

**LISLE TOWNSHIP
DUPAGE COUNTY, ILLINOIS**

MINUTES OF THE REGULAR MEETING OF AUGUST 14, 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
Highway Commissioner Ed Young
Assessor John Trowbridge
Trustee Michael Tams
Trustee Michael Riedy
Trustee Kathy Chatman
Trustee Sean Allen
Clerk Robert Klaeren

Present Electronically: None

Absent: None

Others Present:

Jim Vondran, Bill Green Jim Marks

Public Comments:

Mr. Marks introduced himself and gave his address as 5S267 Tuthill Road in unincorporated Lisle Township. He came before the board to discuss the private school being built next door to his property and the issues its construction has caused.

He has had trouble with the workers on the site, the landscaping, fencing, noise and encroachment on his property among other problems. He has spoken with a number of government entities and none had assisted him except for Bill Green of the township.

The supervisor said that she did not know what the township could do but that she would go to the City of Naperville to look into the issue.

Approval of the July 10, 2019 Regular Meeting Minutes:

Trustee Chatman made the motion to approve the July 10, 2019 Regular Meeting Minutes. The motion was seconded by Trustee Allen.

Motion Passed

Discussion and Potential Action on Award of Contract to Demolish Building at 4721 Indiana Avenue:

Supervisor Mullen reminded the board that a bid opening occurred on the previous Friday, August 9. The supervisor then referenced a document prepared by Patrick Engineering summarizing the six bids. The supervisor also brought to the attention of the board that the summary sheet prepared by the winning bidder had a math error. This error was in the amount of \$1,000.00, and the bid was \$94,340.00, not \$93,340.00. The error was not enough to change the outcome of the bid opening as Green Demolition's bid was still thousands of dollars less than the next lowest bidder.

Trustee Tams made the motion to award the demolition contract for 4721 Indiana Avenue to Green Demolition Contractors based the fact that it was the lowest bid. Trustee Chatman seconded the motion.

The highway commissioner asked if this bid includes all that was necessary regarding the changing of how power is routed to the highway department's building. The supervisor confirmed it did include the electrical work with the exception of the tasks only ComED can perform.

The supervisor then referred to a memo submitted by Finance Director Green noting that he had no current or past relationship affiliation with Green Demolition.

After a short discussion, the supervisor hearing no more questions, asked for a roll call vote.

Roll Call Vote:

Ayes: Tams, Riedy, Chatman, Allen, Mullen

Nays: None

Absent: None

Motion Passed

The supervisor told the board that they will call Green Demolition to schedule a kick-off meeting.

Discussion of Assessor Office Space:

The supervisor described to the board the process she and the assessor had followed since the last meeting. This included discussing the assessor's office needs with the architect for the adjoining property. The architect will draw up a space use plan, and from that plan the estimated costs for the buildout can be determined. These costs will have to be weighed when negotiating any agreement.

Discussion of Assessor Office Space(Continued):

The supervisor then told the board that she and the assessor had walked through the other Stellco property at Iroquois and Ogden. She then asked the assessor to describe his impressions of the space available.

The assessor noted that the space was very nice; in fact it had formerly housed a law firm. His concerns were it was a bit small and not set up in a way that would work well for residents and his staff. His apprehension was that the tenant improvements necessary would put the cost of the property at a premium price. Mr. Trowbridge also noted that Stellco had made an offer to expand his current space into the suite next door. His concern with this was that senior residents often complain about its accessibility.

The board then discussed with the supervisor and assessor the different properties and the layouts needed by the assessor's office to function efficiently.

Supervisor Mullen then conveyed an incident she was informed of by the owner of the property at 2121 Ogden. He told her that when he went in for the permit for his office space at the back of the building, a Village of Lisle employee asked him if this was a build-out for Lisle Township and if the township was renting space from him. The employee told the property owner that they were instructed to ask this question of him.

Trustee Chatman asked both the supervisor and assessor individually, if either had any communication with the village regarding the matter since the last meeting. Both said no, there had been no communication regarding this matter since the village submitted the survey.

