

**LISLE TOWNSHIP  
DUPAGE COUNTY, ILLINOIS**

**MINUTES OF THE REGULAR MEETING OF DECEMBER 11, 2019**

CALL TO ORDER: The Regular Meeting of the Board of Township Trustees was called to order by Supervisor Mullen at 7:30 p.m. at the Lisle Township office, 4711 Indiana Avenue, Lisle, IL.

Roll Call:

Physically Present:

Supervisor Mary Jo Mullen  
Assessor John Trowbridge  
Trustee Michael Tams  
Trustee Michael Riedy  
Trustee Kathy Chatman  
Clerk Robert Klaeren

Present Electronically: None

Absent: Trustee Sean Allen, Highway Commissioner Ed Young

Others Present: Jim Vondran, Bill Green, Katie Neary  
Joe Slaglione, John Clifford, Sue Risner  
Terry Trowbridge, Keri-Lyn Krathefer

Public Comments: None

**Approval of the November 13, 2019 Regular Meeting Minutes:**

Trustee Tams made the motion to approve the November 13, 2019 Regular Meeting Minutes: Motion was seconded by Trustee Chatman.

Motion Passed

**Discussion of and Potential Action on Waste Hauling Proposals:**

The supervisor reviewed the differences in the proposals between Lakeshore and Republic. The board and supervisor then discussed the proposals and all expressed concerns regarding the residents' impact of a potential change for them. There were a few questions for the bidders both of whom had representatives at the meeting.

The supervisor and clerk noted that they had experienced the same change in service when the Village of Lisle shifted from Republic to Lakeshore and that it was a relatively smooth process.

It was noted by the supervisor and the board felt that the price difference was enough to justify the change in vendor for the residents.

**Discussion of and Potential Action on Waste Hauling Proposals (continued):**

The Republic bid was higher for household's who use bins, partially because of the fee assessed for recycling.

A motion was made by Trustee Tams to award the contract to Lakeshore Recycling. It was seconded by Trustee Riedy

Roll Call Vote:

Ayes: Tams, Riedy, Chatman, Mullen

Nays: None

Absent: Allen,

Motion Passed

**Discussion of and Potential Action on Extension of Current Waste Hauling Contract:**

The supervisor noted that the current contract with Republic is set to expire on December 31st of this year. There are a few options before the board: the first is a three-month extension, in order to extend the contract for this period of time. Republic is requesting the rates for these three months to reflect the amount in their recent bid. The option of a longer term extension was discussed with Republic extending the 2019 rates for the period of six to seven months.

Katie Neary of Lakeshore described three months as their ideal timeframe to make the transition. She then expressed that she understood if the board went with the six-month extension to maintain the current rates for the residents

Trustee Chatman said that she has concerns regarding a March transition because of snow and other potential weather and safety issues.

A motion by was made by Trustee Chatman to authorize the supervisor to negotiate an extension of the current waste hauling contract for six months with Republic at the 2019 rates. Seconded by Trustee Riedy

Roll Call Vote:

Ayes: Tams, Riedy, Chatman, Mullen

Nays: None

Absent: Allen,

Motion Passed

**Discussion of and Potential Action on 2020 Board Meeting Schedule and Holiday Schedules for Supervisor's, Assessor's and Highway Department Offices:**

The board discussed the schedules as presented. There was a discussion regarding whether to have the April Regular Board Meeting following the Annual Town Meeting, which is customary. This year the date of the Annual Town Meeting will be April 14th, which is the second Tuesday of the month (the mandatory date set by the state) or to have the boards on the second Wednesday which is April 8th.

Trustee Chatman noted that since the board may need to deal with some issues regarding the assessor's office space, perhaps it would be wise to be prepared to have a longer board meeting. Trustee Tams noted that this was probably a wise decision and that if there were no issues related to this topic that it would simply be a short meeting on the 8th.

Trustee Riedy made a motion to approve 2020 Board Meeting Schedule and Holiday Schedules for Supervisor's, Assessor's and Highway Department Offices as presented. Trustee Chatman seconded the motion.

