

Minutes of the Troy Township Board Meeting

Monday, July 17, 2017

7:00 p.m.

Meeting of the Troy Township Board of Trustees held at the Troy Township Community Center, 25448 Seil Road, Shorewood, Illinois.

Supervisor Joseph D. Baltz called the meeting to order.

The Pledge of Allegiance was led by Trustee Bryan W. Kopman.

Roll call:

Present were:	Supervisor Joseph D. Baltz	Trustee Bryan W. Kopman
	Trustee Larry Ryan	Trustee John Theobald
	Trustee Brett Wheeler	Clerk Kristin Cross

Absent were:	Assessor Kimberly Anderson - EA	EA = Excused Absence
	Highway Commissioner Tom Ward - EA	A = Absent; L = Late Arrival

Also in Attendance: Administrator Jennifer Dylik

Quorum is established.

Supervisor Baltz asked to deviate from the agenda and move up new business agenda items a and b. Motion by Trustee Theobald; seconded by Trustee Ryan to move up new business agenda items a and b. Roll call vote: Kopman – Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.

NEW BUSINESS

- a) Supervisor Baltz recommended George Muentnich be appointed as Collector to fulfill the remainder of the term of Collector Bryan W. Kopman which ends December 31, 2017. Supervisor Baltz commented that George is a former Troy Township Board member having served as Trustee from 1981 to 1994 and then as Clerk from 1994 until his retirement in 2011. George is more than familiar with the Township operations and can easily be up to speed in this role.

Motion by Trustee Wheeler; seconded by Trustee Theobald to appoint George Muentnich as Collector to fulfill the remainder of the term of Collector Bryan W. Kopman which ends December 31, 2017. Roll call vote: Kopman – Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.

- b) Clerk Cross administered the Oath of Office to Collector George Muentnich.

Supervisor Baltz then went back to the regular agenda format and opened the meeting for guest and citizen comment.

Supervisor Baltz introduced Mr. John Greuling, President & CEO, Will County Center for Economic Development. Mr. Greuling gave a presentation summarizing the past year of activity of the CED and reviewed projects such as the bridge to CenterPoint Intermodal, the Rock Run Crossing mixed use development project by Cullinan Properties at I80 and I55, and more.

Mr. Bruce Hoffman, a resident of the Camelot Subdivision, introduced himself and stated that he was attending on behalf of Barry Damon who usually attends for the Camelot homeowners association.

After asking two more times Supervisor Baltz closed the meeting for citizen comment.

Motion made by Trustee Wheeler; seconded by Trustee Ryan to accept the MINUTES of the June 19, 2017, Regular Board Meeting. Roll call vote: Kopman-Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.

The TREASURER'S REPORT was placed on file by Supervisor Baltz. Motion made by Trustee Theobald; seconded by Trustee Kopman to accept the Treasurer's Report for the month ending June 30, 2017. Roll call vote: Kopman-Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.

CORRESPONDENCE

Supervisor Joseph D. Baltz reviewed the following correspondence with the Board:

- Letter from the Will County CED; yearly update
- Clarke Mosquito report for the month of June 2017
- The Timber of Shorewood July 2017 Newsletter
- Disability Resource Center Newsletter
- Township Perspective July 2017
- IMRF Fundamentals
- TOIRMA Summer 2017 Newsletter
- Illinois Municipal Review July 2017

GADGET GURUS REPORT: – Rolland Bossert reported that the Gadget Gurus partnership with the Village of Shorewood and the Shorewood-Troy Library has ended. Each organization will continue to do programs on their own with the Gadget Gurus focusing on seniors. The Gadget Gurus are exploring the services provided by all of the surrounding libraries to share with Gadget Guru clients.

REPORTS OF TRUSTEES / COMMITTEES:

TRUSTEE LARRY RYAN – No report.

TRUSTEE BRETT WHEELER – Trustee Wheeler reported that the Humana changes with regards to vision and life insurance coverage have been implemented. The roll out went smoothly and all billing has been received with the correct credits.

TRUSTEE JOHN THEOBALD – No report.

TRUSTEE BRYAN W. KOPMAN – No report.

HIGHWAY DEPARTMENT REPORT: Administrator Dylik reported that Highway Commissioner Ward started the tar and chip project today.

