

**Minutes of The
September 2, 2025 Regular Meeting
Sugar Grove Township
Kane County, Illinois**

CALL TO ORDER: Supervisor Rowe called the meeting to order at 6:00p.m. followed by Roll Call and the Pledge of Allegiance.

ROLL CALL: Present were Trustees Jon Bobbe, Jerry Elliot, Lewis Medina, Rick Montalto, Supervisor Tom Rowe, and Assessor Curt Karas
Also Present: None

PUBLIC COMMENTS: None

APPROVAL OF MINUTES: Supervisor Rowe asked for a motion to approve the August 5th, 2025 Regular Meeting Minutes. Motion by Trustee Medina, second by Trustee Montalto. Rowe asked if there were questions regarding the minutes. No questions were proposed and the minutes were approved as presented.

APPROVAL OF BILLS & REPORTS: Supervisor Rowe asked for a motion to approve the Township bills for the months of August. Motion by Trustee Elliot and a second by Trustee Bobbe.

Township Check Register - Trustee Elliot asked about ck#19934 to Clarity Technology for \$436.50 which is for the Assessor's office IT Department. Trustee Elliot followed up asking about ck# 19943 and #19946 which were Computer Management for the Township's IT department. Supervisor Rowe asked if there were any questions, there being none he called for vote. Trustees Bobbe, Elliot, Medina, Montalto, and Supervisor Rowe voted aye, 0 nay. Motion carried

Road District Check Register & Reconciliation Report - Supervisor Rowe asked for a motion to approve the Road District bills for the month of August. Motion by Trustee Medina and a second by Trustee Bobbe. Road District Supervisor Doug Musser called to attention ck#13331 to Midwest Fence Corporation. This check was to replace a damaged guardrail on Densmore. This will be reimbursed by State Farm in the upcoming weeks. Supervisor Rowe asked Commissioner Musser about ck#1336 made out to Cardigan Clark bill to confirm this was related to the Road Districts new building. Commissioner Musser confirmed and explained it was specifically for the engineers for the garage. Trustee Elliot asked about check #13349 and check #13341. Both checks made out to Superior Asphalt. Commissioner Musser explained he separated the invoices to not confuse office staff and ensure both invoices were paid. Supervisor Rowe asked if there were any questions, there being none he called for vote. Trustees Bobbe, Elliot, Medina, Montalto, and Supervisor Rowe voted aye, 0 nay. Motion carried

Payroll Reports for August 2025 along with PTO reports

PROFIT & LOSS REPORTS: April - August 2025 reflecting five months of the Fiscal Year. Rowe said the auditors are still working through the health insurance and the retirement contributions but hope to have it corrected by next month. He reported the audit is still behind schedule. Supervisor Rowe asked if there were any questions, there were none.

CORRESPONDENCE:

New Waubensee Technology Building: Supervisor Rowe informed the Trustees that the Township has been invited to the grand opening of the building. All local officials are invited to a 2:00 p.m. event and invited all officials to join him.

Conley Outreach: Supervisor Rowe reminded Trustees about Conley Outreach's 15th Annual Chili Cookoff with Kuipers Family Farm. The Event is to support Grief Programs and is occurring Saturday, September 27, 2025. The Event is Located at Kuipers Family Farm and will include a public tasting, 50/50 raffle and awards.

REPORTS:

Supervisor's Report:

Senior/ Disabled Transportation Update

A total of 167 residents were registered for the transportation program as of 8/31/2025

A total of 69 rides were given in the month of August

A total of 5,940 rides have been taken from 9/1/18 through 8/31/2025

Senior Lunch Update - The Monthly senior lunch was held on August 26th at the Community Building. Jimmy John's sandwiches with fruit & chips were served to approximately 60 seniors & volunteers.

Com Ed Grant Update - Both the Village of Sugar Grove and Kiwanis C

TOI Annual Conference - the TOI Convention is scheduled Nov. 10-12 at the Springfield Crowne Plaza. The pre-registration fee is \$195 per person if received by Oct. 24th. Onsite registration is \$235 person for full registration or \$120-\$145 for single day registration.

Groovin' in the Grove Summer Concert Series - the 2nd outdoor concert of the season was held on August 8th with over 800 people in attendance. The concert featured Heartache Tonight, an Eagle's cover band, along with food trucks and a Kid's Zone.

The 3d and final concert of the season is on Thursday, Sept. 4th, a makeup date from July 11th.

FY25 Audit Update - the auditors were able to make headway on the Bank

Reconciliations and drilled down to what the issue is. There are uncleared transactions on the bank reconciliations that are rolling month over month. In the original trial balance, the uncleared transactions were being recorded in the Reconciliation Discrepancies account. We would recommend reviewing the uncleared transactions and marking them cleared in QuickBooks so that these get removed from the Bank Reconciliation. The final audit may not be ready until November or December..

