

**LISLE TOWNSHIP
DUPAGE COUNTY, ILLINOIS**

MINUTES OF THE REGULAR MEETING OF JULY 10, 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 Kathy Chatman
Clerk Robert Klaeren

Present Electronically:

None

Absent:

Trustee Michael Riedy
Trustee Sean Allen

Others Present:

Jim Vondran, Bill Green

Public Comments:

None

Approval of the June 12, 2019 Regular Meeting Minutes:

Trustee Tams made the motion to approve the June 12, 2019 Regular Meeting Minutes as amended: Motion was seconded by Trustee Chatman.

The board discussed a correction to the minutes.

Motion Passed

Discussion and Potential Action on Life / Dental / Vision Insurance Benefits:

Trustee Tams made the motion to approve the Life/Dental/Vision renewal. Trustee Chatman seconded the motion.

The supervisor went through the renewal, explaining that the only changes in rates were to the dental policy, but that the costs even out given a change in the participation of the group.

She also noted that Colonial Life recently contacted the supervisor's office offering to bid on the policy but that it was late in the process. Her intent is to send a survey to the township employees prior to the next renewal so that the township can go to market armed with that knowledge.

Roll Call Vote:

Ayes: Tams, Chatman, Mullen

Nays: None

Absent: Riedy, Allen

Motion Passed

Discussion on 4721 Indiana Ave and Assessor Office Space:

The supervisor earlier in the day received the bid specs for the demolition of the building from Patrick Engineering. The notice was then sent to the Daily Herald for publication and all of the bid documents would be on the township's website by Friday July 12th. The bid opening is scheduled for Friday August 9 at 3:00 in the afternoon. This would provide Patrick with the opportunity to properly review the bids, perform due diligence, and prepare a summary in time for the board to review it prior to the August 14, meeting.

Following Supervisor Mullen's summary the board discussed this process, possible timelines and the potential challenges of the demolition.

The discussion then turned to long-term office space for the assessor's team. The supervisor reminded the board that she and the assessor had sent out a questionnaire to all parties and they have had ongoing discussions regarding long-term space with potential landlords.

The supervisor told the board that all who received the questionnaire responded and that a summary had been prepared. Unfortunately the timing of the receipt of the responses did not allow for the summary to be part of the board packet. The summary was then passed out to the board and the supervisor and assessor reviewed the document and discussed each option with the board. The summary document is attached to these minutes.

Trustees Tams and Chatman both asked the supervisor and assessor questions regarding the responses. Many of these questions were regarding costs, both long- and short-term. The supervisor went through the costs, noting each respondent indicated there was some room to negotiate. It was noted that the cost to locate the office at 4300 Commerce and at the Lisle Village Hall were the two highest with the village hall being nearly twice the cost of the lowest option.

Discussion on 4721 Indiana Ave and Assessor Office Space(continued):

Trustee Chatman noted that the 2121 Ogden space was not only the least amount of money but also the property is adjacent to the township's campus and allows for continuity of services. She also liked the fact that there is parking just a few feet from the front door, making the option senior friendly.

The board then went on to further discuss the accessibility of each option. This is an important part of any relocation decision because the majority of those residents who visit the assessor's office are senior citizens many of whom have limited mobility. It was further noted by the supervisor that the public feedback provided earlier in the process showed that residents were most concerned with costs and accessibility for senior citizens. The board consensus was that the 2121 Ogden Avenue location seems very favorable.

Trustee Tams asked the Assessor Trowbridge which property he felt the seniors would most likely feel was accessible to them. Mr. Trowbridge noted that if the 2121 Ogden building was built out properly it would put seniors 12-15 feet from the front door of the office.

Following a long discussion with the board, the supervisor said that it was her intent with the board's consent to have detailed discussions with the owners of two of the options, the 2121 Ogden Avenue, and the 1220 Iroquois spaces.

Reports of Elected Officials:

Assessor Trowbridge: No Report

Commissioner Young:

The commissioner began his report by informing the board that he had toured the new Meadows School and thought it was a fantastic facility. They have finalized the new signage for the roads in the area which includes no parking zones, speed signs, crosswalks, stop signs and others. All of the signs have been approved by the DuPage Department of Transportation. Commissioner Young noted that both the school district and the county have been very good to work with during this process.

Trustee Chatman then asked several question regarding the traffic flow and safety at specific intersections in the Meadows; the highway commissioner and she discussed these concerns. Mr. Young said that while they have done a great deal to ensure the smooth and safe traffic/pedestrian flow regarding the new school, they will be monitoring the situation as the school year progresses in case adjustments need to be made.

Last year there were 35 participants in the sidewalk replacement program and so far this year there have been 141 participants. The commissioner noted that much of this increase was due to his offer for the highway department to pay a larger percentage of the cost. He felt that this

Reports of Elected Officials: Commissioner Young (continued)

program would provide greater pedestrian safety throughout the township. Because of this increase he may need to have Globe Construction, which won the concrete bid do a large portion of the work in order to get it completed.

His final item was that the storm sewer project they took on this year near the Steeple Run School has been completed. Since its completion a few weeks before, there was a three-inch rain and all the water was gone from the area which used to flood in under 15 minutes.

Supervisor Mullen:

The township's copier contract is nearly up and will need to go out to bid in the coming months.

The supervisor attended the Woodridge TIFF meeting. Woodridge has a TIFF along Janes Avenue. The TIFF is about to expire and the Village of Woodridge is beginning the process of looking into the extending it.

