

OSWEGO TOWNSHIP
REGULAR MEETING
June 13, 2017

The meeting of the Oswego Township was called to order at 6:30P.M. by Supervisor Brian LeClercq. The pledge of allegiance to the U.S. flag was given by all in attendance.

Township officials in attendance were: Supervisor Brian LeClercq, Trustees: Allyson Jacobsen, Diane Selmer, Bill Small and Donna Stanley; Clerk Ken Holmstrom, Highway Commissioner Robert Rogerson and Assessor David Maher. Kendall county Deputy Sheriff David Lawson and Attorney Karl Ottosen and 12 Oswego Township residents were also in attendance. The attendance sheet is attached to these minutes. Non Township residents Jim Wyman (WSPY) and Todd Milliron were also present.

Supervisor LeClercq asked the Clerk for the bid opening for the sale of the property at 4100 Route 71. Clerk Holmstrom reported that only one bid was received. Clerk Holmstrom opened the bid and reported that it was from Eric Carson for \$77,777.77. Trustee Small motioned to reject the bid, seconded by Trustee Selmer. A roll call vote was held by Supervisor LeClercq and all Trustees present voted to reject the bid.

Supervisor LeClercq presented the following bills for approval:

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|------------------------|---------------|
| General Road Fund | \$16,110.82 |
| Permanent Road Fund | \$90,132.35 |
| Building and Equipment | <u>\$.00</u> |
| Total Road Fund | \$106,243.17 |
| | |
| General Fund | \$81,317.21 |

Motion to approve the bills by Trustee Selmer, seconded by Trustee Stanley. Bill Small noted that in the past the Bills were approved individually. Supervisor LeClercq stated that he will ask for approval of all the bills unless there is an objection and if so he will pull the bills and pass individually. He asked if there was any objection; none was given. A roll call vote was held by Supervisor LeClercq and all Trustees present voted to approve the payment of the bills.

Last month's minutes were approved by a motion by Trustee Jacobsen, second by Trustee Small. Trustee Small noted that Tom Yackley's name was misspelled. The motion was changed to reflect the correction of the spelling. A roll call vote was held and all Trustees present voted to approve the minutes as amended.

An Oswego Senior Center report was given by Trustee Jacobson. It was reported that the Senior Center Lease is up for renewal in August of 2018. They are currently reviewing options of location of the Senior Center. Trustee Jacobson will report after the next Senior Center meeting.

Deputy Sheriff Lawson reported that there were two shootings in Boulder Hill. These were isolated incidents and no threat to the general public. Boulder Hill neighborhood watch meeting is scheduled for Wednesday June 14th at the Church of the Brethren just north of Boulder Hill School at 7:00pm.

Highway Commissioner Rogerson reported on the status of the Highway Department. Rogerson reported that he has reviewed and implemented two changes to policy. The employee policy was updated and added a new paragraph that if any Township asset of any kind leaves the premises that the Road Commissioner needs to be informed first. Updated the Drug and Alcohol policy, all members of staff were tested and passed; both of these policies are zero tolerance. He invited a risk assessment inspection with the Illinois Public Risk Fund, they came out and looked at the building and premises and they passed. Public bid out for tree removal and trimming, a bid is also going out tomorrow for a new leaf vac. He is meeting with the Village to discuss shared services. He met with Sheriff Dwight Baird and Chief Bergner to discuss emergency preparedness. He is improving communication with the public. Completed a survey with the public and received a 73% satisfied with Township services, 21% undecided and 6 percent unsatisfied. The Highway Commission is working on a 5 year plan for ADA sidewalks. He also presented a list of many of the responsibilities of the Highway Commission. Rogerson reported on a question that came up about a 1995 Truck that was missing. The truck was traded for a 2016 Ford F350. Supervisor Leclercq reported on a computer that may have had information deleted. An forensic audit was ordered and conducted on the computer. They could not find anything that was missing, however if a more extensive audit was requested the charges could run from \$25,000 to \$100,000. LeClercq is bringing that to the board for discussion. The Board did not request any further investigation.

Assessor Maher reported that the first tax bill was due today. No certificates of error were received this year on the taxes. He reported that the Village is starting 200 new homes this year.