ASSESSOR'S REPORT: Administrator Dylik read Assessor's Anderson report: To date staff has assisted 604 taxpayers with exemptions paperwork. Field staff has been out weekly picking up all new construction and conducting permit checks. The website continues to be updated. 2017 assessment

notices will be published in the Herald News on August 2nd. They will be mailed from Will County at the end of July. The appeal deadline is September 5th. Anyone that wishes to appeal their value is urged to come into the office and discuss this matter first. If a resolution cannot be reached, staff can assist them with how to file a formal appeal with the Board of Review. Evening hours are available to assist those who wish to appeal. Evening hours will be August 10th through August 31st. The extended hours will be only on Thursdays during August and the office will be open until 7:00 p.m. on those days. The website, under the Assessor tab, has been updated with all of the information necessary to file an appeal either with our office or the Will County Board of Review.

TOWNSHIP CLERK REPORT: Clerk Cross welcomed Collector Muentnich.

TOWNSHIP COLLECTOR'S REPORT: No report.

SUPERVISOR'S REPORT: Supervisor Baltz distributed the Supervisor's Annual Treasurer's Reports for the fiscal year ending March 31, 2017 for the Town Fund, General Assistance Fund, and the Road and Bridge Fund.

ADMINISTRATOR'S REPORT: Administrator Dyluk distributed her summary memo regarding the Elected Officials hours that they tracked for IMRF. Hours were tracked for the months of April, May, and June 2017. Dyluk reminded that Board that by September 1, 2017, they need to recertify to IMRF which elected positions still meet the hourly standard of 600 hours. Going forward, they will have to recertify these positions every two years. The Board must review these calendars so that they can accurately make the recertification at the August 21, 2017 board meeting.

Supervisor Baltz appointed an IMRF Ad-Hoc Committee to review these hours. The committee will be made up as follows:

- Chairman – Trustee Kopman
- Vice-Chairman – Trustee Wheeler
- Member – Supervisor Baltz
- Member – Clerk Cross
- Member – Collector Muentnich
- Non-Voting Member – Administrator Dyluk

Supervisor Baltz reported that a committee meeting will be organized in the near future.

Administrator Dyluk further reported that:

- Registration is now open for TOI Annual Educational Conference in Springfield. It will be held at the Crown Plaza from Sunday, November 12th to Tuesday, November 14th. Let Administrator Dyluk know if you plan on attending so that all necessary arrangements can be made and Board approval secured in a timely fashion.
- The State did pass a budget therefore the Township was notified that they will resume payment of State Highway Maintenance to the Road District. At this time the State is one quarter behind in payment.
- It is time to start planning the fall 2017 newsletter. Articles for the newsletter will be due to me on or before August 11th. The newsletter will arrive in resident's mailboxes starting the last week of September, first week of October.

- The Crossroads Festival Parade will be coming up on Sunday, August 6th. All Elected Officials should have received an invitation to attend. Highway Commissioner Ward is once again coordinating the Township's parade entry.
- The Township is looking to establish a Veteran's Honor Roll of Troy Township. It is proposed that former Trustee Donald Walden posthumously be inducted as the inaugural inductee. The Honor Roll will then be known as the Donald Walden Veteran's Honor Roll of Troy Township. Individuals who are residents of Troy Township and who have been honorably discharged from the military can apply to be inducted into the Honor Roll. Inductees will be invited to an upcoming Board meeting where they will receive a certificate of appreciation and thanked by the Board. All of those who are inducted will have their names placed on an ongoing list of inductees that will be hung at Troy Township Offices and Community Center building in an area to be known as the Veteran's Hall. Additionally, an annual collection drive will be done in Don's memory to benefit a local veteran's service organization. This will be a great way to honor Don's memory and carry on his legacy to support local veterans. Research is being done to price out a bronze plaque to possibly be mounted by the flag in front of the Troy Township offices.

OLD BUSINESS:

Supervisor Baltz asked twice for any old business. No old business.

NEW BUSINESS CONTINUED:

- c) Supervisor Baltz presented the Audit Report performed by Gassensmith & Michalesko, Ltd., dated May 23, 2017, for the fiscal year ending March 31, 2017 for acceptance by the Board. Trustee Ryan asked Supervisor Baltz to explain how the funds are collateralized. Supervisor Baltz explain that all funds over \$250,000 in each of the Township's accounts are collateralized with the Federal Reserve. Motion by Trustee Theobald; seconded by Trustee Kopman to accept the Audit Report for the year ending March 31, 2017. Roll call vote: Kopman-Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.
- d) Supervisor Baltz presented the proposal from Willett Hoffman & Associates to provide the engineering plans and bid specification for the parking lot improvement project for \$6,200.00. Administrator Dylik explained that although when budgeting for this project, the services of an engineering firm were not initially budgeted. However, after careful consideration and trying to prepare to go out to bid for this project, she felt that having a qualified engineering firm prepare the engineering plans and bid specs would most certainly be in the Township's best interest. A RFP was put together and sent to six local firms. Four proposals were received back. The two lowest price firms were Willett Hoffman and Hutchinson Engineering; both at \$6,200.00.

