

**MINUTES OF THE
MAY 6, 2014 REGULAR MEETING
OF THE TOWN OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

CALL TO ORDER: Supervisor Rowe called the meeting to order at 7:08pm.

ROLL CALL was taken previously at the beginning of the Budget Hearing. Present were: Trustees Lee Drendel, Mike Fagel, Laurene Geary, and Scott Hester, Supervisor Tom Rowe, and Clerk Phil Silagi.

ALSO PRESENT:

PUBLIC COMMENT:

APRIL 1, 2014 REGULAR MEETING MINUTES: Trustee Hester motioned, and Trustee Drendel seconded the motion to approve the April 1, 2014 meeting minutes, Trustees Drendel, Geary, Hester, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Hester wanted more information on check 14885 to Ancel Glink in the amount of \$1,387.50. Supervisor Rowe stated that all but \$50 were fees for services to the Assessor. It appeared to be regarding a FOIA request from Sage, after discussion the Board asked Supervisor Rowe to meet with Assessor Ross to further explain the nature of the fees. Trustee Hester motioned to approve the April Town accounts payable as presented, with the exception of check 14885 for \$1,387.50 pending a reasonable explanation from Assessor Ross, Trustee Geary seconded the motion. Trustees Drendel, Geary, Fagel, and Hester, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of April 30, 2014 is \$160,930.70.

ROAD & BRIDGE: After review and discussion, Trustee Fagel motioned and Trustee Drendel seconded the motion to approve the April 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 April 30, 2014 is \$80,764.54.

PROFIT & LOSS REPORT 4/20/2014:

Supervisor Rowe commented on the P & L statement for the first month of the fiscal year and noted that all accounts are on target for the reporting period including the Assessor's salary line items.

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: Jim Daw has completed all parts of his contract. Mr. Daw suggested that we continue AT&T internet service in addition to the Mediacom service so that we have a backup and also suggested that the Community Building computers be backed up on our server. Trustee Fagel cautioned that an additional connection to the server would increase our chances of viruses. Supervisor Rowe also reported that Mr. Daw

has secured a domain name that would allow us to shorten email addresses to "@sgtownship.com", and switch email to MS Outlook from gmail. The Board was in agreement with this change. Supervisor Rowe then informed the Board of a TOI workshop and asked if any Board members were interested in attending.

ASSESSOR: See attached letter from Assessor Ross.

ROAD & BRIDGE: See minutes of Road District Public Hearing.

CLERKS REPORT: No report.

TRUSTEES REPORT: Trustee Drendel reported that he was still working on finding a site for the donated bell and is hoping to have it displayed at Veteran's Park.

Trustee Geary reported that she was able to secure a one acre site on the Prairie Glen property for a community garden and is working with the Park District to obtain insurance as required by the property owner. The food grown on the property will be donated to the Food Pantry and some will be sold at the Farmer's Market with the proceeds going to the Food Pantry.

UNFINISHED BUSINESS:

1. Ride in Kane/PACE update: Supervisor Rowe presented the Board with a Ride in Kane Township Report comparing services provided by other townships and communities. He also reported that PACE has agreed to allow an IGA with Aurora Township to extend their service into Sugar Grove Township. Supervisor Rowe commented that he felt a partnership with Aurora would be the best way to implement services initially and that we could set the rules for eligibility. Supervisor Rowe reported that the cost to the Township for Aurora to provide the service would be \$75 per hour minus fares collected. After a brief discussion the Board agreed to move forward with an IGA with Aurora Township for service with the following parameters: Adopt Aurora's boundaries for service. Restrict service to rides for medical treatment only. Establish flat fees for service to the medical facilities within Aurora's boundaries based on mileage.
2. IRS Cell Phone Reimbursement Policy: Trustee Geary provided the Board with IRS guidelines for cell phone reimbursement. The IRS allows cell phone reimbursement without taxing as income as long as it is treated as an expense and itemized monthly or quarterly. Trustee Fagel stated that he was against reimbursement since most people have cell phones primarily for other purposes. He said the Fire Dept. stopped their reimbursement policy after a study revealed that the vast majority of use was personal, and work related use was incidental. After an extended discussion, the Board recommended that a cell phone policy be adopted so that use and possible liability could be controlled. Trustee Hester pointed out that the Commissioner Huggins can provide phones or reimbursement for his employees without Board approval.
3. Review Updated Inc. Board Lease Renewal: Supervisor Rowe presented the Board with the updated lease agreement including the changes suggested by the Board at the last meeting. Supervisor Rowe stated that after looking at the \$130 charge for misc. expenses, that amount seems to accurately reflect expenses. If the Inc. Board approves later this month, Supervisor Rowe will place the lease on the agenda for approval at our June meeting.

