

**MINUTES OF THE
JANUARY 2, 2018 REGULAR MEETING
OF THE TOWN OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

CALL TO ORDER: Supervisor Rowe called the meeting to order at 6:06pm followed by the pledge of allegiance.

ROLL CALL was taken. Present were: Trustees James Baker, Jerry Elliott, and Alison Squires (Late), Supervisor Tom Rowe, Assessor Curt Karas, and Clerk Phil Silagi.

ALSO PRESENT: Nelda Karas, and Doug Musser.

OATH OF OFFICE: Clerk Silagi administered the oath of office to newly elected Assessor Curt Karas.

PUBLIC COMMENT: None

DECEMBER 5, 2017 REGULAR MEETING MINUTES: Trustee Elliott motioned, and Trustee Baker seconded the motion to review and approve the December 5, 2017 Regular Meeting Minutes. After discussion, Trustees Baker, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Elliott motioned, and Trustee Baker seconded the motion to review and approve the Township accounts payable for December 2017. After review, Trustees Baker, Elliott, and Squires, and Supervisor Rowe voted aye 0 nays. Motion carried. The balance in the Township checking account as of December 28, 2017 is \$406,096.94.

ROAD & BRIDGE: Trustee Baker motioned and Trustee Elliott seconded the motion to review and approve the Road District accounts payable for December 2017. After review and discussion, Trustees Baker, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of December 28, 2017 is \$680,277.42.

PAYROLL REPORT: For Period 11/20 thru 12/17 2017. Assessor Karas commented that Laura Hois is no longer employed by the Assessor's Office, the new Deputy Assessor Patti Kleckner will be a full time employee, and all part-time salaried employees will become hourly employees.

PROFIT & LOSS REPORT: April through December 2017.

QUARTERLY TREASURER'S REPORT: Trustee Squires motioned, and Trustee Baker seconded the motion to review and approve the Treasurer's Quarterly Report. After review, Trustees Baker, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

CORRESPONDENCE: Supervisor Rowe provided the Board with copies of a thank you letter from the Corn Boil Committee for the Townships' donation to last year's 50th anniversary Corn

Boil. Supervisor Rowe instructed the Committee that instead of reimbursing the Township for their donation as in past years, to direct those funds to the Food Pantry or Community Building.

REPORTS:

SUPERVISOR'S REPORT: Supervisor Rowe presented a written report of his activities during the last month and highlighted the following: Supervisor Rowe provided the Board with a copy of a Kane County Chronical story on highest and lowest property taxes by Township which indicated that Townships were only 2.6% of the total property tax bill. The same article placed Sugar Grove Township in 5th highest place out of 16 with an average tax bill of \$8,467 for a \$250,000 home. He then pointed out the TOI education schedule for 2018 and recommended interested Board members attend the session on August 9th at the Marriott Naperville. Anyone interested should contact Supervisor Rowe for registration. Supervisor Rowe then provided the Board with a flyer for the Sugar Grove Arts & Entertainment Committee's kickoff event Feb. 16th from 7 to 8:30pm at the Sugar Grove Library. Lastly, Supervisor Rowe presented the Board with a letter from Jada Hudson who leases space from the Township in the Bliss House. Ms. Hudson's letter expressed her desire to limit any rent increase next year to 2% which would only amount to \$10 per month. Rowe explained the history of her lease arrangement and asked the Board to take this under consideration for discussion at the February or March meeting since any proposed changes would have to be approved by the electors at the Annual Town Meeting in April.

ASSESSOR: Assessor Karas reported that he and the Deputy Assessor attended a Kane County function. He also wanted to publicly thank former Assessor Ross for her help in the transition, noting that she has been very helpful and has made herself available for questions going forward. Deputy Assessor Patti Kleckner introduced herself and stated that she is a CIAO and had been employed by the Batavia Township Assessor for the past six years.

ROAD & BRIDGE: Doug Musser reported that the Road District is in their routine winter mode of snow removal and shop work. They will be replacing a 23 year old mag tank used for spraying salt with beet heat to improve cold weather melting. The new tank will hold a little over 5,000 gallons and costs about \$3,300.