Out of Office - Supervisor Rowe notified he will be out of the country the week of Sept. 22nd but will make every effort to respond to emails and voicemails during that week.

Assessor's Report:

Assessor Karas reported that seven new home permits were awarded and one residential property was transferred during the past month. His staff participated in specialized training focused on income-earning and homestead properties to enhance service delivery and compliance support. Additionally, Assessor Karas attended a community outreach event aimed at assisting senior citizens and individuals with disabilities in Kane County with applying for grants, the Senior Freeze, and property tax exemptions.

Highway Commissioners Report:

Highway Commissioner Doug Musser reported that a new truck was purchased two and a half weeks ago, and Kaneville Township is in the process of acquiring one of the older vehicles. The Road District is currently on its fourth round of mowing, maintaining roadside vegetation. Foreman Bill Collins is attending a village meeting to secure final approval for the construction of the new Road District building, which is a close-seal build expected to take approximately one month to complete. Musser also noted that shouldering work is nearly finished, road striping is underway, and the team has provided assistance to the Village.

Trustees Reports:

Community Building: Trustee Bobbe reported that he was unable to attend the most recent Community Building meeting.

Mental Health: Trustee Montalto reported no meeting this month but that Groovin in the Grove, held on August 8th, had a great turnout and was well-received by the community. He also shared that Food Truck Friday on September 4th, featuring the band Cadillac along with a variety of food trucks, will wrap up the season's events.

Airport Authority: Trustee Medina reported that a permit submitted to IDOT for zoning was rejected, placing the installation of a new sign on hold. Plans are underway for the construction of a new hangar and a shed to support local infrastructure. Additionally, tree removal is scheduled to take place as part of ongoing property improvements.

Water Authority: Trustee Elliot reported Blackberry Creek is running at 842 g/p/m, which is very low. He said he wrote a FOIA request to the City of Aurora for operations reports and head levels on wells 101, 119, 105 and 129. He will also ask for well construction reports which will show the depth of wells. Two of the wells are in Sugar Grove. Wells 103 & 105 are not working due to microplastics. The Sugar Grove Township Road crew took care of the previously mentioned tree that fell in Blackberry Creek. This was thanked by a member of the community.

Clerk - Unable to attend the township meeting.

UNFINISHED BUSINESS

Bike Bridge Update - The bridge Ribbon Cutting Ceremony is Friday September 5th at 4:00 p.m

Sexual Harassment Online Training Reminder - Supervisor Rowe reminded the Trustees that they all needed to complete the mandatory Sexual Harassment Online Training before the end of the current year.

NEW BUSINESS

Illinois Municipal Retirement Fund 2025 Compliance Review Report - Supervisor Rowe reported that following the 2025 review, the Township received confirmation that “No Findings were Noted,” indicating full compliance with IMRF standards. No recommendations for changes were issued on the Township’s side, and the next scheduled review is anticipated in approximately ten years.

CASA Kane County 2024 Annual Report & Social Service Funding Request - Supervisor Rowe reported that CASA Kane County submitted its 2024 Annual Report along with a Social Service Funding Request. CASA (Court Appointed Special Advocates) Kane County is a nonprofit organization that trains and supports volunteers to advocate for the best interests of children who have experienced abuse or neglect and are navigating the court system. Their funding request helps sustain critical services such as volunteer recruitment, training, and case management, ensuring that vulnerable children in Kane County receive consistent, informed advocacy throughout their legal proceedings. Continued financial support is essential to maintain and expand these life-changing efforts.

Township Officials of Kane County Annual Dinner Banquet Oct. 22nd @ Lincoln Inn - Supervisor Rowe reported that the Township Officials of Kane County Annual Dinner Banquet will be held on October 22nd at the Lincoln Inn. All township officials are invited to attend and are asked to inform Supervisor Rowe of their attendance plans to ensure proper arrangements are made.

Consideration & Potential Approval of 2025 No Tricks Just Treats Halloween Sponsorship - Supervisor Rowe reported that the annual No Tricks Just Treats event will take place on Saturday, October 25th, hosted by the Sugar Grove Park District and the Sugar Grove Community Building. He asked the board if they were interested in sponsoring the “Double Double Toil and Trouble” activity again this year. After receiving expressions of interest, Supervisor Rowe opened the floor for questions before calling a vote on the sponsorship. Trustees Bobbe, Elliot, Medina, Montalto, and Supervisor Rowe voted aye, 0 nay. Motion carried

Adjournment: Trustee Elliot motioned, Trustee Medina seconded, voice vote carried.

Meeting Adjourned at 6:57 p.m.

Next Regular Meeting will be Tuesday, October 7, 2025 at 6:00 p.m.