

**GRAFTON TOWNSHIP REGULAR BOARD MEETING  
MONDAY, MARCH 21, 2016 7:30 P.M.**

1. **Supervisor Kearns called the meeting to order at 7:31 P.M.**
2. **Roll Call**  
Present: Trustees Holtorf, Wagner and Zirk; Supervisor Kearns; Road Commissioner Poznanski; Clerk Hurley. Absent: Trustee Ziller, Assessor Zielinski
- 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; Supervisor Kearns  
Nays: None. Motion Carries.
5. **Regular Business**  
A. Approval of Minutes of February 15, 2016 Township Regular Meeting  
Motion by Trustee Wagner, second by Trustee Zirk to approve the minutes as amended for #8 to state the "release of *all* claims."  
Ayes: Trustees Wagner, Zirk, Holtorf, Supervisor Kearns  
Nays: None. Motion Carries  
  
**Trustee Ziller entered the meeting at 7:34**  
  
B. Audit and payment of unpaid bills/Warrant check detail for Town Fund.  
Supervisor Kearns pointed out that there is a request by Assessor Zielinski for a home study course offered by the Illinois Property Institute at a cost of \$1,130.00. The Trustees discussed whether or not the training is needed. Because Assessor Zielinski wants it shipped to his home and he is absent, they discussed tabling the bill. Additionally, there is a request by Assessor Zielinski for \$25.80 in postage for letters sent to various political offices. The Trustees declined to accept.  
Motion by Trustee Holtorf, second by Trustee Wagner to reject payment of PO #2501 for \$25.80 and PO # 2502 for \$1,130.  
Ayes: Trustees Holtorf, Wagner, Ziller, Zirk, Supervisor Kearns  
Nays: None. Motion Carries  
  
Motion by Trustee Wagner, second by Trustee Zirk to approve payment of the bills as listed, minus those already rejected in the previous motion.  
Ayes: Trustees Wagner, Zirk, Holtorf, Ziller, Supervisor Kearns  
Nays: None. Motion Carries  
  
C. Review Road and Bridge Warrant check detail.  
Trustee Ziller asked about the bill for Standard Industrial Auto for \$34,200. Road Commissioner Poznanski said they are air lifts so that his department can more easily repair vehicles. He said that the Fire Department has 6 of them, and the Village of Lake In The Hills has the exact same one. Trustee Wagner pointed out that the Road Commissioner has shown that he is very responsible with his budget and that he has plenty of money to buy them if he feels they are useful.  
Motion by Trustee Wagner, second by Trustee Holtorf to approve payment of the Road and Bridge bills.  
Ayes: Trustees Wagner, Holtorf, Zirk, Supervisor Kearns  
Nays: Trustee Ziller. Motion Carries
6. **Public Comment/Board Members Response to Public Comment**  
Resident John Mueller said that he wanted to make a statement but it is directed as Assessor Zielinski and in his absence he will postpone his comments.
7. **Executive Session**  
Motion by Trustee Wagner, second by Trustee Holtorf to adjourn the Regular Meeting to convene and executive session to review minutes of previous Executive Sessions.  
Ayes: Trustees Wagner, Holtorf, Ziller, Zirk, Supervisor Kearns  
Nays: None. Motion Carries.

**Regular Session adjourns for Executive Session at 7:46**

**Supervisor Kearns returned the Regular Meeting to order at 7:58.**

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

**8. Discussion and potential action of items as discussed during Executive Session**

Motion by Trustee Wagner, second by Trustee Zirk to approve the Executive Session Minutes for August 17, 2015; September 21, 2015; October 19, 2015; November 16, 2015.

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

Nays: None. Motion Carries

Motion by Trustee Wagner, second by Trustee Zirk to release the Executive Meeting Minutes for September 21, 2015; October 19, 2015 and November 16, 2015.

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

Nays: None. Motion Carries

**9. New Business**

A. Discussion and potential action on Assessor's and Supervisor's request for a Transfer of Appropriation.

Supervisor Kearns read aloud an email from Assessor Zielinski about his inability to attend the meeting due to a family emergency, which includes an attachment (Exhibit IV) listing his additional budget requests for 2016/17. Supervisor Kearns explained that Assessor Zielinski asked to transfer funds from Health Insurance (Line item 1243) to Training (Line item 1761) but that bill was rejected by the Trustees, so there is no need. In his letter, (Exhibit IV) Assessor Zielinski asked to move \$1,000 from Maintenance Service (Line item 1751) to Equipment (Line item 1854) to pay for a shredder. There was a discussion about whether or not this was needed and if he would need to request records disposal from the Townships of Illinois. Supervisor Kearns said that the Assessor spent \$23,429 in legal fees. He said that The Board can take 10% from any given line item to move around.

