

GRAFTON TOWNSHIP REGULAR BOARD MEETING
MONDAY, June 16, 2014 7:30 p.m.

1. Supervisor Kearns called the meeting to order at 7:31 p.m.

2. Roll Call

Present: Trustees Holtorf, Wagner, Zirk and Ziller; Supervisor Kearns; Road Commissioner Poznanski; Assessor Zielinski; Clerk Francis. Absent: Trustee Wagner

3. Pledge of Allegiance

The Pledge of Allegiance was said.

4. Approval of Agenda as posted

Supervisor Kearns proposed changing the order of the meeting, moving new business items 10a and 10b to a spot earlier in the meeting, right after Old Business.

Motion by Trustee Wagner, second by Trustee Holtorf to change the agenda sequence so that 10a and 10b are addressed right after Old Business.

Ayes: Trustees Wagner, Holtorf, Ziller, Zirk, Supervisor Kearns

No Nays. Motion Carries.

5. Regular Business

A. Approval of Minutes of May 19, 2014 Road District Budget Hearing.

Motion by Trustee Ziller, second by Trustee Wagner to approve the minutes of the May 19, 2014 Road District Budget Hearing.

Ayes: Trustees Ziller, Wagner, Holtorf, Zirk, Supervisor Kearns

Nays: None. Motion Carries.

B. Approval of Minutes of May 19, 2014 Township Town Fund Meeting.

Motion by Trustee Ziller, second by Trustee Zirk to approve the minutes of the May 19, 2014 Township Budget Hearing.

Ayes: Trustees Ziller, Zirk, Wagner, Holtorf, Supervisor Kearns

Nays: None. Motion Carries.

C. Approval of Minutes of May 19, 2014 Township Regular Meeting

Motion by Trustee Ziller, second by Trustee Holtorf to approve the minutes of the May 19, 2014 Township Regular Meeting.

Ayes: Trustees Ziller, Holtorf, Wagner, Zirk, Supervisor Kearns

Nays: None. Motion Carries.

D. Audit and payment of unpaid bills/Warrant check detail for Town Fund. **Exhibit I**

Discussion about bills presented to be paid to Marty Kinczel and Al Zielinski to reimburse extensions they paid by personal check for training, as well as travel expenses. Board members insisted that bill payment must follow proper procedures for all bills. Supervisor Kearns stated that he called the Illinois Property Assessment Institute and they agreed to reimburse Al Zielinski and Marty Kinczel for their training if the Township would write a check to pay for it. Supervisor Kearns stated that the proper way to make these transactions is to get Board pre-approval for a purchase and the Township will write a check or get pre-approval and use the Township credit card for a purchase.

Assessor Zielinski was again reminded of proper procedures and that bills must not be paid out of personal accounts. Trustee Zirk pointed out that bills paid out of personal accounts are not tax exempt as they would be if paid by the Township. Supervisor Kearns pointed out that the individual is responsible for the sales tax on any item they paid and that the Township would not have to pay sales tax. He also stated that there may be a problem with the warranties as there may not be a title to the Township.

Assessor Zielinski asked the board to grant him a credit card, which the board stated they will not due as it was not a system that worked in the past. They said that he could use the Township credit card by getting pre-approval and then getting the card from the office manager.

Supervisor Kearns reminded Assessor Zielinski that every month since he took office in January the board has had to remind him of the proper procedures for submitting bills for payment. The trustees expressed that he must follow procedures because it is board policy and they must be able to go through the auditing process cleanly.

Supervisor Kearns invited the auditor George Roach to give his opinion on whether or not it is important that the procedure be followed. Mr. Roach stated that purchases are generally made using the township name and that only in unusual situations such as travel expenses would an individual generate an expense and pay it personally.

Assessor Zielinski expressed that he acts quickly to buy things outside of process such as equipment so he can take advantage of sales. Trustee Ziller reiterated the process for approval. Trustee Wagner stated that there could be an impression of impropriety if the Assessor is having things shipped to his house and the Township pays for them. Trustees Wagner and Holtorf mentioned the new policies that they have created that should eliminate any further question.

Another question arose about the bill that Assessor Zielinski presented for a meeting room for \$75 to meet with the taxpayers. Supervisor Kearns stated that there are free meeting spaces available such as Township Office, Park District, etc. and that Assessor Zielinski should conduct future meetings in free locations.

