

**LISLE TOWNSHIP
DUPAGE COUNTY, ILLINOIS**

MINUTES OF THE REGULAR MEETING OF NOVEMBER 13, 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
Trustee Sean Allen
Clerk Robert Klaeren

Present Electronically: None

Absent: Trustee Michael Riedy

<u>Others Present:</u>	Jim Vondran	Bill Green	Katie Neary
	Josh Connell	Paula Garcia	Bill Edson
	Dave Streich	John Clifford	Sue Risner

Public Comments:

Paula Gleason said that the Lisle Township food pantry garden had another great year providing a large amount more fresh vegetables than the previous years. She especially wanted to thank the Lisle Woman's Club and others who donated. She then noted that there is a service project put off until spring because of the early freeze and snow.

Approval of the October 9, 2019 Regular Meeting Minutes:

Trustee Allen made the motion to approve the October 9, 2019 Regular Meeting Minutes: The motion was seconded by Trustee Tams.

Motion Passed

Discussion of and Potential Action on Health Insurance Renewal:

A motion was made by Trustee Tams to approve the Blue Cross Blue Shield Renewal. Seconded by Trustee Allen.

Roll Call Vote:

Ayes: Tams, Chatman, Allen, Mullen

Nays: None

Absent: Riedy,

Motion Passed

Discussion of and Potential Action on Insurance Policy Renewal for Lisle Township and Highway Department:

The supervisor noted that this is the township's property and liability insurance and that it is practically the same as the previous year's policy. In fact the change is a decrease of approximately 20 dollars.

A motion was made by Trustee Tams to approve the renewal of the township's liability and workman's compensation policy. It was seconded by Trustee Chatman.

Roll Call Vote:

Ayes: Tams, Chatman, Allen, Mullen

Nays: None

Absent: Riedy,

Motion Passed

Approval of Tax Levy Ordinance 2019-2, Town Fund and General Assistance:

The supervisor reminded the board that the Town levy for the next tax year is being reduced by 10% from the previous year's levy.

The board briefly discussed the levy.

A motion by was made by Trustee Allen to approve Tax Levy Ordinance 2019-2, for the Lisle Township Town Fund and General Assistance. It was seconded by Trustee Tams.

Roll Call Vote:

Ayes: Tams, Chatman, Allen, Mullen

Nays: None

Absent: Riedy

Motion Passed

Approval of Tax Levy Ordinance, 2019 LEVY, Road District:

The highway commissioner reminded the board Road District levy also reflects a 10% decrease from the previous year's levy.

A motion was made by Trustee Tams to approve the Tax Levy Ordinance, 2019 LEVY, for the Lisle Township Road District . It was seconded by Trustee Chatman.

Roll Call Vote:

Ayes: Tams, Chatman, Allen, Mullen

Nays: None

Absent: Riedy,

Motion Passed

Discussion of and Potential Action on Waste Hauling Proposals:

Supervisor Mullen informed the board that the RFP yielded three responses. The first from Waste Management was a no-bid letter. The township received bids from Lake Shore Recycling and Republic Services, both of which the supervisor noted are highly qualified.

The supervisor then referred to the document she prepared comparing the two bids for waste hauling, including the opportunity for an amnesty day.

The supervisor introduced John Clifford and Sue Risner, Republic Services, who spoke to the board regarding their company's capabilities and enthusiasm to continue to serve Lisle Township residents.

Katie Neary and Josh Connell emphasized Lake Shore Recycling's capabilities and pricing, but said that they may need to adjust collection by one day. Mr. Connell touted its recycling capabilities and service of nearby communities.

The board discussed the feedback from the community and proposals in front of them. The first priority of the public who responded was to have both sticker and tote program available to them. Much of the discussion was in relationship to Republic's surcharge for recycling on customers with tote subscriptions and how that rate could grow.

If the decision is not made tonight, the township will extend the Republic contract for one or two months if it does not win the long-term contract.

Trustee Chatman asked if the board could put off discussion of this issue until the December meeting so that the entire board could be present to discuss the issue.

No action was taken.

Discussion of and Potential Action on Assessor Office Space Lease Alternatives:

The supervisor said that she and the assessor have continued discussions of 2121 Ogden and the space plan discussed with the layout presented.

