

**SUGAR GROVE TOWNSHIP REPORT FOR COMPLIANCE WITH DECENNIAL  
COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT  
July 2, 2024**

I. Unit of government submitting this report:

NAME OF TOWNSHIP: Sugar Grove Township

Note: Any local government that levies a tax, other than a municipality or county must file this report. For Road Districts in counties with populations of less than 400,000 the highway commissioner may form a joint committee to prepare one combined report. See 50 ILCS 70/10(b-5).

II. Information about our Township

- A. We are located in Kane County. There are 16 townships in our county.
- B. The population of our Township is 20,684, as of the 2020 census.
- C. We have 8 employees of the Township (not including elected officials).
- D. We have 5 employees in our Road District (not including elected officials).
- E. Our annual Township budget for 2023 is \$969,191.00 including General Assistance and Mental Health. Annual Road District budget is \$1,413,777.
- F. Our Township equalized assessed valuation for 2023 is \$948,492,333.

III. Information about Our Committee

A. Committee Members:

Township Supervisor	Tom Rowe
Township Trustee	Jerry Elliott
Township Trustee	Lewis Medina
Township Trustee	Jon Bobbe
Township Trustee	Phil Silagi
Township Assessor	Curt Karas
Highway Comm.	Doug Musser
Township Resident	Karen Pritchard
Township Resident	Marion Bond

Note: Per 50 ILCS 70/10(b), the committee membership must include all the elected or appointed members of the township board (Supervisor and Trustees) and two residents appointed by the Supervisor. The residents can be the Assessor, Highway Commissioner, Clerk or Collector, if you have one, or other residents of the Township, but these officials are not required to be on this Committee. The Supervisor may appoint more than two residents if deemed appropriate.

B. Dates that our Committee Met (50 ILCS 70/20)

First (Organizational) Meeting  
(must occur prior to June 10, 2023): June 6, 2023

Second Meeting: October 3, 2023

Third Meeting: December 5, 2023

Additional Meeting: July 2, 2024

IV. Programs Offered by our Township.

A. Our Township offers the following services and programs: (List programs like general assistance, youth programs, senior programs, community programs, LIHEAP, etc.) (If not applicable, remove this).

- Senior Lunch Program
- Senior Snacks & Games Program
- Senior Lawn Mowing Program
- Senior Snow Removal Program
- Senior Transportation Program
- General Assistance
- Emergency Assistance
- Assessor Services
- Township Website
- Community Newsletter
- Outdoor Concerts (partner w/ Village, Park District, Library & Chamber)
- Outdoor Ice Skating Rink (partner w/ Village, Park District & Fire Dept.)
- Sugar Grove Historical Society Building and Office Space
- Sugar Grove Boy Scout Troop Meeting and Storage Space
- Sugar Grove Water Authority Funding for Well Monitoring
- Drainage District Meeting Space
- Sugar Grove Cemetery Headstone Replacement Program
- Internship Program with Aurora University and 3 neighboring townships

B. Other services/programs we could possibly provide:

- Co-sponsoring youth related programs and special events
- Expansion of local sports complex with Sugar Grove Park District
- Food Pantry Relocation to Township Facility

V. Social Service Agreements

A. We partner with the following not for profits to offer social services (list all):

**Entity:**

**Services Provided:**

- |   |   |
|---|---|
| 1. Association for Individual Development | Funding to transport disabled residents |
| 2. CASA Kane County                       | Funding for volunteers & foster care    |
| 5. Conley Outreach Social Services        | General & Emergency Assistance          |

B. Our residents have benefitted from these agreements in the following ways:

1. Transportation of disabled residents for work-related & social programs
2. Recruitment of volunteers to aid disadvantaged youth in Sugar Grove
3. Financial assistance for residents without adequate income and resources

C. We have considered possibly offering the following social services or the following additional potential partnerships:

1. Provide building space for local food pantry relocation
2. Partner with Kane County Senior Services for programs and special events

