

## OSWEGO TOWNSHIP

### MEETING AGENDA

AUG 8, 2017 - 6:30 pm

84 Templeton Dr. Unit# 104, Oswego, IL 60543

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS

TRANSFER OF APPROPRIATIONS (Attached)

PAYMENT OF BILLS

- A. General Road
- B. Permanent Road
- C. Building & Equip
- D. General Fund

APPROVAL OF MINUTES

SENIOR REPORT

KENDALL COUNTY SHERIFF'S REPORT

HIGHWAY COMMISSIONER'S REPORT

ASSESSOR'S REPORT

SUPERVISOR'S REPORT

OLD BUSINESS

- A.
- B.

NEW BUSINESS

- A. Authorization & hiring of Intern
- B. Authorization to hire unpaid Intern
- C. Review & approve IMRF Resolution (600 or 1000 hours)
- D. Request for proposal from Accountants with Township Audit experience
- E. Review & authorize purchase of new IT Firm for Website
- F. Authorize & approve new email system

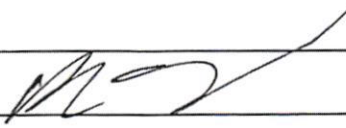

TRUSTEES INITIATIVES

ADJOURNMENT

# OSWEGO TOWNSHIP MEETING

Tuesday, August 8, 2017

Please print and sign name below:

- 1 Rick Jacobsen 
- 2 TIM FOOLEY
- 3 Robert L. Kiser
- 4 Tim Pellerin
- 5 Amy Pellerin
- 6 Jan Alexander
- 7 James H. Wyman, WSP4
- 8 Mary Carney
- 9 FRANK CARNEY
- 10 Jeff Thompson
- 11 B. H. Benley
- 12 David Lauser (KCSO)
- 13 Bill Helgeson
- 14 MARISSA HELGESON
- 15 Todd Milliron
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Minutes of the OSWEGO TOWNSHIP  
REGULAR MEETING  
August 8, 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, Donna Stanley; and Clerk Ken Holmstrom. Kendall County Deputy Sheriff David Lawson and Attorney Karl Ottosen and 13 Oswego Township residents were also in attendance. Trustee Small, Highway Commissioner Rogerson and Township Assessor Maher were not present and excused from this meeting. The attendance sheet is attached to these minutes. Non Township residents Jim Wyman (WSPY) and Todd Milliron were also present.

Supervisor LeClercq opened the meeting with public comments.

Frank Carney brought up his concerns about the Pfund Park / Cemetery and that the debris has not been cleaned up and the grass is not cut. He also stated that he intends to further pursue that this property does not become a cemetery.

Mary Carney discussed that the residents surrounding the Pfund Park / Cemetery are looking at legal action to stop the process of converting the Park to a Cemetery.

Todd Milliron discussed the open State investigation of the missing scrap metal. He discussed a violation to the local records act. Mr. Milliron discussed the fact that the Highway Commissioner had promised a time clock for the Highway Department staff and as of yet that has not been completed.

Supervisor Leclercq stated that there is no Transfer of Appropriations for this meeting.

Supervisor LeClercq presented the following bills for approval:

General Road Fund	\$12,804.47
Permanent Road Fund	\$95,067.71
Building and Equipment	\$ <u>      </u> .00
Total Road Fund	\$107,872.18
General Fund	\$ 75,891.58

Motion to approve the bills made by Trustee Jacobsen, second by Trustee Selmer. A roll call vote was held by Clerk Holmstrom and all Trustees present voted to approve the payment of the bills.

Trustee Selmer had noted two spelling corrections in the minutes of July 11, 2017. Trustee Selmer motioned to approve the minutes as amended. Trustee Stanley seconded the motion. A roll call vote was taken and all Trustees present voted to approve the minutes.

An Oswego Senior Center report was given by Trustee Jacobsen. She reported that we are evaluating all services to determine the best allocation of our resources. Trustee Jacobsen announced that the senior center is celebrating 10 years in service and a lunch is being served tomorrow, Wednesday August 9,



2017 in honor of that anniversary. The Senior Center is also having a Masquerade Ball on Friday November 3, 2017. Trustee Jacobsen will continue to update the Board as things progress.

Deputy Sheriff Lawson reported that Boulder Hill continues to have increased Police Patrol due to recent fire arm activity. He announced that the Kendall County Jail has implemented a new video visitation program that will operate with the internet or cell phone. Additional charges will apply. Lawson also reported that the police conducted a sex offender verification check. He reported that on July 31, 2017 a report of gun shots was received in the area of Route 31 and Light Road.

Supervisor Leclercq gave the Highway Commissioner report. He discussed the completion of the ADA sidewalks in Boulder Hill will be 5 to 10 years.

The Highway Department will be seeking bids on the old roller and trailer. Highway Commissioner will be bringing that request back to the Trustees.

The Douglas Road resurfacing project has been completed. "D" Construction should be starting soon on their 2017 paving project. The areas affected were discussed.

The Highway Department started their equipment sharing with the Village of Montgomery.

Supervisor Leclercq gave the Assessor report. He reported that the Route 71 property is currently being looked at to request a rezoning on this parcel from R1 to B3.

Supervisor LeClercq gave the supervisor report; he reported that a brush hog was used today in the cemetery property and that additional brush and tree branches were found. The property will be chained and locked to mitigate the illegal dumping.

