

**MINUTES OF THE
FEBRUARY 4, 2020 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 James Baker, Marion Bond, and Alison Squires, Supervisor Tom Rowe, Road District Commissioner Doug Musser, Assessor Curt Karas, and Clerk Phil Silagi. Trustee Jerry Elliott was absent.

ALSO PRESENT: none

PUBLIC COMMENT: none

JANUARY 7, 2020 REGULAR MEETING MINUTES: Trustee Squires motioned, and Trustee Baker seconded the motion to review and approve the January 7, 2020 meeting minutes. After review, Trustees Baker, Bond, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Baker motioned, and Trustee Bond seconded the motion to review and approve the January Town accounts payable as presented. After review, Trustees Baker, Bond, and Squires, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of January 30, 2020 is \$422,411.79.

ROAD & BRIDGE: Trustee Baker motioned, and Trustee Squires seconded the motion to review and approve the January Road and Bridge accounts payable. After review, Trustees Baker, Bond, and Squires, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of January 30, 2020 is \$314,277.11.

PAYROLL REPORT: For Pay Period Dec. 30 through Jan. 26, 2020. (Four week period)

PROFIT & LOSS REPORT: Through Jan. 31st with two months left in the budget year.

CORRESPONDENCE: Supervisor Rowe has received a letter from the INC Board outlining their year in review. The Village of Montgomery sent a letter to the Township informing us of TIF district rebates to taxing district revenues generated from unimproved properties. Holiday Spirit sent a thank you letter for the Township for our donation to their annual event.

REPORTS:

SUPERVISOR'S REPORT: Supervisor Rowe presented a written report of his activities during the last month and highlighted the following: Supervisor Rowe reported that he has sent out a letter to the 56 clients of the senior transportation program to determine if they were going to continue to use the service in 2020. So far only half have responded and of those only one indicated they will no longer be using the service due to the death of a spouse. There has been no objection

to the increase in the fee from 3 to 4 dollars and we currently have 7 potential clients on the waiting list. As a result of the popularity of the program resulting in a budget shortfall, Supervisor Rowe is recommending adding \$30,000 to the senior transportation budget line item through a Budget Amendment Ordinance. The Ordinance to be approved after a 30 day public review and subsequent hearing to be held at next month's meeting. Sugar Grove Senior Living has rebated \$500 to the Township in support of this program. Supervisor Rowe also informed the Board of the TOI annual education event in Rockford on March 31st and the TOI topics Day in Springfield on April 1st.

ASSESSOR: Assessor Karas reported that Walgreen's assessment appeal to Kane County was heard and will proceed to the next level in Springfield.

ROAD & BRIDGE: Doug Musser reported that the Road District has 700 tons of salt on hand and will meet its 800 ton purchase commitment to avoid penalty. He is currently working on next year's budget. The Road District is now in the pool for employee drug testing and has had one employee tested twice in a week and a half.

CLERKS REPORT: No report.

TRUSTEES REPORT: Trustees Baker and Squires had no report as the Airport and 708 Boards had no meetings. Trustee Bond reported that the Community Building Board has chosen the low bidder for the parking lot resurfacing project and was looking for a commitment from the Township for their portion of the project. Supervisor Rowe commented that the Board will be considering this item later in this meeting. Bond also expressed Community Building Board concern over the change in providers for phone and internet to Metronet because they will have to continue to provide an analog phone line for the elevator emergency phone and were not sure if Metronet could provide that line. Supervisor Rowe stated that the Community Building was under no obligation to commit to a change in providers. Should they decide to change providers at the same time or anytime afterward, they could continue to retain AT&T for the analog elevator line if that service was unavailable from Metronet. Bond then asked Supervisor Rowe about the Community Building's contract with Teddy's Landscaping as they would be interested in a stand along agreement for better control of services. Supervisor Rowe will look at our contract and contact Steve.

UNFINISHED BUSINESS:

1. Records Retention Disposal Approved 1-19-20: Supervisor Rowe informed the Board that we have received approval from the Secretary of State's Office for disposal 23 cubic feet of records we no longer need to retain.
2. MetroNet Telephone & Internet Update Report: Supervisor Rowe presented the Board with 2 proposals from MetroNet. The first proposal was for service retaining our current wiring and equipment. The second proposal was for all new equipment and wiring for the building. The Board expressed support for the proposal that would replace the current equipment and wiring. Both proposals indicated significant savings over our current provider. Supervisor Rowe wanted clarifications on the proposals and would meet with MetroNet for a more detailed proposal before seeking Board approval at next month's meeting.

3. Consideration & Potential Approval of Assessor Employee Handbook Update: Assessor Karas presented the Board with the revised handbook clarifying vacation language from the original update presented at last month's meeting. After review Trustee Squires motioned, and Trustee Baker seconded the motion to Approve the Assessor Employee Handbook. Trustees Baker, Bond, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

NEW BUSINESS:

1. Review of Assessor 2020-21 Preliminary Budget: Assessor Karas presented his preliminary budget and noted that it would be largely unchanged from last year increasing by only \$1,300 due to increases in line items for IT, Pams software, and telephone/internet service. Supervisor Rowe noted that internet and telephone may actually decrease based on the proposal from MetroNet. Rowe also commented that the Assessor's budget will be rolled into the overall Township budget when adopted.
2. Consideration & Potential Approval of Public Hearing on 2019-20 Budget Amendment Ordinance #2020-1: Trustee Baker motioned, seconded by Trustee Bond to Approve a Public Hearing at 6PM on March 3rd with regard to Budget Amendment Ordinance #2020-1. Trustees Baker, Bond, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.
3. Consideration & Potential Approval of Community Building Parking Lot Project: Supervisor Rowe presented an email from Community Building Board Manager Steve Kowalczyk requesting Township commitment to the joint parking lot resurfacing project. The Community Building Board has approved the project and awarded it to Abbey Paving contingent on commitments from the Township and Village. After discussion, Trustee Bond motioned, seconded by Trustee Baker to Approve Sugar Grove Township Commitment to Fund 30% of the Community Building Parking Lot Project. Trustees Baker, Bond, and Squires, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ADJOURNMENT: Trustee Baker motioned, Trustee Squires seconded the motion, and the Board unanimously approved adjourning the regular meeting at 7:22pm.