VI. Awards and Recognitions

Our Township has received the following awards, distinctions, and recognitions: (List all)

1. IMRF Certificate of Achievement Authorized Agent Certification Program
2. Township Officials of IL Certificate of Membership in Good Standing (2015-2024)
3. General Assistance Certificate of Completion (2015, 2022, 2023)
4. Local Records Disposal Certificate 2020
5. Village of Montgomery River Run Bronze Level Sponsor 2022, 2023, 2024

VII. Intergovernmental Agreements

A. We partner with, or have Intergovernmental Agreements, with the following other Governments (List all):

**Entity:**

**Services Offered:**

- |                                   |   |
|-----------------------------------|---|
| 1. Village of Sugar Grove         | Bike Bridge Easement/Construction/Maintenance |
| 2. Sugar Grove Park District      | Bike Bridge Easement/Construction/Maintenance |
| 3. Kane County Forest Preserve    | Bike Bridge Easement/Construction             |
| 4. Village of Sugar Grove         | Ice Rink Construction & Maintenance           |
| 5. Sugar Grove Park District      | Ice Rink Construction & Maintenance           |
| 6. Sugar Grove Fire Department    | Ice Rink Construction & Maintenance           |
| 7. Sugar Grove Community Building | Office Support                                |
| 8. Sugar Grove Community Building | Senior Lunch Program                          |
| 9. Sugar Grove Park District      | Senior Lunch Program                          |
| 10. Sugar Grove Water Authority   | Well Monitoring                               |
| 11. Conley Outreach               | General & Emergency Assistance Administration |

12. Village of Sugar Grove	Summer Concert Showmobile Agreement
13. Village of Sugar Grove	Electronic Sign Agreement
14. Sugar Grove Park District	Summer Concert Showmobile Agreement
15. Sugar Grove Park District	Electronic Sign Agreement
16. Freedom First	Senior/Disabled Transportation Service
17. Aurora University	Decennial Committee Intern between 4 townships
18. Mental Health INC Board	Office Lease Agreement
19. Sugar Grove Historical Society	Building Space & Maintenance Agreement
20. Sugar Grove Boy Scout Troop 41	Bus Barn Storage Agreement
21. Sugar Grove Community Building	Community Newsletter Sponsorship
22. Sugar Grove Drainage Districts	Conference Room Meeting Space
23. Sugar Grove Cemetery Association	Headstone Replace Program Funding
24. Waubensee Community College	Website Development & Maintenance
25. Sugar Grove Park District	Sports Complex Development

B. Our Township’s efficiency has increased through intergovernmental cooperation in the following way (list cost savings, avoiding duplicated services, etc.):

- The bike bridge and ice rink initiatives have been a tremendous cost savings to taxpayers and the local government entities involved.
- Intergovernmental cooperation between the Township, Community Building and Park District avoids duplication of services among local governments
- Township support of the Sugar Grove Water Authority combines resources to expand well-testing and protect our water resources in Kane County
- Our partnership with Conley Outreach has provided residents a central source of all community services available in Sugar Grove Township
- The formation of the Sugar Grove Arts & Entertainment Committee has provided free summer concerts for the community with local taxing bodies splitting costs and avoiding duplication of services
- Cost-sharing of the community newsletter and electronic sign among local taxing bodies has been a great resource of communication for our residents
- Funding assistance with the Sugar Grove Historical Society and Cemetery Association helps maintain historical records and landmarks in the community
- Our cooperative effort with Waubensee College provided a free website upgrade for the township and college credit for Waubensee students

VIII. Review of Laws, Township Policies, Township Rules and Procedures, Township Training Materials, and other Documents

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the Township to evaluate our compliance and to determine if any of the foregoing should be amended.