Supervisor Leclercq gave a technology update. He thanked Trustees Stanley and Selmer for their continued work on this project. Computer upgrades have been installed.

Supervisor Leclercq started the discussion on the Deputy Clerk position. Clerk Holmstrom reported he had received about 18 applications for this position and interviewed 2 candidates. He has hired Taylor Sainz to fill this position. She will be starting on August 21<sup>st</sup>. This position will assist the Clerk's office, the Highway Department, the Township Supervisor and will be backing up the office to assist with the daily operation of the office duties. The Deputy Clerk will oversee the scanning of all documents into the archive system. This position reports to the Township Clerk.

Nothing to report under old business.

New business: Supervisor Leclercq asked for a motion to hire a paid intern not to exceed \$5000 to work on the scanning project. Trustee Stanley motioned to approve the hiring of an intern and to have the salary not exceed \$5000. Trustee Selmer seconded that motion. All Trustees present voted in favor of the motion.

Supervisor Leclercq asked for authorization to hire unpaid interns. He would like to have one intern for each department. They discussed the work that would be performed by the interns. Trustee Jacobsen motioned to approve the hiring of 4 unpaid interns, second by Trustee Selmer. All Trustees present voted to approve the motion.

A resolution is needed to approve the IMRF Resolution for 600 or 1000 hours. Trustee Jacobsen motioned to approve the IMRF resolution for 1000 hours, second by Trustee Stanley. All Trustees present approved this motion.

Supervisor Leclercq asked for a motion to approve interviewing accounting firms to conduct the Township Audit. Trustee Stanley motioned to approve starting the process of interviewing a new Accounting firms to conduct next year's audit. Trustee Selmer seconded this motion. All Trustees present voted to approve.


Supervisor Leclercq asked for a motion to review and hire a new firm to help with our Website. Trustee Selmer motion to approve the review and hiring of a new IT firm, second by Trustee Stanley. All Trustees present approved this motion.

Supervisor Leclercq asked for a motion to approve the purchase and install of a new Email system; Microsoft Office 365 for a cost of \$4 per month per person. Trustee Jacobsen made this motion second by Trustee Selmer. Motion passed by all Trustees present.

Under Trustee Initiatives; Trustee Selmer excited to work with the new Email system. She also discussed the upgrades to the website. Trustee Jacobsen also excited to get a new email system installed. Trustee Stanley asked for anyone that has any suggestions for the website to please contact the office and give us those suggestions.

A motion to adjourn the meeting was made by Trustee Selmer, second by Trustee Jacobsen. All Trustees voted to adjourn the meeting at 7:11PM.

Respectfully submitted by:



Kenneth Holmstrom, Town Clerk





# RESOLUTION TO ADOPT THE ANNUAL 1,000 HOUR STANDARD FOR IMRF PARTICIPATION

IMRF Form 6.68 (Rev. 8/11)

(Can be used only by non-school employers. Cannot be used by school districts or educational cooperatives.)

PLEASE ENTER Employer IMRF I.D. Number  
4074

RESOLUTION  
Number 2017-3

WHEREAS, Section 7-137 of the Illinois Pension Code provides that effective August 12, 2011, non-school employers in the Illinois Municipal Retirement Fund may elect to exclude from participation in the Fund persons in positions normally requiring performance of duty for less than 1,000 hours per year; and

WHEREAS, the exclusion may be applicable only to persons first employed in positions under the Fund after the adoption of this resolution; and

WHEREAS, OSWEGO TOWNSHIP BOARD is authorized by Section 7-137  
NAME OF BOARD, COUNCIL, ETC.

of the Illinois Pension Code to adopt such exclusion and it is desirable that it do so;

BE IT RESOLVED that the OSWEGO TWP BOARD of OSWEGO TOWNSHIP & HIGHWAY DEPT  
NAME OF BOARD, COUNCIL, ETC. EMPLOYER NAME

does hereby elect to exclude from participation in the Illinois Municipal Retirement Fund all officials and employees in positions normally requiring performance of duty for less than 1,000 hours per year;

BE IT FURTHER RESOLVED that this exclusion shall apply only to officials and employees who first occupy offices or positions under the Fund after adoption of this resolution;

BE IT FURTHER RESOLVED that the CLERK is authorized and  
CLERK OR SECRETARY OF THE BOARD

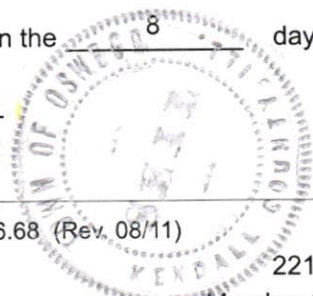
directed to file a duly certified copy of this resolution with the Illinois Municipal Retirement Fund.

## CERTIFICATION

I, KEN HOLMSTROM, the CLERK  
NAME CLERK OR SECRETARY OF THE BOARD  
of the OSWEGO TOWNSHIP & HIGHWAY DEPARTMENT of the County of KENDALL,  
EMPLOYER NAME COUNTY  
State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct copy of a resolution duly adopted by its OSWEGO TOWNSHIP BOARD at a meeting duly convened  
NAME OF BOARD, COUNCIL, ETC.

and held on the 8 day of AUGUST, 20 17.

SEAL



[Signature]  
CLERK OR SECRETARY OF THE BOARD