Trustee Wagner asked if all of the equipment submitted for payment was actually in the Assessor office. Assessor Zielinski offered to show it to him. Trustee Wagner said that he would not approve that bill anyway because it was paid on a personal credit card.

Motion by Trustee Wagner, second by Trustee Zirk to approve the unpaid bills with the exception of the bill for Marty Kinczel, and the two purchase orders to Al Zielinski \$1,238.19 and \$1,539.75, but will reimburse the \$75 to Al Zielinski. The Township will directly pay the Illinois Property Assessment Institute, Appraisal Institute and the Illinois Coalition of Appraisal Professionals.

Ayes: Trustees Wagner, Zirk, Holtorf, Ziller, Supervisor Kearns

Nays: None. Motion Carries.

E. Review Road and Bridge Warrant check detail. **Exhibit II**

Trustee Ziller commended Road Commissioner Poznanski on the good price he got on the bucket truck.

Motion by Trustee Ziller, second by Trustee Holtorf to approve the Township Road and Bridge bills as presented in the warrant list.

Ayes: Trustees Ziller, Wagner, Holtorf and Zirk, Supervisor Kearns

Nays: None. Motion Carries.

6. **New Business**

A. Discussion and potential action on transportation with a presentation by Jason Osborn and Scott Hennings from McRide.

Scott Hennings explained McRide, which is not necessarily need-based or just for seniors. Grafton could contract with the service for \$6,000 per year from 6am-7pm Mon-Fri and Sat 9-5. Riders pay a distance-based fare. The cost is disclosed to the rider upon reservation. Mr Hennings stated that the Village of Huntley is considering a similar proposal and that if they sign on, all riders within the Village would be eligible for the service, but no one outside the Village.

Motion by Trustee Wagner, second by Trustee Holtorf to enter into a Memorandum of Understanding with McRide subject to the Village of Huntley entering into a similar agreement.

Ayes: Trustees Wagner, Holtorf, Ziller, Zirk, Supervisor Kearns

Nays: None. Motion Carries.

D. Review and discussion of Township audit.

George Roach explained that the audit showed the Township records to be acceptable for Government Accounting and that he could tell there were changes in processes and procedures. He said the new process that the board will vote on helped a lot with the documentations. He said there was a big difference from last year and that the Board

did a good job of stabilizing the downward trend. He said that the Township does need cash reserves for six months and that it currently only has reserves for one month. Motion by Trustee Wagner, second by Trustee Holtorf to approve George Roach's annual report for the year dated March 31, 2014.

Ayes: Trustees Wagner, Holtorf, Ziller, Zink, Supervisor Kearns
No Nays. Motion Carries.

7. Executive Session

(If needed) Motion to convene an Executive Session to discuss pending litigation and personnel involving the Township pursuant to 5ILCS 120/2(c)(11).
None needed.

8. Discussion and potential action of items as discussed during Executive Session
None.

9. Public Comment/Board Members Response to Public Comment

Joe Vokaty stated that he would like the minutes to reflect that he asked the Clerk for the Township rules of order, not the Roberts Rules of Order (RRO). Clerk Francis stated that the Township Rules of Order were the rules of order. The Board and the Trustees agreed. Mr. Vokaty stated that he would like to see the minutes stating that we adopted RRO and the attorney letter stating that it is. He said that he also has a letter from Elgin Township on their opinion of "home rule". **Exhibit III**

9. Old Business

A. Review and possible action on how purchases made for the township will be paid. Trustee Wagner stated that he will discuss A and B at the same time as they are handled in the same document.

B. Consideration and possible adoption of Audit Committee's proposed internal control policies and procedures.

Trustee Wagner stated that the he had the township auditor review the policies and all good accounting procedures were followed. He said that Chapter 6 addresses Personal Credit. Supervisor Kearns stated that he would like to add personal payment prohibitions. Trustee Ziller said that he would like procedures to address accrued vacation. It was noted that the three offices of the Township have differences in their policies. Supervisor Kearns suggested a meeting between the head of all three divisions to determine a universal policy regarding vacations, days off, holidays etc. but those issues are not addressed in the document.

Motion by Trustee Wagner, second by Trustee Holtorf to adopt the Audit Committee Internal Controls Policies and Procedures with an amendment regarding prohibition of personal credit card and personal payment use in bill payment.

Ayes: Trustees Wagner, Holtorf, Ziller, Zirk, Supervisor Kearns
Nays: None. Motion Carries.