Motion Passed

These schedules will be attached to these minutes.

**Discussion of Budget Cycle for Fiscal Year 2021:**

Supervisor Mullen reminded the board that with the next fiscal year on April 1, the board had previously wanted to have a budget workshop before the January meeting. The board said that yes, it did like the format of having a meeting just to discuss the budget.

Dates and schedules were discussed, and it was determined that the supervisor would call for a budget workshop meeting on January 7th at 7:00 p.m.

**Discussion of and Potential Action on Assessor Office Space contract for Architecture Drawings:**

Assessor Trowbridge began the discussion by noting that this contract is a result of previous board discussions regarding the design of office space for his department's offices. This step is necessary to determine the cost of the space because of need to build out the space to meet the needs of the assessor's office.

The supervisor noted that this was a the formal request for the board to ratify the contract for site planning (office layout) for the new assessor's office space. The supervisor clarified that this procedure is the one that the board has followed in the relocation process, which allows her to negotiate the contract, then bring it to the board for approval.

The DDMR Planning contract will be attached to these minutes.



**Discussion of and Potential Action on Assessor Office Space contract for Architecture Drawings(Continued):**

Trustee Tams made the motion to approve the contract with DDMR as presented. It was seconded by Trustee Riedy.

Roll Call Vote:

Ayes: Riedy, Tams, Chatman, Mullen

Nays: None

Absent: Allen,

Motion Passed

**Discussion of and Potential Action on Progress on Demolition of 4721 Indiana Avenue:**

The supervisor noted that AT&T and COMED had completed its site work. Green Demolition has been informed that the preliminary site work was all done. Green is now able to complete the final portion of the permit process and demotion should begin soon.

**Reports of Elected Officials:**

**Assessor Trowbridge:**

His department moved on Black Friday and is now in their temporary space. They have the phone systems up and running.

His office is up and running.

The assessor forwarded the mover's bill to Stellco, the Assessor's Office landlord, who then asked why the move was so costly. The assessor then conveyed that they had asked them to move on a Sunday and that by moving on a Friday, he saved Stellco money and reiterated that he expected Stellco to pay the mover's bill directly as was previously agreed upon.

The supervisor and board noted that Stellco required the assessor's office to temporarily relocate at the worst possible time in its calendar, and that they needed to fulfill their obligation to the township.

The assessor noted that the temporary space Stellco required them to move to smaller and not very well suited for his department's operations.

**Commissioner Young:** Absent

**Reports of Elected Officials(Continued):**

**Supervisor Mullen:**

The Supervisor mentioned that the TRIAD Sustaining Membership of \$500 dollars will be in the processed.

The only other item was that the supervisor, assessor and highway commissioner have more information, and will sit down and discuss this issue in the coming week or two.

**Other Business:** None

**Audit of Expenditures:**

Trustee Tams made a motion to audit expenditures; it was seconded by Trustee Riedy. Voice vote, all in favor, motion passed.

The following total expenditures in each fund were reviewed:

Town Fund	\$ 71,682.94
General Assistance Fund	\$ 13,425.24
Road & Bridge Fund	\$ 71,318.44

**Audit of Expenditures(Continued):**

Trustee Riedy made a motion to approve the audit of the expenditures; it was seconded by Trustee Tams.

Roll Call Vote:

Ayes: Riedy, Tams, Chatman, Mullen

Nays: None

Absent: Allen,

Motion Passed

**Executive Session:**

Motion to adjourn to executive session for the purpose of discussing pending litigation was made at 8:23 by Trustee Chatman; it was seconded by Trustee Riedy.

Motion Passed by unanimous voice vote.

Supervisor Mullen reconvened the regular meeting to order at 8:37PM

**Adjournment:**

A motion to adjourn was made by Trustee Tams; it was seconded by Trustee Chatman. Voice vote, all present in favor, motion passed. The meeting adjourned at 8:38 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Robert Klaeren', written over a horizontal line.