Motion by Supervisor Kearns, second by Trustee Wagner to transfer \$16,847 from Salaries (Line item 1240) to Legal Fees (Line item 1753) and \$6,582 from Health Insurance (Line item 1243) to Legal Fees (Line item 1753) for a total \$23,429 shift to Legal Fees.

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

Nays: None. Motion Carries

Supervisor Kearns said that the Assessor's budget for Training (Line item 1761) is overspent--\$4,000 was budgeted and \$4,345.92 was spent.

Motion by Supervisor Kearns, second by Trustee Zirk to transfer \$354.92 from IMRF (Line item 1241) to Training (Line item 1761).

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

Nays: None. Motion Carries

B. Discussion and possible action to contract with George Roach Associates for the 2015/16 audit.

Supervisor Kearns stated that Georg Roach asked for a 3-year contract, which he does not want to do since there will be a new board in place next year.

Motion by Supervisor Kearns, second by Trustee Wagner to approve George Roach and Associates as the auditor at a cost of \$8,800 for the fiscal year ending March 31, 2015.

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

Nays: None. Motion Carries



C. Discussion and possible action for facility update and repair.  
(Exhibit V) Trustee Holtorf presented the findings from the Township Renovation Committee and asked The Board to approve certain items for which he has received quotes. He proposes acceptance of four items listed on the Metal Masters quote and two items from D&H Energy Management Company. A discussion ensued about what was needed.

Motion by Trustee Wagner, second by Trustee Zirk to approve insulation of the garage and office areas by D&H for \$5,300, East Elevation by Metal Masters quoted for \$7650 and the South Gable quoted by Metal Masters for \$5,225 to be taken out of the budget for this fiscal year (FY16), but held until the work is completed.

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

Nays: None. Motion Carries

D. Discussion of tentative 2016/17 budget for Township Town Fund  
There will be a hearing before the budget meeting.

E. Discussion of tentative 2016/17 budget for Road District  
There will be a hearing before the budget meeting.

F. Discussion and approval of the agenda for the 2016 Annual Town Meeting  
Motion by Wagner, second by Ziller to approve the draft agenda for the 2016 Annual Town Meeting.

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

Nays: None. Motion Carries

**10. Old Business**

**11. Committee and Officer Reports**

**Supervisor**

**Trustee**

**Facilities Update Committee**

**Assessor**

**Road District**

Road Commissioner Poznanski is opening bids the first week of April for the road project this year. He will not know until May what the projects are.

**Clerk**

Clerk Hurley reminded The Board that they must complete their Statement of Economic Interest online by May 1, using the link she supplied in an email.

**12. Adjournment**

Motion by Trustee Wagner, second by Trustee Holtorf to adjourn the meeting at 8:40.

All Ayes.

No Nays.

Meeting adjourned at 8:40 pm

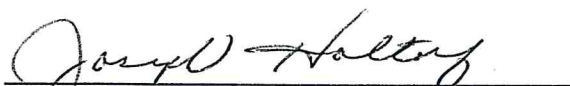
Respectfully Submitted,  
Grafton Township Clerk Kathryn Hurley

Exhibit II

GRAFTON TOWNSHIP ROAD DISTRICT  
VOUCHER LIST FOR MARCH 21, 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

GRAFTON TOWNSHIP  
PUBLIC REQUEST TO ADDRESS BOARD  
Date: March 21, 2016

NAME

ADDRESS

1. John Mueller

3190 Henry Lane, Lake in the Hills

- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

Exhibit IV

Grafton Township Assessor  
10109 Vine Street, Unit C  
Huntley, IL 60142



March 21, 2016

Grafton Township Board of Trustees  
10109 Vine Street  
Huntley, IL 60142

Lady and Gentlemen:

Below are additions to our 2016-2017 budget request submitted for your review last November as well as a brief explanation of, and basis for, our salary request.

**Budget addition**

Equipment account 1854

Amount: \$1,000

Reason: Replace our aging and broken shredders with an office-grade, single shredder.

Per several statutes, the Assessor's Office is required to destroy certain documents during the course of normal business. The two current shredders are several years old and, after several in-house repair attempts, have reached the end of their useful lives. This shredder will not replace the mass shredding requiring outside assistance.

Maintenance Service account 1751

Amount: \$1,000

Reason: Pay for mass shredding of several years' of documents approved for destruction.

**Salary explanation**

We concur with Trustee Holtorf's assessment that approximately 10,000 man-hours of CIAO labor is adequate to appropriately and efficiently serve the needs of Grafton's property taxpayers. That total equates to five CIAO-certified Deputy Assessors. The Assessor's office time should not be included in that amount because doing so unfairly forces the Assessor to perform two roles: Assessor and Deputy.

