

**MINUTES OF THE
JULY 11, 2017 REGULAR MEETING
OF THE TOWN OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

CALL TO ORDER: Supervisor Rowe called the meeting to order at 6:04pm followed by the pledge of allegiance.

ROLL CALL was taken. Present were: Trustees Jim Baker, Laurene Geary, and Jerry Elliott, Supervisor Tom Rowe, and Clerk Phil Silagi. Trustee Lee Drendel was absent.

ALSO PRESENT: Kevin Geary

PUBLIC COMMENT: none

JUNE 6, 2017 REGULAR MEETING MINUTES: Trustee Geary motioned, and Trustee Baker seconded the motion, to review and approve the June 6, 2017 Regular Meeting Minutes. After review, Trustees Geary, Baker, and Elliott, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Elliott motioned and Trustee Geary seconded the motion to review and approve the June Town accounts payable as presented. After review, Trustees Baker, Elliott, and Geary, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of June 30, 2017 is \$382,532.47.

ROAD & BRIDGE: Trustee Geary motioned and Trustee Elliott seconded the motion to review and approve the June Road and Bridge accounts payable as presented. After review, Trustees Baker, Elliott, and Geary, Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of June 27, 2017 is \$644,816.81.

PAYROLL & PROFIT/LOSS REPORTS: The payroll report for the period of 5/22/17-6/18/17 was distributed along with Profit & Loss Reports through July 31, 2017..

QUARTERLY TREASURER'S REPORT 6/30/17:

Supervisor Rowe noted that the Township has purchased a new one year CD from the Bank of Montgomery for \$150,000 at 1.1%. Trustee Elliott motioned and Trustee Baker seconded the motion to approve the Quarterly Treasurer's Report as of 6/30/17. Trustees Baker, Elliott, and Geary, and Supervisor Rowe voted aye. 0 nay. Motion carried.

CORRESPONDENCE:

Supervisor Rowe presented the Board with an email he received from Anita Stoller asking the Township to consider an expansion of the Ride in Kane program to permit rides for purposes other than medical. The Board then began an extended discussion on various options, however concluded that resources are not currently available to expand beyond the current purpose. The Board will continue to discuss options for expansion of the service leading up to renewal of the current agreement with Aurora Township in January.

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: Supervisor Rowe informed the Board that he has accepted the position of Treasurer of the Township Officials of Kane County group. He attended a meeting on the Aurora Sportsman's property. The participants were the Village, Forrest Preserve, and the Township. The group agreed that due to the lead contamination and the desire to keep the property in its natural habitat, the Forrest Preserve would be the best choice for acquiring the property. The Kite Festival has been cancelled for this year and our sponsorship will be refunded. Supervisor Rowe provided an update on employee health insurance plans and informed the Board that Laura, Greg, Dustin, and Don have all renewed under the existing plan with Doug and Bill Collins opting for the higher PPO with the 35% increase. It will be up to Commissioner Huggins to determine the increase in employee participation for those employees choosing the more expensive option. New plans will be chosen before January which will co-inside with our budget process, allowing the Board to examine our options and compare with other taxing bodies.

ASSESSOR: No report.

ROAD & BRIDGE: No report.

CLERKS REPORT: Clerk Silagi reported that he has filed the Prevailing Wage Ordinances with the Illinois Dept. of Labor.

TRUSTEES REPORT: Trustee Baker reported that the Airport Board met on June 12th and that the new Aurora Mayor Irvin was present. Mayor Irvin asked the Board to look at ways to increase business at the airport. One of the ideas was to hire an on-call customs agent at a cost of \$180,000 per year to allow for international flights of corporate jets. Joe Wolf, the Village representative on the Board expressed his desire for more cooperation between the Village and the airport as a means to increase business. Improvement to signage and the hiring of a customs agent are on hold until the sale of Wheeler Park to the SG Park District is finalized. Trustee Elliott reported that the Water Authority agreement with the U of I is being finalized after which well monitoring equipment will be installed at the airport and at the Heartland Drive site. The equipment will be provided by Well Intel at no cost due to the poor performance of the initial installation. The County Board will be considering the cost sharing IGA with the Water Authority at their July meeting.

