

Minutes of The
August 6, 2024 Regular Meeting
Of Sugar Grove Township
Kane County, Illinois

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

ROLL CALL: Present were Trustees Jon Bobbe, Jerry Elliott, Phil Silagi, Supervisor Tom Rowe, Assessor Curt Karas, Road Commissioner Musser and Clerk Marion Bond.

Absent: Lewis Medina

Also Present: Andrea Meyer of Newkirk & Associates and Jim Kreitz.

PRESENTATION OF ANNUAL AUDIT: Andrea explained that at the end of the Audit is a letter to the Board stating that there were no problems and a list of adjustments to account items. IMRF changed their reporting system this year and there were some reclassification entries. She explained that there are 2 material weaknesses that she said we change those due to the size we are. First was segregation of duties which she said we do well but isn't perfect. Second is preparation of financial statements, as we rely on Newkirk to do that. Last is other comments which include uncollateralized bank accounts. Tom has worked on collateral agreements and there is much improvement. But Old Second has not been sure whether the Community Building account falls under the Township's collateral agreement or should have their own. Supervisor Rowe explained this was due to one of CB's accounts being over \$250,000 at the time of the audit, but has since been lowered. Andrea explained that the risk is if the bank goes under, any amount over the 250,000 would not be insured. She directed the Board to review Note 1, note 4, and note 10 which is new this year for Bike Path. She pointed out the fund balances and budget which can be used for future budgeting as well. She said we had a clean audit. She commented why our leases are not qualified to the new accounting rules. She said the biggest factor is the length of the lease and because ours are only a year they do not need to be listed as an asset and related liability on our financial reports. Next step is Annual Financial Report which is online and this year the state has not opened the reporting software, but expects it to be ready in September. There was discussion with Supervisor Rowe regarding this being the end of Newkirk's current contract and Ms. Meyer said they would prepare a quote with the AFR as a separate item and she encouraged Supervisor Rowe to get other quotes as well since she knows Newkirk's rate will increase. Jim K. asked if she had a chart of accounts to share with him, she will email to him.

PUBLIC COMMENTS:

Supervisor Rowe then called on Jim to address the Board. Jim said he had already spoken with Trustee Elliott. He said he had worked here since 2013 worked with some of the board all of that time. He said he was going to have to leave, as he feels he is starting to experience some memory issues and some things he can no longer do or do well. Supervisor Rowe said that Kim who currently does payroll can do some payables and other entries remotely in the interim. Jim will stay with fewer hours until a replacement can be found. Supervisor Rowe said all of our auditors had complimented Jim's work.

APPROVAL OF MINUTES: Supervisor Rowe asked for a motion to review and approve the Regular Meeting Minutes from July 2, 2024. Motion by Trustee Elliott, second by Trustee Bobbe. Trustees Bobbe, Elliott, Silagi and Supervisor Rowe voted aye to approve 0 nay. Motion Carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Silagi motioned and Trustee Bobbe seconded the motion to review and approve the June Town accounts payables.

Supervisor Rowe explained that he had printed out two months and this showed the month-end for June to beginning of July. Trustee Elliott asked about ck# 19520 to Cirone Computer Co. in the amount of \$10,100.00. Assessor said that is the annual subscription for the software that tracks all properties in township. This is usually amortized over 12 months with contract ending at end of July. It should have shown a prepaid. Board will see a correction next month. Elliott asked about ck# 19517 to Shaw Media for \$117.00. Supervisor Rowe said that is the annual subscription to the Elburn Herald. Supervisor Rowe asked if there were any further questions on the report, there being none he asked for a vote. Trustees Bobbe, Elliott, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.

ROAD & BRIDGE: Trustee Elliott motioned and Trustee Bobbe seconded the motion to review and approve the June Road and Bridge accounts payable. Commissioner Musser said ck#12933 to Martinez Landscaping in the amount of \$40,800.00 was for Tree removal after the two tornadoes recently. Trustee Elliott asked about ck#12935 to Burris Equipment in the amount of \$3840.00. Commissioner Musser explained that was for the Man Cage for the Loader with restraints for worker. Elliott then asked about Ck#12937 to Bonnell Industries for \$1,399.78. Commissioner Musser said that was for lights for the new loader. Supervisor Rowe asked if there were any further questions on the report, there being none he asked for a vote. Trustees Bobbe, Elliott, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.

PAYROLL REPORT: Supervisor Rowe brought attention to the Payroll report for the month of July, which is now being done by Kim from Swanson's. He also noted PTO is now listed for the Road District. Commissioner Musser said the time off report is always monthly and not tied to pay periods.

PROFIT & LOSS REPORTS: Through July 31, 2024 reflecting the four months of the Fiscal year. Supervisor Rowe pointed out item 603 on page 3 showing that we have expended \$13,300 for the Assessor's PAMS software is in error showing an overage on the budget. Trustee Elliott asked about Road District item 591 Insurance wondering if that should also be amortized. The amount is \$36262.00 and 90% of the budget which is the annual premium for Road District TOIRMA insurance. There was some confusion as to whether or not that was health insurance.

CORRESPONDENCE: Supervisor Rowe shared the Notice of Public Hearing at Village Bible Church at 5:00 and the certified mailing of same sent to all members of the Board and the Water Authority, for the Sugar Grove Planning Commission/Zoning Board of Appeals to consider an application for the rezoning of the Subject Property from F (farming) in unincorporated Kane County to Planned Unit Development, if and when annexed into the Village of Sugar Grove.