10. New Business

B. Discussion and potential action on adoption of PREVAILING WAGE ORDINANCE 20140616-2, Grafton Road District.

Motion by Trustee Wagner, second by Trustee Zirk to adopt Prevailing Wage Ordinance 20140616-2 for the Grafton Road District.

Ayes: Trustees Wagner, Zirk, Holtorf, Ziller, Supervisor Kearns
Nays: None. Motion Carries.

C. Discussion and potential action adoption of PREVAILING WAGE ORDINANCE 20140616-1, Grafton Township.

Motion by Trustee Wagner, second by Trustee Zirk to adopt Prevailing Wage Ordinance 20140616-1 for the Grafton Township.

Ayes: Trustees Wagner, Zirk, Holtorf, Ziller, Supervisor Kearns
Nays: None. Motion Carries.

E. Discussion and potential action to authorize Clerk Francis to appoint a temporary Deputy Clerk for the June 24th Road District Ernesti Road Project Bid opening. Road Commissioner Poznanski stated that since the road is used a lot by fire departments as a training site he was able to get the fire chief to contribute \$46,000 to the project.

Motion by Trustee Ziller, second by Trustee Holtorf to allow Clerk Francis to appoint a temporary Deputy Clerk for the June 24th Ernest Road Bid Opening.

Ayes: Trustees Ziller, Holtorf, Wagner, Zirk, Supervisor Kearns

11. Committee and Officer Reports

Supervisor

Supervisor Kearns stated that next month he would like to ask the Board for approval to shred unused checks from the closed account in the old bank.

Also, he said that Candy will be trained soon to maintain the website and will be responsible for that when she completes the training.

Supervisor Kearns reminded Assessor Zielinski that he needs to submit for approval the upcoming training. Assessor Zielinski promised to bring it back next month.

Supervisor Kearns said that Candy has been training to do most office duties so that we have more than one person able to run the office.

Trustee

Trustee Zirk would like to thank the audit committee for the hard work that they did to get a good set of auditing and account procedures.

Audit Committee

Assessor

Nothing

Road District

Road Commissioner Road Commissioner Poznanski gave Clerk Francis the title to the new truck.

Road Commission said that he will fix the bridge on Foster this year.

Clerk

Has started to separate disposable documents and has 14 regular sized boxes and 3 legal sized boxes ready to go but it is a much bigger project than she first thought. The file types are mixed up so she has to look at every file.

12. Adjournment

Motion by Supervisor Kearns, second by Trustee Wagner to adjourn the meeting at 9:38 pm.

All Ayes. No Nays. Meeting adjourned.

Submitted,
Clerk Kathryn Francis Hurley

Exhibit I

Grattan Township Road District
Voucher list for June 16, 2014 Meeting

With my signature below, I hereby approve of the invoices
listed on the following pages being submitted for payment.

Betty Zirk
Betty Zirk - Trustee

Joe Holtorf
Joe Holtorf - Trustee

Dan Zeller
Dan Zeller Dr. Trustee

Bob Wagner
Bob Wagner Trustee

Kathryn Francis
Kathryn Francis Clerk

Jim Keefe
Jim Keefe Supervisor

Exhibit II

GRAFTON TOWNSHIP ROAD DISTRICT
VOUCHER LIST FOR JUNE 16, 2014 MEETING

With my signature below, I hereby approve of the invoices listed on the following pages being submitted for payment.


Betty Zirk - Grafton Township Trustee


Joe Holtorf - Grafton Township Trustee


Dan Ziller Jr. - Grafton Township Trustee


Bob Wagner - Grafton Township Trustee


Kathryn Francis - Grafton Township Clerk


Jim Kearns - Grafton Township Supervisor


Tom Poznanski
Grafton Township Highway Commissioner

What is MCRide?

MCRide is a great way to get around McHenry County. Whether you need transportation for work, school, shopping, or visiting a friend, MCRide provides an affordable and stress-free way to travel. Simply call the Pace call center (1-800-451-4599) the day before you need a ride and let them know your origin and destination, along with your desired pick-up time. If you are a senior over the age of 60, or someone with a disability, you will receive a discounted fare. When your scheduled pick-up time arrives, meet the MCRide bus at the curb and enjoy the trip to your destination. MCRide is a shared-ride service, so you may even meet a new friend along the way! Check it out—

Take a ride on MCRide!

Title VI Program Notice:

"No person in the United States shall on the ground of race, color, or national origin be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal Financial assistance." (42 USC 2000d)

TITLE VI (TITULO VI)

Asimismo se le informa que sus datos no podrán ser difundidos sin su consentimiento expreso, salvo las excepciones previstas en la Ley.

