

Minutes of The
November 5, 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, Lewis Medina, Phil Silagi, Supervisor Tom Rowe, Assessor Curt Karas, Road Commissioner Musser and Clerk Marion Bond.

Also Present: None

PUBLIC COMMENTS: Jerry Elliott said he went to the Sugar Grove Food Pantry on October 25th and followed the visit with a letter to them, which he read to the Board. He received a grateful response which he also read to the Board.

APPROVAL OF MINUTES: Supervisor Rowe asked for a motion to review and approve the Regular Meeting Minutes from October 1, 2024. Motion by Trustee Medina second by Trustee Elliott. Trustees Bobbe, Elliott, Medina, Silagi and Supervisor Rowe voted aye to approve 0 nay. Motion Carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Elliott motioned and Trustee Bobbe seconded the motion to review and approve the October Town accounts payables. Trustee Elliott asked about ck# 19616 to TOKC for \$100.00. Supervisor Rowe said that was for the Township Dinner at Lincoln Inn, five attendees at \$20.00 apiece. Trustee Elliott asked about ck#19626 in the amount of \$25,300.00 to Azemi & Sons Inc. Supervisor Rowe said That was for the Bliss House Porch repair and eight windows. He will speak more about that in his report. We had \$25,000.00 in the budget. Supervisor Rowe asked if there were any further questions on the report, there being none he asked for a vote. Trustees Bobbe, Elliott, Medina, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.

ROAD & BRIDGE: Trustee Bobbe motioned and Trustee Silagi seconded the motion to review and approve the October Road and Bridge accounts payable. Supervisor Rowe asked if there was anything Commissioner Musser wanted to highlight. Commissioner Musser said there are three checks to the Village of Sugar Grove for concrete and sidewalk work some mud jacking and grinding. He said ck#13061 to Frost Solutions in the amount of \$5,000.00 was for two Frost Solutions stations which connect with all the county stations. Trustee Elliott asked about ck# 13053 to Carol Musser. Doug said that was for cleaning the office twice a month. Supervisor Rowe asked if there were any further questions on the report, there being none he asked for a vote. Trustees Bobbe, Elliott, Medina, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.

PAYROLL REPORT: Supervisor Rowe brought attention to the Payroll report for the month of October and noted the PTO report on the back of each report. Supervisor Rowe noted the balance of PTO for Lori Boyd, and said that should be moved as the first 40 hours of any time off should go to PTO. Assessor Karas will update those hours in the next report. Rowe asked Commissioner Musser when Randy Scott had left and Musser answered that it was the end of August, so the 24 hours of PTO was all he had coming.

PROFIT & LOSS REPORTS: Through October 31st, 2024 reflecting seven months of the Fiscal year. Supervisor Rowe noted that Road District account 389, Miscellaneous Income/Grants shows \$66,278.33 which is 9,468% of budget and appeared to be in the wrong place. Supervisor Rowe will review with Kim to make sure the revenue is reallocated to the proper account.

CORRESPONDENCE: Supervisor Rowe shared a letter from the Village of Sugar Grove. The Village is terminating TIF by the Airport, also known as Sugar Grove Industrial Redevelopment Project Area #1 to be terminated on December 31, 2024. Any excess funds will be rebated to the local taxing bodies.

REPORTS:

Supervisor's Report: Supervisor Rowe presented a written report of his activities for the last month: He began with a discussion of item 8 and presented the proposal from Swanson's for outsourcing the accounting. Trustee Elliott asked if the Quote covered payroll, it does. Supervisor wanted the Trustees to review the proposal. There was some discussion and action will be taken next month.

1. **Senior/Disabled Transportation Update:**

- A total of **157** residents are registered for the transportation program as of **10/31/24**
- A total of **94** rides were given in the month of October
- A total of **5,281** rides have been taken from 9/1/18 thru 10/31/24

2. **Senior Lunch Update** – the monthly senior lunch was held on October 29th at the Community Building. Beef Stew from Paisano's was served to approximately 70 seniors and volunteers and included a Halloween costume contest with prizes. Several candidates for the spring election introduced themselves and presented their petitions for signatures

3. **Senior Lawn Mowing & snow Removal Update** – the senior mowing program conclude on Oct. 31st with 12 households served. Applications have been mailed for 2024-2025 senior snow removal program with a deadline of Nov. 15th. We budgeted 15 households to be served this winter and have received 12 applications so far.

