

**SEWARD TOWNSHIP**  
**MEETING OF THE TOWNSHIP BOARD**  
**14719 O'BRIEN ROAD**  
**MINOOKA, ILLINOIS 60447**  
**JUNE 10, 2025 7:30pm**

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Approval of Prior Meeting's Minutes
4. Report from Kendall County Officer
5. Account Balances and Approval of Bills
6. Reports
  - a. Supervisor's Report
  - b. Highway Commissioner's Report
  - c. Clerk's Report
  - d. Trustee's Report
  - e. Cemetery Report
7. Report from Land Resource Plan Committee
8. Unfinished Business
9. New Business
  - a. Board to review and approve computer and monitor for Clerk
  - b. Discussion/possible approval regarding tar chip of cemetery driveway
  - c. Budget hearing and adoption for Township & Road District
  - d. Appoint FOIA Officer and Deputy FOIA Officer
10. Public Comments
11. A closed session of the Seward Township Board of Trustees may be held to discuss one or more items pursuant to the Open Meeting Act, ILCS-120/2/(c) (1-29)
12. Adjournment

POSTED JUNE 8, 2025

STATE OF ILLINOIS

Kendall County  
Seward Township

The board of trustees met at the office of the Town Clerk at Seward Town Hall on June 10th, 2025 for a regularly scheduled board meeting. The meeting started at 7:30 p.m.

Present:

Tim O'Brien, Supervisor  
Jim Martin, Trustee  
Fran Miller, Trustee  
Dan Roberts, Trustee  
Sharleen Smith, Trustee  
Michelle Salato, Clerk

The pledge of allegiance was said.

Trustee Roberts made a motion to approve the minutes from last month's meeting held on May 13th, 2025. Second by Trustee Smith, motion carried - 4 yes, 1 abstain.

Trustee Smith made a motion to approve the minutes from the special meeting held on May 28th, 2025. Second by Trustee Roberts, motion carried - 5 yes

Account Balances

Corporate	\$1,426,688.45
General Assistance	\$4,030.87
Hard Road	\$759,032.58
Road & Bridge	\$832,244.68
Special Bridge	\$1,069,992.71
Cemetery Checking	\$6,698.75
Cemetery COD	\$15,231.10

Motion to accept account balances made by Trustee Roberts, second by Trustee Martin, motion carried 5 yes.

Expenditures

Corporate Fund	\$12,725.38	Motion to accept by Trustee Roberts, second by Trustee Martin, motion carried 5 yes.
Road & Bridge	\$154,758.54	Motion to accept by Trustee Smith, second by Trustee Roberts, motion carried 5 yes.
Permanent Road	\$19,897.16	Motion to accept by Trustee Roberts, second by Trustee Smith, motion carried 5 yes.
Cemetery	\$6,698.75	Motion to accept by Trustee Martin, second by Trustee Smith, motion carried 5 yes.

Road & Bridge Payroll	\$13,976,36	Motion to accept by Trustee Martin, second by Trustee Smith, motion carried 5 yes.
Reimbursement	\$101.16	Motion to accept by Trustee Martin, second by Trustee Smith, motion carried 5 yes.

Trustee Roberts motioned to pay bills and correct the Department of Treasury to the proper accounts and proper amounts. Second by Trustee Martin, motion carried 5 yes.

#### Supervisor's Report

Welcome to the two new board members. The township received bids from two companies for the new building. White & Sons was \$1,080,499 and JD Builders was \$1,243,722. The board chose to go with White and Sons at the Special Meeting held on May 28th, 2025. We received a thank you card regarding the upkeep of the cemetery and how nice it looks.

#### Highway Commissioner's Report

See attached.

#### Trustee's Report

Reminder to complete Open Meetings Act training. Must be completed by the July 8th, 2025 meeting.

#### Cemetery Report

Discussion on new garbage cans for the cemetery. Highway Commission Cryder presented an example. Trustee Martin will bring an example next month. Tabled until next month.

Trustee Miller inquired as to how many available grave sites are at the cemetery. Tom Fleming is working on this information. There are approximately 740 buried and 340 available sites.

Discussion on CD money - how/when/how much is deposited.

Next month we will discuss how other townships manage their cemeteries.

The board will firm up the information regarding the state's mandatory perpetual fund for the cemetery. Trustee Smith will work on getting that information.

Waiting on a boundary survey which has something to do with the deed. Survey should be here next month. Can we put cemetery concerns on next month's agenda?

#### Land Resource Plan Committee

Went to a presentation at Ellis House. Asked what this would look like in Seward Township. July 21st, 2025 at 5:30pm at the Ellis House is a Historic Preservation meeting. The grass roots committee is working with Plattville on a potential new boundary map. Discussion of land resource plan.

### New Business

Clerk Salato presented a price for a new laptop computer and monitor. Trustee Roberts made a motion to approve a laptop computer and a monitor for \$2000 or less. Second Trustee Miller, motion carried 5 yes.

Discussion on possible tar and chip of cemetery driveway. The concern is if there is a base to support the tar and chip. Just cover what's there? Core base and add gravel?  
Trustee Roberts made a motion to approve coring out the cemetery driveway and putting down fabric and CA6 not to exceed \$3000. Second Trustee Smith, motion carried 5 yes.

Discussion of adding assumption sheets to budget for the corporate side. Trustee Roberts motioned to adopt the 2025/2026 corporate budget as presented. Second Trustee Smith, motion carried 5 yes.

Trustee Roberts motioned to adopt the 2025/2026 road budget as presented. Second Trustee Martin, motion carried 5 yes.

Trustee Martin motioned to appoint Michelle Salato, Clerk, as FOIA officer and Tim O'Brien, Supervisor, as deputy FOIA officer. Second Trustee Roberts, motion carried 5 yes.

Motion to adjourn by Trustee Martin, second Trustee Smith, motion carried 5 yes.

The meeting ended at 9:50 p.m.

June 10, 2025

1. Daily garbage pickup and sign check
2. Roadside and intersection mowing and weed whacking
3. Trucks/safety lane
4. Mowing at cemetery every week - one time a week.
5. Road patching Hanson/Wildy/White Willow and Hare Roads
6. I'm looking on behalf of the road district to sell the 2010 International to Lisbon Township District over a two year payment plan. I will have to have an intergovernmental agreement which will declare as a surplus and can be sold to another unit of local government.
7. New Kenworth 6 wheeler came in last week - those interested take a look after the meeting.

This ends my report.

Scott Cryder  
Seward Highway Commissioner