In the RFP, engineering firms were not asked to handle the bid process of the project or to oversee construction. The Township will administer the bid process and oversee the construction with the assistance of Highway Commissioner Ward in an effort to keep project costs down. Having an engineering company put together the construction documents and bid specifications will help to ensure that the work being done on the parking lot will actually fix the problems currently being experienced.

Trustee Ryan asked what the differences were in the four proposals received. Administrator Dylík commented that the major differences were price. The RFP sent out by the Township was very specific in the services that were requested of the engineering firms.

Trustee Theobald asked if the firms made recommendations on what needed to be done with regards to the plumbing underground work. Dylík responded that of the four entities that submitted proposals only two (Hutchinson and Willett Hoffman) actually visited the Township and met with staff. Dan Malinowski from Willett Hoffman was the most detailed and offered the most suggestions as to what might work best. Geotech, Inc. and Ruettiger, Tonelli & Associates both submitted proposal but neither firm visited the Township nor did they contact any staff to ask any questions about the work.

Trustee Ryan commented that he feels the contract with Willett Hoffman is too open ended and the biggest liability for the Township is the unknown. Ryan further stated that the specs could drive contractor's costs up unnecessarily. There are issues with quality control of the parking lot being torn out and quality control of the product that is being placed which the Township must be responsible for overseeing. Administrator Dylík confirmed that yes, the Township must oversee this and yes, the Township did not price out having the engineering firm oversee the work in an effort to keep costs down. Since the engineering services were not initially budgeted, the RFP was designed to have the engineering firm design the parking lot and write the bid specs that the Township could then take out to bid. Trustee Ryan commented that since the Township must take on the responsibility of overseeing construction then it shouldn't spend the money on an engineer and the Township should be responsible for the parking lot design too.

Administrator Dylík commented that the first step in the entire process for the parking lot project is to write the specifications to take out to bid. Dylík attempted to use specifications from other townships' parking lot projects but felt that she did not have the education and knowledge to write the specs and didn't feel that another township's project specifications would work for this specific project. Dylík let the Board know that she cannot write the specifications for this parking lot project and if the Township does not go out with clear defined specifications, the Township could end up putting \$60,000 into the project only to tear it up in two years because the work done didn't actually fix the problems. Dylík also told the Board that another RFP could be sent out to request pricing to have the engineering companies do a full service project which would include core samples, design work, conducting the bid process, and overseeing the construction.

Supervisor Baltz cautioned against having a paving contractor write the bid specifications because they would write the specs to suit their own needs. He further noted that the Township could go to the other end of the spectrum and have the engineering firm also do the bid process and oversee constructions. Going with the current proposal from Willett Hoffman is a good middle ground and a good compromise; helping the Township stay fiscally responsible.

Trustee Ryan felt there were reputable paving contractors in our area that could help with writing the specifications. Ryan's experience in the construction industry is doing design build work in the field and believes that is what can be done here too.

Trustee Kopman asked Trustee Ryan if there was anything in the proposal to address the unknown conditions that you might find once you dig up the parking lot. Both Ryan and Dylík confirmed that no, there was nothing in the proposal for Willett Hoffman to investigate the current sub-base. Dylík reiterated that the engineer was asked to survey what is current

there (grades, slope, low spots), review the original proposed engineering, design a plan so that the parking lot drains properly, and then write the specifications so that the Township can go out to bid and the construction documents and bid specs will tell the contractor what they have to do.

Trustee Kopman asked what the Township would do if construction starts and one of the unknown issues is discovered. Dylik responded that she, Highway Commissioner Ward, and the contractor would have to review the issue and see if they felt comfortable with a solution via a change order with the contractor. If the issue was too complicated then the engineer would have to be brought back in and an extra fee paid to resolve the issue.

Supervisor Baltz reminded that when the parking lot was expanded at the time of the Community Center addition, a substantial amount of rip-rap was brought in with a significant amount of gravel compacted on top of that. If needed, core samples could always be done but as reminded by Collector Muentnich, just because a core sample is done in one area doesn't mean you have the same condition in another area.

Administrator Dylik reminded the Board that if they are looking to take some of the burden off of the Township with regards to overseeing construction, she would be happy to send out a request for proposal to have the engineering firm also bid the project and oversee construction.

Trustee Ryan recommends not using an engineer at all and to have a paving contractor write the specifications.

Administrator Dylik reminded that the Township must go out to bid on this project. In order to go out to bid there must be formal bid specs written. Collector Muentnich and Supervisor Baltz agreed that it would be best for an engineer to write the specs and not the paving contractor.