- State laws applicable to Townships, including, but not limited to the Township Code (60 ILCS)
- Illinois Open Meetings Act (5 ILCS 120)
- Policy on public comment

- Designation of OMA officer (5 ILCS 120/1.05(a))
- All of Elected Officials have completed OMA Training (5 ILCS 120/1.05(b))
- Schedule of All Township Regular Meetings for Calendar or Fiscal Year (5 ILCS 120/2.03)
- Illinois Freedom of Information Act (5 ILCS 140)
- Designation of FOIA officer (5 ILCS 140/3.5(a))
- FOIA Officer Training (5 ILCS 140/3.5(b))
- Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))
- Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
- Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))
- IMRF Total Compensation Postings (5 ILCS 120/7.3)
- Designation of Whistleblower Auditing Official (50 ILCS 105/4.1)
- All of our Elected Officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5)
- Sexual harassment prevention training (775 ILCS 5/2-109(c))
- Our Intergovernmental Agreements
- Our Social Service Agreements or Contracts
- Our budget and financial documents
- State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1)
- Reports on government efficiency, including “Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments” by Wendell Cox (2016); “Local Democracy and Townships in the Chicagoland Area,” by Wendell Cox, (January 2012).

IX. What Have We Done Well? (List any budget/levy freezes or reductions in the past decade; list new programs or services offered to residents over the past decade; list any ethics ordinances adopted; timely FOIA compliance; responsiveness to public; list any new intergovernmental agreements or social services offered; list any increase in number of township residents served, etc.)

- The Township froze its General Town Fund and General Assistance levies for the past 10 years. The Mental Health Fund has received nominal CPI and new constructions increases over that time.
- The Township started new senior lawn mowing and snow removal programs in 2021
- The Township has been running a new senior and disabled transportation since 2016
- The Township has partnered with other local taxing bodies on sponsorship of summer concerts and winter ice rink operations
- The Township has partnered with the Village of Sugar Grove, Sugar Grove Park District, and Kane County for a future bike bridge over Blackberry Creek
- The Township reviewed Laws & Duties Handbook re: Ethics & Conflicts of Interest
- The Township has responded to 26 FOIA requests within 5 business days over the past decade and only requested an extension twice
- The Township began a partnership with Conley Outreach Services in 2022 for administration of its General Assistance and Emergency Assistance programs

- The Township approved social service funding to A.I.D. for the past 7 years
- The Township approved social service funding to Kane County CASA in 2021-2024
- The Township population increased by 1,100 persons in the past decade

X. What Inefficiencies Did We Identify/What Are our Next Steps?

1. Update township website
2. Adopt new Ethics Ordinance Policy
3. Categorize FOIA records
4. Update Employee Handbook to include paid leave policy for all employees

XI. What Can We Do Better or More Efficiently?

1. Consideration to consolidate Rob Roy & Sugar Grove drainage districts
2. Consideration to absorb SG Water Authority under SG Township responsibility
3. Mental Health INC Boards could approve and file their own levy
4. Kane County CASA social service funding on “Giving Tuesday” in November
5. Relocate Between Friends Food Pantry to Township Bus Barn

XII. Studies on Governmental Efficiencies

In preparing this report, we reviewed several studies on local government efficiency. Per Township Officials of Illinois, these studies show that:

- The average local government in Illinois serves 1800 residents compared to the national median of 2850 individuals
- Most townships in Illinois have no bonded indebtedness. Together with road districts, they are an integral element of local democracy. Township expenditures have grown at a lower rate than those of any other level of government since 1992.
- Townships have lower labor costs and employ mostly part time employees.

XIII. Our committee’s recommendations regarding Increased Accountability and Efficiency:

1. To address concerns found in this report and continue to build on our strengths
2. Survey township residents to evaluate existing services and potential new services
3. Review current technology and upgrade equipment and software when necessary

Note: This Report must be filed with your County no later than 18 months after your first committee meeting.

Submitted by: \_\_\_\_\_  
 Chairman, Decennial Efficiency Committee of Sugar Grove Township

Date: \_\_\_\_\_