UNFINISHED BUSINESS:

1. Consideration & Potential Approval of Office Assistant Payroll Increase: Supervisor Rowe presented the Board with the memo drafted by Jim Kreitz requesting a wage increase which typically has been granted annually. After a brief discussion, the Board agreed to table this item until the Auditor has made his presentation at next month's meeting.
2. Consideration & Potential Endorsement of the Sugar Grove Water Authority & University of Illinois Intergovernmental Agreement: The Board noted the importance of the well monitoring program and the assistance of the U of I and Kane County in this project. The Board agreed to endorse the IGA and follow up with a formal resolution. Trustee Geary

motioned, seconded by Trustee Baker to endorse the Sugar Grove Water Authority & University of Illinois IGA for well monitoring in Sugar Grove Township. Trustees, Baker, Elliott, and Geary, and Supervisor Rowe voted aye. 0 nays. Motion carried.

NEW BUSINESS:

1. Consideration & Potential Approval of Mental Health 708 Board Appointments: Supervisor Rowe presented the Board with a letter from Jerry Murphy Executive Director of the Sugar Grove Township Community Mental Health 708 Board requesting the re-appointment of Pam Olsen for an additional four year term expiring on June 20, 2021. Trustee Geary motioned, seconded by Trustee Elliott to re-appoint Pam Olsen to the Mental Health 708 Board for an additional four year term expiring June 20, 2021. Trustees Baker, Elliott, and Geary, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Preliminary Draft of FY17 Audit & Auditor Management Letter: Supervisor Rowe presented the Board with the Management Letter prepared by Knutte & Associates and pointed out the following recommendations: (1) Formal timesheets should be completed for each employee, specifically the Assessor's office. Supervisor Rowe commented that this would be passed along to the newly elected Assessor to address the issue. (2) The Township should consider moving back-up files off site. Supervisor Rowe is working with Jim Daw on back-up cloud storage to accomplish this. (3) When cash is not expected to be expended within one or two years, the Township should consider moving these monies to a money market or CD account. Supervisor Rowe stated that we have now accomplished this with the Bank of Montgomery CD. (4) Community Building meeting minutes for the Audit were missing – Jerry Murphy was made aware of this and will address. (5) The QuickBooks file must be updated to agree to the audit amounts as of the end of the last fiscal year. The beginning balances in several accounts did not agree to the audited amounts as of March 31, 2016. Additionally, Quickbooks journal entries should not be made in a prior audit year. Supervisor Rowe will have Abdullah explain this item in greater detail next month and will have Jim attend the meeting so he understands what is expected. Supervisor Rowe noted that the amount discrepancies were minimal. (6) Accrued vacation should be tracked for each employee. Supervisor Rowe explained that this was due to a glitch in Quickbooks, but it is being addressed for Road District employees. With respect to Assessor's office employees, we have brought this to the Assessor's attention numerous times with no attempt to correct this situation. (7) The General Assistance Fund has a large fund balance of \$158,037 with only \$748 in expenditures last year. Supervisor Rowe explained that this is due to a lack of qualifying clients, however, this could change dramatically should the Township get one or two clients that qualify which will eventually happen. Supervisor Rowe noted that overall the Audit went well and we continue to improve year after year.
3. Preliminary Draft of FY17 Annual Treasurer's Report: Supervisor Rowe presented the Board with the above referenced draft and explained that this report is an annual requirement to be approved by the Board no later than the September meeting and then filed with the County. Rowe will have the Auditor review this document before bringing it back to the Board for final approval.

ADJOURNMENT: Trustee Geary motioned, Trustee Baker seconded the motion and the Board unanimously approved adjourning the regular meeting at 7:30pm.