REPORTS:

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

1. Senior/Disabled Transportation Update:
 - A total of 149 residents are registered for the transportation program as of 6/30/24
 - A total of 70 rides were given in the month of June.
 - A total of 5,050 rides have been taken from 9/1/18 thru 7/31/24.
2. Senior Lunch Update – the monthly senior lunch was held on July 30th at the Community Building. Jewel chicken, slaw salad and side salads were served to approximately 60 seniors and volunteers.
3. Senior Lawn Mowing Update – we have received a total of 12 households for the 2024 senior lawn mowing program with 3 more openings if anyone applies. Mowing began the week of May 2nd and concludes the last week of October.
4. TOI Educational Events:
 - District Event Aug. 27th @ St. Charles
 - Annual Educational Conference Nov. 11-13 @ Springfield
5. CASA Kane County Annual Report – a copy of the 2023 CASA Annual Report is included in the packet. Supervisor Rowe has informed Amy Daeschler that we have moved our timetable for funding to “Giving Tuesday” in November in order to get matching contributions.
6. Cemetery Update – Township held a meeting at Sugar Grove Cemetery on July 10th with Image Monuments and the Cemetery Board. The township has approved \$2000 in the 2024/25 budget for headstone replacement and the Sugar Grove Cemetery will match \$2000 as well. This will be our 3rd year of participation and Image Monuments is projecting to repair 10-12 headstones.
7. Groovin’ in the Grove Summer Concert Series – approximately 500 people attended the July 11th concert at the SG Library. Our third and final concert is scheduled on August 8 featuring music from the 70’s by the band “Strung Out”
8. Out of Office - /supervisor Rowe will be out of the office from August 23-30 but will be checking emails and voicemails daily. He and Jim will be scanning any documents that require his signature during that time.

Assessor: Assessor Karas reported that they have finished the appeals within the 30-day time frame ending July 22nd What couldn’t be resolved went the County Board of Appeals Which are still being processed. He will attend a seminar Wed-Friday regarding the valuation of land.

Road & Bridge: Commissioner Doug Musser reported that the new loader is in with a man cage, and the old one has been sent to Blackberry Township. Backhoe is getting a thumb put on for logs and trees. They have started the third round of mowing to be done by Labor Day. Painting of crosswalks is done. Striping will be done soon.

Trustee Reports:

Mental Health – Trustee Silagi – no meeting this month.

Community Building – Trustee Bobbe said Corn Boil events were well attended and the board discussed questions they had regarding the proposed food pantry gardens.

Airport – Trustee Medina was absent.

Water Authority –Trustee Elliot reported that Blackberry Creek is running at 14,000 gal/min. and wells are down about 6 inches. Aurora is pumping 18 million gallons a month from well 101, up about 40% from previous draws. Elliott expressed a concern about the annexation and a potential new well.

Clerk – No Report.

UNFINISHED BUSINESS:

- a. Blackberry Creek Bike Bridge Update – no update.
- b. Between Friends Food Pantry – Pete Wallers has prepared the permit for renovations and included a preliminary cost budget for renovations and buildout. Our portion is \$50,000.00. There will be a ground breaking at 5:30pm on September 3 before our Township meeting. Supervisor Rowe asked Commission Musser to update the board on progress for moving Road District equipment out of the bus barn. Lawyers are drawing up purchase agreement for the new building which Doug said will double the space they had in bus barn.
- c. City of Aurora Barnes Road Annexation Update – Trustees received certified mail Notices of Annexation. Trustee Silagi said even though this was adopted by Aurora as part of their 2003 long term plan, he’s not sure anyone ever examined the parcels closely as he doesn’t feel any developer would want to put Estate homes there as the property has high volume rail line on one side, high voltage power lines on another and is low lying and in the flood plain. He has information that the Solar Farm developer may sue the City of Aurora for illegal annexation because a railroad cannot be annexed. Without the railroad Aurora will no longer have three sides of the property annexed.

NEW BUSINESS:

- a. Consideration & Potential Approval of INC Board Office Lease Agreement Renewal – Supervisor Rowe said he did present changes to Dalila, on page 2 concerning utilities. He said she was fine with that. Motion by Trustee Bobbe, second by Trustee Silagi. Trustees Bobbe, Elliott, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.
- b. Consideration and Potential Approval of Annual Audit for Year Ended March 31, 2024 – Motion by Trustee Silagi, second by Trustee Elliott. Trustees Bobbe, Elliott, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.
- c. Consideration & Potential Approval of No Tricks Just Treats October 26, 2024 Sponsorship – Supervisor Rowe said the Chamber, Park District, Community Building, Legion, Fire Dept. and Township have been asked to sponsor this event which will be held at the Community Building and will include a Bounce House, face painting and other activities. He suggested a \$250 sponsorship. Motion by Elliott, second by Bobbe. Trustees Bobbe, Elliott, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.
- d. Sugar Grove Water Authority Resignation – Supervisor Rowe shared a letter of resignation from Tony Speciale. Jerry said they already have a candidate for replacement.

Next Regular Meeting will Tuesday, September 3rd at 6:00 pm.

Adjournment: Trustee Bobbe motioned, Trustee Silagi seconded, voice vote carried. Meeting Adjourned at 7:38 pm.