

Minutes of the Oswego Township

REGULAR MEETING

February 12, 2019

The meeting of the Oswego Township was called to order at 6:30 P.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: Michael Bidegain, Allyson Jacobsen, Diane Selmer and Bill Small. Clerk Ken Holmstrom, Highway Commissioner Robert Rogerson and Township Assessor Brian Hauser were also present. Officer Riffell from the Kendall County Sheriff's Department was present. There were 6 Oswego Township residents in attendance.

Supervisor LeClercq opened the public comment section of the meeting:

Dave Demiduk from Emerson Creek spoke on the process of getting a liquor license for their facility because they are hosting weddings. He stated that they held 56 weddings in 2018. Oswego Township is currently a dry township. Emerson Creek is trying to get the Township to change to wet. Supervisor LeClercq commented that this change would require a referendum at the county level. He stated that there would not be time to get this on the April ballot. Leclercq stated he would add this to an agenda item at a future meeting.

No one else wished to speak, so Supervisor LeClercq closed the public comment section of the meeting.

Supervisor LeClercq presented the following bills for approval:

General Road Fund	\$ 34,574.89
Permanent Road Fund	\$ 182,824.55
Building & Equipment	<u>31.80</u>
Total Road Fund	\$ 217,431.24
General Town Fund	\$ 65,631.14

Motion to approve the bills made by Trustee Bidegain, second by Trustee Selmer. A roll call vote was held by Clerk Holmstrom. Trustee Small, Bidegain, Selmer, Jacobsen and LeClercq voted yes. Motion passed.

Supervisor LeClercq asked to move the approval of the minutes until the end of the meeting.

Trustee Initiative:

Trustee Bidegain reported that he has had time to review and become familiar with software used by the township. He also thanked everyone that helped him to understand his first budget review. He was impressed in the due diligence from everyone in keeping expenses to a minimum.

Trustee Jacobsen asked on future agendas to have items on the agenda that have not been completed. Supervisor LeClercq stated that he has those item on a separate list and will make that list available to the trustees at each meeting but does not want to list them on each meeting agenda, because those are action items and would need to be motioned to table at each meeting. By keeping them on a separate list, the Trustees will not lose sight of these items

Trustee Selmer reported that she and Trustee Small presented the framed articles to Weblinx on January 24, 2019 for the web design work that they have done for the township. She stated that she had completed the review of the checking account reconciliation. Trustee Selmer asked for the status of the used equipment that was put out for bid. Trustee Selmer stated that it is her goal to reduce the levy by 3% next year.

Trustee Small had no report.

Trustee Jacobsen gave the Senior report. She received a letter from the senior center that they are aware we are working on our budget and to keep them and their programs in mind.

The Sheriff's Department report was given by Deputy Sheriff Riffell. He reported on arrests and activities within the county. His report will be attached and become part of the minutes.

Highway Commissioner Rogerson gave his report. A copy of the report is attached to and becomes part of these minutes.

Township Assessor's report – The assessor reported that the Board of Review is officially closed for 2018. Decreases were mainly due to purchase price being less than assessed value. They are now looking at assessments for 2019. He reported that his staff is taking courses to increase knowledge and get more staff certified.

Supervisor Report – Supervisor LeClercq reported that Kendall County would like a trustee from the township to serve on a solid waste plan committee. The committee will meet 4 times per year. Trustee Selmer was appointed to serve on this committee. Supervisor LeClercq reported that the scanning process is near completion, however there is still some work to complete. Supervisor LeClercq stated that the township budget has not had a levy increase in 11 years. The total valuation has increased and the township has not had an increase, which means that the township is doing more with less.

Old Business: None

New Business:

Budget discussion took place. Highway commissioner Rogerson explained several of the line items under his area. He discussed a new software that would help keep track of all calls and concerns from township residents. This information will be extremely helpful in helping the residents of the township. This will create a history report on residents over time. Discussion took place on highway department budget line items. Some adjustments were made during these discussions.

