

South Grove Township

Meeting Minutes

June 10, 2025 (updated 7/8/2025)

i. Call to order

Supervisor Bergeron called the meeting to order at 7:00 pm. Attendees: Brian McQueen, James Hutcheson, Darell Kingsnorth, Lisa Bergeron. Absent: Tim Gulotta Resigned: Dawn Carlson (effective 6/10/2025).

ii. Approval of Prior Meeting Minutes

Trustee Hutcheson motioned to approve, Trustee Kingsnorth seconded. The motion carried unanimously.

iii. Education and Training

Supervisor Bergeron provided education and training resources and noted that all board members are required to complete the FOIA/OMA training provided by the Illinois Attorney General by 9/19/2025.

a. Township Officials Laws and Duties Handbook

TOI.org/laws-and-duties-handbook/

b. Completion of FOIA/OMA (Open Meetings Act) Training by 9/19/2025

Illinoisattorneygeneral.gov/Open-and-Honest-Government/PAC/PAC-Training/

iv. Hearing Regarding the South Grove Township & Road District Budget and Appropriation Ordinances

Trustee Kingsnorth motioned to open the Public Hearing regarding the Budget and Appropriates Ordinances, Trustee Hutcheson seconded. The motion carried unanimously.

Supervisor Bergeron reviewed the Budget Ordinance for Township Funds. During the current fiscal year, the Township will have an operating loss due to an increase of \$20,000 in fixed costs for the year including wages and audit expense. As part of that discussion, a correction was made to comments provided by Citizen Bergeron during public comment at the May 13th meeting. The initial levy analysis was based on high level levy data. Upon a subsequent deep dive on activity within the Township levy buckets, it was noted that the Township levy had not been raised during the 12-year period evaluated. Instead, levy amounts within the overall levy were shifted around. However, levy amounts during 2018, 2019, and 2022 reflected a decrease in the total Township levy totaling \$7,000. This resulted in property tax decreases to taxpayers in

the Township. Given the Township is limited to CPI for annual levy increases, it is estimated to take 4 years to recoup the \$7,000 creating an ongoing challenge for the Township.

Supervisor Bergeron outlined a strategy to shift the levy amount for General Assistance to the general Township levy which will result in an additional \$4,116 in taxes during the FY27 fiscal year. Confusion resulted regarding the Townships ability to move General Assistance funds around. It was later understood that the confusion resulted from moving the levy versus moving actual funds. The Township cannot move or spend General Assistance funds for anything other than approved uses under General Assistance uses. The Township can, however, move the \$4,000 levy amount dedicated to General Assistance to the Township levy bucket. This strategy will result in stemming further accumulation of General Assistance tax dollars for an undefined period of years, allowing the Township to leverage those additional \$4,116 going forward. In the near future, the Board will have a strategic discussion regarding General Assistance fund balance targets and timeline for moving levy funds back.

Supervisor Bergeron reviewed other strategies for reducing costs during the fiscal year. The audit costs will hopefully be mitigated by providing auditors with a single file with all required audit components completely reconciled. This may provide a reducing in the estimated cost of \$8,500. Further, transitioning to QuickBooks will allow the Township to complete the Annual Financial Statement, reducing costs by ~\$1,000.

The Board and Public held discussions regarding the components of the Township Budget Ordinance. Trustee Kingsnorth motioned to approve the Budget Ordinance, Trustee Hutcheson seconded. The motion carried unanimously.

Supervisor Bergeron reviewed the Road District budgets. The Board and Public held discussions regarding components of the Budget Ordinance. Trustee Hutcheson motioned to approve the Road District Budget Ordinance, Trustee Kingsnorth seconded.

Trustee Hutcheson motioned to close the Public Hearing, Trustee McQueen seconded. The motion carried unanimously.

v. Financial Reports & Authorization of Expenditures

Supervisor Bergeron reviewed the Township bills. Highway Commissioner Pigott reviewed Road District bills. Trustee McQueen motioned to approve, Trustee Kingsnorth seconded. The motion carried unanimously.

vi. 2025 Audit Status and Progress on Accounting System

Supervisor Bergeron provided a recap of the audit status and progress on implementing QuickBooks which is planned to go live by 7/1/25. After recasting the FY25 books, Supervisor Bergeron is positive the audit will not go higher than the \$8,500 estimate. However, it is unclear whether the restated financials for FY25 will result in a lower audit cost.

vii. New Business

Highway Commissioner Pigott requested a motion to transfer \$500 from the Joint Bridge account to Permanent Road and Special Gravel to cover a temporary funding deficit in that account. Funds will be moved back after receiving tax revenues later in June. Highway Commissioner Pigott also requested advance approval to pay a recent Conserve FS bill of ~\$4,500 and Resource Bank for the first of 5 annual payments of \$7,009.47. Trustee Hutcheson motioned to approve, Trustee Kingsnorth seconded. The motion carried unanimously.

Highway Commissioner Pigott discussed the DeKalb County Highway Departments GIS system and planned rollout in the coming months. The system allows Townships to geolocate key road infrastructure that will be shared with law enforcement in the future, creating a JULIE like locate system for contacts related to roadway or signage damage to facilitate rapid repair. DeKalb County will provide this service free of charge to the Township. The system requires a smart phone. Given Highway Commissioner currently uses his personal cell phone for Township business, he plans to purchase a smart phone dedicated to Road District business in the next few months.

viii. Public Comment

No additional Public Comment.

ix. Adjournment

Next Meeting July 8, 2025 – 7PM

Trustee McQueen motioned to adjourn, Trustee Hutcheson seconded. The motion carried unanimously.