CLERKS REPORT: Clerk Silagi reported that he filed the tax levies with the County on Dec. 15th. Also, he reported that he will be taking over some of the maintenance monitoring duties at the Community Building for Trustee Drendel until he returns in April. With regard to the Community Building, there were some issues with the heating and sprinkler systems related to the extreme cold weather. These issues have now been resolved and use of the building should resume this week.

TRUSTEES REPORT: Trustee Baker reported the following from Airport Board meeting last Month. The FAA has approved the sale of the ball field with the sale to be finalized in late February or early March. Four new air traffic control trainees have started training at the control tower. Finally the City of Aurora is investigating the development of solar power generation at the airport which they estimated will generate \$900 per acre in revenue. Trustee Squires had no report on mental health since that Board did not meet, but expressed her concern over the proposed concrete recycling facility proposed for the old gravel pit. She will attend an upcoming planning meeting and report back to the Board.

SUGAR GROVE WATER AUTHORITY: Trustee Elliott reported that the Water Authority has purchased Quick Books software to standardize their book keeping. They are making some progress in gaining approval for the Baseline Road monitoring well which they regard as critical due to the historical data available from that well since it was once a test well for the City of Aurora. The Water Authority has received permission to use the more expensive Campbell Scientific equipment at that well site and the airport site. The State regards these sites as critical and requires the more accurate data generated by the Campbell equipment.

UNFINISHED BUSINESS:

1. Health Insurance Update: Supervisor Rowe informed the Board that the employee health insurance plan has been finalized for 2018. The new plan will place the Township on a calendar year basis with no changes or increases for the calendar year. All employees will be on the upgraded plan, Assessor Karas will not be participating however, Deputy Assessor Kleckner and her spouse will. Premiums will be \$11,453 per month.
2. Draft of Intergovernmental Agreement for Phase 1 Engineering Study for Bicycle/Pedestrian Bridge over Blackberry Creek: Supervisor Rowe informed the Board that the County has agreed to partner with the Township, Village, and Park District to fund this study. He provided the Board with a draft of the agreement for review. After review final approval of the agreement will be considered at next month's meeting.

NEW BUSINESS:

1. Consideration & Potential Approval of Resolution 2018-1 Establishing an Updated Sexual Harassment Policy: The Township attorney has drafted the above referenced resolution to update the Township's present sexual harassment policy to comply with the new state law. Trustee Elliott motioned, seconded by Trustee Squires to Approve Resolution 2018-1 Establishing an Updated Sexual Harassment Policy. Trustees Baker, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Consideration & Potential Approval of Updated Township Employee Handbook: Supervisor Rowe presented the Board with copies of the Updated Employee Handbook which includes changes to the sexual harassment policy, minor corrections suggested by Assessor Karas, and changes suggested by the auditor with respect to positions and titles. After a brief discussion Trustee Squires motioned, seconded by Trustee Baker to Approve the Updated Township Employee Handbook. Trustees Baker, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.
3. Approval to Renew Aurora & Sugar Grove Township Senior Transportation Agreement: Supervisor Rowe explained to the Board that Aurora is willing to renew the current arrangement but is hesitant to agree to expanded service due to the expense of having to hire an additional driver which could cost up to \$60,000 a year. Supervisor Rowe mentioned that another option for expanded service might be to become a full sponsor of Ride in Kane however, the administrative requirements could not be met with current staff. Aurora will look at other options including part time drivers. Assessor Karas mentioned that he had a client that is in the business of transporting handicapped people who might be contracted for that service. Trustee Elliott suggested adding one ride per week to the current agreement so that a qualified person could make two round trips or four one way rides per week. After an extended discussion, Supervisor Rowe agreed to survey past users

to try to determine why ridership has dropped off and recommended the Board approve the current agreement with the change suggested by Trustee Elliott. Trustee Elliott motioned, seconded by Trustee Squires to Approve the Renewal of the Aurora & Sugar Grove Township Senior Transportation Agreement with a change to paragraph 2 allowing qualified persons 2 roundtrip or 4 one way rides per week. Trustees Baker, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ADJOURNMENT: Trustee Squires moved, Trustee Elliott seconded, and the Board unanimously approved adjourning the regular meeting at 7:36pm.