

**MINUTES OF THE
SEPTEMBER 7, 2021 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 Jon Bobbe, Marion Bond, Jerry Elliott, and Lewis Medina, Supervisor Tom Rowe, Road District Commissioner Doug Musser, Assessor Curt Karas, and Clerk Phil Silagi.

ALSO PRESENT: Jim Kreitz.

AUGUST 3, 2021 REGULAR MEETING MINUTES: Trustee Elliott motioned, and Trustee Medina seconded the motion to review and approve the August 3, 2021 Meeting Minutes. Supervisor Rowe commented that the MFT figures have finally been submitted to the auditor, however, the final draft is not yet complete. The auditor has filed for a one month extension with the state and should have the final draft completed soon for our review and approval at the October meeting. After review, Trustees Bobbe, Bond, Elliott, and Medina and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Supervisor Rowe asked Jim Kreitz our bookkeeper, to address the Board to explain a set of checks that need to be approved. Kreitz explained that at the end of July the IRS failed to accept income tax payments for Road District employees because they claimed the tax id number had expired which should not have happened and did not affect other Township employees. The profit and loss statements are still correct as they reflect the payments as they should have occurred. The check payments amount to about to approximately \$3,000 per pay period, however, there may be penalties for late payment. Assessor Karas commented that he has a contact at the IRS that he could reach out to waive the late payment penalties. Trustee Bond motioned and Trustee Bobbe seconded the motion to review and approve the August Town Accounts Payable. After review Trustees Bobbe, Bond, Elliott, and Medina, and Supervisor Rowe voted aye. 0 nays. Motion carried. The balance in the Township checking account as of August 31, 2021 is \$365,086.86.

ROAD & BRIDGE: Trustee Elliott motioned and Trustee Medina seconded the motion to review and approve the August Road & Bridge Accounts Payable. After review and discussion, Trustees Bobbe, Bond, Elliott, and Medina, and Supervisor Rowe voted aye. 0 nays. Motion carried. The balance in the Road & Bridge checking account as of August 31, 2021 is \$450,799.66.

PAYROLL REPORT: For the period 8/1/21 thru 8/31/21.

PROFIT & LOSS REPORT: April through August 2021.

CORRESPONDENCE: Supervisor Rowe informed the Board of correspondence from Ancel .Glink with regard to the new masking mandates issues by Gov. Pritzker. Rowe commented that staff will not be required to wear masks while at their desks but will be required to wear masks when interacting with the public. Rowe also mentioned that masks will be required at Board meetings as members of the public may attend. Rowe also informed the Board of a thank you letter from Kane County CASA for our social service contract contribution. Trustee Elliott commented that CASA has received funding from the State that amounts to about \$64,000 per County.

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 September 1st marked the three year anniversary of our senior transportation program partnering with Freedom 1st Transportation. We currently have 86 residents registered and are averaging 48 rides per month. We have given a total of 1,900 rides since the program began. The Historical Society has no objection to a plaque mounted on a rock to commemorate the Johnson family homestead instead of naming the vacant property Johnson Park as they originally proposed. Road Commissioner Musser will secure a suitable rock and the Historical Society will raise funds to purchase the plaque. The last Groovin in the Grove Summer Concert was held August 19th with over 500 in attendance. Plans are already underway for the 2022 outdoor concert season. The Kiwanis Club held KornFest on August 7th, and while attendance was disappointing they did manage to raise \$1,000 to support local youth organizations. They are busy planning future events for 2022. Trustees Bobbe and Medina have been registered for the TOI Newly Elected Officials training which will be available online shortly. Board members may also register for the annual TOI Conference which will be held virtually Nov. 15-17. The Township Official of Kane County Annual Banquet will be held Oct. 27th, Supervisor Rowe asked Board members interested in attending to contact him. Lastly, our 3 year agreement with Lauterbach & Amen will expire this year so we will need to obtain bids for our FY22 audit.

ASSESSOR: Assessor Karas reported that around 30 property owners are scheduled to appeal their assessment with the Kane County Board of Review Oct. 12th and 14th. Karas noted that most residential properties are now under assessed because of real estate sales during a seller's market driving up prices. He concluded that it would be difficult for residential property owners to prevail in an appeal case this year.