4. **Holiday Events**

- **Ceremonial Tree Lighting** will be held on Dec. 6th at the corner of Rt. 47 & Cross Street followed by cookies and hot chocolate with Santa at the Community Building
- **Holiday in the Grove** presented by the Kiwanis Club of Sugar Grove Township will be held on Dec. 7th which includes Breakfast w/ Santa, horse-drawn sleigh rides, pictures w/ Santa, live entertainment, craft show and bake sale.

5. **Bliss House Repairs** – Azemi & Sons repaired the south side of the porch and several windows at the Bliss House in October. Next year's project will focus on roof replacement.

6. **Blackberry Creek Bike Bridge** – a groundbreaking ceremony was held at Belle Vue Park on October 24th for the bridge connecting to the V.L. Gilman Trail (see attached Facebook post) .

7. **Sugar Grove LLC Update** –Local taxing bodies were invited to an informational meeting by Village President Jennifer Konen to discuss The Grove (Crown Community Development) project. The meeting was an opportunity to ask questions and gain insights about the project. Note: there will be Data Centers but not warehouses.

8. **Office Support Update** – Bridget DiBella resigned her position on Oct. 7th for personal and business reasons. Kim Tipsord of Swanson Quality Services will be covering payroll and Accounts payable and has submitted the attached proposal if we outsource the position.

Assessor: Assessor Karas reported that there will be three new subdivisions coming; one at Galena & 56 with 332 homes, just east of Windsor Point; property west of Settler's Ridge they are petitioning to have 95 units by Settler's Ridge LLC; property on Denny & Bliss; and a portion of the Crown Development project which will be high density residential. In the next couple of years, he expects to pick up about 1,062 units. Supervisor Rowe asked for clarification on the Crown Development north of Hannaford Woods but Karas does not have an exact number on the Crown property. Karas continued to state that TIF #1 is being dissolved.

Road & Bridge: Commissioner Doug Musser reported that fence posts are in except for Mighell Road and they need to wait for things to dry from the rain. They plan to have the snow fences up before Thanksgiving. Frost detectors are up; one at the corner of Denny and Hankes Road to cover the north, the other on Prairie and Mighell. Both are on light posts to be out of the way of plows and to aid in monitoring the snow. Bridge decks are checked early, especially on Ke-de-ka as it is shaded. Mowing is done, mowers are cleaned and waxed. The three bills previously discussed to the Village were for mud-jacking, sidewalk works, replacing squares. All the trucks are serviced. He will make a filter order and wants to have some extra on hand. Got new tires for the 2500 Silverado work truck. Next year will be overlays and will partner with the Village on Ke-de-ka and village will do rest of Bliss. Also will do East Prairie with the City of Aurora to do south Barnes down past bridge. Will do McCannon with restorative gravel. The new truck is online for third quarter next year and will be done by Henderson. Wednesday Dec. 4th is Christmas Party at Road District at 11:00 am. Harner's will cater. Supervisor Rowe said that perhaps they will invite Jim as a farewell party to him.

Trustee Reports:

Mental Health – Trustee Silagi reported there was a meeting in October. Financials and annual report were discussed. They had audit finished. FY 2024 Service statistics show 2516 units serviced in Sugar Grove township covering 480 individuals. He said what jumped out at him was suicide prevention, there were 30 units and 20 individuals served which is evidence of their value.

Community Building – Trustee Bobbe - Community Building had a meeting with the Food Pantry that answered a lot of questions and made everyone more comfortable about the pantry. They were having internet issues. Supervisor Rowe said it was apparently a network switch in Debbie's office but he doesn't know if it's been resolved. Supervisor Rowe stated that now they have Metronet phones, they could also have Metronet internet and be independent of the township. Jon reported Debbie said that they need a link into the township offices.

Airport – Trustee Medina said they talked about the sign again. The Mayor wants one that is digital. Lewis said that he voted for a different one. Trustee Bobbe asked if the sign would follow the Sugar Grove Code or the Aurora Code. Supervisor Rowe stated that the Airport and airport property is owned by the City of Aurora.