Therefore, our salary request is consistent with guidance provided by Trustee Holtorf: five Deputies.

Regarding pay grade, it's been several years since the Deputies have received any form of raise. The salary structure provided in our budget request allows for appropriate increases when, and only when, a Deputy achieves a higher CIAO designation. This is in the best interests of Grafton Township by establishing a pay for performance structure which benefits Grafton's property taxpayers via more highly-trained Deputies while also motivating those Deputies to continue and enhance their skills.

Thank you for your time and consideration.

Sincerely,

Alan Zielinski  
Grafton Township Assessor



Exhibit V



Meeting Notes from the Township Renovation Committee:

Meeting Date-March 10<sup>th</sup>, 2016 10:00AM

Discussion centered on the outside area of the property and building.

Tom

- Fire extinguishers have been installed
- Soil test for parking lot area has been done-follow up steps are to get estimates and set a date
- Garage door estimates from Superior Overhead Door Inc. presented and all agreed to move ahead with that proposal
- Insulation proposals were presented and D&H Energy Management Company, LLC was chosen
- Clean up of outside garage area and the relocation of the wood pile- Work still in progress

Dan

- Fuel station relocation will take more time to insure that it can be moved
- Exterior lighting work is still in progress
- The proposal from Metal Masters Buildings for roof and exterior repairs was reviewed and all agreed to accept the proposal

Joe

- The paint and carpet for the township office has been completed
- Paint and carpet for the Assessor's office is underway
- Carpet for the Clerk's office is underway
- Front door threshold has been repaired, the rear door is under review
- Quotes for a new furnace and air conditioner is underway
- Review of the water softener and filter is underway
- Review of fixtures for the township bathroom is underway
- Review well and pressure tank is underway
- Replace Main Furnace/HVAC
- Update bathroom fixtures
- Check water softener for proper operation/Filter

In addition to the original list the following items have been put on a future list of items that will need attention:

- Salt shed walls/ends will need to be reinforced
- Roof over the Township and Assessor's offices will need to be inspected for possible repairs or replacement
- Parking area for Township vehicles to protect them from the elements

### Resolutions will be needed for the following:

- Metal Masters Buildings- 4 separate items
- Superior Overhead Door Inc.- 1 item
- D&H Energy Management Company, LLC- 1 item

Meeting Closed at 11:40AM

### Township Renovation List

- Paint Township Office
- Carpet Township Office
- Replace Threshold/Front Door
- Paint Assessor's Office/Areas
- Carpet Assessor's Office/Areas
- Replace Rear Door Threshold
- Replace Main Furnace/HVAC
- Check Water Pressure Tank and Lines
- Garage Doors
- Garage Service Doors and Windows
- Inspect all Roofs for Repair or Replacement
- Inspect Exterior of Garage for Repairs(Front & Back)
- Clean Up Junk in Back of Garage Area



- Move Fuel Station Out of Parking Lot Area
- Move Wood Pile and Reduce Size
- Insulate Garage Ceiling Area & Township Office
- Remove and Replace Parking Lot Area
- Move Dumpster to Rear Area
- Paint All of the Outside Building Areas(Salt Shed Also)
- Design a Marker/Township ID for Corner of Reed & Vine
- Revise Outside Lighting
- Provide Fire Extinguisher and Smoke Detectors for Wood Stove in Shop Area
- Update bathroom fixtures
- Check water softener for proper operation/Filter

THIS IS AN ESTIMATE FOR : GRAFTON TOWNSHIP ROAD DIST.

10109 VINE STREET

HUNTLEY, IL. 60142

PREPARED BY : METAL MASTERS BUILDINGS

25009 FLAT IRON RD.

HARVARD, IL. 60033

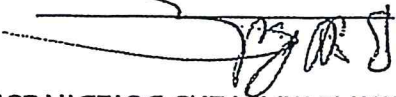
SCOPE OF PROJECT:

REPAIR TOWNSHIP SHOP AND STORAGE BLDG.

