

Minutes of The
August 1, 2023 Regular Meeting
Of Sugar Grove Township
Kane County, Illinois

CALL TO ORDER: Supervisor Rowe called the meeting to order at 6:03 pm followed by the Pledge of Allegiance.

ROLL CALL: Present were Trustees Jon Bobbe, Jerry Elliott, Lewis Medina, Supervisor Tom Rowe, Assessor Curt Karas and Clerk Marion Bond. Trustee Silagi was absent.

ALSO PRESENT: Andrea Meyer of Newkirk & Associates, Ray Mendez of Aurora and Jim Kreitz. Andrea Meyer and Jim Kreitz left after the audit was presented.

PRESENTATION: Supervisor Rowe introduced Andrea Meyer of Newkirk and Associates to present the Audit report. She said there were no difficulties with the audit and no disagreements with management. She pointed out page 4, a listing of routine audit adjustments. She noted that the weaknesses in the internal controls included segregation of duties and preparation of financial statements. She emphasized the Board's role of oversight. She noted the ability of Sugar Grove Township to access the MyTax account in July gives more oversight of the payroll process, even though such access was not available at the time of the audit. She noted that 1st Secure Bank has CDs in excess of the FDIC limit. Supervisor Rowe noted that the CDs are for Township, some for Road District and some for Community Building. Andrea said that she will review if the three separate FEINs make a difference. There was discussion of the MyTax account. The Audit Opinion expressed no concerns and a clean audit.

Supervisor Rowe introduced Ray Mendez, the Aurora University student who will be our intern for the Decennial Committees. He will also be interning with Batavia, St. Charles and Aurora townships concurrently. Ray said his internship begins August 29th. Ray is studying Public Policy and Cyber security. He is a veteran and now in Army Reserve and hopes to become a policy analyst.

PUBLIC COMMENT: None

APPROVAL OF MINUTES: Supervisor Rowe asked for a motion to review and approve the Township Regular Meeting Minutes from July, 2023. Motion by Trustee Elliott, second by Trustee Medina. Trustees Bobbe, Elliott, Medina, and Supervisor Rowe voted aye. 0 nay. Motion Carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Bobbe motioned and Trustee Elliott seconded the motion to review and approve the July Town accounts payables. Trustee Elliott asked for clarification on ck#19069 to Cirone Computer for \$9,600.00. Assessor Karas explained that is the annual fee for the tracking software used by the assessor. Trustee Elliott asked about the charge from Terminix. Supervisor Rowe said it was for treatment of ants. He said the Terminix bill reflects Bliss house but it was not for Bliss. He said that he does not expect to continue the service. Trustee Medina asked about the charge from the Sugar Grove Water Authority. Trustee Elliott explained that is the subsidy for the water authority split between the township and the road district. Supervisor Rowe pointed out ck #19092 to CASA for \$5,000.00 as the amount approved in July and said the check has been sent. Trustee Elliott asked about the expenses to First National Bank; Jim Krietz explained that is for credit cards. Supervisor Rowe said the Microsoft License monthly fee comes out of his card. Mr. Kreitz uses his to buy stamps and pay for postage. Supervisor Rowe called for a vote. Trustees Bobbe, Elliott, Medina, and Supervisor Rowe voted aye. 0 nay. Motion Carried. The balance in the Township checking account is \$231,416.66.

ROAD & BRIDGE: Trustee Medina motioned, and Trustee Bobbe seconded the motion to review and approve the June Road and Bridge accounts payable. Trustee Bobbe reported that he had spoken with Commissioner Musser prior to his leaving for the conference and that the ck#12650 to Martinez Landscaping in the amount of \$23,200.00 was for storm damage to 23 trees that needed removal. Trustees Bobbe, Elliott, Medina, and Supervisor Rowe voted aye. 0 nay. Motion Carried. The balance in the Road & Bridge checking account as of June 30, 2023 is \$437,349.18.

PAYROLL REPORT: For Pay Period July 1 through July 31, 2023.

PROFIT & LOSS REPORTS: Through July 31, 2023 first quarter of fiscal year. Supervisor Rowe called attention to item 313 of Township Income, Revenue Recapture. The county created a separate line item for Revenue Recapture, Assessor Karas explained that this could result when a homeowner challenges their property tax assessment and it goes before the board in Springfield. If the Board

decides that more is owed, the funds are returned to the county and then to the Township. Supervisor Rowe noted that this year it is considerably higher than last year. Trustee Elliott noted that the Interest Income on the Road District report is high. Supervisor Rowe said he would check on those numbers.

QUARTERLY FINANCIAL REPORT: Supervisor Rowe pointed out Line items 552 & 553 Telephone & Metronet – he said those should be combined, that all telephone is through Metronet. Line item 603 on page 4 is for the Assessor’s software includes \$3100.00 of prepaid expense. Assessor Karas explained to the board that at the end of the year this will not be over budget because it is an accrued expense that is paid down over the year. On the Road District Profit loss, Supervisor Rowe drew attention to line item 381 in both the General Road Fund and the Permanent Road Fund, saying those numbers had been reversed, but the Jim corrected it after these reports were prepared. Trustee Elliott asked about the Court Fines income, this comes from the County to the Township.