Water Authority – Trustee Elliott said that the Sugar Grove Water Authority has asked Elliott to put together the Government Efficiency Report (The Decennial Report) and he asked if it was okay to use the form that the Township did, and Supervisor Rowe said that was fine. Elliott was also invited to go to the Mahomet Aquifer Consortium at the University of Illinois in Normal and that meeting they had several Doctoral speakers who talked about future things, one being the reduction of nitrates. This included what type of plants are best for reducing nitrates in a 50 to 100 ft. area around streams. Another speaker had to do with climate change and groundwater predictions. They look at streams as they contribute to groundwater. They also spoke on mapping aquifers from the sky. They can map 300 feet into the ground. Blackberry Creek has gone from 4,000/gpm to 14,000/gpm with the recent rain.

Clerk – No Report for October. Candidate packets are due beginning November 12 and Nov. 18 is the last day to file. Supervisor Rowe showed the items needed in the packets and said he called the County regarding the statement of economic interest. They only want the receipt that you have filed, there is no need to file again. Petitions will be locked in the Supervisor’s fireproof cabinet. Supervisor Rowe also said there should be a receipt for filing to record time and date.

UNFINISHED BUSINESS:

- a. Between Friends Food Pantry – Supervisor Rowe said there is a preconstruction meeting tomorrow at 2:00 at the bus barn that he will attend. They have sent a Certificate of Insurance that Rowe will send to TOIRMA to ensure it meets all their requirements. The budget is still in the \$100,000 to \$150,000 range of which township will pay \$50,000. The general contractor will be Mike Stouffa. They are close on permit. Pete Wallers indicated that they will begin underground work next week. Doug has removed all his equipment. Supervisor Rowe asked if Commissioner Musser would speak about his storage option. He said that they are having prints made by Stouffa to enlarge building B by a 30x40 section. He will get three estimates for the work. The lawyer for the owner of the other place called our lawyer last week wanting to know if we are still interested in the building saying they want \$275,000 plus closing costs and one month’s rent. Doug instructed our lawyer to tell them we are proceed with other plans.
- b. Consideration and Potential Approval of Auditor for Fiscal Years 2025-2027 – The bid from Newkirk shows their rate nearly doubled. Rowe received a quote from Lauterback & Amen and requested a quote from GW & Associates who do a lot of townships, but did not submit a bid. He was impressed with Lauterback who sent a 32-page quote. Jennifer Martinson is a local Sugar Grove resident and would be our representative. Supervisor Rowe asked for a motion to approve Lauterback & Amen for the 2025 audit in the amount of \$10,510. Trustee Medina motioned, Trustee Bobbe seconded. Supervisor Rowe called for a vote. Trustees Bobbe, Elliott, Medina, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.
- c. Review of Blue Cross BlueShield Health & Dental Insurance Renewal for 2025 – Supervisor Rowe stated we have the new rates for health & dental insurance. Dental was a small increase and health went up roughly 8%. Monthly premium will be going to \$19,319.78. We can approve in December but it is a calendar year plan. Silagi asked how much it was increased last year and Rowe said it has increased about 8% per year. Bobbe asked what was the contribution last year. Employees themselves pay nothing, but now pay 15% for dependents. Trustee Elliott asked what the alternative was. Rowe said it would be either a lesser plan or a larger contribution from the employee. Action will be taken in December.

NEW BUSINESS:

- a. Consideration & Potential Approval of 2024 Holiday Spirit Donation – Last year we did \$250 for Holiday Spirit put out by Conley Outreach and Supervisor Rowe suggested that amount again.. Trustee Silagi motioned, Trustee Elliott seconded. Supervisor Rowe called for a vote. Trustees Bobbe, Elliott, Medina, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.
- b. Consideration & Potential Approval of 2024 Holiday in The Grove – Rowe said he would recommend the Christmas Tree level at \$200. Motion by Trustee Elliott, second by Trustee Medina. Supervisor Rowe called for a vote. Trustees Bobbe, Elliott, Medina, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.
- c. Consideration & Potential Approval of A.I.D. Contract for Social Service Funding 2025 – Supervisor Rowe stated that this would be for \$5,000 which is what we have done for the past several years and they will get a match for Giving Tuesday. Motion by Trustee

Silagi, second by Trustee Bobbe. Trustees Bobbe, Elliott, Medina, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.