Trustee Wheeler and Trustee Theobald see good points to each scenario. All of the Trustees would like to know what Highway Commissioner Ward thinks about the engineering contract. Administrator Dylik commented that Highway Commissioner Ward has always committed to helping in any way he can with this project and confirmed that he is willing to help oversee the construction.

A discussion was had regarding possibly tabling this agenda item and how that would impact the entire project timeline. Supervisor Baltz commented that any delay at this point could push this project into 2018. A special meeting may need to be called to get the bid awarded in time for fall construction.

Although this cost was not initially budgeted, Administrator Dylik felt that the budget can sustain the additional expense. Initial project budget numbers included a 20% contingency. Additionally, extra funds had been budgeted under Maintenance of Equipment for the domestic water booster pump repairs which came in significantly under budget. If needed, funds can be transferred from Maintenance of Equipment to help cover this expense.

Trustee Kopman suggested that, in his professional opinion, it is difficult to deal with a lot of change orders and he would support the contract with Willett Hoffman so long as it is stipulated that the cost is not to exceed \$6,200.00.

Motion by Trustee Kopman; seconded by Trustee Wheeler to accept the proposal from Willett Hoffman & Associates with the requirement that verbiage stating the cost of the work is not to exceed \$6,200.00 is added to the proposal. Roll call vote: Kopman-Aye; Ryan-Nay; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 4 Ayes, 1 Nay, 0 Absent. Motion carried.

Supervisor Baltz allowed audience member Bruce Hoffman to ask Trustee Ryan what his construction experience was. Mr. Hoffman likes the idea of the engineer.

- e) Supervisor Baltz presented the updated Troy Township Board Committees and Members listing noting the Committee Chairman as follows:
- Finance Committee Chairman – Trustee Larry Ryan
 - Seniors & Veterans Committee Chairman – Trustee John Theobald
 - Health Insurance Committee Chairman – Trustee Brett Wheeler
 - Planning Commission Chairman/Board Liaison – Trustee Bryan W. Kopman

Trustee Kopman asked if it was allowed for him to be a Trustee and also Chairman of the Planning Commission. Supervisor Baltz commented that there are no specific bylaws for the Planning Commission. It is at the Board's discretion to name the members of the Planning Commission.

Motion made by Trustee Kopman; seconded by Trustee Ryan to approve the updated Troy Township Board Committees and Members listing. Roll call vote: Kopman-Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.

- f) Supervisor Baltz presented the updated 2017 Troy Township Planning Commission Member listing for approval. Members are: Chairman/Board Liaison Trustee Bryan W. Kopman, Lorri Ferbend, Pat Gabrielson, Gordon McCoy, and George Muentnich. Motion made by Trustee Ryan; seconded by Trustee Theobald to approve the updated 2017 Planning Commission. Roll call vote: Kopman-Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.

Supervisor Baltz asked twice for any other new business. No other new business was presented.

APPROVAL OF BILLS:

Motion made by Trustee Theobald; seconded by Trustee Ryan to accept the **TOWN FUND & ASSESSOR'S BILLS** for **July 17, 2017**, as presented totaling **\$21,351.68**. Roll call vote: Kopman-Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.

Motion made by Trustee Ryan; seconded by Trustee Wheeler to accept the **GENERAL ASSISTANCE BILLS** for **July 17, 2017**, as presented totaling **\$3,497.08**. Roll call vote: Kopman-Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.

Motion made by Trustee Theobald; seconded by Trustee Kopman to accept the **ROAD AND BRIDGE BILLS** for **July 17, 2017**, as presented totaling **\$16,901.07**. Roll call vote: Kopman-Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried.

CLOSED SESSION

No items for closed session.

ANNOUNCEMENTS:

The following announcements were made:

- a) Crossroads Festival – Friday, August 4th thru Sunday, August 6th.
- b) Crossroads Festival Parade - Sunday, August 6th.
- c) Next Board Meeting – Monday, August 21, 2017 at 7:00 p.m.

Supervisor Baltz asked for any other announcements.

Trustee Theobald announced that he has been appointed to fill the seat of Don Walden on the Township Officials of Illinois Trustee Division Board.

No other announcements were made.

ADJOURNMENT:

Motion made by Trustee Theobald; seconded by Trustee Wheeler to adjourn the meeting. Roll call vote: Kopman-Aye; Ryan-Aye; Theobald-Aye; Wheeler-Aye; Baltz-Aye. 5 Ayes, 0 Nays, 0 Absent. Motion carried. Meeting adjourned at 8:48 p.m.

Respectfully submitted,

Kristin Cross, Clerk

