

**MINUTES OF THE
AUGUST 7, 2018 REGULAR MEETING
OF THE TOWN OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

CALL TO ORDER: Supervisor Rowe called the meeting to order at 6:00pm followed by the pledge of allegiance.

ROLL CALL was taken. Present were: Trustees Jim Baker, Lee Drendel, Jerry Elliott, and Alison Squires, Supervisor Tom Rowe, Assessor Curt Karas, Asst. Road Commissioner Doug Musser, and Clerk Phil Silagi.

ALSO PRESENT: Abdullah Khan, Jim Kreitz, and Dan Nagel.

PRESENTATION OF ANNUAL AUDIT: Mr. Abdullah Kahn, Knutte & Associates.

Mr. Kahn began his presentation by stating that this is their fifth year of conducting the audit and over the past four years they have suggested various control and improvement measures that have largely been implemented. Mr. Kahn went on to explain that their job was simply to ensure that the financial statements were accurate and to review controls to correct and improve the accuracy. He further explained that the controls are in place to prevent fraud, theft, or misuse of public funds. Knutte is pleased with the strong controls Sugar Grove Township has implemented. The only major deficiency was the lack of control over the preparation of financial statements which means that the Township doesn't prepare their own financial statements. About 95% of Knutte's clients have a similar situation so it is not a big deal, however, it is something Knutte needed to inform the Township of. With regard to audit finding issues, the accrued vacation tracking in the Assessor's office has been resolved. The issue with compliance to HB1896 requiring that fund balances not be 2.5 times greater than expenditures over the last three years, Knutte has found the General Assistance Fund to be in violation of the law which is the case in most townships. Knutte is aware of your efforts to spend additional funds and has no recommendations to correct this violation. The Road and Bridge fund is barely in compliance and due to the large fund balance, should make plans to fund projects with larger expenditures to remain in compliance. Mr. Kahn concluded by reviewing the financial statements and recommending that we continue to levy 0 in the General Assistance Fund. Overall Mr. Kahn stated that on a long term basis, from a liquidity and balance sheet standpoint, Sugar Grove Township has no issues and remains in a very strong position.

PUBLIC COMMENT: none

JULY 10, 2018 REGULAR MEETING MINUTES: Trustee Drendel motioned, and Trustee Baker seconded the motion to review and approve the July 10, 2018 regular meeting minutes. After review, Trustees Baker, Drendel, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Squires motioned and Trustee Elliott seconded the motion to review and approve the July Town accounts payable. After review, Trustees Baker, Drendel, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of July 31, 2018 is \$421,445.13.

ROAD & BRIDGE: Trustee Drendel motioned, and Trustee Squires seconded the motion to review and approve the July Road and Bridge accounts payable as presented. Trustees Baker, Drendel, Elliott and Squires, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of July 31, 2018 is \$801,256.24.

PAYROLL REPORT: June 18, 2018, through July 15, 2018.

PROFIT & LOSS REPORT: April through July 2018.

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 reported that the most recent Groovin' in the Grove concert was very successful with 200-300 people in attendance. The Village has approved a non-exclusive franchise agreement with MetroNet to provide internet services in part of the Village and some unincorporated parts of Sugar Grove. Rowe attended the bike bridge public meeting on July 17th. Supervisor Rowe provided the Board with a quarterly service report from A.I.D. for services provided to Township residents. Lastly, Supervisor Rowe informed the Board that the Planning Commission has scheduled a public hearing to seek public input on the proposed electronic message board sign. After the hearing, the Planning Commission will vote on approval and send their recommendation to the Village Board for final approval. Supervisor Rowe is not anticipating any objections to the project and noted that the Village has waived permit fees for the sign.

ASSESSOR: Assessor Karas reported that the County Board of Review will be hearing tax protests next week. This year there are 23 cases as compared to last year's 90 cases.

ROAD & BRIDGE: Doug Musser reported that bid letting for the Prestbury overlay project will be this Thursday. This project will include sidewalk and catch basin improvements.

CLERKS REPORT: Supervisor Rowe reported that he received and forwarded to Clerk Silagi, a FOIA request from the BGA asking for documentation of any settlements for sexual harassment made by SG Township. Rowe asked Clerk Silagi to respond and noted that SG Township has never had a sexual harassment that he is aware of.

TRUSTEES REPORT: Trustee Drendel reported that Jerry Murphy will be resigning from the Community Building Board due to his wife's acceptance of a job in Madison WI. Murphy will stay on for 60 days so that a replacement can be appointed. Drendel asked for recommendations for a possible replacement candidate. Drendel also reported that legislation about to be signed by the Governor, will prohibit elected Township officials from being employed in another capacity by that same Township. As a result, he will be unable to continue to be employed by the Community Building as building maintenance coordinator. The Community Building Board is

currently seeking a qualified replacement. Trustee Elliott reported that he has been asked to make a Water Authority presentation at the Vaughan Center.

UNFINISHED BUSINESS:

1. Freedom 1st Transportation Independent Contractor Final Agreement: Supervisor Rowe informed the Board that insurance issues have been resolved and the agreement has been executed after Board approval last month. He provided the Board with a copy of the agreement and asked for suggestions or corrections to the application and rules form.
2. Consideration & Potential Approval of Audit for Year Ended March 31, 2018: Trustee Baker motioned, and Trustee Squires seconded the motion to, approve the Audit for the Year Ended March 31, 2018. Trustees Baker, Drendel, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.
3. Mental Health 2018 Tax Levy Request: Supervisor Rowe presented the Board with a recommendation from the 708 Board for a tax levy of \$118,264, which is an increase of 2.1% for the CPI plus .29% for new construction for a total increase of 2.39% or \$2,761. This will not require Board approval until November.

NEW BUSINESS:

1. Consideration & Potential Approval of FY18 Annual Treasurer's Report: Supervisor Rowe presented the Board with the above report for their review and approval. Trustee Elliott motioned, and Trustee Drendel seconded the motion to approve the FY18 Annual Treasurer's Report. Trustees Baker, Drendel, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Consideration & Potential Approval to Purchase Laptop Computer for Clerk's Office: Supervisor Rowe explained that this laptop was primarily for use by the Clerk, and could be used by the Water Authority or other Township offices for presentations. Rowe presented the proposal submitted by Jim Daw in the amount of \$1,250 for a Dell laptop computer with Windows 10 software. Trustee Drendel motioned, and Trustee Squires seconded the motion to approve the Purchase of a Laptop Computer in an amount not to exceed \$1,250.00. Trustees Baker, Drendel, Elliott and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.
3. IDOT Letter of Understanding for Maintenance of New Hanks Road Bridge Structure over Lake Run Creek: Supervisor Rowe reported that State Senator Oberweis convened a meeting here last week between IDOT, the Township, and the Village to discuss the new Hanks Rd Bridge over Rte. 56 and Lake Run Creek. IDOT is requesting that the Township sign a Letter of Understanding accepting responsibility for maintenance of the Lake Run portion of the structure and the Village sign a separate Letter of Understanding accepting responsibility for maintenance of that portion of the structure over Rte. 56. Sean Michels for the Village is disputing its jurisdiction and responsibility for maintenance of any portion of the new bridge. Supervisor Rowe explained that IDOT will not move forward with this project until both letters of understanding have been signed. After an extended discussion, the Board approved by voice vote, execution of the Letter of Understanding between IDOT and Sugar Grove Township.

ADJOURNMENT: Trustee Elliott motioned, Trustee Drendel seconded the motion and the Board unanimously approved adjourning the regular meeting at 8:03pm.