The supervisor presented a spreadsheet which recapped the potential costs of different locations, including the village hall. The bottom line is 1220 Iroquois would be per year \$81,710.00 per year (\$20.43 per square foot), but this temporary space is too small for the assessor's office long-term needs. The cost for 2121 Ogden would be \$87,000.00 per year (\$17.41 per square foot) per year and the cost of the Lisle Village Hall would be \$89,440.00 (\$22.36 per square foot). Trustee Tams calculated the above square footage cost and asked that it be added to the spreadsheet the board is reviewing.

Trustee Chatman noted that the facility at Iroquois has already required the assessor's office move once, disrupting office operations, and could the do it again. The supervisor then noted that it is not clear if a new village administration were elected whether it would require the township to move again, either within or out of village hall. It was also noted that this is not clear, as the village has not been forthcoming with information regarding the particulars of a lease.

The board also agreed that having the assessor's office next to the township campus was a plus.

The board then discussed not only the costs but the accessibility issues which the public input indicated was very important, since most of the residents who come to the assessor's office are senior citizens, many with limited mobility.

The supervisor said that if the motion was passed, she would begin to work with the township's architect to finalize designs which could be used to secure permits from the Village of Lisle. The approximate cost of this work is \$12,000.00 and that it is already approved in the budget. The board thanked the supervisor for the heads up regarding the this budgeted expenditure.

Trustee Tams made a motion to enter into contract negotiations regarding a potential lease agreement with the owners of 2121 Ogden. It was seconded by Trustee Chatman.

Roll Call Vote:

Ayes: Tams, Chatman, Allen, Mullen

Nays: None

Absent: Riedy,

Motion Passed

Discussion of and Potential Action on Demolition Change Orders:

The supervisor went through the change orders:

The first change order discussed was that the contractor found that the Conduit between the assessor's old building and the highway department had collapsed and new conduit had to be run. This would mean directional drilling a new hole the entire length in order to run the conduit in it. This also meant that there would need to be a different entry point into the highway department's building. This change order is; Change Order #2 and is for \$9,270.00.

The second change order this month is Change Order #3 to place an additional 1.5 inch piece of conduit near the new power conduit so that the AT&T phone lines, which also go through the old assessor's building instead of directly from the curb to the highway commissioner's building could now be run directly, This change order is for \$710.00.

A motion was made by Trustee Tams to approve the change orders numbers 2 & 3 for \$9,270.00 and \$710.00, respectively. It was seconded by Trustee Allen.

Roll Call Vote:

Ayes: Tams, Chatman, Allen, Mullen

Nays: None

Absent: Riedy,

Motion Passed

Discussion and Potential Action on AT&T Phone Lines work for Demolition:

The second conduit was in place and AT&T did not have the highway department building as part of its design since the line ran was a "house line" and not done by AT&T. AT&T came out and determined what needed to be done and submitted it to the AT&T design engineering department. The AT&T engineer is trying to design a cost effective method for redesigning the phone run to the highway department. There is no quote yet for the board to take action. The supervisor is bringing this to the attention of the board because she expects the work may have to be done prior to the next meeting. The amount is a budgeted item.

No action taken.

Reports of Elected Officials:

Assessor Trowbridge:

No report.

Commissioner Young:

Mr. Young told the board that the recent storm has caused havoc with the highway department's operations and that they had to do an additional brush pickup to accommodate resident's storm damage. This would also likely push back the final leaf pick up into early December.

Supervisor Mullen:

Supervisor Mullen noted that the potential TIF extension in Woodridge would not happen and the TIF # 2 will be retired.

The supervisor's office has received the bids from several VOIP providers and she will be discussing the options with the assessor and highway commissioner.

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	\$104,366.50
General Assistance Fund	\$ 12,552.23
Road & Bridge Fund	\$ 503,755.57

A motion was made by Trustee Chatman to approve the audit of the expenditures. It was seconded by Trustee Tams.

Roll Call Vote:

Ayes: Tams, Chatman, Allen, Mullen

Nays: None

Absent: Riedy,

Motion Passed

Executive Session: None

Adjournment:

A motion to adjourn was made by Trustee Chatman; it was second by Trustee Allen. Voice vote, all present in favor, motion passed. The meeting adjourned at 8:48 p.m.

