

**Minutes of The  
January 6, 2026 Regular Meeting  
Sugar Grove Township  
Kane County, Illinois**

CALL TO ORDER: Supervisor Rowe called the meeting to order at 6:01p.m. followed by Roll Call and the Pledge of Allegiance.

ROLL CALL: Present were Trustees Bobbe, Elliott, Medina, Montalto, Supervisor Rowe, Highway Commissioner Musser, Assessor Karas and Clerk Marion Bond.

ALSO PRESENT: None

PUBLIC COMMENTS: None

**APPROVAL OF MINUTES:**

Supervisor Rowe asked for a motion to approve the December 2, 2025 Regular Meeting Minutes; motion by Trustee Elliott, second by Trustee Medina. Trustees Bobbe, Elliott, Medina, Montalto and Supervisor Rowe voted Aye, motion carried.

**APPROVAL OF BILLS & REPORTS:**

Township Check Register & Reconciliation Report: Supervisor Rowe asked for a motion to review and approve the Township Bills for the month of December. Motion by Trustee Bobbe, second by Trustee Montalto. Supervisor Rowe pointed out Ck#20050 to Azemi & Sons Inc. for \$5,500.00 and said that is for materials for the new siding at the Bliss House. Work won't be done until spring but we paid for materials out of this year's budget. Trustee Elliott asked why there are two checks - #20042 & # 20047- to Freedom 1<sup>st</sup> Transportation. Supervisor Rowe explained that was for two months, and one was a check that got lost in the mail. Trustee Elliott asked about ck# 20057 to Patti Jensen in the amount of \$840.00. Assessor Karas explained that was a reimbursement for an annual assessor's seminar for a training seminar. Supervisor Rowe asked if there were any other questions on the Township bills, there being none he called for roll call. Trustees Bobbe, Elliott, Medina, Montalto and Supervisor Rowe voted Aye, motion carried.

Road District Check Register & Reconciliation Report: Supervisor Rowe asked for a motion to review and approve the Road District Bills for the month of December. Motion by Trustee Medina, second by Trustee Elliott. Supervisor Rowe asked Commissioner Musser if there were things he wanted to point out. Commissioner Musser noted Ck#13440 to Duke and Lee's was for work on the truck's emissions. Trustee Elliott then asked if they ran over a mailbox. Commissioner Musser said yes, but the owner was already putting it up when they went back to ask about it. Supervisor Rowe asked if there were any other questions on the Road bills, there being none he asked for roll call. Trustees Bobbe, Elliott, Medina, Montalto and Supervisor Rowe voted Aye, motion carried.

PAYROLL & PTO January- December 2025 for informational purposes. Supervisor Rowe said the Trustee payroll would be out Thursday. PTO reports on the back. The assessor's report finishes out his year. The Road District report is for the end of the calendar year. Trustee Montalto pointed out

his listed payment for year, which was for four months. Rick asked if there would be a 1099 – Supervisor Rowe said it was payroll so he'll receive a W2.

PROFIT & LOSS Reports through 12.31.25: Supervisor Rowe said this report is  $\frac{3}{4}$  of the year. Supervisor Rowe explained that expense item 460 for Payroll taxes is not only the Township but also the Assessor's office. Assessor Karas asked if Supervisor Rowe received the 941 report and said that would show what the Township paid and should be reconciled with the financials. Supervisor Rowe suggest that they both should speak with Swanson's about it. Supervisor Rowe asked for roll call; Trustees Bobbe, Elliott, Medina, Montalto and Supervisor Rowe voted Aye, motion carried.

QUARTERLY FINANCIAL REPORT: Supervisor Rowe said that as it is the end of the Quarter, we need to approve the Quarterly Financial Report. He asked for a motion to discuss and approve. Motion by Trustee Elliott, second by Trustee Bobbe. Supervisor Rowe noted that the spreadsheet also included the Community Building, since he is the Treasurer for them. He asked if there any questions and there being none called for rollcall. Trustees Bobbe, Elliott, Medina, Montalto and Supervisor Rowe voted Aye, motion carried.

