

Minutes of the Regular Meeting
of the Board of Trustees
Downers Grove Township
4340 Prince St, Downers Grove, IL
February 20, 2020

Regular Board Meeting of the Supervisor and Board of Trustees of Downers Grove Township held on Thursday, February 20, 2020, 7:30 PM at 4340 Prince Street, Downers Grove, Illinois.

1. Call to Order:

Supervisor Thoman called the meeting to order at 7:30 PM.

2. Pledge of Allegiance:

Supervisor Thoman invited everyone to stand for the Pledge of Allegiance.

3. Roll Call:

Clerk Grimsby called the roll. Present were Trustee Abby Ferguson, Trustee Karen Kelly, Trustee Art Donner, Trustee David Van Der Laan and Supervisor Mark Thoman. A quorum was physically present.

Absent: None

Elected and Appointed Officials present: Clerk Lorraine Grimsby, Assessor Greg Boltz, Highway Commissioner Andy Anderson and Attorney Allan Alongi.

Staff and others present: One staff member and Ed Kalina, Engineering Team Solutions.

4. Public Comment:

Supervisor Thoman asked if there was anyone in the audience who had comments to make.

There was no response.

5. Motion to Approve the Regular Meeting Minutes of January 16, 2020.

Clerk Grimsby presented the Minutes of the Regular Meeting of January 16, 2020 for review and approval. A motion was made by Trustee Kelly to approve the Regular Meeting Minutes of January 16, 2020 as presented with a second by Trustee Ferguson. Motion carried by voice vote.

6. Trustee Audit and Approval of Bills and Claims.

General Town Fund	2/18 to 2/20/20	\$ 79,244.67
General Road Fund	2/18 to 2/18/20	\$ 83,533.29
General Assistance	1/01 to 01/31/20	\$ 2,407.89
Capital Improvement	2/18 to 2/18/20	\$ 41,775.00

Motion: Trustee Van Der Laan made a motion to approve the Audit and Approval of Bills and Claims. The motion was seconded by Trustee Donner and unanimously by voice vote.

7. Motion to Approve the Township Budget and Appropriation Ordinance Number 2020-0221-1 for Fiscal Year March 1, 2020 to February 28, 2021. (Roll call vote)

Motion: Trustee Donner made a motion to Approve the Township Budget and Appropriation Ordinance Number 2020-0221-1 for Fiscal Year March 1, 2020 to February 28, 2021. The motion was seconded by Trustee Kelly and unanimously approved by roll call vote. Vote: 5-0.

8. Motion to Approve a contract with Ashyana Banquets as the location for the Township Annual Town Meeting, to be held Tuesday, April 21, 2020. (Roll call)
This year the Annual Town Meeting will be held one week later due to Passover.

Motion: Trustee Van Der Laan made a motion to approve the contract with Ashyana Banquets as the location for the Township Annual Town Meeting to be held on Tuesday, April 21, 2020. The motion was seconded by Trustee Ferguson and unanimously approved by roll call vote. Vote: 5-0.

9. Motion to Approve CERT Contract with Milton Township. (Roll call vote)
This is a shared expense with Highway and is an annual contract renewal. The allocation will be expensed in budget year 2020-2021.

Motion: Trustee Kelly made a motion to approve the CERT Contract with Milton Township. The motion was seconded by Trustee Donner and unanimously approved by roll call vote. Vote: 5-0.

10. Motion to Approve the 2020-2021 Downers Grove Township Employee Policy Handbook for the Supervisor's Office, as presented. (Voice vote)
This handbook is a "living document" and can be revised as needed to keep current.

Motion: Trustee Kelly made a motion to Approve the 2020-2021 Downers Grove Township Employee Policy Handbook for the Supervisor's Office. The motion was seconded by Trustee Ferguson and unanimously approved by voice vote.

11. Motion to Approve EP Doyle & Son, Wheaton, IL as General Contractor for The Township Center project. (Roll Call Vote)

Supervisor Thoman asked to amend the current motion and asked for a motion to Table approval of EP Doyle & Son, Wheaton, IL as General Contractor for the Township Center project.

Motion: Trustee Van Der Lan made a motion to Table the Approval of EP Doyle & Sons, Wheaton, IL as General Contractor the Township Center Project. The motion was seconded by Trustee Kelly and unanimously approved by voice vote.

Supervisor Thoman stated a Special Meeting may be scheduled pertaining to this contract.

12. Motion to Approve Engineering Team Solutions as Owners Representative for Township Center Project. (Roll Call)

This secures the final phase of engineering and architectural professional services for the Township Center project.

