

**BELVIDERE TOWNSHIP BOARD MEETING
8200 FAIRGROUNDS ROAD
BELVIDERE, IL 61008
OCTOBER 25, 2022 5:00 PM**

MINUTES

Call to Order/Roll Call ~~ Supervisor Bill Robertson called the meeting to order at 5:00 pm. The pledges to the Flag were said and roll call taken with the following Board Members present Trustees Grover, O'Malley, Turner, Culvey and Supervisor Robertson, also present Clerk Dixon, Hwy Commissioner Dixon, and Township Attorney Keri-Lyn Krafthefer. We have a quorum to do business.

Public Input ~~ no public comment requests submitted by the public.

Discussion and Potential Action on Approval of Prior Meeting's Minutes ~~A motion was made by Trustee O'Malley to approve the minutes from the last regular township board meeting on October 11, 2022. The motion was 2nd by Trustee Culvey and passed with Trustees Grover, O'Malley, Turner, Culvey and Supervisor Robertson indicating aye on a voice vote.

Discussion and Potential Action on Transfers ~~ there are no transfers.

Reports

Supervisors Report ~~ There is a proposal to convert all lights to LED. He and Trustee Culvey have reviewed it and feel it is a good price and a good idea to upgrade. Supervisor Robertson has requested to remove some of the lights (specifically the 17 outdoor lights that are already LED) from the proposal and still do it but have not heard back yet. The price as of now is \$4,274.38 and our cost would be \$1,679.97 using Pro Energy Design LLC out of Woodstock. There are many high bulbs in the building that we have to call an electrician for if we don't change to LED which could get expensive. The Belvidere Police Department will be holding a drug collection day here on October 29, 2022.

Highway Commissioner's Report ~~ Almost finished up with the mowing for the year and are servicing the trucks for winter.

Assessor's Report ~~ As of 10/24/22 we have received approximately 24 assessment appeals with the majority being residential. Evidence provided with each appeal is being reviewed and will be submitted to the Board of Review with our recommendation regarding the change in value. Kris Hall inspected and measured 15 new houses on 10/24. To date, we have 52 new construction permits in the city and 5 in the county. Assessor St. Angel met with the county supervisor of assessments and a rep from the appraisal software company to review the status of the transition to the new system.

Clerk's Report ~~ nothing to report at this time.

Trustee's Report ~~ **Trustee O'Malley**, (Growth Dimensions & Twp/County Liaison) The Growth Dimensions meeting is not until December. **Trustee Culvey**, (Building Maintenance & Twp. Public Safety Coordinator) A humidifier has been installed in the building. Also noted that the lights that we'd be changing to LED are the can lights in the building.

Trustee Report, continued ~~ **Trustee Turner**, (Community Building Complex & Senior Trustee Duties) Community Building board meeting was October 10th. Bathroom renovations are still progressing, the side curtains have been cleaned and for less than expected. The curtains over the stage may need to be replaced. The property on 2nd Street has finally been purchased. They are still searching for a part time custodian / handy man with the hourly wage yet to be determined. **Trustee Grover**, (Boone County Council on Aging & Twp/City Counsel Liaison) **Trustee Grover**, (Boone County Council on Aging & Twp/City Counsel Liaison) Kelly Hillan, BCCOA Director requested payment status of transmission repair bill. Reply: Belvidere Township must follow strict guidelines regarding process of fund disbursement. Sikich Auditor presented the Finance Committee preliminary audit findings 10/24. Finance committee discussed recommending/presenting to the Full board at same day's following meeting. New Board member Alisa Patterson, introduced as Steve Schabacker's replacement from the County Board. Accepting resumes/suggestions for another board member to replace resigning Penny Billman. Kathy expressed opinion that disbursement of Belvidere Township Funds must follow IL Law's strict guidelines. If an organization is not willing to meet these guidelines, funds cannot be awarded.

Unfinished Business ~~ **Discussion and Potential Action May Occur on the Following Items**. There is no unfinished business to discuss at tonight's meeting.

Legal ~~ Keri-Lyn Krafthefer is present at tonight's meeting.

New Business ~~ Attorney Krafthefer shared legalities regarding contracting with any organization requesting monetary funding from the Belvidere Township. The State of IL regulates Contributions for Townships regarding public funds. Salvation Army Funding: Letter dated: 10/3/2022 requesting *financial support*. Advised signed contract before disbursement of any funds. Attorney Krafthefer suggested setting up the following: budget how much the township is willing to spend on Social Service agreements, amount to be disbursed, set time frame for organizations to submit a request and make a presentation, and once a decision has been made sign contracts with applicants stating the limitations and dollar amount for the contract year. Contracts will then be drafted, and if renewed, will be at the same time of year to avoid multiple renewal dates. No monies can be disbursed from Belvidere Township without an approved signed contract. Trustee O'Malley brought up the size of the township's reserves and stated that a thorough review be done at budget time to make sure the township is doing enough for the community.

- a. Discussion and Potential Action for contract with the local Salvation Army: Supervisor Robertson suggested a contract amount of \$5,000.00. Trustee O'Malley stated funds should be increased by 10% due to inflation. Length of Contract: 10-25-22 thru 12-31-22. Trustee O'Malley motioned \$5,500.00 to the Salvation Army. This motion was 2nd by Trustee Turner. The motion passed with Trustees O'Malley, Turner, Culvey and Supervisor Robertson indicating aye on a roll call vote. Trustee Grover voted nay on the roll call vote. This contract was then drafted by Attorney Krafthefer.
- b. Discussion and Potential Action for Boone County Council on Aging Med Car transmission repair request of \$3,021.09. Attorney Krafthefer advised letter or intergovernmental agreement be drafted. She provided a copy of this contract. Currently a signed contract for \$25,000.00 has been awarded. Discussion regarding number of residents contract funds serve, including a copy of the BCCOA operations budget. Trustee O'Malley motioned to approve the reimbursement of the Med Car transmission repair to be stated in the contract. This motion was 2nd by Trustee Turner. The motion passed with Trustees O'Malley, Turner and Supervisor Robertson indicating aye on a roll call vote. Trustees Grover and Culvey indicated nay. This additional contract for the \$3,021.09 will end on 12-31-22 and was then drafted by Attorney Krafthefer.
- c. Discussion and Potential Action for the stairwell lighting contract. This was not discussed as all information has not yet been received.

Discussion and Potential Action on Treasurer's Report and Approval of Bills ~~

Trustee Culvey made a motion to pay the town bills the motion was 2nd by Trustee Turner and passed with Trustees Turner, Culvey, Grover, O'Malley, and Supervisor Robertson indicating aye on a roll call vote.

Adjournment ~~ a motion was made by Trustee Turner to adjourn the meeting at 5:52pm, 2nd by Trustee Culvey. The motion passed with Trustees Grover, O'Malley, Turner, Culvey and Supervisor Robertson indicating aye on a voice vote.

Next Board Meeting: Wednesday, November 16, 2022, @ 5:00 P.M. (Due to TOI Conference)

Respectfully Submitted
Michelle Dixon, Clerk