Robert Klaeren  
Township Clerk



**ATTACHMENT A**

**MINUTES OF THE DECEMBER 11, 2019 REGULAR BOARD MEETING**

## **Supervisor's & Assessor's Office**

### **Proposed Holidays for Calendar Year 2020**

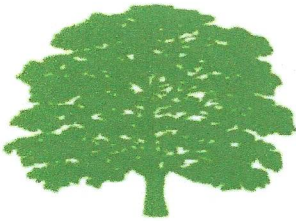
- *Wednesday, January 1 - New Year's Day*
- *Monday, January 20 - Birthday of Martin Luther King, Jr.*
- *Monday, February 17 – President's Day*
- *Monday, May 25 - Memorial Day*
- *Friday, July 3 - Independence Day*
- *Monday, September 7 - Labor Day*
- *Monday, October 12 - Columbus Day*
- *Wednesday, November 11 - Veterans Day*
- *Thursday, November 26 - Thanksgiving Day*
- *Thursday December 24<sup>th</sup> – Christmas Eve – CLOSE AT NOON*
- *Friday, December 25 - Christmas Day*
- *Thursday December 31<sup>ST</sup> – New Year's Eve – CLOSE AT NOON*

### **Proposed Board Meeting Schedule for Calendar Year 2020**

- *January 8, 2020, 7:30pm*
- *February 12, 2020, 7:30pm*
- *March 11, 2020, 7:30pm*
- *April 8, 2020, 7:30pm*
- *May 13, 2020, 7:30pm*
- *June 10, 2020, 7:30pm*
- *July 8, 2020, 7:30pm*
- *August 12, 2020, 7:30pm*
- *September 9, 2020, 7:30pm*
- *October 14, 2020, 7:30pm*
- *November 18, 2020, 7:30pm \**
- *December 9, 2020, 7:30pm*

\* Third Wednesday of the month. Second Wednesday is Veteran's Day.





# *Lisle Township Road District*

**Ed Young**  
**Highway Commissioner**

## **Lisle Township Highway Department 2020 Holiday Schedule**

- |                                       |                               |
|---------------------------------------|-------------------------------|
| <b>1. New Year's Day (observed)</b>   | <b>Wednesday, January 1</b>   |
| <b>2. Martin Luther King Day</b>      | <b>Monday, January 20</b>     |
| <b>3. Presidents' Day</b>             | <b>Monday, February 17</b>    |
| <b>4. Memorial Day</b>                | <b>Monday, May 25</b>         |
| <b>5. Independence Day (Observed)</b> | <b>Friday, July 3</b>         |
| <b>6. Labor Day</b>                   | <b>Monday, September 7</b>    |
| <b>7. Columbus Day</b>                | <b>Monday, October 12</b>     |
| <b>8. Veterans Day</b>                | <b>Wednesday, November 11</b> |
| <b>9. Thanksgiving Day</b>            | <b>Thursday, November 26</b>  |
| <b>10. Day after Thanksgiving</b>     | <b>Friday, November 27</b>    |
| <b>11. Christmas Eve</b>              | <b>Thursday, December 24</b>  |
| <b>12. Christmas Day</b>              | <b>Friday, December 25</b>    |

**Plus (3) Floating Holidays**

**ATTACHMENT B**

**MINUTES OF THE DECEMBER 11, 2019 REGULAR BOARD MEETING**



October 24, 2019

Mary Jo Mullen  
Lisle Township Supervisor  
4711 Indiana Ave.  
Lisle, Illinois 60532  
630.968.3262 (office)  
847.602.9720 (cell)  
[mmullen@lisletownship.com](mailto:mmullen@lisletownship.com)

**Subject: 2121 Ogden Ave. Lisle, IL - Architectural and MEP Engineering Services.**

In response to your request, we are pleased to submit this Proposal for architectural and MEP engineering services.

