

ROSCOE TOWNSHIP

MEETING OF THE TOWNSHIP BOARD

5792 Elevator Road – June 14, 2017

7 p.m.

Monthly Meeting of the Township Board

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of Prior Meeting's Minutes
- IV. Public Comments
- V. Approval of Bills
- VI. New Business
 - a. Rod Chambers Snowmobile Club Report
 - b. Well Testing at Hawes park
 - c. Adopt Prevailing Wage Ordinance
 - d. Discussion about Renaming of Hawes Park
- VII. Unfinished Business
 - a. Security System for Township Office
 - b. Hawes Park traffic
 - c. Computer Back-Up System
- VIII. Reports
 - a. Highway Commissioner's Report
 - b. Clerk's Report
 - c. Assessor's Report
 - d. Township Attorney's Report
 - e. Supervisor's Report - Fund balances
 - f. Cemetery-Written Treasurers Report
- IX. Public Comments (Restricted to Agenda Items)
- X. Adjournment

STATE OF ILLINOIS, The Board of Town Trustees of the Town of Roscoe met on the 31st day of May, 2017, for a Special Meeting, at the Clerk's office.

Present: Supervisor Jim Benkovich, Highway Commissioner Steve Schreier, Township Attorney Tom Green, Trustees: Pat Henderson, Elizabeth Lindquist, Kelly Cosgriff, and Terri Michelsen

Absent: Clerk Rhonda Surratt – Notes taken by Mavis Benkovich and Dawn Cassady

A quorum being present, the special meeting was called to order at 7:00pm by Jim Benkovich; the Pledge of Allegiance was said

Unfinished Business:

Hiring Dawn Cassady as Assistant to the Supervisor

* Kelly Cosgriff made a motion to hire Dawn Cassady as Assistant to the Supervisor

* Terri Michelsen seconded the motion

The board discussed the duties of the Assistant and the working relationship with the Board of Trustees, A Roll Call Vote was taken: voting yes; Pat Henderson, Elizabeth Lindquist, Kelly Cosgriff, Terri Michelsen, Jim Benkovich. Motion passed 5-0.

Entre Computer Services

The board discussed the need to bring in Entre Computer Services and the urgency created when the Assessor installed new computers and server resulting in Mary having no back-up. Dawn Cassady explained the need for the system and how the networking will be done. The board also discussed the cost involved.

*Elizabeth Lindquist made a motion to go forward with the installation

* Terri Michelsen seconded the motion

A Roll Call Vote was taken: voting yes; Pat Henderson, Elizabeth Lindquist, Kelly Cosgriff, Terri Michelsen, Jim Benkovich. Motion passed 5-0.

New Business:

Approval of Bills

*Terri moved to approve the General Bills in the amount of \$19,680.72.

*2nd by Elizabeth.

Roll Call – voting yes: Pat Henderson, Elizabeth Lindquist, Kelly Cosgriff, Terri Michelsen, Jim Benkovich
Motion passed 5-0

*Pat moved to approve the Road & Bridge bills in the amount of \$5981.24.

*Second by Kelly.

Roll Call - voting yes: Pat Henderson, Elizabeth Lindquist, Kelly Cosgriff, Terri Michelsen, Jim Benkovich
Motion passed 5-0.

Security – Facilities, Equipment, documents

The board discussed security issues, the concern about Township data being destroyed. Tom Green suggested contacting Dave Wooten at the Secretary of State's Office to do an assessment on where and how data is kept. Pat Henderson expressed concern that his employee file was missing, and he believes it was there two weeks ago. Attorney Green asked about an Ordinance Book. Steve Schreier asked about an Asset List. Dawn will contact Mary in the morning to ask about these items.

Re-key building & key assignment

Jim Benkovich presented quote to re-key the building. One option was to go with a residential grade key system and the other option was commercial grade. Per discussion of the board a consensus was to use the commercial grade for the outside doors and the residential grade for the interior doors.

*Kelly Cosgriff made the motion to proceed with the rekeying with commercial grade on the front door with the rest being residential grade

*Elizabeth Lindquist seconded the motions

A Roll Call Vote was taken: voting yes; Pat Henderson, Elizabeth Lindquist, Kelly Cosgriff, Terri Michelsen, Jim Benkovich. Motion passed 5-0.

Install Security System

The board discussed the need for a security system for the Township Offices and grounds. Jim will get quotes from Entre and Spinello

Role of Trustees, Board

The board had questions for the Attorney concerning the roles and authority of the board

Hawes Park – Team Contracts & Traffic, other issues

Tom Green reviewed the contracts with the sports teams, said the board has significant leverage with the contracts. The concern is the volume of traffic at Hawes Park and it spilling over into the neighborhood. He suggested meeting with the teams to work out a solution so it works for everybody, the teams and the neighborhood. He said we can establish no parking zones, parking within the Park in specific areas. The contract says the Playable season is determined by Roscoe Township for all teams when it starts, etc. The teams are to provide the Board proof of insurance. Discussion about no more than we can park at one time (97 parking spaces). Steve Schreier said as the Road Commissioner he will have his staff monitor and document the issues.

