

**NOTICE AND AGENDA**  
**GRAFTON TOWNSHIP REGULAR BOARD MEETING**  
**GRAFTON TOWNSHIP, MCHENRY COUNTY, ILLINOIS**  
**WEDNESDAY, MARCH 1, 2017 7:30 P.M.**  
**GRAFTON TOWNSHIP OFFICES 10109 VINE STREET, HUNTLEY, IL 60142**

**NOTICE IS HEREBY GIVEN that the Regular Township Board Meeting of the Grafton Township Board, McHenry County, Illinois will be held on Wednesday, March 1, 2017, At 7:30 for the purpose of considering the following agenda:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Approval of Agenda as posted**
- 5. Regular Business**
  - A. Approval of Minutes of February 20, 2017 Township Regular Meeting
- 6. Public Comment/Board Members Response to Public Comment**
- 7. Executive Session**

Motion to convene an Executive Session to discuss pending legal actions pursuant to 5ILCS 120/2(c)(11).
- 8. Discussion and potential action of items as discussed during Executive Session**
- 9. Old Business**
  - A. Review and discussion of FY 2017/18 submitted Assessor's budget
  - B. Address and adopt Grafton Township Office Policy
- 10. New Business**
  - A. Resignation of Supervisor Jim Kearns
  - B. Discussion and appointment of Township Supervisor to fill the vacancy for the remainder of Jim Kearns' term.
  - C. Oath of Office for newly appointed Grafton Township Supervisor
- 11. Committee and Officer Reports**

**Supervisor**  
**Trustee**  
**Facilities Update Committee**  
**Assessor**  
**Road District**  
**Clerk**
- 12. Adjournment**

Dated and posted by Township Clerk Kathryn Hurley  
This 27<sup>th</sup> Day of February, 2017

This agenda was prepared by the Township Clerk in accordance with the direction of the Township Board Rules.

# **DRAFT MINUTES**

**GRAFTON TOWNSHIP REGULAR BOARD MEETING  
MONDAY, FEBRUARY 20, 2017 7:30 P.M.  
GRAFTON TOWNSHIP OFFICES 10109 VINE STREET, HUNTLEY, IL 60142**

- 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 January 16, 2017 Township Regular Meeting  
Trustee Ziller requested that the clerk change the last sentence of #9, Paragraph 2 to say "the Township has an attorney on staff for him to consult."  
Motion by Trustee Zirk, second by Trustee Ziller to approve the minutes as amended.  
Ayes: Trustees Zirk, Ziller, Holtorf, Wagner; Supervisor Kearns  
Nays: None. Motion Carries.
  - B. Audit and payment of unpaid bills/Warrant check detail for Town Fund. **(Exhibit I)**  
Motion by Trustee Zirk, second by Trustee Wagner to approve payment of the unpaid bills as presented.  
Ayes: Trustees Zirk, Wagner, Holtorf, Ziller; Supervisor Kearns  
Nays: None. Motion Carries.
  - C. Review Road and Bridge Warrant check detail. **(Exhibit II)**  
Motion by Trustee Ziller, second by Trustee Holtorf to approve the Road and Bridge Warrant list.  
Ayes: Trustees Ziller, Holtorf, Wagner, Zirk; Supervisor Kearns  
Nays: None. Motion Carries.
- 6. Public Comment/Board Members Response to Public Comment (Exhibit III)**  
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 Ziller to adjourn for an executive session to review previous executive session minutes.  
Ayes: Trustees Wagner, Ziller, Holtorf, Zirk; Supervisor Kearns  
Nays: None. Motion Carries.

**Regular Session Adjourned at 7:39**

**Supervisor Kearns returned regular session to order at 7:53**

**Roll Call**

Present: Trustees Holtorf, Wagner, Ziller and Zirk; Supervisor Kearns; Road Commissioner Poznanski; Assessor Zielinski; Clerk Hurley  
Absent: None.



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

Motion by Trustee Wagner, second by Trustee Ziller to approve the release of the September 19, 2016 executive meeting minutes which had previously been approved for content but not for release.

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

Nays: None. Motion Carries.

Motion by Trustee Wagner, second by Trustee Zirk to approve and release the executive meeting minutes from November 21, 2016 and December 19, 2016.

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

Nays: None. Motion Carries.

**9. New Business**

A. Review and discussion of FY 2017/18 drafted Township budget.

There was discussion about training for the assessor's budget, particularly the reduction in salaries and the reduction in insurance. Supervisor Kearns said he feels the Township can run with \$800,000 and wants the Township to reduce the levy again next year. Assessor Zielinski said the budget he presented included 5 deputies and directed the board to the letter found in the board packet dated February 14, 2017 as well as the "*Grafton Township Assessor's Office Budget: A Historical and Inter-Township Perspective*". The trustees said they are only interested in Grafton Township, not the others. They reminded Assessor Zielinski that they feel the work can be done and has been getting done with 4 deputies plus Assessor Zielinski, making a total of 5. Trustee Holtorf asked Assessor Zielinski to have Marty put together a report on the need for Costar software. Assessor Zielinski said that without Costar they have no defense against any appeal.

Supervisor Kearns said that he would have the budget posted in the morning and that he will move money in the assessor's budget from training to travel since the trainings are offered free in Springfield.

B. Review and discussion of FY 2017/18 drafted Road District budget.

Trustee Ziller asked Road Commissioner Poznanski what road project is on the list for 2017. He is planning work on Foster road from Conley to just before the gravel pit. He said that the bottom is all clay and he will need to make it stable. Road Commissioner Poznanski agreed to post his draft budget as presented at the Township office.

**10. Old Business**

Discussion and possible action on shredding documents approved for disposal.

Clerk Hurley told the board that she has about 43 boxes of documents which have been approved for disposal by the state that are currently being stored in the back room at the Township. She directed the board's attention to the quote provided by Proshred in the board packet and said that she was able to get an even lower price of \$85 for the first 98 gallon container and \$40 for each additional container.

Motion by Supervisor Kearns, second by Trustee Zirk to dispose of designated records after March 20, 2017 at a cost not to exceed \$500.

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

Nays: None. Motion Carries.

**11. Committee and Officer Reports**

**Supervisor**

Supervisor Kearns said that he will attend the March 1, 2017 Grafton Township meeting to open it and then will turn it over to the board.

**Trustee**

The Trustees thanked Supervisor Kearns for his leadership and for sticking around the last couple of months even though he did not want to.

**Facilities Update Committee****Assessor**

Assessor Zielinski distributed the board to the Assessment Ratios document (**Exhibit IV**). He said they are finishing the residential appeals now but he wants Grafton Township to know that Grafton Township has the most accurate assessments in the area.

**Road District  
Clerk****12. Adjournment**

Motion by Trustee Wagner, second by Trustee Holtorf to adjourn at 9:14 pm.

All Ayes. No Nays.

Meeting adjourned at 9:14 pm

Submitted,  
Clerk Kathryn Hurley