

**GRAFTON TOWNSHIP REGULAR BOARD MEETING
MONDAY, JANUARY 16, 2016 7:30 P.M.**

1. **Supervisor Kearns called the meeting to order at 7:30 P.M.**
2. **Roll Call**
Present: Trustees Holtorf, Wagner, Ziller and Zirk; Supervisor Kearns; Road Commissioner Poznanski; Assessor Zielinski; Clerk Hurley. Absent: None.
- 3 **Pledge of Allegiance** was said.
4. **Approval of Agenda as posted**
Motion by Trustee Zirk, second by Trustee Holtorf to approve the agenda as posted.
Ayes: Trustees Zirk, Holtorf, Wagner, Ziller; Supervisor Kearns
Nays: None. Motion Carries.
5. **Regular Business**
 - A. Approval of Minutes of December 21, 2015 Township Regular Meeting
Supervisor Kearns pointed out a correction in item #11 in which the last sentence should say that in 2014/15 we had a deferred maintenance budget of \$100,000. For 2015/16 we have a deferred maintenance budget of \$50,000.
Motion by Trustee Holtorf, second by Trustee Zirk to approve the minutes as amended.
Ayes: Trustees Holtorf, Zirk, Wagner, Ziller, Supervisor Kearns
Nays: None. Motion Carries
 - B. Audit and payment of unpaid bills/Warrant check detail for Town Fund.
Motion by Trustee Holtorf, second by Trustee Ziller to approve the payment of unpaid bills.
Ayes: Trustees Holtorf, Ziller, Wagner, Zirk; Supervisor Kearns
Nays: None. Motion Carries
 - C. Review Road and Bridge Warrant check detail.
Trustee Ziller asked about the Cassidy Tire and Service bill and about the tire on the loader. Road Commissioner Poznanski said it was related to the cold and salt corrosion. He explained that he could not repair the front tires, he had to get new ones. Trustee Ziller also wanted to know why we got a bill for tree removal bill from FJR. Road Commissioner Poznanski explained that a tree was in the way of power lines and that Comed would only trim the tree around the lines and not cut down the tree. He said the sap from the tree had been damaging the road. Trustee Ziller said it was not an emergency and we should not have paid someone to do it.
Motion by Trustee Ziller, second by Trustee Holtorf to approve the Road and Bridge Warrant check detail.
Ayes: Trustees Ziller, Holtorf, Holtorf, Zirk; Supervisor Kearns
Nays: None. Motion Carries
6. **Public Comment/Board Members Response to Public Comment**
None.
7. **Executive Session**
Motion to convene an Executive Session to discuss pending legal actions pursuant to 5ILCS 120/2(c)(11).
Motion by Trustee Wagner, second by Trustee Holtorf to adjourn the regular meeting in order to convene and executive session to discuss pending legal action.
Ayes: Trustees Wagner, Holtorf, Ziller, Zirk, Supervisor Kearns
Nays: None.

Regular Meeting adjourned at 7:43 pm

Motion by Trustee Wagner, second by Trustee Ziller to reconvene the regular meeting at 8:18 pm.
Ayes: Trustees Wagner, Ziller Holtorf, Zirk,; Supervisor Kearns
Nays: None.

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

9. New Business

A. Discussion about snow plowing and vehicle procedures for the township parking lot. Road Commissioner Poznanski said that the topic had been discussed and that they have agreed to the procedures that will work for everyone.

B. Discussion and possible action to change the September 2016 regular meeting date from September 19th, to September 26th, 2016.

Clerk Hurley explained that she would not be able to attend the meeting on September 19th. Supervisor Kearns said that if the meeting were as late as September 26th, all of the bills would be late. The trustees asked if Deputy Clerk Candie Prince could attend the meeting instead of Clerk Hurley. Clerk Hurley said she would ask her.

10. Old Business

Trustee Holtorf said he feels the township needs a plan from an architect before updating and renovating facilities. Supervisor Kearns said he contacted the architect that planned the existing addition to receive an estimate which came in at \$9,200 for the drawings. Trustee Ziller feels we don't need an architect. Supervisor Kearns said he'd rather start doing things in stages, then see how they look before adding other things. Trustee Holtorf said that we had a lot of complex things to think about. Supervisor Kearns said he'd like to have a committee of Trustee Holtorf, Trustee Ziller and Road Commissioner Poznanski. He said that he would like a list of all of the things that need to be done by the end of the month.