Supervisor LeClercq reported a change to policy that all checks going out of the Township office will require 2 signatures going forward. Next month will be a presentation of the audit. Website improvements and technology updates coming. There was a meeting to start the discussion on requirements. Two Trustees attended that meeting as well as the Highway Commissioner, Assessor and Clerk. LeClercq reviewed the sign in sheet if visitors wish to speak at the meeting; this will assist the commission in follow up on the issue presented.

LeClercq introduced Attorney Ottossen. The Attorney spoke on the Bid opening process and said we have the right to reject the bid. We are allowed to rebid or list with a listing agency. He then discussed a meeting quorum and training of Trustee's. On line training is required by all Trustees and must be completed within 90 days. A majority of a quorum is 3 people on the board. Two people can discuss the Township business; however it takes 3 votes to approve an agenda item. Supervisor LeClercq discussed bill payment every 2 weeks when the Board meets once a month. Attorney Ottossen stated that bills may need to be paid when they are due, LeClercq stated that the Township pays bills on the 2nd and 4th Tuesday of each month by having Trustees come in and review the bills and sign off before they are paid. A discussion about public comment and how this procedure works and LeClercq would like to move public comment at the beginning of the meeting. A discussion on minutes took place and that minutes are a review of what happened at the meeting. The attorney discussed the needs for going to executive session.

Under old business Supervisor LeClercq discussed our lease of vacant units. Our current contract is expiring with our current realtor and he has had interviews with Third Day to handle our leasing of space and the required build out. Third Day charges a fee of \$1.00 per foot for this service. Trustee Small motioned to enter into a contract with Third Day, second by Trustee Selmer. A roll call vote was held and all Trustees present voted to approve the motion.

Under new business the prevailing wage ordinance was discussed. Attorney Ottossen said that this is a legal requirement and the Township must adopt a Prevailing Wage Ordinance annually. The Board had

received a copy of the proposed ordinance and Trustee Jacobsen motioned to approve, second by Trustee Stanley. A roll call vote was held with the following: Jacobsen, Selmer and Stanley voting "Aye" and Small and LeClercq voting "No". Motion Carried. Attorney informed the board and Clerk that we need to publish the notice and file with the Department of Labor.

LeClercq discussed the position of the Deputy Clerk and that we will be looking for a backup to the Township office, backup to the Highway Commission and to the Clerks duties. LeClercq is looking for a motion to allow the Supervisor and the Clerk to interview and hire a person to fill this position. This position will require between 15 and 19 hours per week. This position will be compensated with existing funds within the budget. Motion to approve by Stanley, second by Selmer. A roll call vote was held and all Trustees present voted in favor of the motion.

Supervisor asked for Public Comment.

Frank Carney spoke to the Board about the comments made last month on the Pearce Cemetery. No public hearing, no bill of sale and the fence that was put up. He also stated that people are dumping on the property. LeClercq said he will turn this over to legal and we will respond back to Mr. Carney.

Jan Alexander commented on equipment that was not listed on the inventory at the Highway Department. Supervisor LeClercq asked her to send her request directly to the Highway Commissioner and he would respond.

Todd Milliron comment on the motion on the bid on the real estate bid that the motion was in the negative. He also asked for public comment at the beginning and end of the agenda. He stated that the reason for Executive Session must be given before going into Executive session. He stated that he was concerned about the Highway Department computer that reportedly had information removed from the computer. He asked if the Township has our local records on file with the state. LeClercq said we would look into this and report back. Trustee Stanley offered to look into this issue. Todd Milliron asked about the issue of residents having 3 minutes and non residents having 1 minute. Leclercq stated that he is suspending the requirement as long as the discussion is related to the meeting and related topics.

Oswego Robotics would like to be kept in mind if the Building at 4100 Route 71 is not sold, that group would be interested.

Maria Helgeson commented on the Pfund Park turned into Cemetery property, the fence around the property, and public notice. LeClercq will respond to her when the response is sent to Frank Carney.

A motion to adjourn the meeting was made by Trustee Jacobsen, second by Trustee Stanley. All Trustees voted to adjourn the meeting at 7:45PM.

Respectfully submitted by:

Kenneth Holmstrom, Town Clerk