Assessor Hauser discussed his line items on the budget. Trustees had a few questions on the assessor's office. Discussion followed.

Supervisor LeClercq answered questions on the Township budget and the cemetery budget.

Motion by Trustee Small to approve the proposed budget subject to the changes made during discussion; seconded by Trustee Jacobsen. Roll call; Bidegain, Jacobsen, Selmer, Small and LeClercq all voted in favor of the budget. Motion carried.

Next item is the New Check signing and Attestation Policy (2019-01). This went into effect on January 1st, 2019. Supervisor LeClercq discussed our current procedure and what the current new law is. The Township procedure required two signatures on each check; the Supervisor, Clerk, Highway Commissioner or Assessor were authorized to sign the checks. Under the new law, all checks need to be signed by the Supervisor and attested to by the Clerk or Deputy Clerk. Our policy will allow for the Highway Commissioner or Assessor to sign the check only in the absence of the Supervisor, but must still be attested to by the Clerk or Deputy Clerk. Trustee Selmer motioned to approve the new Attestation policy (2019-1), seconded by Trustee Bidegain. All Trustees present voted to approve. Motion carried.

Next item was for the county planning commission regarding special use permit #19-06. This is a parking issue for semi's parking on lots 1-5 of Light Road Industrial Park. This property is Zoned M-1. Supervisor LeClercq explained that the Township has to decide to file a legal objection or not to file an objection. Trustee Jacobsen motioned to not file a Legal objection, seconded by Trustee Small. Roll Call Jacobsen, Small, Bidegain and LeClercq voted yes. Trustee Selmer voted no. Motion carried and the township will not be filing an objection to Special use permit #19-06.

Ottosen Britz Kelly Cooper Gilbert & DiNolfo, Ltd. Retainer for legal services for the township. Trustee Selmer questioned the end date of the contract. Trustee Bidegain motioned to approve the retainer contract with a correct date of March 1, 2019 to March 1, 2020. Motion second by Trustee Selmer. All Trustee's present voted in favor of the motion. Motion carried.

Motion to move to closed session for the sale, Lease, and /or Acquisition of Property and the discussion and review of closed session minutes by Trustee Small, second by Trustee Bidegain. All trustees present voted to move into closed session. The meeting went into Closed session at 8:16PM.

The regular open session reconvened at 8:56 with the following members present: Trustees Bidegain, Jacobsen, Selmer, Small and Supervisor LeClercq. Clerk Holmstrom was also present.

The minutes of the regular meeting of January 15, 2019 were reviewed. A few spelling errors were brought up. Motion by Jacobsen to approve the minutes of the regular meeting of January 15, 2019 with the corrections mentioned. Second by Trustee Selmer. All Trustees present voted to approve the minutes. Motion carried.

Six month Review of closed session minutes for 9-11-2018, 10-9-2018, 11-10-2018 and 1-15-2019.

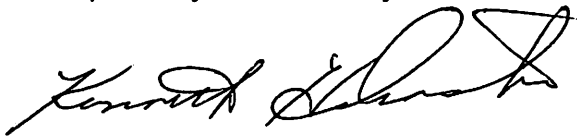
Motion by Trustee Small to approve and not release closed session minutes from 11-10-2018 and 1-15-2019. Jacobsen seconded the motion. All Trustees present voted to approve the motion. Motion carried.

Trustee Jacobsen motioned to release the closed session minutes of 9-11-2018. Trustee Selmer seconded this motion. All Trustees present voted to approve the motion. Motion carried.

Trustee Selmer motioned to approve and release the closed session minutes from 10-9-2018. Second by Trustee Small. All Trustees present voted to approve the motion. Motion carried.

Trustee Jacobsen motioned to adjourn the meeting, second by Trustee Selmer. Meeting adjourned at 9:01pm.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "Kenneth Holmstrom", written in a cursive style.

Kenneth Holmstrom, Township Clerk