

**Minutes of The
November 4, 2025 Regular Meeting
Sugar Grove Township
Kane County, Illinois**

CALL TO ORDER: Supervisor Rowe called the meeting to order at 6:02p.m. followed by Roll Call and the Pledge of Allegiance.

ROLL CALL: Present were Trustees Jerry Elliot, Lewis Medina, Rick Montalto, Road Commissioner Doug Musser and Supervisor Tom Rowe. Trustee Bobbe arrived at 6:19 p.m. Also Present: Deputy Assessor Patty Jensen attending on behalf of Assessor Curt Karas

PUBLIC COMMENTS: Supervisor Rowe announced the passing of former employee Jim Kreitz and passed along our condolences to the family. Services will be announced at a later date.

APPROVAL OF MINUTES: Supervisor Rowe asked for a motion to approve October 7, 2025, Regular Meeting Minutes. Motion by Trustee Elliott, second by Trustee Medina. Rowe asked if there were any questions regarding the minutes. Discussion included the use of an AI transcription tool, *Clipto AI*, for preparing the October minutes due to the absence of clerk notes. Supervisor Rowe explained that the software was tested under a free trial and then purchased for \$107 per year, noting its efficiency and potential for future use. Trustees Elliott, Medina, Montalto, and Supervisor Rowe voted aye. Motion carried.

APPROVAL OF BILLS & REPORTS:

Township Check Register - Supervisor Rowe asked for a motion to approve the Township bills for the month of October. Motion by Trustee Medina, second by Trustee Montalto. Discussion included mailing delays causing late receipt of checks and transition to online autopay for recurring vendors such as Waste Management and AFLAC to avoid late fees. With no further questions, Trustees Elliott, Medina, Montalto, and Supervisor Rowe voted aye. Motion carried.

Road District Check Register & Reconciliation Report - Supervisor Rowe asked for a motion to approve the Road District bills for the month of October. Motion by Trustee Elliott, second by Trustee Medina. Discussion included gravel purchase, heater service for five units, wiring repairs, and antenna installation in a new truck. With no further questions, roll call proceeded. Trustees Elliott, Medina, Montalto, and Supervisor Rowe voted aye. Motion carried.

Payroll & PTO Reports were presented year-to-date for the calendar year, January through October. Both Assessor Curt Karas and Road Commissioner Doug Musser updated their time-off reports. These were provided for informational purposes only; no board action was required.

PROFIT & LOSS REPORTS: April - October 2025 reflecting seven months of the Fiscal Year. Discussion included review of all property tax settlements received, noting that revenue exceeded budget projections. Health insurance discrepancies were corrected, and auditors are continuing work on retirement contribution allocations. Supervisor Rowe highlighted that

payroll taxes appear over budget because QuickBooks currently records both township and assessor staff contributions in a single account. Audit completion is expected by November 30, and auditors will present findings at the December meeting.

CORRESPONDENCE: Notice of CASA Kane County Superheroes Luncheon on November 6 at Waubensee; Supervisor Rowe and Trustee Elliott attending.

REPORTS:

Supervisor's Report: Supervisor Rowe reported that 172 seniors are currently registered for the Township's transportation program, with 81 rides provided in October. He highlighted the success of the Halloween luncheon held on October 28, which featured bratwurst and potato salad from Hills Country Store and included a costume contest with prizes. Rowe also shared that the "No Tricks Just Treats" community event drew approximately 1,000 attendees and featured inflatables, carnival games, trunk-or-treat, and Road District equipment displays. Upcoming holiday events include the Tree Lighting on December 5 at the Fire Station and Holiday in the Grove on December 6 at the Community Building. Lawn mowing services concluded last week, and snow removal applications are due by November 14, with 15 households budgeted for the program. Rowe noted that siding for the Bliss House has been ordered and will be installed next year. He confirmed that all audit documents have been submitted and auditors expect to complete the audit by November 30, with a presentation scheduled for the December meeting.

Assessor's Report: Deputy Assessor Patty Jensen reported that Alpha Orchard was sold and will be converted into a new townhome development near Home Depot. Construction crews have already begun site work, although permits from the Village of Sugar Grove are still pending. Jensen emphasized that this development reflects continued growth within Sugar Grove Township.