DDMR is to provide drawings for the office renovation as discussed on 08.30.19 along with the space plan, scheme B. Our scope is to include the new suite space, break room and revisions in the existing space. We have reviewed the Request for Proposal for the subject project, and believe we understand your needs and expectations relative to this project. It is the intention of DD MR Planning, LLC. to procure and coordinate those architectural and engineering services necessary to meet project objectives within a schedule that is consistent with the goals established by Lisle Township.

#### **PROJECT DESCRIPTION:**

##### **Space Planning:**

The Scope of Services includes architectural and space planning design.  
Work will comprise of:

- Review of existing building record drawings.
- Space Plan with the required space needs.

This will include an AutoCAD space plan drawing in accordance with the prospective tenants needs, given digital AutoCAD As-built condition drawings. This drawing shall indicate partition locations, door locations, and room titles.

- Review of applicable codes and regulations.
- Review conceptual design drawings with Prospect

## **Construction Documents:**

### **1. Architecture**

- Drawing existing building architectural floor plans in AutoCAD format.
- Includes review of local codes & ordinances
- ADA review to confirm will meet requirements
- Full construction documents and specifications of approved design including details, elevations, plans, sections, etc.. based on the provided plan.
- Provide necessary permit documents and application information.
- Coordination with all disciplines.

### **2. MEP**

- Mechanical, electrical, and plumbing design and engineering are included as discussed.
- Included in this proposal is 1 site visit.
- Design/Build drawings to be provided by the Fire Sprinkler Contractor.
- Provide a detailed RCP with scheduled light fixtures.
- Provide sheet specifications as required.
- Provide ComCheck Lighting Compliance Certificates as required.
- Once final architectural plans are issued and all applicable equipment information is provided the schematic design phase will require a maximum of 15 business days; permit/bid documents will require an additional 10 business days. Any modifications to said drawings within this time frame will allow a minimum of 5 additional business days to complete the design phase.
- Drawings will be revised in response to all permit comments pertaining to the agreed scope of work.

## **ASSUMPTIONS:**

1. All existing conditions drawings are to be provided in CAD format for our use, including the previous permit drawings.
2. Any and all required permit documents will be stamped by licensed professionals.
3. Scope added and/or revisions at any time following commencement of design or to completed permit/bid documents will be an additional service.
4. Modification requests conflicting with initial review comments will be an additional service.
5. Cost related design items shall be initiated by the owner/contractors prior to commencing design. Following design commencement, "Value Engineering" changes will be an additional service.
6. Additional meeting(s) & site visits(s) will be an additional service.
7. Heat Loss Block Load/Energy Analysis Calculations will be an additional service.
8. Construction Administration and Shop Drawing review will be an additional service.
9. Design of work associated with a generator or battery backup system will be an additional service.
10. All finishes to be provided by Lisle Township and will be implemented into DDMR drawings.
11. All costs related to permit applications and fees will be reimbursed by Lisle Township.
12. Existing utilities are sufficient for the building and addition use.
13. Direct project expenses and additional time in connection with our services will be reimbursed (see Schedule of Standard Charges below)
14. All drawings will be in AutoCAD format.



### **SCHEDULE:**

The DDMR Planning, LLC. team considers this assignment an extremely important one and Avalon Realty Associates. has our assurance that it will have the full resources of the firm available to meet its commitment to complete work on schedule. The project design schedule is as follows:

- Space plan- 1-2 weeks after signed approved proposal.
- Issued for bid/permit set-- 2 weeks after approved/signed development.

### **PROFESSIONAL SERVICE FEES:**

#### **Space Planning Fees- (if requested to make additional revisions to space plan)**

- DD MR Planning will be compensated at a rate of \$ .08 cents per R.S.F. for any additional revisions with a minimum fee of \$250.00 per drawing.
- Any site visits requested will be at a fee of \$85.00/hr. min. \$250.00 fee.

#### **Construction Documents:**

• Arch	DDMR Planning, LLC.	\$5,000.00
• MEP Engineering	Ben Lake Engineering Inc.	\$6,080.00

**TOTAL FEES:** **\$11,080.00**

50 % of fee due at signing of contract.