Respectfully Submitted,

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

Robert Klaeren
Township Clerk

Long-Term Office Space - Comparison of Alternatives

Query #	Location:	Stellco Current lease 1280 Iroquois	Stellco Comparison 1280 Iroquois	Stellco Comparison 4300 Commerce	Stellco Comparison 1220 Iroquois (Ste 100 + add'l)	Riccolo Comparison 2121 Ogden	Vlg of Lisle Comparison Lisle Village Hall	Vlg of Lisle Add'l notes
1	Rent Area (available)	3,294	3,294	4,200	4,000	5,000	4,000	* Negotiable
	Rent Sq. Ft	\$16.50	\$16.50	\$18.25	\$18.00	\$12.80	\$22.36	* Based on LCVB
2	Rent Amt. - annual	\$54,351.00	\$54,351.00	\$76,650.00	\$72,000.00	\$64,000.00	\$89,440.00	
	Type	Modified Gross	Modified Gross	Modified Gross	Modified Gross	Triple Net		
3	Term	1 year	5-10 Years	5-10 Years	5-10 Years	10 Years	Negotiable	
	Options Lease	N/A	Flexible	Flexible	Flexible	Flexible	Flexible, LCVB has annual options	
4	Rent Increases % Yr.	N/A	2-3%	2-3%	2-3%	2-3%	Negotiable. However, LCVB rent has not increased.	
5	Option to Purchase	N/A	No	No	No	Yes	No	
6	Right of First Refusal	N/A	No	No	No	Yes	No	
	Sublease	N/A	Yes	Yes	Yes	Yes	No	
7	Early Termination Fees	N/A	Subject to term and build out	Subject to term and build out	Subject to term and build out	Negotiable	No	
8	Renewal Fees	N/A	No	No	No	No	No	
9	Insurance	N/A	Personal Property	Personal Property	Personal Property	Liability naming owner additional insured	Personal Property, Waiver of Subrogation & Certificate of Release	
10	<i>Building Services / Est. Add'l Costs</i>							
	Electricity	No	No	\$.75 Sq. Ft.	\$4,200	\$3,800	\$0	
	Gas	No	No	Yes	\$2,930	\$2,650	\$0	
	Cleaning Services	Yes	Yes	Yes	\$0	\$2,500	\$0	
	Security Services	No	No	No	\$1,080	\$1,080	\$0	
	Phone Service / Internet				\$1,500	\$1,500	\$0	
	Property Taxes				\$0	\$11,500	\$0	
	Other	On site Maintenance	On site Maintenance	On site Maintenance	On site Maintenance	On site Maintenance		
	Total Additional Costs (estimated)				\$9,710	\$23,030	\$0	
	Estimated Annual Cost				\$81,710	\$87,030	\$89,440	
	Estimated Annual Cost - per sq.ft.				\$20.43	\$17.41	\$22.36	
11	Lease Restrictions	None - Zoning	None - Zoning	None - Zoning	None - Zoning	By Mutual Agreement	None - favors leasing to other governmental agencies	
12	<i>Tenant Improvements</i>							
	Architect / Design	N/A	Landlord (limited)	Landlord (limited)	Landlord (limited)	Landlord	Landlord	
	Demolition	N/A	Landlord	Landlord	Landlord	Landlord	N/A	
	Improvements	N/A	Landlord	Landlord	Landlord	Landlord (limited)	Negotiable & likely shared	
	Approximate cost of TI's	N/A	Included	Included	Included	Included	TBD	

13	Hours of Operation	24/7/365	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 to moderate walking to bldg, Minimal to office space, minimal inside office. Parking area is very small and congested. May be difficult for some clients to find it.	Minimal walking to bldg, Minimal to office space, minimal inside office. Build to suit client's needs	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 initial move into this space is necessary around December 1. 6 minutes to Township campus. Will require 2 separate office suites and the availability of the second may change. New office suite is under 3000 sf and too small for long-term operations. 2 separate suites may cause slow downs in efficiency for Assessor's operations and customer service.	Adjacent to Township campus, may be disruptive short term but most clients know where we are. Have the opportunity to create a driveway between properties for clients requiring services from other offices as well. Can build to maximize efficient workflow for Assessor's operations.	New location may be disruptive to clients, 6 minutes from Township campus. May cause increased confusion to non-Lisle residents to understand the Township Assessor's office and role	

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, option to purchase presents a unique opportunity to stay in place if Township uncertainty passes. Reunites Assessor's office with Township campus.	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 within Township (Naperville, Downers Grove, Woodridge, Bolingbrook) subsidizing Lisle.	
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