

**MINUTES OF THE
JULY 1, 2013 REGULAR MEETING
OF THE TOWN OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

CALL TO ORDER: Clerk Silagi called the meeting to order at 7:03pm followed by the pledge of allegiance.

ROLL CALL was taken. Present were: Trustees Lee Drendel, Mike Fagel, Laurene Geary, and Scott Hester, Road District Representative Doug Musser, Supervisor Tom Rowe, and Clerk Phil Silagi.

ALSO PRESENT: Melissa Taylor, and Shari Baum

PUBLIC COMMENT: To be addressed in agenda items.

MAY 6, 2013 REGULAR MEETING MINUTES: Trustee Drendel motioned, and Trustee Geary seconded the motion to approve the May 6, 2013 meeting minutes. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

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

JUNE 24, 2013 PUBLIC HEARING MINUTES: Trustee Hester motioned, and Trustee Drendel seconded the motion to approve the June 24, 2013 Public Hearing Minutes. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Geary made a motion, seconded by Trustee Fagel to open discussion and public comment with regard to Township Accounts Payable. Melissa Taylor and Shari Baum commented on the need for better reporting with regard to splits between the Township and Road District line items and the need for year to date percentage reporting. Supervisor Rowe stated that those concerns should be addressed by the software changes to be made by Swanson's Services, perhaps as soon as August. After review and discussion Trustee Fagel moved and Trustee Drendel seconded a motion to approve the June 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 June 27, 2013 is \$217,521.44.

ROAD & BRIDGE: Trustee Geary made a motion, seconded by Trustee Drendel to open discussion and public comment with regard to Road and Bridge Accounts Payable. Melissa Taylor asked Doug Musser if the Township utilized RFP bidding through Kane County for road resurfacing. Doug Musser assured her that they were and then discussed the various roads to be resurfaced this season. Trustee Hester moved and Trustee Drendel seconded a motion to approve the June 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 June 27,2013 is \$390,302.04.

QUARTERLY TREASURER'S REPORT: Supervisor Rowe presented the Quarterly Treasurer's Report and went over fund totals with the Board. Trustee Fagel observed the large fund balances and asked whether they are necessary, and if not, can they be refunded to the taxpayers. Supervisor Rowe stated that he was advised at a recent seminar, that a reserve of three to four years annual budget was recommended for

Township funds and that we are currently below that level. Melissa Taylor then commented on the need for a capital improvement project list so that the Township could plan for large capital expenditures and take advantage of possible grant opportunities. Trustee Fagel motioned, seconded by Trustee Drendel to approve the Quarterly Treasurer's Report. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion Carried.

REPORTS:

SUPERVISOR'S REPORT: Supervisor Rowe reported that the Auditor's have begun their work and that the report should be completed by the August meeting. He then advised the Board of various meetings he attended including TOI Finance, WCC, and an IMRF workshop. Supervisor Rowe then informed the Board of the upcoming TOI Bootcamps for newly elected officials and offered to sign up members interested in attending. He then reported that he was contacted by the Sugar Grove Historical Society about exterior repairs to the Bliss House that the Township was responsible for. A discussion then ensued with regard to standards for repairs to buildings with historical designations and contractors approved to perform the work. Melissa Taylor offered to contact Kane County and report back. Supervisor Rowe then informed the Board that he would solicit bids from approved contractors. Supervisor Rowe then asked the board for input with regard to final compensation payments to retiring Community House board members. He informed the Board that they had been receiving payment of \$75 per meeting, however, Township Attorney's advised that State Law with regard to Community House Boards sets compensation at \$25 per meeting not to exceed \$500 annually. A lengthy discussion then ensued among board members and Shari Baum with regard to compensation for the retiring members, appropriate compensation for current members and whether members should be regarded as employees or contractors for purposes of taxes. The board agreed that retiring members should receive final compensation of \$375 or \$75 per meeting for 5 months, and that the new board should be paid \$500 annually. Supervisor Rowe will seek legal advise with regard to the status of board members for tax purposes.

ASSESSOR: No report. Melissa Taylor commented that she would like to see a written report when the Assessor is not available at a meeting to make an oral report.

ROAD & BRIDGE: Doug Musser reported that they have been busy with tree and branch removal from recent storms as well as filling road shoulders and mowing in advance of the holiday.

