

**MINUTES OF THE
SEPTEMBER 6, 2016 REGULAR MEETING
OF THE TOWN OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

CALL TO ORDER: Supervisor Rowe called the meeting to order at 7:00pm followed by the pledge of allegiance.

ROLL CALL was taken. Present were: Trustees Lee Drendel, Laurene Geary, and Scott Hester, Supervisor Tom Rowe, Clerk Phil Silagi, and Road Commissioner Greg Huggins.

ALSO PRESENT: Bill Collins and Doug Musser.

PUBLIC COMMENT:

AUGUST 2, 2016 REGULAR MEETING MINUTES: Trustee Geary motioned, and Trustee Drendel seconded the motion to review and approve the August 2, 2016 Meeting Minutes. After review, Trustees Drendel, Geary, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Drendel motioned and Trustee Geary seconded the motion to review and approve the August Town Accounts Payable. Supervisor Rowe noted check 15958 to Aurora Township in the amount of \$2,769 for senior and disabled transportation May through July 20th. After review Trustees Drendel, Geary, and Hester, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of August 31, 2016 is \$410,211.91.

ROAD & BRIDGE: Trustee Geary motioned and Trustee Hester seconded the motion to review and approve the August Road & Bridge Accounts Payable. Road Commissioner Huggins noted check 10294 to Geneva Const. in the amount of \$153,485.54 for the asphalt contract, \$15,000 of which will be rebated to the Township by the Village for their portion of Kadeka Rd. He also noted check 10293 to Kane County for engineering services for the asphalt contract. After review and discussion, Trustees Geary, Hester, and Drendel, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of August 31, 2016 is \$253,867.91

PAYROLL REPORT: Supervisor Rowe noted that Darlene Allen was no longer on the payroll and Trustee Hester pointed out that she passed away on July 30th. Trustee Geary suggested we send a card to the family.

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: The Township has terminated our contract for health insurance coverage with Land of Lincoln as of 8-31 and has new coverage with Blue Cross effective 9-1. Premiums have increased from \$69.50 to \$85.35. Azimi will be begin Bliss House roof repairs this week or next. Lee has negotiated a good price for the concrete pad to mount the school bell with Van Duzor Const. There will be a new issue of the newsletter

and we will be taking two pages for \$1,700 as in the past. We will try to focus this issue on the Road District for something new. Trustee Geary suggested including information on the election and Clerk Silagi suggested information on the Water Authority given local efforts to possibly dissolve it. Supervisor Rowe then presented the Board with a survey of compensation for elected officials prepared by Blackberry Township. He noted that compensation for our supervisor and assessor were on the lower end, our road commissioner compensation appeared to be average and the clerk compensation was above average. Sugar Grove Trustee compensation was the lowest of those surveyed. Trustee Geary suggested and the Board concurred on an increase for the trustee position of \$100 for the regular meeting and \$70 for additional meetings. Assessor Ross submitted a report to the Board in which she indicated an inequality in the annual salary between the Highway Commissioners & Assessors annual salaries and that she feels adequately compensated but asks the Board of Trustee's to consider a closer review of the two positions when considering compensation for the Assessor position. After an extended discussion, the Board felt that annual increases of \$500 from her current salary was in order. Supervisor Rowe then asked Commissioner Huggins to address the Board with regard to the Road Commissioner's salary. Commissioner Huggins informed the Board that should he be reelected, he was planning on retiring at the end of the next term. He also informed the Board that he planned to opt out of health insurance coverage this January which would save the Township approximately \$1000 per month. Taking into consideration that his salary was reduced back to the 2009 level of \$72,000 at the beginning of the current term and the savings to the Township in reduced insurance costs, he requested the Board consider an appropriate increase in salary. After a lengthy discussion and taking into consideration the Blackberry survey, the Board concurred on a Road Commissioner salary of \$76,000 at the beginning of the term with no annual increases. The Board also concurred to retain the option of health insurance coverage for subsequent Road Commissioners. Supervisor Rowe stated that he felt compensation for the supervisor's position was adequate and he was recommending a freeze, however, he asked the Board to consider including individual health insurance for that position since he is acting as the plan administrator. Supervisor Rowe then asked the Board for a recommendation on compensation for the clerk's position. After discussion, the Board concurred on an increase of \$500 from \$8,500 to \$9,000. Supervisor Rowe then reminded Clerk Silagi to include Community House Board members in the resolution to be approved at next month's meeting even though their annual compensation is fixed at \$500 per year by state law.

