

**LISLE TOWNSHIP
DUPAGE COUNTY, ILLINOIS**

MINUTES OF THE REGULAR MEETING OF MARCH 11, 2020

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
Highway Commissioner Ed Young
Trustee Michael Riedy
Trustee Michael Tams
Trustee Kathy Chatman
Trustee Sean Allen
Clerk Robert Klaeren

Present Electronically: None

Absent: None

Others Present: Jim Vondran, Bill Green

Public Comments: None

Approval of the February 12, 2020 Regular Meeting Minutes:

Trustee Riedy made the motion to approve the February 12, 2020 Regular Meeting Minutes:
Motion was seconded by Trustee Tams.

Motion Passed

Discussion and Approval of the Fiscal Year 2021 Budget & Appropriations Ordinance 2020-2, Town and General Assistance:

Trustee Allen made the motion to approve the Fiscal Year 2021 Budget & Appropriations Ordinance 2020-2, Town and General Assistance: Motion was seconded by Trustee Riedy.

Supervisor Mullen noted that the numbers were the same as the posted tentative budget which was discussed in both the January Special meeting as well as the regular township meeting.

Roll Call Vote:

Ayes: Riedy, Tams, Chatman , Allen, Mullen

Nays: None

Absent: None

Motion Passed

Discussion and Approval of Fiscal Year 2021 Budget & Appropriations Ordinance, Road District:

Trustee Tams made the motion to approve the fiscal year 2021 Budget & Appropriations Ordinance, Road District: Motion was seconded by Trustee Riedy.

Highway Commissioner Young Said that the amount of the budget is the same. The only changes were some adjustments to which funds certain road expenses were allocated to.

Roll Call Vote:

Ayes: Riedy, Tams, Chatman, Allen, Mullen

Nays: None

Absent: None

Motion Passed

Discussion of and Potential Action to Set the Agenda for Annual Town Meeting:

The Supervisor noted that the agenda was essentially the same agenda as the previous years with the exception of the items relative to the assessor's building. These Items have been updated or removed to reflect the current state of the situation.

Trustee Tams moved that the board approve agenda for the 2020 Annual Town Meeting. Seconded by Trustee Riedy .

Motion Passed

Discussion of Status of Demolition of and Long-Term Solution for Assessor's Office:

The Supervisor explained that there is no change, The contractor is waiting for the weather to change so that final grading can be done.

Assessor Trowbridge then discussed the options regarding paying for the buildout of the potential long term space. He described several scenarios regarding paying a certain amount up front to lower the rent for the longer term. The Assessor described some specific buildout costs which are necessary for the security of a government office.

The assessor has put together some figures which he presented to the board verbally. He said at the building owner has costs of approximately \$131,430.00 to get the space ready for a buildout. He tenant improvements they are looking at about \$253,115.00 which include the first figure. The scenario's put forth by the building owner were where he paid for different amounts of the improvements with the more of the improvement cost he covered up front the higher the monthly

Discussion of Status of Demolition of and Long-Term Solution for Assessor's Office(continued):

rent would be to cover the improvement costs. He noted that the building owner was incenting the township to pay for more of the costs up front.

He then described that the rent to own option, which could take several forms. The assessor said that he preferred the format where both sides get an appraisal then negotiate. Assessor Trowbridge then noted that he would be open to another suggestion to the board. The board then said they felt that his approach was very fair.

Trustee Reidy asked how long the term of the lease was? The answer is 10 years, and at the end of 10 years a new lease can be negotiated or the township could consider the purchase option.

Trustee Tams then asked the board if they were also leaning towards paying for most if not all of the tenant improvements up front to take advantage of the financial incentive being offered by the building owner. The board generally agreed with trustee Tams but all need to see the lease to commit.

The timing was also discussed because the assessor's office current lease is running out soon.

No Action Taken

Reports of Elected Officials:

Assessor Trowbridge: Following up on last month's ERI discussion he has taken a poll of those in his office who would qualify and he said that two of the three eligible would not take advantage of the potential incentive. The third would consider it. He then ran the numbers based on the last ERI and said that amortizing the costs over the next seven years would save the taxpayers a considerable amount of money.

Commissioner Young: The Highway Commissioner said that he has not put together numbers for ERI but the last ERI saved the road district a great deal of money. He feels that there are two people who would take advantage of the potential incentive but he would need to run the numbers to quantify the potential savings.

He noted that the winter snow season appears to be over. He then explained that there is a skunk under the sidewalk approaching his building and that the trustees will note an expense for an animal service who is trying to remove the skunk.

He thanked Bill Green for helping him with the aligning budget numbers with expenses.

The commissioner ended his report by noting that the highway department took delivery of a new sign truck to replace a 17 year old truck. Also they took delivery of the new street sweeper replacing a 19 year old one, and he believes he has that sweeper sold to another township.

Reports of Elected Officials(continued):

Supervisor Mullen: Regarding ERI, the Supervisor said that she would stand by her earlier timeframe to do an analysis and bring it to the board in the summer.

Shred Day is set for April 18th from 9:00-12:00.

The past few days the food pantry director has been implementing a number of additional safety policies in place in the pantry. Then noted that great deal of hand sanitizer has been purchased for use in the township.

There may be an issue with the vouchers provided by the township, to those receiving rent assistance from the county. There seems to be a misperception at the county that we are giving them money. The township will continue to pursue the issue in the coming days.

Other Business:

Trustee Tams asked if other than the food pantry adjustments if there were any precautions or procedures in place to provide services should township employees not be able to work because of the pandemic. The supervisor said the no, there was not a continuity of operations plan or “COOP” as she described it. She then noted that they would be working on it really quickly.

Trustee Tams noted that the township is a destination where people in need come for services. The supervisor noted that there has been some cross training to mitigate some circumstances.

The supervisor and board then discussed the current pandemic and how it could affect operations and funding. Then discussed how to best help those who may lose their jobs as a result of the pandemic.

In the end the board asked if the supervisor, highway commissioner and assessor could keep it up to date on their operations if this situation progresses as most expect it too.

Audit of Expenditures:

Motion by Trustee Riedy to audit expenditures, Second by Trustee Allen. Voice vote, all in favor, motion passed.

The following total expenditures in each fund were reviewed:

Town Fund	\$ 140,855.01
General Assistance Fund	\$ 3,947.85
Road & Bridge Fund	\$ 395,395.63

Audit of Expenditures(Continued):

Motion by Trustee Riedy to approve the audit of the expenditures. Seconded by Trustee Allen.

Roll Call Vote:

Ayes: Riedy, Tams, Chatman , Allen, Mullen

Nays: None

Absent: None

Motion Passed

Executive Session: None

Adjournment:

Motion to adjourn was made by Trustee Riedy; it was second by Trustee Chatman. Voice vote, all present in favor, motion passed. The meeting adjourned at 8:16 p.m.

Respectfully Submitted,

Robert Klaeren
Township Clerk