ITEMS FOR REPAIR LISTED BELOW:

- 3 - EAST ELEVATION : FIX BROKEN POST, REPLACE STEEL, TRIM DOORS, REPLACE SOFFIT, FASCIA, GUTTERS AND DOWN SPOUTS. REPLACE 2 SERVICE DOORS : \$ 7650.00
  - 4 - WEST ELEVATION : REPLACE 2-SERVICE, 2-WINDOWS, GUTTERS, DOWN SPOUTS AND SIDING : \$ 9650.00
  - 5 - SOUTH GABLE : REPLACE METAL SIDING AND BOTTOM TREATED SPLASH BOARD : \$ 5225.00 (PLEASE NOTE WE ARE UNABLE TO DETERMINE EXTENT OF DAMAGE TO FRAMING MATERIAL UNTIL WE OPEN THIS UP PRICE SUBJECT TO CHANGE UPON DISCOVERY)
  - 6 - REPLACE 6-SKY LITES : \$ 950.00
- TOTAL COST OF ENTIRE PROJECT : \$ 23,475.00

THANK YOU FOR CONSIDERING METAL MASTERS BUILDINGS!



BILL PETERSON 3/1/2016



612  
3-4

*enough*

# Superior Overhead Door Inc.

Corporate Mailing Address  
P.O. Box 1017  
Huntley, IL 60142

Phone # 888-441-3667  
Fax # 815-788-1140

www.superior-door.net

Grafton Township  
10109 Vine St.  
Unit A  
Huntley, IL 60142  
Tom Poznanski

Name / Address

Estimate

042

| Date     | Estimate |
|----------|----------|
| 2/1/2016 | Q-1828   |

| Project | Estimate for (5) 14' x... |
|---------|---------------------------|
|---------|---------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                  |                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------|
| <p>Superior Overhead Door is pleased to present you with an estimate to furnish and install (5) 14' x 14' sectional doors and (1) 24' x 14' sectional door at your current location.</p> <p>Clapay model 3200, 3213 or 3211</p> <p>**Please confirm which model you would like.**</p> <p>*White color</p> <p>*R-Value 9.1</p> <p>*15R tracks</p> <p>*Torsion springs</p> <p>*Solid shaft</p> <p>*Couplers</p> <p>*One row of windows 24" x 8" (insulated glass)</p> <p>*2" track on 14' x 14' doors</p> <p>*3" track on 24' x 14' door</p> <p>*Double end stiles on all doors</p> <p>*Nylon rollers</p> <p>*Weather stripping along the tops and sides of the doors</p> <p>*24' x 14' door will have a strut on every section.</p> <p>*14' x 14' door to have 1 strut per door.</p> <p>*Material &amp; Labor</p> <p>*Paying prevailing wage.</p> <p>**Please note if you would like more than one strut on each of the 14' x 14' doors it is \$60.00 per strut. Please specify how many additional struts you want on each of those doors. _____ \$60.00 per strut.</p> <p>All special orders are non-refundable/non-returnable.</p> <p>Special orders take three to four weeks from the time of order.</p> <p>Signature of Acceptance: X _____</p> <p>Date of Acceptance: X _____</p> |                  | <p>We are looking forward to working with you.</p> |
| <p>Superior</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Over</p>      |                                                    |
| <p>Price</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>19,995.00</p> |                                                    |
| <p>Total</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>19,995.00</p> |                                                    |



**PROPOSAL**  
Grafton Township  
10109 Vine St., Huntley, IL

February 24, 2016

Grafton Township  
10109 Vine St.  
Huntley, IL 60142

Attn: Tom Poznanski

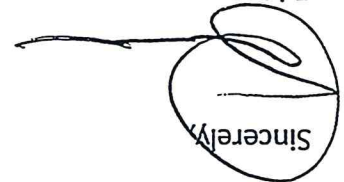
**Specifications: Shop Area**

|                                                                                                                     |                        |
|---------------------------------------------------------------------------------------------------------------------|------------------------|
| Install R27 blown in fiberglass over existing R11 batts- R38 total                                                  | Total: \$2,210         |
| Install R38 blown in fiberglass over existing R11 batts- R49 total                                                  | Total: \$2,945         |
| Vent and block every truss end/seal penetrations/lay batts around exhaust fan/Install 4" foam board on access panel | Included in each price |

**Specifications: Office Areas**

|                                                                                                                                                                                                                                                                                                                  |              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Remove and dispose of batt insulation on ceiling of original office space. Install blown in fiberglass to total R49 in all areas of office space. Install vent chutes every truss end. Install truss end blocking at original office space. Seal attic penetrations. Install 4" of foam board on 3 access panels | Total: 2,355 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|

Note: D&H Management pays prevailing wage. Prices held for 30 days from proposal date. Prior to scheduling, sign and return this proposal to D&H Energy Management Company via email to [caryn@dhemc.net](mailto:caryn@dhemc.net) or fax.

Sincerely,  
  
Ed Brunner  
Sales/Estimating

\* *With Price to be included that we received with Price included*

(Signature) \_\_\_\_\_  
(Print Name) \_\_\_\_\_  
(Date) \_\_\_\_\_

Accepted by:

*453.00*

*See price  
3/21*