ROAD & BRIDGE: Road Commissioner Doug Musser reported that they have finished their third round of mowing and will probably mow one more time before winter. The overlay projects for the year are completed as well as striping. Only two the five garage doors contracted for replacement have been completed so far, materials and openers to complete the project are expected soon. The quiet zone portion of Barnes Rd will be resurfaced as part of the culvert replacement project. It wasn't included with the rest of Barnes Rd overlay since that would have required getting two permits from the Railroad.

CLERKS REPORT: Clerk Silagi reported that the INC Board Director will be forwarding a recommendation for appointment to the 708 Board for approval at our October meeting.

TRUSTEES REPORT: Trustee Bond reported on the Community Building Board August meeting. Since they have reopened the building for rentals, they have decided to reserve the right to deny future rentals to families who allow their children to roam through the building unsupervised. The sprinkler system will be shut off on October 5th for maintenance. There was an extended discussion on a tornado plan in the event of a tornado when the building is occupied. They did hear back from the Village with regard to their water main under the parking lot and the Village seems to be mostly in agreement as to their responsibility for repairs to the surface. They are going to be doing repairs to the basement stairwell and they are moving the trash receptacle/ash tray further away from the door to avoid complaints about second hand smoke. Trustee Bobbe did not attend any Village meetings but did read agendas and meeting minutes and reported that the Village was moving forward on the Rosewood Farm development and plans for the crosswalk at Municipal Dr. He also reported that the Village missed out on a data storage facility development, however seem to be very interested in trying to attract a similar development. Trustee Elliott reported on a get acquainted meeting that took place August 16th between the Water Authority Board and the Village. They talked about what the Water Authority does and areas of concern including the growth of Sugar Grove Township and water demand. The Village has agreed to share the findings of a water study that EEI will be conducting for the Village. The Village also discussed with the Water Authority the negative impacts on growth of the Kaneland School District Tax Levy. Supervisor Rowe informed the Board that there has been no new information on the Airport Advisory Board.

UNFINISHED BUSINESS:

1. Consideration & Potential Approval of Annual Audit for Year Ended March 31, 2021: Supervisor Rowe noted that the audit has not been completed and that this item will be carried over to the October meeting.
2. Consideration & Potential Approval of Payroll Outsourcing Proposal: Supervisor Rowe presented the Board with a summary of the four proposals. The Lauterbach bid was highest with the other three being very close. After examining the proposals Supervisor Rowe recommended approving the proposal submitted by Swanson's because their proposal included QuickBooks payroll subscription and support which made them the low bid. After discussion Trustee Bond motioned, seconded by Trustee Medina to Approve the Proposal Submitted by Swanson's Quality Services for Payroll Outsourcing Effective 1/1/2022. Trustees Bobbe, Bond, Elliott, and Medina, and Supervisor Rowe voted aye. 0 nays. Motion carried.

NEW BUSINESS:

1. Consideration & Potential Approval of FY21 Annual Treasurer's Report: Supervisor Rowe presented the Board with this report which was prepared by the Auditor and must be filed with the County this month. After review, Trustee Elliott motioned, seconded by Trustee Bobbe to Approve the FY21 Annual Treasurer's Report. Trustees Bobbe, Bond, Elliot, and Medina, and Supervisor Rowe voted aye. 0 nays. Motion carried.

2. Consideration & Potential Approval of Mental Health 708 Board Appointment: Supervisor Rowe informed the Board that this item was placed on the agenda in anticipation of a candidate being recommended for appointment, however, their approval process for the candidate being considered has pushed this appointment to our October meeting.
3. Consideration & Potential Approval of Bliss House Repairs: Supervisor Rowe informed the Board that the Bliss House porch is in need of major repairs. Azemi and Son's the contractor that has made repairs and historic restoration work on the building has estimated the cost of porch repairs to be approximately \$25,000. This isn't a budgeted item and will have to be addressed next year, however, just before tonight's meeting Rowe spoke with Azemi who has agreed to stabilize the porch this fall to get us through the winter until more permanent repairs can be made in the spring. This item will not require approval as temporary repairs will amount to a minor expenditure.

ADJOURNMENT: Trustee Elliott motioned, Trustee Bobbe seconded the motion and the Board unanimously approved adjourning the regular meeting at 7:25pm.