

**MINUTES OF THE  
JULY 1, 2014 REGULAR MEETING  
OF THE TOWN OF SUGAR GROVE  
KANE COUNTY, ILLINOIS**

**CALL TO ORDER:** Supervisor Rowe called the meeting to order at 7:02pm 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:**

**PRESENTATION OF ANNUAL AUDIT:** Mr. Abdullah Kahn, Knutte & Associates  
Mr. Kahn began the presentation by stating that the audit went very well, and that management was cooperative, which indicates a high level of transparency. Mr. Kahn then discussed controls with respect to cash disbursements, cash receipts, and payroll. Tests of these controls based on samples of data revealed no discrepancies and all transactions appear to be properly documented. Mr. Kahn did suggest that Community House controls could be improved by having Supervisor Rowe sign off on receipts and disbursements. The Township is in very good shape as reflected in the Financial Statements with adequate fund balances and no liabilities. As of March 31, 2014 the various funds had the following balances, Town Fund \$619,000, Community Building \$324,000, General Assistance \$124,000, and Road & Bridge \$2.3 million. Mr. Kahn then moved on to suggestions for improvement. With regard to the budgeting process, Mr. Kahn suggested that adjustments be made so that budgeted line items more accurately reflect expenditures. He also suggested that the Board address the relatively large fund balance and small expenditures in the General Assistance and Road & Bridge Funds. Mr. Kahn also noted that at the time of the audit, \$55,000 in cash was unpledged or uncollateralized at banks. This has since been corrected. Mr. Kahn also suggested Supervisor Rowe receive additional instruction in Quick Books so that he can have a better understanding and provide better oversight. The Board then proceeded to discuss changing the accounting basis from cash to accrual. Mr. Kahn suggested we make the change since the accrual method is more accurate. After discussion, the Board agreed to make the change at the next meeting.

**JUNE 3, 2014 REGULAR MEETING MINUTES:** Trustee Fagel commented that his request for a verbatim statement in the meeting minutes wouldn't necessarily set a precedent, but he felt that Clerk Silagi accurately summarized his comments and thanked Clerk Silagi for attaching his full statement. Supervisor Rowe asked Assessor Ross about the Kane County Chronicle being billed to the Township and delivered to her home address. Assessor Ross explained that when it was delivered to the office, often times it was missing so she had it delivered to her home. Assessor Ross agreed to change the delivery back to the office and will let Supervisor Rowe know if she is having delivery problems. Trustee Fagel motioned, and Trustee Geary seconded the motion, to approve the June 3, 2014 Regular Meeting Minutes. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted any. 0 nays. Motion carried.

## **ACCOUNTS PAYABLE:**

**TOWNSHIP:** After review and discussion, Trustee Geary motioned and Trustee Hester seconded the motion to approve the June 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 June 30, 2014 is \$351,788.07

**ROAD & BRIDGE:** After review and discussion, Trustee Fagel motioned and Trustee Drendel seconded the motion to approve the June 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 June 30, 2014 is \$398,242.84.

## **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 6/30/14. 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: On IT, Jim has configured the domain name sgtownship.com for email and will start out with Supervisor Rowe. The new computers are in for the Community Building, the software has been installed, and Jim is in the process of scheduling an install date. On transportation, a couple of changes to the agreement: Ride in Kane has raised the minimum age from 60 to 65, Aurora would like to start the program by limiting it to Tuesdays and Thursdays from 8am to 3pm in order to measure ridership. If the demand is there, they would be willing to expand the program. The Park District called a meeting to discuss the community garden. They are proposing an IGA with the Township and Community Building for the community garden program beginning next year, with the garden site located at Snow Park. The Park District cited security and liability coverage availability as the reason they chose this site. After an extended discussion among Board member with regard to liability and water issues, they agreed to wait until the Community Building Board made a decision and then call a meeting of all agencies to discuss details. Lastly, with the Community House being closed for repairs, we have been asked to host the Art Lady who was originally scheduled to use the Community House. We accommodated her in June and she has asked to use our facilities the last weekend in July. Since her program is for profit, and since the Corn Boil is scheduled that same weekend, Supervisor Rowe has recommended denying her request. After discussion, the Board agreed to direct the Community House to inform her that due to construction, they are unable to accommodate her and that they had no other facilities available for her use.

**ASSESSOR:** Assessor Ross reported the following: The Assessor's office closed the books on 6/16/14. The Township had 5 million dollars in new construction. This should be the last year of decreased valuations. Assessor Ross then proposed the idea of moving the Assessor's office into the area now occupied by the Senior Center. She stated the Senior Center is a large underutilized space that could provide the Assessor with an additional 400 square feet of office space as well as a separate entrance and more security. In addition, the space vacated by the Assessor would allow for more space for Township offices, and a space large enough to accommodate Senior Center functions and meetings. This proposal would allow the Assessor and Township offices to expand and still remain under the same roof. After an extended discussion, the Board agreed to evaluate Assessor Ross's proposal and revisit it at the next meeting.