CORRESPONDENCE: A thank you letter from AID for our \$5,000.00 contribution, and a Thank you from Conley's Holiday Spirit program. He said he received a notice from the Village of Sugar Grove that our bike bridge received and Engineering Excellence Award. There is a black-tie affair at the Hyatt Regency O'Hare. Rowe said to let him know if you want to go.

#### SUPERVISOR'S REPORT:

1. Supervisor Rowe said that a total of 177 residents are registered for the transportation program as of 12/31/25 and 75 rides were given in December. A total of 6,329 rides booked from 9/1/18 thru 12/31/25. He also noted a copy of an article regarding changes to Kane County Ride in Kane program. There is no fee to townships, rides done by reservation and cost \$5 for the first 10 miles & \$2 for each mile after. No charge for veterans and the service accommodates disabled. Supervisor Rowe suggested the Board should think about this and whether we should continue our program or transition to the county program. He said we should monitor the new program before making a final decision and would work with our riders to explain the change and how they can register with the county.
2. Senior Lunch Update - the monthly senior lunch was held December 16<sup>th</sup> at the Community Building. Pot roast sandwiches from Paisanos were served to approximately 50 seniors and volunteers. The lunch also included prizes for various holiday costumes.
3. Snow Removal ended up with 16 households this winter.
4. Listening Session with Kane County Staff – all elected township officials from Aurora, Big Rock, Kaneville and Sugar Grove have been invited to a listening session with Kane County Staff on Monday, Jan. 12<sup>th</sup> at 4:00 pm ant SG Library. (memo attached) Supervisor Rowe said he would be out of town but would like someone on the Board to represent us.
5. Village of Sugar Grove & Montgomery TIF Surplus - Sugar Grove Township and Road District received surplus checks from Sugar Grove TIF #1 in the amount of \$2,535 and \$5,016 respectively. Disbursements from Montgomery TIFs will not be announced until the Village Board approves.

6. Kiwanis Update – a holiday social was held at the Sugar Grove Legion on Dec. 11. Club members donated several rolls of paper towels for the Between Friends Food Pantry. Kiwanis will be moving their evening meetings to the Legion and their lunch meetings to the SG Library in January.
7. Snow Park Ice Rink Update – the tarp was laid out on Dec. 19<sup>th</sup> and the SG Fire Department flooded the rink on the same day as temperatures were in the single digits. The rink opened for skating on January 2<sup>nd</sup>.
8. Contact List Update – Supervisor Rowe said he updates the internal contact list every January and it is only for the Board’s use, not to be shared outside. Trustee Montalto said his address is wrong – it’s Sugar Grove, not Aurora. Bobbe said his phone number was wrong and gave the board his correct Ph #. Trustee Elliott said that under the Water authority his personal email should be [jerryee@gmail.com](mailto:jerryee@gmail.com). He said Jeff Babich is no longer with the Water Authority.
9. Out of Office – Supervisor Rowe said he will be out of the office from January 8 – 16, 2026 but will be checking voicemails and emails daily. He will have daily communication with Swanson’s and they will scan any necessary document that need approval during that time.

**ASSESSOR’S REPORT:** Assessor Karas reported that they issued 2 new home permits, and 3 were transferred to owners. Jiffy Lube opened in December, there is a new business opening near Jewel; Wings & Tavern; a building supply store on Rt. 47 on DeBartolo Road (the old doctor’s office) with millwork, hardwood flooring and tile. A special use permit was filed for high fiber transmission depot. This would be on property off Rt. 30 near airport. The senior Freeze assessment is capped at \$65,000. In 2026 the cap raises to \$75,000, in 2027 the cap is \$77,000 in 2028 it’s \$79,000. He attended the annual Kane County Assessors Meeting in Geneva. At that point this hadn’t been passed yet but on the governor’s desk.

**HIGHWAY COMMISSIONER’S REPORT:** Had some snow events, all trucks are working fine, no breakdowns. Put a new pump on the tank they spray the salt down with. Received their new certificate for being salt smart. Took a truck up to St. Charles for the funeral of Ron Johnson who was a 40-year Township worker both as Highway commissioner and then as Supervisor. Thirteen Townships sent trucks. Steel came in for the new building. Hoping to have it up by Memorial Day. Had their Christmas luncheon. Have 200 tons of salt coming this week.