CORRESPONDENCE: Supervisor Rowe said that he received a flyer for an Open House at the Burnt Barrel on August 16th.

REPORTS:

Supervisor’s Report: Supervisor Rowe presented a written report of his activities for the last month:

- Senior/Disabled Transportation update: program now up to 137 residents registered, 73 rides given in July for total of 4,055 rides taken from 9/1/18 thru 7/31/23.
- Senior Lunch was held July 25^h, with chicken salad croissants and pasta salad from Paisano’s served to approximately 60 individuals.
- Senior Lawn Mowing approved a new application so are now at maximum of 12 registered. Mowing began May 1 and concludes by Oct. 31st.
- Decennial Committee Update – Supervisor Rowe attended the TOI Education Event in Rockford On July 26th. Township attorney Keri-Lyn Krafthefer presented a session on township procedures and requirements for the Decennial Report. A copy of her power point presentation is included in the board packet.
- TO I Annual Educational Conference – the 116th Annual Conference is November 12-14 at the Crowne Plaza in Springfield. A Conference schedule at a Glance is attached.
- Groovin’ in the Grove Summer Concert Series – Approximately 500 patrons attended the July 13th concert at the library. Third and final concert is August 10 featuring The Rockin Fendershirts playing music from the 50s & 60’s.

- Supervisor Rowe will be out of the office from August 14-25, 2023 but will be checking email and voicemails daily. He and Jim K. will be scanning any necessary documents that need his signature during that time.

Assessor: Assessor Karas reported there were 3 new home permits, 4 new homes were transferred to owners. There are 36 property assessment appeals and 31 appeals that went directly to Kane County.

Road & Bridge: Commissioner Doug Musser was away at conference, Trustee Bobbe reported that he had been asked to report a large amount of trees removed.

Trustees Reports:

Airport Authority – Trustee Medina reported next meeting is August 14th.

Community Building – Trustee Bobbe reported the CB had the large tree between the building and the Township parking lot cut down. They had about 200 children attend the Fun Fair during Corn Boil.

Water Authority - Trustee Elliott said Blackberry Creek is at 13,800 gal/min and all wells are back to normal levels. He attended the July 27th presentation of the Kane county water sustainability group and will have a report on water quality in September. Trustee Elliott said he will finish the 3-year period.

Mental Health – No Report.

Clerk's report: No Report.

UNFINISHED BUSINESS:

- a. Decennial Committee Update – Supervisor Rowe handed out the slides from Keri-Lyn and noted that her slide stating county population rules was incorrect and it is true that counties over 400,000 must have separate township and road district committees and meetings. He continued to explain to our intern Ray that we had our first meeting(s) in June and identified who is on the committees and set the meeting dates. The next meeting will be after the October 3rd Board meeting at 7:00. He told Ray that he would work with him before that meeting to prepare materials. He stated that the four townships would like to get this wrapped up by the end of Ray's internship in mid-December.
- b. Consideration & Potential Approval of Annual Audit for Year Ending March 31, 2023 – Supervisor Rowe asked for a motion to approve the annual audit report. Trustee Elliott motioned and Trustee Bobbe seconded. Trustees Bobbe, Elliott, Medina, and Supervisor Rowe voted aye. 0 nay. Motion Carried.

NEW BUSINESS:

- a. Supervisor Rowe stated that when they sent the bid for the audit that one of the conditions was that the firm prepare the FY 2023 Annual Treasurer's Report which will be filed with the county. He asked for a motion to approve the FY 2023 Annual Treasurer's Report. Motion by Trustee Medina, second by Trustee Elliott. Trustees Bobbe, Elliott, Medina, and Supervisor Rowe voted aye. 0 nay. Motion Carried.
- b. Consideration & Potential Approval of Sponsorship for 2023 Montgomery River Run – Supervisor Rowe said that we did Sponsor last year at \$250. It is the only thing we sponsor in Montgomery. After discussion, Trustee Bobbe motioned to Sponsor at the Bronze Partner \$500, seconded by Trustee Medina. Trustees Bobbe, Elliott, Medina, and Supervisor Rowe voted aye. 0 nay. Motion Carried.
- c. Consideration & Potential Approval of Stephanie Butler to 708 Mental Health Board – Supervisor Rowe referred to the email from Executive Director of INC, recommending Stephanie Butler to fill the vacancy on the 708 Board. Motion by Trustee Elliott, second by Trustee Bobbe. Trustees Bobbe, Elliott, Medina, and Supervisor Rowe voted aye. 0 nay. Motion Carried.
- d. Jim Kreitz Annual Review – Supervisor Rowe stated that at the completion of the audit is when a review is held for Jim, and asked for an increase of \$1/hr. None were opposed to the rate increase.

Next Meeting: Tuesday September 5, 2023 at 6:00 pm.

Adjournment: Trustee Medina motioned, Trustee Bobbe seconded, voice vote carried. Meeting Adjourned at 7:20 pm.