Motion: Trustee Van Der Laan made a Motion to Approve Engineering Team Solutions as Owners Representative for Township Center Project. The motion was seconded by Trustee Ferguson. Following a lengthy discussion, (discussion below) the motion was unanimously approved by roll call vote. Vote: 5-0.

Trustee Donner stated that the engineering contract mentions the inspections will occur on a monthly basis. Normally on cost certifications for projects the inspections are concurrent with actual draw requests prior to the payment being approved to determine if the actual work has been performed. Is this situation different and shouldn't it be concurrent with them submitting draws and you going out to do inspections or is that something done by the title company as far as the release?

Mr. Kalina stated they will be doing inspections prior to the pay request or draw request. In addition, when they do the site work, it takes more of a daily observation to determine if work is completed properly. So, as we do the site work which is a significant portion of this project, there will be a reasonable presence out there every day.

Trustee Donner asked if that presence will be a local inspector from Downers Grove? Mr. Kalina stated the presence will be mostly himself. It is a responsibility of the contractor and myself to contact the Village when a Village approval is needed.

Trustee Donner stated when you're working it is not necessarily monthly but as the work progresses and you get comfortable with it. The other part of it so when there is an actual release of payment is it predicated upon you inspecting and ensuring that the work is actually done or is there another process that we need to implement?

Mr. Kalina stated that Part A is correct. It will be inspected, then signed off on, and then we will move to the next stat.

Trustee Donner then asked, as a condition of being paid someone will do an inspection? Mr. Kalina stated that he will be out there every day but there are portions that the contractor is required to go ahead with material inspections and sign off on material certifications also as independent subcontractor, the Village will require those certified

inspections by material engineers and then the civil engineer will come out and give their blessing.

Trustee Donner asked if we would receive a discount because the contract stated monthly but it appears to me that you would be there quite often at least front loading? Mr. Kalina stated his efforts will be more intense the first few months, but as the project progresses there is still a lot of coordination of management with trades.

Trustee Donner asked about the change order process works. In the contract, it stated you will give feedback on the change orders. Please explain to me, if this contract is approved, how this is going to work. If they excavate and run into problems, we need a change order, how does the change order process work?

Mr. Kalina provided the attachment and stated that we did incorporate the \$75,000 which is approximately 4% of the contract to address change orders.

Trustee Donner stated the contract states that you facilitate change orders, so what happens then? Is there a meeting with the approved contractor?

Mr. Kalina stated that Supervisor Thoman would be involved. We would sit down and review and a summary would be provided and then it has to come to the Board. If it something serious, it would be paused to wait for Board approval.

Trustee Donner asked if the \$75,000 came from our end from the bidders. Mr. Kalina stated that we put that in. If small things happen, the issue would be discussed with Supervisor Thoman with the contractor, and it would be documented.

Attorney Alongi asked if there was a threshold number where you require a fee, \$5,000, \$10,000 or \$20,000?

Mr. Kalina stated that none of the \$75,000 can be approved without Supervisor Thoman's signature. The contractor has to write a letter of request, explain the situation and Supervisor has to sign off.

Attorney Alongi asked Supervisor Thoman his protocol for signing off. Trustee Donner asked Supervisor Thoman that as a function of the Board, that all change orders would come to the Board. Supervisor Thoman agreed that if something egregious that he would want the Board to know.

Trustee Donner asked Mr. Kalina if he is comfortable with the 4% as a contingency or should it be made higher or lower?

Mr. Kalina stated that he is never comfortable with the amount.

13. Motion to Approve Resolution of Support for SB3078 the Animal Welfare Act, a bi-partisan bill sponsored by State Sen. John Curran and State Sen. Christina Castro. (Voice vote).

This bill extends our support resolution of last year, covering Downers Grove Township, to SB3078 that covers the entire state.

Motion: Trustee Kelly made a motion to approve Resolution of Support of SB3078 the Animal Welfare Act, a bi-partisan bill sponsored by State Sen. John Curran and State Sen. Christina Castro. The motion was seconded by Trustee Donner and unanimously approved by voice vote.

14. Supervisor's Report.

Supervisor Thoman stated that he feels we are in good shape for the upcoming year.

15. Old Business.

No Old Business was brought forward.

16. New Business

No New Business was brought forward.

No Executive Session.

17. Motion to Move to Executive Session pursuant to Open Meetings Act 5 ILCS 120/2(c)()
(If needed)

(Roll Call)

- 18 Motion Return to Open Session at (time) (Roll Call)
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19. Motion to Adjourn

There being no further business to come before this Board, Supervisor Thoman asked for a Motion to Adjourn. At 7:50 PM, a Motion to Adjourn was made by Trustee Donner, seconded by Trustee Van Der Laan. Motion carried by voice vote.

Respectfully Submitted,
Lorraine Grimsby, Clerk