11. Committee and Officer Reports

Supervisor

Supervisor Kearns said that the painting of the office interior is progressing and that the new carpets will be in for this section by the end of the month. The Assessor's office will get new carpeting after that.

Trustee

Trustee Holtorf asked Road Commissioner Poznanski where he thinks he will end the year regarding the budget. He noticed that the Road District has spent 25% of their annual budget with 75% of the year gone. Road Commissioner Poznanski declined to provide an estimate based on the fact that it was impossible to know what the weather was going to be like and therefore what costs would be incurred.

Audit Committee

Assessor

Road District

Clerk

12. Adjournment

Motion by Trustee Wagner, second by Trustee Ziller to adjourn the meeting at 8:32.

All Ayes.

No Nays.

Meeting adjourned at 8:32 pm

Respectfully Submitted,
Township Clerk Kathryn Hurley

Exhibit I

**GRAFTON TOWNSHIP TOWN FUND
WARRANT LIST FOR JANUARY 18, 2016 MEETING**

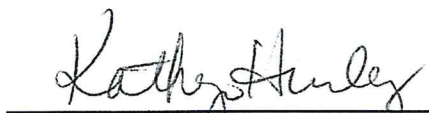
With my signature below, I hereby approve of the invoices listed on the following pages being submitted for payment.


Betty Zirk - Grafton Township Trustee


Joe Holtorf - Grafton Township Trustee


Dan Ziller Jr. - Grafton Township Trustee


Bob Wagner - Grafton Township Trustee


Kathryn Hurley - Grafton Township Clerk


Jim Kearns - Grafton Township Supervisor


GRAFTON TOWNSHIP ROAD DISTRICT
VOUCHER LIST FOR JANUARY 18, 2016 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 Hurley - Grafton Township Clerk


Jim Kearns - Grafton Township Supervisor


Tom Poznanski
Grafton Township Highway Commissioner

Exhibit III

MAGNER – MANALANG ARCHITECTS

915 AUGUSTA ST. – 1st FLOOR (708) 383-7744
OAK PARK, ILLINOIS 60302-1678 FAX (708) 383-7797

December 30, 2015

Mr. James Kearns, Supervisor
Grafton Township Offices
10109 Vine Street
Huntley, IL 60142

Re: Proposal for Architectural Design Services
Grafton Township Building

Dear Mr. Kearns:

Thank you for inviting me to offer a proposal for architectural design services for the exterior facades of the existing Grafton Township office and maintenance building on Vine Street in Huntley. Having been involved in two previous addition/renovations to the building, I am very familiar with the facility.

It is my understanding that the work involved will be to prepare design drawings and construction budget estimates for an updating of the exterior of the existing building. Because there is not yet a defined concept for what the exterior appearance of the building will ultimately be, the services which I have included in this proposal are as follows:

- Site visits as needed to verify existing dimensions, heights, etc. in order to prepare base plan and elevation drawings for use in preliminary design studies.
- Preparation of exterior elevation options for the building façades.
- Preparation of exterior perspective renderings for the various design schemes.
- Preparation of preliminary construction budget estimates for the proposed designs.
- All related design meetings and presentations to the Grafton Township officials involved.

As a part of the construction budget estimates, I will also be able to provide you with a fee proposal for the preparation of construction drawings for the work which will be suitable for soliciting bids and obtaining building permits. Until the scope of work is defined, it's just not possible to give you a fair number for that second phase of the project.

Based on the above information, the total architectural fee for the project through the design and budgeting is proposed to be a total of \$9,200.00. Invoices will be issues at varies points throughout the time of the project at milestone points in the process.

December 30, 2015
Mr. James Kearns, Supervisor
Grafton Township
Page Two.

In addition to the fee referenced above, the cost of blueprinting and reproduction of the drawings will be billed at the cost I am charged by the printing company I use. Over the course this portion of the project, you might anticipate that this cost will be around \$300 or so.

Thank you very much for the opportunity to provide this proposal to you. Please feel free to call me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Pat Magner", with a long horizontal flourish extending to the right.

Pat Magner
Magner-Manalang Architects

Exhibit IV

**GRAFTON TOWNSHIP
PUBLIC REQUEST TO ADDRESS BOARD**

Date: February 15, 2016

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