

**MINUTES OF THE
APRIL 1, 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, Assessor Laura Ross, and Clerk Phil Silagi.

ALSO PRESENT: Doug Musser.

PUBLIC COMMENT: None

MARCH 4, 2014 REGULAR MEETING MINUTES: Trustee Hester motioned, and Trustee Geary seconded the motion to approve the March 5, 2014 meeting minutes, Trustees Drendel, Geary, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: After review and discussion, Trustee Geary motioned and Trustee Drendel seconded the motion to approve the March Town accounts payable as presented. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of March 31, 2014 is \$193,800.61.

ROAD & BRIDGE: After review and discussion, Trustee Drendel motioned and Trustee Hester seconded the motion to approve the March Road and Bridge accounts payable as presented. Trustees Fagel, Geary, Hester and Drendel, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of March 31, 2014 is \$113,484.56.

QUARTERLY TREASURER'S REPORT 3/31/14:

After review, Trustee Drendel motioned and Trustee Geary seconded the motion to approve the Quarterly Treasurer's Report as of 3/31/14. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nay. Motion carried.

REPORTS:

SUPERVISOR'S REPORT: Supervisor Rowe presented a written report of his activities during the last month. He also wanted to highlight the following items: With regard to IT, the Road District computer and monitor have been installed, and the Township server and rack system have been installed. We are currently waiting for a thaw so that Mediacom can trench and install service to the Township Building. Total cost of the IT upgrade is coming in about \$350 under the approved amount. Concerning transportation, Supervisor Rowe had a meeting with Bill Catching and has another meeting scheduled for April 8th with Bill Catching and PACE. Supervisor Rowe then explained that we have two options. Option one is to join Ride in Kane as a sponsor at no initial cost. Rides are reimbursed at 50%, however, that doesn't include administration related to registering riders, preparing forms and sending forms into PACE, as well as reviewing activity

reports. Other Townships that are participating in this program, have staff available to handle these duties. Additionally Townships cannot set parameters for riders. Option two is to join PACE and designate Aurora Township as our sole service provider. Aurora would take care of registration, dispatching, buses, and drivers. Their cost is \$75 per hour. What they are proposing is to charge us their cost of providing the ride, minus the fare they collected. Supervisor Rowe explained that at some point we might want to join Ride in Kane, but for now option two would allow us to gage ridership, set parameters for rides, and get a better idea of the demand for this service. Supervisor Rowe then presented the Board with a draft of the Inc. Board Lease for review and comment. The lease is due to expire in October and needs to be approved at our May or June meeting. Trustee Fagel suggested looking into the monthly miscellaneous fee of \$130 to be sure it accurately reflects costs. He also suggested a rent reopener clause after 24 months, and eliminating the paragraph with regard to telephone line installation, as that has already been resolved.

ASSESSOR: Assessor Ross reported the following: The Assessor's Office web site update went live today. The County released the multiplier for this year which indicates another small decline in market values. This should be the last year of declines so we should see values gradually increasing beginning next year. The Board then began a discussion on ways to better inform residents as to which taxing bodies are increasing their rates and which portions of their tax bill are attributed to the various taxing bodies. A new employee started today, he comes from DuPage County, is certified, can work in the office or in the field, and has computer skills. Assessor Ross pointed out that it is very difficult to find certified assessors at \$23 per hour. Most other offices pay between 30 and 33 dollars per hour. She was only able to hire her new employee by offering a benefits package that included full family health insurance coverage. Ross then explained that due to staff shortages, she has a large backlog of assessments that need to get caught up before the quad year when she will have to look at every parcel. Discussion then turned to budget issues and Ross stated that she was concerned that the \$249,000 amount the Board has proposed would not be enough given current staffing needs required as a result of the backlog and quad year mandates. The Board then began an extended discussion of the Assessor's budget requirements and her proposed increase given the limited revenue resulting from the flat levy adopted by the Board that the Assessor was aware of. The Board agreed that the budget as proposed by the Board at \$249,000 should be adequate based on actuals over the past three years. The Board then agreed to require preliminary budget documents for review in October, before levy discussions so that they can eliminate future disputes.