Other Business:

None

Audit of Expenditures:

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

The following total expenditures in each fund were reviewed:

Town Fund	\$ 75,023.30
General Assistance Fund	\$ 10,669.15
Road & Bridge Fund	\$ 44,714.87

Motion by Trustee Chatman to approve the audit of the expenditures. Seconded by Trustee Tams.

Roll Call Vote:

Ayes: Tams, Chatman, Mullen

Nays: None

Absent: Riedy, Allen

Motion Passed

Executive Session: None

Adjournment:

Motion to adjourn was made by Trustee Tams; it was second by Trustee Chatman. Voice vote, all present in favor, motion passed. The meeting adjourned at 8:35 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'R. Klaeren', written in a cursive style.

Robert Klaeren
Township Clerk

Spreadsheet of Lease Questionnaire Responses

Query #	Location:	Stellco Current lease 1280 Iroquois	Stellco Comparison 1280 Iroquois	Stellco Comparison 4300 Commerce	Stellco Comparison 1220 Iroquois	Riccolo Comparison 2121 Ogden	Vig of Lisle Comparison Lisle Village Hall	Vig of Lisle Add'l notes
1	Rent Area (available)	3,294	4,200	4,025	5,000	4,000	* Negotiable	
	Rent Sq. Ft	\$16.50	\$18.25	\$16.50	\$10.00	\$22.35	* Based on LCVB	
2	Rent Amt.	\$54,351.00	\$76,650.00	\$66,412.50	\$50,000.00	\$89,385.47		
	Type	Modified Gross	Modified Gross	Modified Gross	Triple Net	Negotiable		
	Term	1 year	5-10 Years	5-10 Years	5 Years			
3	Options Lease	N/A	Flexible	Flexible	Flexible	Flexible, LCVB has annual options		
4	Rent Increases % Yr.	N/A	2-3%	2-3%	2-3%	Negotiable. However, LCVB rent has not increased.		
5	Option to Purchase	N/A	No	No	Yes	No		
*	Right of First Refusal	N/A	No	No	Yes	No		
6	Sublease	N/A	Yes	Yes	Yes	No		
7	Early Termination Fees	N/A	Subject to term and build out	Subject to term and build out	Negotiable	No		
8	Renewal Fees	N/A	No	No	No	No		
9	Insurance	N/A	Personal Property	Personal Property	Personal Property	Personal Property, Waiver of Subrogation & Certificate of Release		
10	Building Services Included	No	\$.75 Sq. Ft.	No	No	Yes	\$4102 est annual	
	Electricity	No	Yes	No	No	Yes	\$2928 est annual	
	HVAC	Yes	Yes	Yes	Yes	Yes		
	Cleaning Services	No	No	No	Yes -Possibly	N/A, Security in place, police respond		
	Security Services	On site Maintenance	On site Maintenance	On site Maintenance	On site Maintenance	Phone Service / Internet	\$1080 est annual	
	Other	None - Zoning	None - Zoning	None - Zoning	By Mutual Agreement	None - favors leasing to other governmental agencies		
11	Lease Restrictions	N/A	Landlord (limited)	Landlord (limited)	Landlord	Landlord		
12	Tenant Improvements	N/A	Landlord	Landlord	Landlord	N/A		
	Architect / Design	N/A	Landlord	Landlord	Landlord (limited)	Negotiable & likely shared		
	Demolition	N/A	Landlord	Landlord	Landlord (limited)	Infrastructure only		
	Improvements	N/A	Included	Included	Included	TBD		
	Approximate cost of TI's	24/7/365	24/7/365	24/7/365	24/7/365	Monday-Friday, 7AM - 4:30PM; after hours accessible to staff	24/7	

14	Signage	Entrance / Exterior Directory No Cost	Entrance / Exterior Directory No Cost	Entrance / 1st Floor Directory No Cost	Entrance / Exterior Directory No Cost / near Ogden for our own signage	Any signage meeting code Cost is negotiable	Front window of Village Hall - Township cost. Complementary block lettering above a service window.
15	Senior Parking	Yes	Yes	Yes	Yes	Yes	The Village of Lisle has multiple handicap spaces and general guest/dedicated visitor parking spaces available.
	Client Accessibility	Moderate walking to bldg, moderate to office space, minimal inside office	Moderate walking to bldg, moderate to office space, minimal inside office	Minimal walking to bldg, Minimal to office space, minimal inside office	Minimal walking to bldg, Minimal to office space, minimal inside office	Minimal walking to bldg, Minimal to office space, minimal inside office	Moderate walking to bldg, moderate to office space, moderate inside office
	Township Operations		Most clients know this location now, 6 minutes to Township campus	New location may be disruptive to clients, 6 minutes from Township campus	New location may be disruptive to clients but very close to current, 6 minutes to Township campus	Adjacent to Township campus, may be disruptive short term but most clients know where we are	New location may be disruptive to clients, 6 minutes from Township campus
	Perception		No concerns, staying at current location in a long-term agreement will be easy to understand	Changing again can be frustrating, but if it is a long-term solution it should offset	Changing again can be frustrating, but if it is a long-term solution it should offset	Changing again can be frustrating, but if it is a long-term solution it should offset. Additionally, a long-term agreement can be achieved. May be viewed as tax-beneficial within Lisle, may also be viewed as other communities subsidizing Lisle.	Changing again can be frustrating, but if it is a long-term solution it should offset - if a long-term agreement can be achieved. May be viewed as tax-beneficial within Lisle, may also be viewed as other communities subsidizing Lisle.