**ROAD & BRIDGE:** Supervisor Rowe reported on behalf of Commissioner Huggins who is out of town. Supervisor Rowe presented the Board with a spread sheet comparing various employee health insurance plans available to us from Aetna. Under our current plan, the premium goes to \$125,000 per year, which is \$10,000 over budget. Supervisor Rowe and Commissioner Huggins went to Aetna and asked how we could keep the current plan with no employee contribution, and still remain under budget. Aetna suggested we go with the gold plan which keeps coverage the same, but increases the deductible from \$500 to \$750 for individuals and from \$1000 to \$1500 for families. We opted to accept that plan for the year beginning 7-1-14 thru 6-30-15. Supervisor Rowe suggested we shop for more competitive plans for next year. He also mentioned getting a quote from CMS which works with TOI and other townships and has a record of smaller annual increases. The Board then began a lengthy discussion about various plans for employee only coverage with options for family coverage, as well as options for employee premium contributions. Supervisor Rowe stated that he will get a quote from CMS and suggested we address the various plans during budget discussions this fall.

**CLERKS REPORT:** No report.

**TRUSTEES REPORT:** Trustee Geary reported the following from the INC Board meeting: They agreed to the proposed levy of 1.5% plus any new construction, agree to budget \$5000 for gas cards for clients seeking services, agreed to budget for a taxi service to assist clients seeking services, and agreed to budget \$30,000 for a scholarship for a client seeking a master's degree with the stipulation that they must work in the 708 Board area for a least two years. Also with regard to the INC Board, Supervisor Rowe received a letter from Jerry Murphy requesting the re-appointment of INC Board members Roxanne Burrs and Sally Bruce to four year terms expiring June 30, 2018. Trustee Geary motioned, and Trustee Fagel seconded the motion to re-appoint Roxanne Burrs and Sally Bruce to additional 4 year terms on the INC Board to expire June 30, 2018. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

**UNFINISHED BUSINESS:**

1. Consideration & Potential Approval of Senior/Disabled Transportation IGA. Supervisor Rowe presented the Board with the IGA approved by Aurora Township at their June 12th meeting. The only changes from the previous draft being the change in eligibility age to 65 and a minor change in wording in section 9. Supervisor Rowe also corrected a statement he made at the last meeting with regard to companions wishing to ride. He mistakenly said companions would have to pay a fare, which is incorrect, companions can ride for free. Supervisor Rowe also informed the Board that the Ride in Kane Aurora coordinator will appear at this month's senior lunch to introduce the program. Trustee Fagel motioned, seconded by Trustee Hester to approve the Intergovernmental Agreement Between Sugar Grove Township & Aurora Township for Senior & Disabled Transportation Services. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Castle Bank Signature Card Agreement for Sugar Grove Road District. Supervisor Rowe asked the Board to sign new signature cards for the Road District money market account due to a change in the FEIN number.

## **NEW BUSINESS:**

1. Approval of Annual Audit for the Period Ending March 31, 2014: Supervisor Rowe asked for a motion to approve the Annual Audit. Trustee Fagel motioned and Trustee Geary seconded the motion to approve the Annual Audit for the Period Ending March 31, 2014. Trustees Drendel, Geary, Fagel, and Geary, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Consideration & Potential Approval of General Assistance IGA: Supervisor Rowe presented the update of the IGA with Aurora Township for General Assistance. The only change being an increase in the fee for providing service from \$50 to \$75 per month per case for the first month and from \$25 to \$50 per month per case for subsequent months. Supervisor Rowe commented that this is a very good deal since we have no staff to provide this service at the present time given the small number of cases. Trustee Fagel motioned and Trustee Geary seconded the motion to approve the General Assistance IGA with Aurora Township. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.
3. Consideration and Potential Approval of Emergency Assistance IGA: Supervisor Rowe presented this document for review and possible approval by the Board at next month's meeting. The agreement would provide for one time emergency assistance in the amount of \$750 or \$1000 for resident victims of a fire or other emergency. Supervisor Rowe suggested that this could be rolled into the General Assistance IGA.
4. Review of Bid Documents for Township Office Roof Repairs: Supervisor Rowe presented the Board with the bid document for office roof repairs. He informed the Board that the document was reviewed by our attorney and that bid specs were developed with the help of Olsson Roofing. At the request of Trustee Geary, Supervisor Rowe said that he would ask our insurance company to look into possible coverage for roof damage resulting from the hail storm, but didn't think we would be covered due to the type of roof we have. He offered to forward additional documents to any Board member interested. The plan is to advertise the bid request in this Sunday's Beacon with a bid opening at the end of the month, and approval at next month's meeting.
5. Openthebooks.com FOIA Request: Supervisor Rowe informed the Board that he received a FOIA request from Illinoisopenthebooks.com for vendor payment information for years 2008 thru 2013. The same request was made of all Illinois Townships. He provided the Board with a copy of the request as well as the response requesting an extension. Supervisor Rowe stated that he is working with our attorney on the request. Marlene helped with vender lists and payment records prior to 2011. After 2011, Quickbooks reports are available and he is working with Jim to reproduce the requested documents. Supervisor Rowe informed the Board that we should be able to meet the deadline for submitting the requested information. Supervisor Rowe then suggested we look into a records retention policy and bring in someone from the State of Ill. to advise as to which records can be disposed of. Board members suggested Supervisor Rowe look into possible reimbursement for producing the requested documents.

**ADJOURNMENT:** Trustee Fagel motioned, Trustee Geary seconded the motion and the Board unanimously approved adjourning the regular meeting at 9:20pm.