ROAD & BRIDGE: Doug Musser reported that they were busy filling pot holes, replacing sod, sweeping intersections and transitioning equipment for the summer maintenance season.

CLERKS REPORT: No report.

TRUSTEES REPORT: Trustee Drendel suggested to the Board, that the \$50 monthly cell phone stipend program for Road District employees be offered to Supervisor Rowe for the use of his personal phone for Township business. The Board concluded that they will seek guidance from an accountant on cell phone stipends. Trustee Drendel then informed the Board that he has received a bid of \$2500 from Needham for sandblasting and fabrication of a stand for the school bell that was given to the Township. In addition he advised that an additional \$2000 would be required for a concrete foundation to mount the stand on. After discussion, the Board agreed to look into fabricating a stand so that the bell could be displayed inside the Township Building.

UNFINISHED BUSINESS:

1. Consideration & Potential Approval of FY14, FY15, & FY16 Annual Audit: Supervisor Rowe present the Board with a proposal from Knutte & Associates for annual audits for the next three years. Supervisor Rowe stated that he was pleased with the job they did last year, and noted that they were half the price of Sikich. He also explained that we could save by committing to a three year contract and that the next Board may want to solicit bids for the audit at the end of the contract. Trustee Fagel noted that there was no escape clause in the proposal and would like to have one included. Supervisor Rowe then asked the Board if they would consider approval of the proposal pending an amendment to include an escape clause. Trustee Fagel motioned, seconded by Trustee Geary to accept the proposal submitted by Knutte & Associates for Annual Audits for FY14, FY15 & FY16 pending an amendment to include an escape clause. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Final Review of 2014-15 Township and Road District Budgets: Supervisor Rowe presented the Board with the budgets for their review and highlighted the following items: Township Budget - Roof Repair \$30,000, Senior Transportation \$10,000, Parking Lot Repairs \$2,400, Sponsorship \$1,000, Contingency \$15,000, and Strategic Plan Initiatives \$40,000, Permanent Road Fund - Deficit due to Prairie St. Project. Supervisor Rowe also asked Board members for input as to the need for all Board members to be bonded. After review and discussion, the Board was in agreement with the preliminary budgets as presented.

NEW BUSINESS:

1. Approval of Budget & Appropriation Public Hearing on May 6, 2014: Supervisor Rowe asked the Board to approve the Township and Road District Budget and Appropriation Public Hearing date and time of May 6, 2014 at 6:30PM and 6:45PM. Trustee Geary motioned seconded by Trustee Drendel to Approve Township and Road District Public Hearing Times and Date of 6:30 and 6:45PM on May 6, 2014. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Consideration & Potential Approval of Lawn Mowing Bids. Supervisor Rowe presented the Board with three proposals for lawn mowing. Cut Above @ \$130 per mow, American Tree and Turf @ \$105 per mow, and Crown @ \$221 per mow. After review and discussion, the Board agreed to accept the low bid submitted by American Tree and Turf. Trustee Fagel motioned, seconded by Trustee Geary to accept the low bid submitted by American Tree and Turf for Contract Mowing and Maintenance. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

3. Consideration and Potential Approval of Carpet Cleaning Bids: Supervisor Rowe presented the Board with three bids for carpet cleaning. Trustee Geary motioned, seconded by Trustee Fagel, that the Board accept the low bid of \$395.52 submitted by Steamgard Carpet Cleaners. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.
4. 2014 Sugar Grove Corn Boil Sponsorship Request: Supervisor Rowe presented the Board with sponsorship options. After review and discussion, Trustee Fagel motioned, seconded by Trustee Geary to choose the Harvester Shuttle Sponsorship Level of \$250. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ADJOURNMENT: Trustee Drendel motioned, Trustee Geary seconded the motion and the Board unanimously approved adjourning the regular meeting at 9:10pm.