Website and Electronic Signage

The board discussed the need to get a website launched. Kelly Cosgriff suggested having an electronic sign that informs the public on upcoming meetings, etc.

Other Discussion

Elizabeth brought up changing the meeting format to allow Public Comment at the beginning of the meeting. After discussion, Elizabeth moved to add Public Comment to the beginning of the meetings with a 3 minute time limit, but yet allow Public Comment at the end of the meeting, also, but this would be restricted to Agenda items only. Kelly seconded. Roll Call voting yes – Elizabeth, Kelly, Jim, Pat, Terri. Motion passed 5-0.

Public Discussion

Rod Chambers representing the Oaks Ridge Riders Snowmobile Club asked to be on the agenda for the next meeting. He informed the board about a grant they are seeking. They have been approved for a Federal grant, but are on hold with the State due to no budget passed.

Jim moved to adjourn the meeting at 9:11 pm. Second by Elizabeth. Motion passed 5-0.

Respectfully submitted by:

Rhonda Surratt
Roscoe Township Clerk

STATE OF ILLINOIS, The Board of Town Trustees of the Town of Roscoe met on the 15th day of May, 2017, at the Clerk's office.

Present: Supervisor Jim Benkovich, Highway Commissioner Steve Schreier, Clerk Rhonda Surratt,
Trustees: Pat Henderson, Elizabeth Lindquist, Kelly Cosgriff, and Terri Michelsen

Swearing in of Officers:

Supervisor Benkovich swore in Clerk Surratt, who then swore in the remaining new board members.

A quorum being present, the special meeting was called to order at 7:00pm by Jim Benkovich; the Pledge of Allegiance was said

New Business:

Hire New Attorney

*Pat Henderson made a motion to hire Attorney Tom Green

*Kelly Cosgriff seconded the motion

Discussed the costs and the work Attorney Green will be doing for the township and that he could attend the monthly meetings.

Roll call vote was taken: all board members voted yes

Change Meeting Dates

*Pat Henderson made a motion to change the township monthly meetings to the second Wednesday of every month

*Kelly Cosgriff seconded the motion

Discussed that an updated calendar reflecting the changes would be printed and posted the next day. The county would also be notified to update the information on their website.

Roll call vote was taken: all board members voted yes

Public Discussion

Mavis Benkovich let it be known that she appreciated all the dedication of all the board members.

Jim moved to adjourn the meeting at 7:20pm. Second by Elizabeth. Motion passed 5-0.

Respectfully submitted by:

Rhonda Surratt
Roscoe Township Clerk

STATE OF ILLINOIS, The Board of Town Trustees of the Town of Roscoe met on the 1st, day of May, 2017 at the Clerk's Office.

Physically present: Supervisor Jim Benkovich

Township Attorney: Joe Kurlinkus

Clerk: Patricia J. Zintak

Trustees: Pat Henderson, Todd Piper, and Steve Connell

A quorum being present at 7:00 pm, Jim called the regular meeting to order; the Pledge of Allegiance was said. Jim asked for a motion to accept the minutes of the April 3rd, 2017 meeting. Steve Connell moved; Pat Henderson seconded. Jim asked again for a motion, was told it was already moved and seconded... Motion passed 4-0.

Bills

Steve moved to approve the **General bills** in the sum of \$41,366.39 Jim asked if he needed a second before questions were asked. Steve told him he needed a second. Pat second. Steve asked about expenditures listed for the incoming clerk which was split between three of the General Funds, and the Road Fund. Jim stated he didn't catch that expenditure. Jim said it was laws and duties for all the present board members and the new incoming board members. Pat asked about new computers in the Assessor's office and if it was kosher for the assessor who has seven more months to fill out her term to replace computers. Steve replied yes. The equipment was old and needed to be replaced. Jim commented about RockIT Computer Services' bill and his conversation with the present Assessor and stated he would not approve the bill because he had no input as a board and had no specifications, where the Assessor's old computers are. Steve explained to Jim that he had no jurisdiction over the Assessor's office and Jim said he understood. Pat Henderson stated that Mary can't work and unable to use her computer. Clerk Zintak explained that Winnebago County's I.T. Department would no longer do business with Roscoe Township. The Assessor contacted another source to connect/network the new computers. This did not affect Mary's computer, however when Jim stated he would not approve sharing the expense of this bill, the Administrative Assistance's computer was not reconnected to the Server located in the Assessor's Office. Pat Jim Benkovich asked for a roll call vote. Pat Henderson, no; Steve Connell, yes; Todd Piper, yes; Jim Benkovich, no. Motion failed to pay the General Bills 2-2. Clerk Zintak pointed out the board just voted not to pay any of the General Bills. Pat Henderson stated he wanted to change his vote and Jim stated "you voted the bills down, so there's nothing you can do". Attorney Kurlinkus explained to Jim that the bills must be paid within 30 days. Pat Henderson moved to Reconsider, second by Steve, Roll call vote to reconsider: Pat Henderson, yes; Steve Connell, yes; Todd Piper, yes; Jim Benkovich, yes. Motion to reconsider passed 4-0. Steve moved to pay the General Bills in the amount of \$41,366.39, Todd second. Roll call Pat Henderson, yes; Steve Connell, yes; Todd Piper, yes; Jim Benkovich, yes. Motion passed 4-0.