#### **TRUSTEE REPORTS:**

Community Building – Trustee Bobbe was out of town.

Mental Health - Trustee Montalto reported that next meeting is next month and he will attend by Zoom from Arizona. Kiwanis wrapped up their year with a meeting at the legion.

Airport Authority – December meeting was cancelled, next one is February 9<sup>th</sup>.

Water Authority – Blackberry Creek is flowing at 10,500/gpm, the well monitors are all basically the same, he did get a \$73.00 check from the Sugar Grove TIF. Elliott shared the Annual Statement of Disbursements and Receipts for the Sugar Grove Water Authority which he has to turn into the County and the newspaper. He pointed out that the balance for the end of 2025 was only \$50.00 less than the January 1<sup>st</sup>, 2025 balance. He said professional fees were a little high because there were three treasurers who needed training. Trustee Bobbe said he had seen on Kane County Connects that Sugar Grove had the best tasting water in Kane County. Elliott will ask Aurora for pumping reports

for the last 6 months for wells 119, 129 & 101. Between all three wells they pump over 1 million gallons per day, most of it coming out of our township.

Clerk's Report – Clerk Tax levies were filed with County Clerk on December 10<sup>th</sup>.

#### UNFINISHED BUSINESS

Supervisor Rowe said he had placed the audit booklets in the packets for Trustees, as they had originally been delivered to the Village. He then brought the Board's attention to the Management letter.

- a. Review of Lauterbach & Amen Management letter for FY25 Audit. Supervisor Rowe said the first recommendation in the letter regards IT Security awareness. They recommend the Township formally adopt an IT Security & Control Policy. Supervisor Rowe said he will check with TORMA, the attorney and Jim Daw to see if there is something we can adopt. They also suggested we review the bank reconciliations which we already do.
- b. Consideration & Potential Approval of Township/Road District Health Insurance Committee. Supervisor Rowe said he wants to form a Committee with at least one Trustee, representatives from the Road District and from the Assessor's office. The committee would review options and make recommendations. Trustee Bobbe volunteered and it was suggested by Doug Musser that the meetings should be quarterly. The committee would begin to meet in February and then determine future meeting schedules.

#### NEW BUSINESS

- a. Consideration and Potential Approval of 2026 Groovin' in the Grove Memo of Understanding. Motion by Trustee Medina, second by Trustee Montalto. Supervisor asked Trustee Montalto to explain the background of these events. Trustee Montalto said it started in 2017 with Township, Village, Park District, Chamber of Commerce each contributing and the Library buys the rights for the music and provides the space. Since 2018 the donations have been \$2,000.00. Band fees have gone up dramatically up to \$3,500. The other large cost is rental of the Stage from Oswego. The Chamber pays for insurance, and promotes the event. Supervisor Rowe asked for a motion to Approve, motion by Trustee Medina, second by Trustee Bobbe. Supervisor Rowe called for a vote. Trustees Bobbe, Elliott, Medina, Montalto and Supervisor Rowe voted Aye, motion carried.
- b. Consideration and Potential Approval of Employee Handbook – Supervisor Rowe said the only real change was to the Organizational Chart, Phil Silagi came off, Trustee Montalto came on. Supervisor Rowe asked for a motion; Motion by Trustee Elliott, second by Trustee Medina. Supervisor Rowe asked for roll call; Trustees Bobbe, Elliott, Medina, Montalto and Supervisor Rowe voted Aye, motion carried.
- c. Consideration and Potential Approval of 2026 Holiday Schedule – Supervisor Rowe said the Assessor and Road Commissioner have submitted their 2026 holiday schedules and are the same as Kane County. Supervisor Rowe asked for a motion to approve. Motion by Trustee Montalto, second by Trustee Bobbe. Supervisor Rowe asked for roll call; Trustees Bobbe, Elliott, Medina, Montalto and Supervisor Rowe voted Aye, motion carried.

Next Regular Meeting: Tuesday, Feb. 3, 2026 @ 6:00 pm

Supervisor Rowe asked for a motion to Adjourn – Motion by Trustee Elliott, second by Trustee Medina. Voice Vote carried. Meeting Adjourned 7:21 pm