Lo anterior, de conformidad con lo establecido mediante acuerdo Title VI de la Civil Rights (Título VI de los Derechos de Civiles) Act de 1964.

Atención Ciudadana

Servicio de MCRide recibe por este medio las dudas, quejas, sugerencias y comentarios en español.

<https://www.surveymonkey.com/s/MCRideCastellano>



McHenry County Division of Transportation
16111 Nelson Road
Woodstock, IL 60098

Phone: 815-334-4985

Fax: 815-334-4989

sahennings@co.mchenry.il.us



**Dial-A-Ride Transit Service
in McHenry County**



1-800-451-4599
(TTY 1-888-454-4724)

MCRide Policies

- Service hours are Monday-Friday, 6:00 a.m. - 7:00 p.m. and Saturday 9:00 a.m. - 5:00 p.m.
- If you have a disability and require a personal travel assistant, one assistant rides free
- Up to two children 7 years or younger can ride free per fare paying adult

How Much is a Ride?

Distance-based fare structure: Base fare for the first five miles, plus \$0.25 for each additional mile. (see below for details)

MCRide Base Fare		Base fare for the first 5 miles of your trip
General Public		\$2.00
Senior (60+)		\$1.00
Person with a Disability		\$1.00
(*plus 25 cents per mile for each additional mile after the first 5)		

For example, a 7 mile one-way trip from Woodstock to Crystal Lake will cost \$2.50 for general public:

\$2.00 for the first 5 miles



25¢ 6th mile

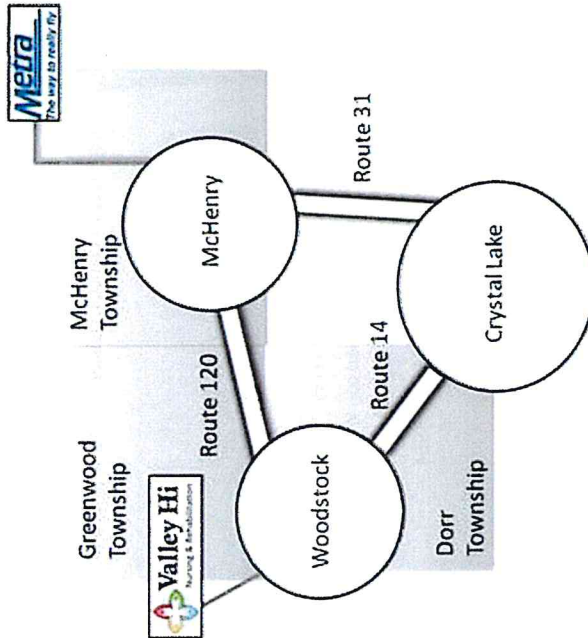


25¢ 7th mile



\$2.50 One-Way Fare

MCRide Service Area



Eligibility and Service Area

All individuals are eligible for travel to and from the following locations:

- Incorporated areas of Crystal Lake, McHenry and Woodstock
- Valley Hi Nursing Home and McHenry County Division of Transportation
- Fox Lake Metra station
- Within three-quarters of a mile of:
 - ◊ Route 120 between Woodstock and McHenry
 - ◊ Route 14 between Woodstock and Crystal Lake
 - ◊ Route 31 between Crystal Lake and McHenry

MCRide is supported by a New Freedom grant. As such, seniors (60+) and people with disabilities are eligible for trips throughout the above service area as well as to and from locations in:

- McHenry Township
- Greenwood Township
- Unincorporated areas of Dorr Township

Still Have Questions About MCRide?

McHenry County Division of Transportation
16111 Nelson Road
Woodstock, IL 60098

Phone: 815-334-4985

Fax: 815-334-4989

sahennings@co.mchenry.il.us

To schedule a ride, call 1-800-451-4599 (TTY 1-888-454-4724)

Exhibit IV

**GRAFTON TOWNSHIP
BOARD MEETING
SIGN-IN SHEET
Date: June 16, 2014**

NAME

ADDRESS

1. *Michael Lee*

2.

3.

4.

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Exhibit V

**GRAFTON TOWNSHIP
BOARD MEETING
PUBLIC REQUEST TO ADDRESS BOARD**

Date: June 16, 2014

NAME

ADDRESS

1.

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12.

13.

14.

Joe Vokaty

997 N. SHORE LN.