NEW BUSINESS:

1. Adoption of Township Budget & Appropriation Ordinance #2014-1: Trustee Geary motioned and Trustee Drendel seconded at motion to adopt Ordinance #2014-1 appropriating for all purposes of Sugar Grove Township, Kane County Illinois, for the fiscal year beginning April 1, 2014 and ending March 31, 2015. The Ordinance reflects total appropriations of \$539,792 in the General Town Fund, from which the following appropriations were made: Assessor \$249,000, General Assistance \$12,283, Mental Health \$105,297, and Community Building \$163,003. Trustees Drendel, Geary, and Hester, and Supervisor Rowe voted aye. Trustee Fagel abstained. 0 nays. Motion carried.
2. Consideration & Potential Approval of Revised Lawn Mowing Bids: Due to a misunderstanding, two of the bids for lawn mowing did not include Snow Park. Supervisor Rowe presented the Board with the revised proposals for lawn mowing. Cut Above @ \$170 per mow, American Tree and Turf @ \$145 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 Fiber Optic Grant Application: Supervisor Rowe was approached by the Village seeking our support for a grant application to fund construction of a fiber optic cable connection between Harter Middle School and John Shields Elementary School. The Village provided the Township with a template letter to send to the County expressing our support for this project. The Township would not participate in any funding for this project. Trustee Geary motioned, seconded by Trustee Fagel to support the grant application for this project. Trustees Drendel, Geary, Hester, and Fagel, and Supervisor voted aye. 0 nays. Motion carried.
4. Consideration & Potential Approval of TOIRMA Loss Control Policy: Supervisor Rowe informed the Board that as part of our insurance coverage with TOIRMA, they have asked that we adopt a Loss Control Policy. After a brief discussion, Trustee Fagel motioned, seconded by Trustee Geary, to adopt the TOIRMA Loss Control Policy. Trustees Drendel, Geary, Hester, and Fagel, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ADJOURNMENT: Trustee Hester motioned, Trustee Drendel seconded the motion and the Board unanimously approved adjourning the regular meeting at 8:22pm.

Adoption of Sugar Grove Budget Ordinance 2014/2015

Laura E. Ross, CIAO
Assessor

To: Sugar Grove Township Board
From: Laura E. Ross, Assessor
Date: May 6, 2014
Re: 5-6-2014 Budget Ordinance Meeting
"Adequate funding for Assessor's Office"
Ref: Sugar Grove Township Adoption of Budget Ordinance of 5-6-2014

(To be included in record and documentation of Sugar Grove Township Budget Ordinance Adoption of 5-6-2014)

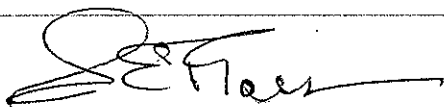
Sugar Grove Township Board of Trustees:

The Assessor's office is the central financial element to the Township Office and all levying authorities within its' district boundaries. It is the chief revenue stream that affords Sugar Grove Township the means to fundamental services and community events for our residents. I take great pride and honor in being the contributing factor to the services that townships' provide to our constituents and through collaboration and inter-governmental agreements, I am confident that townships' will survive and eventually empower with enhanced services and increased levying power.

Ultimately, I am discouraged of the multitude of townships that underfund an Assessor's office but yet have the adequate funding. The proposed budget for FY2014/2015 was not only rejected but revised by the Township not the Assessor, for the record.

Please know that I have always vigilantly tried to work within the budget provided at least up to this current year 2014. Knowingly that the Township does have adequate funding to provide the Assessor's office for the pre-quad and quadrennial year forthcoming, I am putting the Township Board on Notice, that I have consulted with the county in the event that I am short funded and hopefully will not have to take the necessary steps statutorily. As Assessor of Sugar Grove Township, I will not allow the Township Board to fund my office from the general fund if expenses exceed the budget allotted by the Town Board when knowingly I recommended and presented evidence to substantiate an adequate budget. My desire in all of this, is to work more closely together and for the same commitment as I have.

Respectfully Submitted,



Laura E. Ross, CIAO
Sugar Grove Township Assessor