No action was taken by the board.

Discussion of Waste Hauling Survey:

Supervisor Mullen then went through the 66 responses received so far. She noted that there was positive feedback regarding Republic Services. Also noted, residents still wanted the options for both bins and stickers, and finally, residents did not want to pay for recycling.

The supervisor and board then discussed the results and prospective preparation of the RFP which will be prepared in the coming months.

No action was taken by the board.

Discussion and Potential Action on Supervisor's Office Employee Handbook:

Supervisor Mullen described to the board the primary reason for the updating the employee handbook was that a number of laws had changed, and these changes needed to be incorporated into the employee handbook.

Trustee Allen then made a motion to approve the "Supervisor's Employee Handbook." The motion was seconded by Trustee Tams.

The supervisor said that the handbook as presented has been discussed with both the assessor and highway commissioner. She also worked with township attorneys at Ancel Glink, and ICMRT. This was done in an effort to be compliant state law.

The Board then discussed the revisions, and how often the handbook should be reviewed and updated.

Roll Call Vote:

Ayes: Tams, Riedy, Chatman, Allen, Mullen

Nays: None

Absent: None

Motion Passed

Reports of Elected Officials:

Assessor Trowbridge: No report

Commissioner Young:

Mr. Young began his report by informing the board that a highway department employee had been injured on the job. The employee cut his leg on a manhole cover he was installing, and the injury required nine stitches.

The highway department is very busy with work being done in the field. He noted that approximately \$70,000.00 of this month's bills was for sidewalk replacement and he is not even half way done. Many residents have taken advantage of the new resident friendly sidewalk replacement program, and its cost sharing guidelines. It was noted that the largest proportion of these sidewalk replacements were in the Meadows neighborhood and a lot of those are near the new school.

Highway Commissioner Young then told the board that today (August 14) was the first day of school. It seemed that traffic went okay, but he would continue to review the situation and work with the school and county should changes need to be made.

Reports of Elected Officials(Continued):

Commissioner Young(Continued):

He then noted an article in the Daily Herald regarding the elimination of township government in McHenry and Lake Counties. The paper's opinion was in favor of eliminating township government. Mr. Young then noted that his concern with this bill was that no one had looked at the cost of services provided by the townships, or whether any money would be saved through the consolidations. His expectation is that the taxpayers would pay more money by having less efficient forms of government performing these services.

He closed by noting that the highway department would be purchasing a street sweeper in the coming months. It will not be delivered until next year.

Supervisor Mullen:

Supervisor Mullen began by giving a Pantry Garden update for Paula Garcia who was not able to attend the meeting. The report began with the recognition of Woldhuis Sunrise Garden Center. It donated many of the plants in the garden as it has done in past years. A Girl Scout, Jenny Butler, will build two compost bins for the garden. Doug Ricollo, an adjoining property owner assisted by eliminating the weeds near the standing garden boxes.

The supervisor then reminded the township officials that they are invited to tour the new Lisle Elementary School this Saturday. She noted that she had toured it on a parent preview night with her family and it is a great facility.

Other Business: None

Audit of Expenditures:

A motion to audit expenditures by Trustee Tams; it was seconded by Trustee Chatman. Voice vote, all in favor, motion passed.

The following total expenditures in each fund were reviewed:

Town Fund	\$ 96,328.97
General Assistance Fund	\$ 14,597.37
Road & Bridge Fund	\$ 275,777.30

Trustee Tams asked what the procedure was regarding expenses and who approves them. The board then had a brief discussion regarding this procedure.

Audit of Expenditures(Continued):

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

Roll Call Vote:

Ayes: Tams, Riedy, Chatman, Allen, Mullen

Nays: None

Absent:None

Motion Passed

Executive Session: None

Adjournment:

A motion to adjourn was made by Trustee Chatman; it was second by Trustee Riedy. Voice vote, all present in favor, motion passed. The meeting adjourned at 8:29 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'R. Klaeren', with a long horizontal flourish extending to the right.

Robert Klaeren
Township Clerk