to explain her budget. Supervisor Rowe commented that this meeting would have been the appropriate venue for her to explain her budget with the entire Board present. Trustee Hester stated that he would like to see more detail in order to understand the need for the increase. Trustee Geary commented that the Board needs a copy of last year's budget request so that we can compare line items and better determine where the increases are and whether or not they are justified. After an extended discussion on Assessor's office staffing, the Board agreed that they would be comfortable approving funding at last year's levels given the freeze in the levy. Any increase would require more detailed information and an explanation as to why the increases are necessary. Supervisor Rowe also suggested that the freeze would be somewhat mitigated by the Township picking up half the salary of one of the part time employees that could act as a receptionist to handle Township business when Jim is not in the office. Supervisor Rowe then informed the Board that he would set up a meeting with the Assessor and would like one of the Trustees to be present at the meeting.

ADJOURNMENT: Trustee Hester motioned, Trustee Drendel seconded the motion and the Board unanimously approved adjourning the regular meeting at 8:29pm.