

**MINUTES OF THE
MARCH 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, Laurene Geary, and Scott Hester, Supervisor Tom Rowe, and Clerk Phil Silagi.

ALSO PRESENT: Tracy Rogers and Doug Musser

PUBLIC COMMENT: None

JANUARY 11, 2014 SPECIAL MEETING MINUTES: After review, Trustee Fagel objected to the portion of the minutes regarding IT proposals that suggested that he submitted a proposal. After discussion, the Board agreed to make the following change to the minutes: Replace "proposal submitted by Mike Fagel" to "pricing obtained by Mike Fagel". Trustee Fagel motioned, and Trustee Hester seconded the motion to approve the January 11, 2014 special meeting minutes as revised, Trustees Drendel, Geary, Hester, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.

FEBRUARY 4, 2013 REGULAR MEETING MINUTES: Trustee Hester asked why certain comments he made with regard to the IT proposals were not included in the meeting minutes. Clerk Silagi explained that since Trustee Hester retracted or modified his comments relative to the January 11th meeting at the February 4th meeting, he felt it was not necessary and left all comments out for clarity. After further review Trustee Geary motioned, and Trustee Drendel seconded the motion to approve the February 4, 2013 meeting minutes. Trustees Drendel, Geary, Hester, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Geary asked about a payment of \$1900 to the Rake Group. Supervisor Rowe explained that he thought it was related to the server failure and would be reimbursed with the insurance claim but stated he would investigate and let the board know. After review Trustee Fagel motioned and Trustee Geary seconded the motion to approve the February Town accounts payable as presented. Trustees Drendel, Hester, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of February 27, 2014 is \$226,712.69

ROAD & BRIDGE: After review and discussion, Trustee Drendel motioned and Trustee Hester seconded the motion to approve the February Road and Bridge accounts payable as presented. 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 February 27, 2014 is \$147,952.26

REPORTS:

SUPERVISOR'S REPORT: Supervisor Rowe presented a written report of his activities during the last month that will be filed with the March meeting minutes. He reported that the server claim has been reimbursed by Country Financial in the amount of \$4,443.94. He also provided an IT update from Jim Daw including Road District computer & monitor to be delivered by 3/1; Rack equipment has been delivered (installation 3/8 or 3/15); Mediacom internet has been installed at the Road District (weather permitting at the Township Office to dig a ditch)

ASSESSOR: No Report.

ROAD & BRIDGE: Commissioner Huggins reported that he is planning on upgrading his shop lighting to provide for brighter and more energy efficient lighting. He has obtained a bid from Long Electric in the amount of \$3090 for that work. Trustee Geary suggested he contact Com Ed who is currently providing lighting upgrades for free or at substantially reduced pricing. Commissioner Huggins said that his understanding was that the Com Ed program was for offices only, but he would look into it before proceeding. Commissioner Huggins also reported that he would like to cancel the Road District's current contract with Nextel Sprint as a result of poor service. This service currently costs \$49.95 per phone for 5 phones. In place of the Nextel service, he would like to pay each of the 5 employees a \$50 stipend for the use of their personal I-phones which are more versatile and have better reception. The Board was in agreement, but suggested the employees seek reimbursement as an expense to avoid paying taxes on the stipend. Due to the cancellation of Nextel service, Commissioner Huggins explained that he would be needing a new phone and presented the Board with two options. The Board agreed that he should purchase the higher cost, newer technology phone as it would cost less in the long run. The Board also suggested Commissioner Huggins contact Verizon for information on a government pricing package for the Road District.

CLERKS REPORT: No Report.

TRUSTEES REPORT: Trustee Drendel reported that has done a little research on the school bell that was discussed at last month's meeting. Since the bell was donated to the Community House and not the Historical Society, it should probably stay with the Township. Trustee Drendel said he was in the process of soliciting proposals for a stand of some kind so that the bell could be displayed at the Township Building.

Trustee Geary reported that she attended a meeting of the INC Mental Health Board. At the meeting they presented their three year strategic plan. West Town also made a presentation at the meeting and reported their numbers that were growing rapidly.