ASSESSOR: Assessor Ross was not present, however, she filed a written report that will be filed with the meeting minutes.

ROAD & BRIDGE: Commissioner Huggins reported that it appears the Township will be responsible for maintenance of the Hanks Rd. Bridge as a result of the law suit filed by the Village. He stated that he felt it would be cheaper to perform the necessary maintenance than pay the legal fees necessary to fight the suit with the Village. He will be consulting with Ancel Glink to determine the final status of the suit and then will be in contact with the County to develop a plan for a more permanent resurfacing of the bridge. Trustee Hester suggested contacting Montgomery to find out what process they used to resurface their Mill St. Bridge. Huggins also informed the Board that he will be looking at health insurance plans, possibly from Blue Cross, to cover Road District employees effective Jan 1, 2017. He is looking for plans that could lower the employee costs on deductibles and co-pays.

CLERKS REPORT: Clerk Silagi presented Board members with the forms they will need if they plan to run for re-election. He stated that the first day they could circulate petitions of candidacy will be Sept. 20th. Candidates can file petitions and the necessary paperwork beginning Dec. 12th, with the deadline of 5PM on Dec. 19th. The minimum number of signatures needed to get on the ballot is 107 with a maximum of 171.

TRUSTEES REPORT: Trustee Drendel reported that he attended the County Board meeting last Wednesday and that the members seem to be blaming Springfield for a lot of their problems. He also informed the Board that the members seemed to be supportive of Township government. Drendel then reported that the Community House will be replacing concrete sidewalks, and pouring a large pad for the dumpster along with clean up and upgrades to landscaping.

UNFINISHED BUSINESS:

1. Health Insurance Update: Discussed earlier in the meeting
2. Hanks Road Bridge Update: Discussed earlier in the meeting
3. Bliss House Update: Discussed earlier in the meeting
4. TOI Annual Conference November 13, 14, 15 – Registration Deadline October 28: Supervisor Rowe reminded Board members of the deadline for anyone wishing to attend. Supervisor Rowe is planning to attend...

NEW BUSINESS:

1. First Secure Bank Signature Cards for Road District CD 574723: Supervisor Rowe informed the Board that rather than rolling over the existing CD, he and Commissioner Huggins will be investing the money in a new 17 month CD from First Secure Bank that will yield 1.15% compared to the .35% we are currently earning. The change will require Board member to sign new signature cards with the bank.
2. Consideration & Potential Approval of Timesheet Template: Supervisor Rowe presented the Board with timesheet templates with the goal of having all Township employees report hours on a uniform timesheet per the auditor's recommendation. The Board discussed the templates and Commissioner Huggins current timesheet reporting. The Board concluded that the detail needed for each division could still be provided and then then transferred to a uniform timesheet showing hours worked per day, overtime, sick time, vacation, and holiday hours. The summary form could be then recorded and transferred electronically. Supervisor Rowe informed the Board that he would like to table this item and compare timesheets from the Road District, Assessor's Office, and Community House so that the Board could come up with a summary timesheet that would work for everyone.
3. Consideration & Potential Approval of SG Township Organizational Chart: Supervisor Rowe presented the Board with the Sugar Grove Township Organizational Chart as recommended by the auditor. Trustee Drendel noted that Julie Walker's title should be changed to Scheduling Manager. The Board was in agreement that the chart accurately reflected the flow of authority for SG Township and noted that updates would be necessary as people came and left. After discussion, and with the change suggested by Trustee Drendel, Trustee Geary motioned, and Trustee Drendel seconded the motion to approve the SG Township Organizational Chart. Trustees Drendel, Geary, and Hester, and Supervisor Rowe vote aye. 0 nays. Motion carried.