100 % of fee due at Completion drawings – Balance + reimbursables is due.

### **SCHEDULE OF STANDARD CHARGES:**

In addition to fees, we shall invoice for any direct project expenses incurred in connection with the performance of our services. These reimbursable items shall include any printing, messenger, or over night delivery of any drawings.

Additional Services shall be performed only with Lisle Township's prior approval. Fees shall be invoiced on a time and materials basis in accordance with the Schedule of Standard Charges.

Architect:	\$85.00
Project Manager:	\$85.00
Professional Engineer:	\$125.00
CAD Technician:	\$55.00

Our firm is prepared to begin work immediately upon receipt of authorization to proceed. Please advise in the event that you have any questions regarding the Proposal or wish to meet to discuss project-related issues.



Your signature of acceptance where indicated below will make this the Agreement between DD MR Planning, LLC. and Lisle Township. Payment is due upon completion of each outlined scope.

Regards,



Dragos Dorneanu  
DD MR Planning, LLC.  
630.544.5201 x 101

Accepted by: \_\_\_\_\_  
(Lisle Township) date:

## **GENERAL TERMS AND CONDITIONS:**

1. The Client shall furnish all information required describing physical characteristics, legal limitations and utility locations for the site of the project, a written legal description of the site and any other information required. The Architect shall not be responsible for concealed or unknown conditions. The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to hazardous materials in any form at the project site.
2. The Client shall furnish a complete set of construction documents for the existing construction to the Architect for the Architect's reference. The fees noted herein are based on the receipt of these documents for reference and the fees shall be increased if existing documentation is not provided.
3. The Client shall provide any Landlord agreements, which may affect the Architect's work.
4. The Client will insure that the indemnity provisions which the Architect includes in the plans shall remain a part of any construction contract(s).
5. No fixed limit of construction cost has been established as a condition of this agreement, although the Architect shall advise the Client during the course of the drawings of his opinion of the approximate project cost. It is recognized that neither the Architect nor the Client has control over the cost of labor, materials or equipment, over the Contractor(s)' methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from any statement of construction cost.
6. The Architect retains all rights of authorship of all documents prepared by the Architect for this project.
7. The Client will allow the Architect to place a 2'-0" x 4'-0" sign inside the storefront (visible from the exterior) at a location as selected by the Architect for the duration of construction that identifies the Architect's company.
8. Claims, disputes or other matter in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be subject to and decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise. No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, an additional person or entity not a party to this Agreement. The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.
9. The Client agrees to limit the Architect's liability, arising out of any negligent acts, errors or omissions, such that the total aggregate liability to the Architect shall not exceed the total architectural fee for the specified project.
10. This Agreement may be terminated by either party upon not less than 7 days written notice in the event the other party fails to perform in accordance with the provisions of this Agreement or the project is permanently abandoned.
11. Proposed language of certificates or certifications requested of the Architect shall be submitted to the Architect for review and approval at least 14 days prior to execution. The Client shall not request certifications that would require knowledge or services beyond the scope of this proposal.
12. The Architect shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor(s)' responsibility under the Contract for Construction. The Architect shall not be responsible for the Contractor(s)' schedules or failure to carry out the Work in accordance with the Contract Documents. The Architect shall not have control over or charge of acts or omissions of the Contractor, Subcontractors, or their agents or employees or of any other persons performing portions of the Work. The Architect shall not be "in charge" of the Work as the term is defined in the Illinois Structural Work Act.
13. The Architect shall not be responsible for errors and mistakes made during construction by the Contractor(s). Client's sole remedy for construction defects shall be against the Contractor(s), but the Architect, as an additional service, will perform any requested service to assist the Client in prosecuting his claim.
14. All invoices rendered by Architect shall be due upon receipt of rendered services. All past due amounts shall bear a late fee of 1.5% per month, late after 30 days. Architect shall have the right to retain all documents and materials prepared by Architect and suspend performance until Client's default is cured. Architect shall be entitled to recover all costs, including attorneys, incurred in enforcing payment under this agreement.