Highway Commissioners Report: Highway Commissioner Doug Musser reported that preparations for winter operations are underway. The Road District purchased carbon-tip plow blades designed for durability and cost savings compared to traditional steel blades. Musser also announced that the Road District will host its annual holiday luncheon on December 3 at the shop, with Harner's providing catering. He noted that trucks are being serviced and equipped for snow removal, and the team is fully preparing for winter conditions.

Trustees Reports:

Community Building: Trustee Bobbe reported on discussions regarding dumpster relocation and recycling plans. The proposed plan would eliminate the use of totes and provide shared access for the food pantry. The relocation would free up parking spaces and improve efficiency.

Mental Health: Trustee Rick Montalto shared statistical data from the mental health agency. For the prior fiscal year (June 2024–June 2025), Sugar Grove Township served 719 residents with 2,630 units of service. For the current year through August, 83 individuals have already received 465 units of service. Services include counseling, internships, and outpatient programs. Montalto noted an uptick in demand due to financial and social stressors. He also announced participation in the Kiwanis “Sips with Santa” fundraiser on November 5, where he will appear as Santa for photo opportunities.

Airport Authority: Trustee Medina reported that IDOT denied the permit for a new sign, halting progress on that project. Construction of a new hangar is underway, but recent activity drew attention from union representatives protesting non-union labor at the site.

Water Authority: Trustee Jerry Elliott reported that Blackberry Creek flow remains steady at approximately 7,000 gallons per minute, though below the typical 12,000 gallons per minute average. He shared Aurora’s pumping data for Well 101, noting no pumping occurred in October after significant activity in September. Elliott attended a Northwest Water Planning meeting focused on chloride salting practices and proposed purchasing a new projector (~\$600) for presentations. He also raised the need for future planning around gray water recycling and educational outreach.

Clerk – Clerk Marion Bond reported that she assisted with implementing the new AI transcription tool, Clipto AI, which was used to prepare the October meeting minutes. She noted that the software has streamlined the process and will reduce manual workload going forward.

UNFINISHED BUSINESS

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

Blue Cross Blue Shield Renewal – Supervisor Rowe reported that the Township received its renewal notice for health insurance, reflecting a 16% increase in premiums—from \$18,885 to \$22,021 per month. Dental and vision rates remain unchanged. The Township continues to cover 100% of employee premiums, while dependents pay 15%. Rowe provided historical context: dependent contribution was introduced at 10% in 2015 and raised to 15% in 2024. Trustees discussed forming an insurance committee to review options for 2027, citing concerns about unsustainable annual increases.

NEW BUSINESS

Social Service Funding - AID: Supervisor Rowe reported that the annual social service funding request from AID was up for consideration. This funding supports transportation services for disabled individuals in Sugar Grove. A motion to approve \$5,000 in funding for AID was made by Trustee Elliott and seconded by Trustee Bobbe. Trustees Elliott, Medina, Montalto, and Supervisor Rowe voted aye, 0 nay. Motion carried.

Social Service Funding – CASA Kane County: Supervisor Rowe reported that CASA Kane County submitted its annual funding request to support advocacy services for children in the court system. A motion to approve \$5,000 in funding for CASA was made by Trustee Montalto and seconded by Trustee Bobbe. Trustees Bobbe, Elliot, Medina, Montalto, and Supervisor Rowe voted aye, 0 nay. Motion carried.

Estimated Levy for 2026 – Township: Supervisor Rowe introduced discussion on the estimated levy for the upcoming fiscal year. He explained the need to capture new growth while remaining under the 5% threshold to avoid a Truth in Taxation hearing. The proposed levy totals \$660,376, broken down as follows: General Town Fund \$505,000; General Assistance \$5,000; Mental Health \$150,376. A motion to approve the estimated levy was made by Trustee Elliott and seconded by Trustee Bobbe. Trustees Bobbe, Elliot, Medina, Montalto, and Supervisor Rowe voted aye, 0 nay. Motion carried.

Estimated Levy for 2026 – Road District: Supervisor Rowe reported that adjustments to the Road District levy were recommended to capture new growth without exceeding the 5% threshold. The permanent road fund is expected to increase by approximately \$36,294. A motion to approve the estimated Road District levy was made by Trustee Elliott and seconded by Trustee Bobbe. 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 7:30 p.m.

Next Regular Meeting will be Tuesday, December 2, 2025, at 6:00 p.m.