

**MINUTES OF THE  
JANUARY 8, 2019 REGULAR MEETING  
OF THE TOWN OF SUGAR GROVE  
KANE COUNTY, ILLINOIS**

**CALL TO ORDER:** Supervisor Rowe called the meeting to order at 6:01pm followed by the pledge of allegiance.

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

**ALSO PRESENT:** Doug Musser.

**PUBLIC COMMENT:** None

**DECEMBER 4, 2018 REGULAR MEETING MINUTES:** Trustee Squires motioned, and Trustee Baker seconded the motion to review and approve the December 4, 2018 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 Squires seconded the motion to review and approve the Township accounts payable for December 2018. After discussion and 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 31, 2018 is \$435,193.12.

**ROAD & BRIDGE:** Trustee Baker motioned and Trustee Elliott seconded the motion to review and approve the Road District accounts payable for December 2018. 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 31, 2018 is \$934,440.65.

**PAYROLL REPORT:** For Period 12/02 thru 12/16 2018.

**PROFIT & LOSS REPORT:** April through December 2018. Supervisor Rowe noted that we are over budget on the transportation services line item by \$2,000 with 3 months to go in the fiscal year. Rowe suggested using funds from our strategic planning initiatives line item to cover the shortage. He also mentioned that if the Board wanted to maintain current service levels we would have to budget about \$4,000 per month or \$48,000 for next year which would be a significant increase over the \$15,000 we currently budget.

**QUARTERLY TREASURER'S REPORT:** Trustee Squires motioned, and Trustee Baker seconded the motion to review and approve the Treasurer's Quarterly Report 12-31-18. 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 letters from Holiday in the Grove, and AID for our contributions.

## **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 letter from the Village informing the Township that they have authorized an eligibility study for the establishment of a TIF district on property on either side of the Rte. 47 and I88 interchange. Supervisor Rowe then provided the Board with a spread sheet detailing the residents registered for the senior/disabled transportation program and rides taken in December. There were a total of 47 rides provided in December and a total of 187 rides provided in the period September through December. The next item was a proposal from an independent contractor for senior lawn mowing. The proposal was for \$25 per week per resident with a maximum of 10 residences or \$250 per week for 28 weeks or \$7,000 per season. An optional proposal for mulching leaves for \$100 per residence or \$1,000 total. Qualifications for the program would be age 65 and up or disabled under HUD median income guidelines. The proposal would also include the three township properties for \$145 per mow which would be a savings of \$75 per mow compared to our current contract. This may present a problem since our current contractor does mowing and snow removal as a package and it may be difficult to find someone for the snow removal part separately. Supervisor Rowe will include this program in the preliminary budget if the Board is in agreement.

**ASSESSOR:** Assessor Karas reported that they were making progress with reassessing all of the neighborhoods and should be able to turn over the assessment rolls to the county on May 1<sup>st</sup>.

**ROAD & BRIDGE:** Doug Musser provided the Board with the Road District holiday schedule for 2019. He also circulated a schedule for Prestbury Phase II improvements for 2019. Greg Huggins would like the minutes to reflect his request that no party or celebration be given to honor him on his retirement from the Road District. Huggins feels that no taxpayer dollars should be spent to mark his retirement. Doug has arranged to present him with a plaque and commemorative street sign to honor his service to the Road District.

**CLERKS REPORT:** Clerk Silagi reported that he filed the tax levies with the County. Silagi then reported that he, Supervisor Rowe, and Assessor's office staff met with Steve from the Ill. SOS's office on establishing a records retention program. Clerk Silagi then thanked Assessor Karas for allowing his staff to assist in this project. Tanya from the Assessor's office has made a lot of progress in sorting through old records and beginning the process

**TRUSTEES REPORT:** Trustee Baker reported the following from Airport Board meeting last month. The Board is waiting for guidance from the City of Aurora regarding reducing the size of the Airport Advisory Board. The Board rejected the idea of raising the fuel tax since it is currently competitive and raising it higher would probably result in a loss of business. The Board has also scrapped the idea of a solar energy farm since the initial cost is high and the payback period would be around 40 years. Trustee Elliott representing the Water Authority reported that a private well was drilled at Prairie St. and Route 47. Residential occupancy and water consumption rates did not require a permit. The well is a six inch diameter well 300 feet deep. The well drilling contractor will be providing the Water Authority with a drilling log identifying the layers of gravel and water level. Elliott also reported that North Aurora is drilling two wells just outside of the township on

Randall Rd. north of Oberweis. Elliott was able to get permit information after several attempts and can report that the wells are drawing from an aquifer 1,300 feet deep.