CLERKS REPORT: Clerk Silagi reported that he filed the Prevailing Wage Ordinance with the Secretary of State's Office, and the Ill. Dept. of Labor.

TRUSTEES REPORT: Trustee Drendel attended a Kane County Sheriff's workshop on senior fraud issues and suggested that we request the Sheriff's office to schedule a workshop during one of our senior lunches. Trustee Fagel reported that he donated a weather radio to the Township and that he would make brochures available to Township residents, especially seniors, informing them of costs and how to order weather radios for their homes. Shari Baum reported that she received a question from a resident regarding emergency plans for occupants of Township buildings during weather and other emergencies. Trustee Fagel stated that there were no emergency plans developed for Township buildings, however, he would be willing to sit down with Supervisor Rowe or others to draft one.

UNFINISHED BUSINESS:

1. Update on Prairie Glen Property: Discussion began with public comment from Joe Wolf, a Township resident, regarding the value of Wheeler Rd Park to the community and the need to renew the lease with the City of Aurora when it expires in 2018. Supervisor Rowe then began discussion of the Prairie Glen, property since Prairie Glen was thought to be an alternative to the Wheeler Rd Park in the event the lease is not renewed. Supervisor Rowe reported that he and Trustee Hester met with the

Bank selling Prairie Glen, and that the new asking price was lowered to \$14,200 per acre or \$411,000 for the entire parcel. Supervisor Rowe then stated the Village has decided that the Road District portion of the proposed project was not possible since a proposed Road District structure would interfere with their plans for a grade separated intersection of Municipal Dr. and Prairie. Since the Road District portion of the project was needed to offset the total cost of the project to the Township, the Village's position, makes the project financially unworkable. Discussion among Board members continued with regard to the merits of the project, development cost, and possible partners. Supervisor Rowe then tabled this item for action at the August meeting.

2. Swanson's Quality Services Quickbooks Update: Supervisor Rowe reported that Swanson's had completed the initial set up and chart of accounts and is currently working on the payroll portion. They will run the new system parallel with our current system and merge the two systems in September.
3. Revised Senior Center Intergovernmental Agreement Review: Supervisor Rowe reported on updates to the Senior Center IGA. Changes include: Senior lunches to take place at the Community House, cost for catered lunches to be split between the Township and the Park District, Library agrees to provide reading materials and a speaker on a quarterly basis, Township agrees to employ and compensate a senior lunch coordinator up to four hours per month. Supervisor Rowe then stated that the Library is unsure of its participation at this time. Trustee Fagel raised concerns with regard to food service liability and the additional liability of adding an employee. After discussion, the Board agreed to move forward with the agreement pending review of the other parties. Supervisor Rowe to have the final agreement reviewed by the Township attorney.

NEW BUSINESS:

1. Open Meetings Act Online Training: Supervisor Rowe reminded all newly elected officials of the requirement for completion of this training within 90 days of taking office. Link provided.
2. Approval of Electronic Participation Policy: Supervisor Rowe presented the Ordinance for Electronic Participation in Meetings Policy for review. The Board was in agreement with the Ordinance with changes suggested by Trustee Fagel with regard to notification. Trustee Fagel suggested the notification clause be changed to provide for notification in writing or by email to the Supervisor and Clerk as soon as practical. Trustee Fagel motioned, seconded by Trustee Geary to adopt the Ordinance for Electronic Participation in Meetings Policy. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion Carried.
3. Approval to Purchase New Computer for Township Supervisor: Supervisor Rowe presented the proposals and recommended the low bid proposal submitted by AMI in the amount of \$1,264.74. Supervisor Rowe added that AMI has considerable experience in IT consulting for Park Districts and other governmental agencies and is interested in talking to us about IT issues going forward. Trustee Fagel motioned, seconded by Trustee Hester, to accept the bid submitted by AMI for a new computer for the Township Supervisor. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.
4. Appointment of Pamela Olsen to Mental Health 708 Board: Supervisor Rowe informed the Board that Pamela Olsen's term on the Mental Health Board is expiring and that she has expressed an interest in being appointed to another term. He added that she has been highly recommended. Trustee Drendel motioned, seconded by Trustee Fagel to Appoint Pamela Olsen to the Mental Health 708 Board. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ADJOURNMENT: Trustee Hester moved, Trustee Drendel seconded and the board unanimously approved adjourning the regular meeting at 8:59pm.