UNFINISHED BUSINESS:

1. NIU Strategic Plan Final Presentation – Ms. Tracy Rogers: Ms. Rogers thanked the Board for their participation in the strategic plan process. Ms. Rogers then suggested that the Board consider the plan a living document that should be taken out and reviewed regularly and modified or adjusted to reflect changes in circumstances. She then talked about the Mission Statement which she felt reflected the ideas and values that came out during the strategic plan workshop. Supervisor Rowe asked the Board for questions or comments on the Mission Statement. Trustees Fagel and Geary agreed with the statement and thought that it should also be reviewed from time to time and changed if necessary. Ms. Rodgers then discussed the five strategic priorities and how they are

intertwined. Trustee Fagel questioned parts of the plan that seemed to be outside the scope of Township responsibility. Supervisor Rowe reminded the Board that the role of the Township can be expanded to address areas outside of the three primary functions and that intergovernmental assistance may be needed in those areas. Finally, Ms. Rodgers talked about the need for communication, both internally and with citizen stakeholders. She then offered to conduct 3 focus groups to engage citizens and identify needs within the strategic plan. The cost for the 3 focus groups would be \$2400. Ms. Rogers then reminded the Board that they should feel free to contact her with any questions or comments on the strategic plan.

2. Further Review of 2014-15 Township and Assessor Budgets - Supervisor Rowe opened the discussion with a review of the preliminary budget as compared to year to date actual and projected year end totals. He also pointed out total tax revenue for the 2014-15 fiscal year of \$492,132.00. Supervisor Rowe then asked the Board to consider other expenses that should be budgeted for including a new roof, parking lot repair, Swanson's annual support fee and proposed senior/disabled transportation service. The Board then discussed parameters for the transportation service and agreed that the service should be provided for medical purposes only with a radius of service as currently provided by Aurora Township with an extension of the service area west to Dugan Rd. Trustee Geary suggested possible charges for FOIA requests to offset expenses incurred. Supervisor Rowe then redirected the discussion to the budget document and stated that the only part of the budget that is not finalized is the Assessor's budget that proposes an increase even though the actual total will be approximately \$60,000 lower than the current year's budgeted total, and no additional revenue will be available as a result of the tax levy adopted. After a lengthy discussion that included requiring earlier preliminary budgets before setting the levy, the Board seemed to be in agreement with regard to freezing the Assessor's budget at last year's levels. Supervisor Rowe asked the Board to contact Assessor Ross and discuss her budget request and get back to him with their recommendations so that he can have a draft budget ordinance for consideration at the April meeting.

NEW BUSINESS:

1. Review of 2014-15 Road District Preliminary Budget: Commissioner Huggins stated that the only major changes to the budget were in the Permanent Road Fund where he is proposing two large expenditures. The first request is for scheduled replacement of a 2003 truck in the amount of \$186,000. The second request is for a cold in-place rebuild of 3 miles of Prairie St. west of Route 47 in the amount of \$742,000. Commissioner Huggins explained that within one year of resurfacing, Prairie St. was showing signs of reflective cracking and that the surface started deteriorating rapidly. Kane County engineers recommended the cold in-place rebuild as a suitable option to the more expensive hot in-place method which at \$1.2 million would be too expensive given available reserves in the fund. The County engineering dept. would handle the bid process and construction management of the project. After discussion, the Board had no objections to the Road District budgets as presented.
2. Kane County Electric Aggregation Referendum - Mr. Ken Anderson: Mr. Anderson was unable to attend. Supervisor Rowe explained that the Referendum, if passed, would allow the County to offer electric purchased on the open market, to residents in rural areas at

lower rates. Residents would have to option to opt out if they choose. This is an FYI item and requires no action by the Board.

3. Consideration & Potential Approval of Annual Town Meeting Agenda: Supervisor Rowe presented the Agenda for the Annual Town Meeting to the Board for approval. He explained that the agenda had to be approved at least 10 days before the meeting so it would have to be approved tonight. After review the Board agreed to approve the agenda as submitted. Trustee Fagel motioned and Trustee Geary seconded the motion to approve the Annual Town Meeting Agenda.
4. Consideration & Potential Approval of Lawn Mowing Bid Specifications: Supervisor Rowe presented the Board with a draft of lawn mowing bid specifications for mowing of the Township Building, Community House, and Bliss House. Supervisor Rowe stated that he was going to solicit a bid from Crown and would like at least two other bids and asked the Board to suggest other local companies who might be interested in bidding. After review and discussion, the Board approved the lawn mowing bid specifications.
5. Consideration of Dauberman Road Resolution 2014-1: Supervisor presented the Board with a resolution from County Board member Melisa Taylor in support of an extension of Dauberman Road with a bridge over the BNSF Railway to facilitate traffic and improve response times for emergency vehicles. Supervisor Rowe believes that the project is worthy of support, however, since it is outside of Township boundaries, and since the language of the resolution is somewhat questionable, he recommends delaying action until we see what action, if any, the Village takes. The Board agreed with his recommendation.

ADJOURNMENT: Trustee Hester motioned, Trustee Drendel seconded the motion and the Board unanimously approved adjourning the regular meeting at 9:06pm.