- d. Consideration & Potential Approval of CASA Kane County Social Service Funding 2025 – Supervisor Rowe said by approving now CASA will also receive the matching from Giving Tuesday. Motion by Trustee Elliott, second by Trustee Medina to approve \$5000 of social service fundng. Supervisor Rowe called for a vote. Trustees Bobbe, Elliott, Medina, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.
- e. Consideration & Potential Approval of Estimated Levy for Sugar Grove Township Funds – Supervisor Rowe stated that we are not approving the ordinance tonight but we are approving an estimated Levy. The General Town Fund will be \$490,559; the General Assistance Fund will be \$5,000; the Mental Health Fund will be \$145,597 which has a CPI increase of 5% and new construction of .907%. Supervisor said that we are keeping the levy flat with a slight increase in Mental Health, but next year if we have the growth outlined by Assessor Karas we should get some of new construction. Motion by Trustee Medina, second by Trustee Silagi. Supervisor Rowe called for a vote. Trustees Bobbe, Elliott, Medina, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.
- f. Consideration & Potential Approval of Estimated Levy for Sugar Grove Road Dist. Funds – General Road fund of \$67,982 is identical to last year, Permanent Road fund at .138% which has been steady for several years. Motion by Trustee Elliott, second by Trustee Medina. Supervisor Rowe called for a vote. Trustees Bobbe, Elliott, Medina, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried.
- g. Consideration of Resolution 2024 Setting Compensation of Township Officials for the Four-Year Term Beginning 5/19/2025 – Supervisor Rowe said that last month we discussed this briefly but tonight it must be approved. Included in the packet is Chart of the CPI from IDOR for years 1992-2023. Assessor Karas Presented a survey of Township Assessors showing the per parcel cost of the Assessor’s office. Sugar Grove is lowest at \$8 per parcel. Karas said he asked Rowe for a P&L from 2017, which showed the previous Assessor earned \$65,000 plus \$10,000 for insurance making the Township’s out of pocket \$75,000. Eight years later the Assessor earns \$74,846. He went on to explain more details of his job. He felt that we are most similar to Blackberry Township where the Assessor earns \$90,603. Trustee Silagi asked if the Blackberry Assessor was there all the time, if that was her only job. Karas said he didn’t know. Supervisor Rowe said that Silagi raises a good point, how many hours does the job take? Trustee Elliott pointed out that we have the highest EAV. Trustee Silagi said he would accept an annual CPI increase for the Supervisor, Road Commissioner and Assessor. He felt that the trustees were adequately compensated. Supervisor Rowe said he liked Silagi’s idea of increases based on CPI of 3.4%. There was discussion of the dollar amount increase for each position at a 3.4% increase. Trustee Elliott asked if that was for every year. Supervisor Rowe said that it would be for the four-year term unless the board chose to increase each year which would then need to designated in the ordinance. Assessor Karas presented a sheet listing the salaries if there are annual increases of 3.4%. Supervisor Rowe suggested that Board consider if a.) to use the CPI for the starting salary of the new term and part b.) are there annual increases or not. Trustee Elliott said he could accept the 3.4% each year but wouldn’t connect it to the CPI if that increases. He also stated that the insurance is an additional payment to the employee. Trustee Bobbe asked about insurance to be voted on next month. He asked if the employee contribution is adjusted every year so that if any adjustment need to be made to compensation that could come from insurance. Both Trustee Medina and Silagi said they are comfortable with the 3.4% increase. Bobbe said that the CPI will probably be less in the future. Supervisor Rowe asked for a motion for a 3.4% increase each year for the Supervisor, Road Commissioner and Assessor. Trustees would receive \$130 per meeting for all meetings attended and the Clerk salary would be

increased to \$9900 for the 4-year term. Trustee Elliott motioned, Trustee Silagi seconded. Supervisor Rowe called for a vote. Trustees Bobbe, Elliott, Medina, Silagi and Supervisor Rowe voted aye. 0 nay. Motion Carried

Adjournment: Trustee Bobbe motioned, Trustee Medina seconded, voice vote carried. Meeting Adjourned at 8:30 pm.

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