#### **UNFINISHED BUSINESS:**

1. Hanks Road Bridge Update: Supervisor Rowe, Road Commissioner Huggins, Doug Musser, and our attorney met with IDOT, the Village, and their attorneys at IDOT headquarters on the Hanks Road Bridge project. IDOT has already allocated \$12.5 million on this project that must be spent this year, however, the Village needs to sign a letter of understanding in order for them to proceed. The Village refuses to sign off on this project and has instructed IDOT to proceed with the project and sue them. IDOT is unwilling to proceed in that manner, so consequently the \$12.5 million may be diverted for use on other projects if this can't be resolved soon. Supervisor Rowe expects to hear something from IDOT later this month.
2. IDOT Letter of Intent for Rt. 47 & I-88 Improvements: Supervisor Rowe presented the Board with a report on the above referenced project. He explained that IDOT is planning improvements on Rte. 47 from Old Oaks to Green Rd. Improvements that include widening of Rte. 47 as well as a bike path on the east side and sidewalks on the west side. While there is no money currently budgeted for this project, IDOT is planning to include this among their priorities for consideration in this region. IDOT is requesting a Letter of Intent to confirm the Township's concurrence and cost sharing responsibilities for the project which is estimated to be \$20,125.00 including engineering. The bike path would provide for an extension of the Gilman Trail path that currently ends at WCC. Authorizing the Letter of Intent does not authorize an expenditure at this time. After discussion, Trustee Squires motioned, seconded by Trustee Baker to authorize Supervisor Rowe to execute a Letter of Intent for the Bike Path portion of this project. Trustees Baker, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

#### **NEW BUSINESS:**

1. Road Commissioner Vacancy & Appointment Procedures: Supervisor Rowe reached out to Bryan Smith of TOI with regard to whether or not the Township had to post or advertise the Road Commissioner vacancy. Bryan responded that we are not required to post or advertise the vacancy and we can appoint Doug Musser as long as he is a registered voter and has been a township resident for at least a year. The appointment must be on the Agenda for a Board meeting within 60 days after the vacancy occurs. Supervisor Rowe advised the Board of his intention to place the appointment of Doug Musser to Road District Commissioner on the Agenda for the February meeting.
2. Consideration & Potential Approval of the March 31, 2019 Audit: Supervisor Rowe informed the Board that our current auditor Knutte & Associate has been acquired by Sikich LLP. Sikich will honor Knutte's price for the annual audit for the year ended 3/31/19. Abdullah Kahn who was employed by Knutte and was the auditor assigned to our account has left Knutte/Sikich and is now employed by Lauterbach & Amen. Lauterbach & Amen has now provided the township with a proposal for the annual audit for the next three years in the amounts \$8,750 for year ended 3/31/19 (Matching Knutte/Sikich), \$8,750 for year ended 3/31/20, and \$9,000 for the year ended 3/31/21. Our office assistant Jim Kreitz and Supervisor Rowe are pleased with the work Mr. Kahn has performed in previous audits and are recommending the Township accept the bid submitted by Lauterbach &

Amen. After discussion Trustee Baker motioned, seconded by Trustee Squires to Accept the Proposal submitted by Lauterbach & Amen for Audit Services Through 2021. Trustees Baker, Elliott, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

3. Review & Discussion of MetroNet Internet & Telephone Proposal: Supervisor Rowe presented the Board with separate and combined proposals from MetroNet for internet and telephone service to the Township and Assessor's office, as well as a separate proposal for the Road District. This service will become available in the next few months and will utilize fiber optic technology. The proposals indicate a savings as compared to our current providers. After an extended discussion Supervisor Rowe will reach out to MetroNet for more information and would like to talk to current business customers for feedback on reliability and customer service.

**ADJOURNMENT:** Trustee Squires moved, Trustee Elliott seconded, and the Board unanimously approved adjourning the regular meeting at 8:05pm.