Jim asked if there was any unfinished business. Pat Henderson asked if he could bring something up under New Business which was next on the agenda.

New Business- Pat Henderson stated that all township property be returned by May 15th, 2017, phones and computers. Steve and Todd stated they did not have township property. The Clerk stated she had a computer. Jim stated "let it percolate". The Clerk asked for clarification as to what Henderson and Benkovich wanted. They stated they wanted Tom Hawes' and the Road Commissioner's cell phones.

Jim asked if there was any unfinished business. Steve asked Jim if he had received any bids on the cow tunnels. Jim said Batterman had not completed the bid yet.

Jim asked if there was any new business. Steve told Jim we covered new business. Jim explained to the audience what a cow tunnel was. Todd asked Jim to please get back to the agenda.

Jim asked if there was any new business. Steve told Jim the next item(s) were Reports.

Supervisor Report - read aloud the following fund balances:

General Fund	\$113,757.15	Road & Bridge	\$151,981.28
General Asst.	\$ 28,940.74	Hard Road	\$296,065.88
Recreation	\$750,667.22	Special Bridge	\$597,315.45

Steve noted that March and April minutes for the Cemetery were submitted.

Public Comments: Craig Bredeson brought concerns regarding drivers dropping kids off at the park using Winchester Lane. Jim said he is already looking into it.

Steve moved to adjourn at 7:22 pm, seconded by Todd. Motion passed 4-0.

Respectfully Submitted by,

Patricia J. Zintak
Roscoe Township Clerk

Roscoe Township Balance Sheet May 2017

General Account Funds

General Town & Assessor Fund

Beginning Balance from April 2017	113,786.85	
Income received during month	67,492.35	
Expenses approved this meeting	(51,028.15)	
Adjustments		
Ending Balance for May 2017	130,251.05	✓

General Assistance Fund

Beginning Balance from April 2017	28,940.74	
Income received during month	839.26	
Expenses approved this meeting	(842.23)	
Adjustments		
Ending Balance for May 2017	28,937.77	✓

Cemetery Fund

Winnebago tax settlement income	-	
Distribution to Cemetery	-	
Undistributed funds	-	

Recreation Fund

Beginning Balance from April 2017	750,667.22	
Income received during month	98.12	
Expenses approved this meeting	(1,795.09)	
Adjustments		
Ending Balance for May 2017	748,970.25	✓

General Account Fund Ending Balance

\$ 908,159.07 ✓

Road Account Funds

General Road Fund

Beginning Balance from April 2017	151,981.28	
Income received during month	6,799.26	
Expenses approved this meeting	(15,975.07)	
Adjustments		
Ending Balance for May 2017	142,805.47	✓

Hard Road Fund

Beginning Balance from April 2017	296,065.88	
Income received during month	79,800.77	
Expenses approved this meeting	(29,254.06)	
Adjustments		
Ending Balance for May 2017	346,612.59	✓

Special Bridge Fund

Beginning Balance from April 2017	597,315.45
Income received during month	225.54
Expenses approved this meeting	
Adjustments	
Ending Balance for May 2017	<u>597,540.99</u> ✓

Road Account Fund Ending Balance

\$ 1,086,959.05 ✓

Roscoe Township Total Fund Balance

\$ 1,995,118.12 ✓

Roscoe Township Total Equity

Roscoe Township Bank Account Balances

	Money Market Account Gateway	1,107,969.41	
	Checking Account Gateway	45,264.60	
41705990	CD Investment Gateway	400,000.00	Maturity 09/14/2017
46198444	CD Investment Gateway	500,000.00	Maturity 07/13/2017
		<u>2,053,234.01</u>	

Bank Balance

	Outstanding Checks	(57,682.02)	
Wage Liabilities for Stipend	Adjustment	(433.87)	<u>1,995,118.12</u>

1,995,118.12