4. Consideration & Potential Approval of Kaneland Fire & Safety Foundation Donation: Supervisor Rowe presented the Board with this donation request noting that we honored this request at the 25 student \$75 sponsorship level last year, and would recommend the same sponsorship level this year. The Board being in agreement, Trustee Hester motioned, and Trustee Geary seconded the motion to approve the Kaneland Fire & Safety Foundation Sponsorship at the 25 Student \$75 Level. Trustees Drendel, Geary, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ADJOURNMENT: Trustee Geary motioned, Trustee Drendel seconded the motion and the Board unanimously approved adjourning the regular meeting at 8:49pm.

To: Sugar Grove Township Board of Trustees & Supervisor Rowe
From: Laura Ross, Assessor
Date: September 6, 2016
Re: Assessor Report

Permits Processed: as of January 1, 2016: 504
Sales Processed as of January 1, 2016: 342
Parcel Count: 9,155

The Assessor's office published assessments on July 21, 2016 in the Beacon News with an equalization factor of 1.0748. The final filing deadline for Board of Review complaints was August 22, 2016. To date, we have received 83 filings with 12 commercial properties that consist of 3 banks, Walgreens, Senior Assisted Living Facility, Day Care Center and the remaining in the Industrial Park; 19 residential properties with the remaining 52 residential from 1 buyer that purchased from Sherriff's auction in Sugar Grove.

Equipment: Currently, all equipment is functioning adequately. I do not see a need for any major purchases with the exception where the field deputy position has the oldest computer currently and may need to upgrade before the next budget year begins.

Field Work: As of 9-1-2016 the field log consists of the following:

Properties needing updated photos:	14	
New Construction:	12*	<i>August & September permits have not been included as of 9-6-2016.</i>
Home Improvement Additions:	4	
Properties needing measuring:	116	
Properties needing inspection only:	4	Total: field work to be completed: 150

Employee

Sadly, the Assessor's office has lost a part-time Deputy Assessor that will be dearly missed. Darlene Allen was our office manager and handled all assessment related matter. Her dedication, and zest for knowledge will be greatly missed as well as her sparkling personality and warm heart.

Assessor Salary Review:

After reviewing the Assessor's Salary Data sheet and the Salaries of Highway Commissioner's both Sugar Grove and Kane County; I have noticed an inequality in annual salary between the two positions. Customarily, I have looked at similar township Assessors' offices relative to parcel count, EAV and work ethics of each Assessor. In reviewing more closely, it appears that Assessors' salaries range nearly equal to Highway Commissioner Salaries with a few townships that the Assessors salary exceeds the Highway Commissioner. If we were to look just at Assessor's Salaries in Kane County; similar townships to Sugar Grove may suggest Blackberry & Campton Townships with Sugar Grove well below the annual salary range.

Please consider that the Assessor is the only Illinois elected office holder that has educational (required) qualifications and certification that is bestowed by the Illinois Property Assessment Institute and the position requires hours that exceeds beyond a 40 hour week since it is a 24/7 position. Majority of my meeting with residents have to be after 4 or 5pm and on weekends. Since my website also provides an avenue of customer service for our residents to contact me by email & cell phone and my business ethics and dedication to serving my constituents has always been to respond as promptly and efficiently regardless of what day or time it is, I am known for that excellence in service within the community. I do not re-direct callers to wait until the work week or delegate to an employee.

If certification & education historically provide enhanced pay, and I proudly can say that I have dedicated excessive hours and hands-on involvement as Assessor of Sugar Grove Township, then the salary should commensurate with those qualities. However, I don't feel that I am ***not*** being compensated adequately, **I would just ask that the Board of Trustees review and take into consideration the two positions and similar Assessors' offices to Sugar Grove Township.**

In appreciation,

Laura E. Ross, CIAO

*Sugar Grove Township Assessor
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