

# Wauponsee Township Board Meeting Minutes

## January 17, 2018

The regular scheduled meeting of the Board of Trustees of Wauponsee Township of Grundy County, the State of Illinois was held on the above date at the Wauponsee Township Road and Bridge Office for the purpose of conducting normal business. Supervisor Fannin opened the meeting at 7:00 PM. The Pledge of Allegiance to the flag followed immediately.

The meeting attendance roll call results are shown below.

Trustees:	Jeff Carr	Absent
	Andy Chandler	Physically Present
	Tom Baker	Physically Present
	Neil Romines	Physically Present
Supervisor:	Steven Fannin	Physically Present
Road Commissioner:	Mark Doerfler	Physically Present
Township Clerk	Charles Sargent	Physically Present

Residents Present:  
None

Public Comments  
None

Approval of Minutes

Meeting minutes for the December 13th meeting was presented. A motion to approve the minutes as presented was made by Trustee Romines and seconded by Trustee Chandler. The motion passed on a voice vote.

Approval of Claims

A motion was made by Trustee Baker and seconded by Trustee Romines to authorize the Township Fund claims as presented by the Treasurer and to accept the bank end of the period summary statement.

Trustees:	Jeff Carr	Absent
	Andy Chandler	Yes
	Tom Baker	Yes
	Neil Romines	Yes
Supervisor:	Steven Fannin	Yes

The motion passed on a roll call vote. The claim details are listed on the attachment to these minutes.

A motion was made by Trustee Romines and seconded by Trustee Chandler to authorize the Wauponsee Township Road and Bridge Fund claims as presented.

Trustees:	Jeff Carr	Absent
	Andy Chandler	Yes
	Tom Baker	Yes
	Neil Romines	Yes
Supervisor:	Steven Fannin	Yes

The motion passed on a roll call vote. The claim details are listed on the attachment to these minutes.

Supervisor's Report

Supervisor Fannin reported the following:

- A meeting was held on December 20, 2017 with the County Assessor's Office and several of the Township Supervisors. The meeting was to discuss proposed charges to the Townships by the County Assessors' Office.
- A Sexual Harassment web bar training was held this month. All Townships are required to establish a policy.

- A letter from the County Assessor identified some proposed fees to be paid by the Township for work done by the County which was not completed by the local assessor. The fee for 2017 is \$1,153.42 and the proposed fee for 2018 is \$28,496.03. Discussions with County Assessor are continuing. The County charges \$42 per unit for conducting an assessment.

### Road Commissioner's Report

Commissioner Doerfler reported the following:

- Bills for 2017 hot mix program have been paid.
- The 2018 hot mix program will include one-half mile on the east end of Southard Rd. The remainder of the budget line item will be used for crack fill.
- The jointly owned chipper repair costs will be shared with the sharing township.
- The Road District property septic tanks have been pumped.
- Salt is on hand for the next snow.
- The Road District will determine the salt use per mile.
- Snow removal is going well so far.
- A resident requested vacation of an unused road at the end of Conley Road to Gully Road. Currently the Road District cannot fund the necessary attorney fees to make the change.
- Morris Land Company- Pine Bluff & Rt.47 requested approval of a dispute settlement document in which the Road District will dig a 3 foot by 3 foot ditch the length of the property as a settlement for tree and brush removal on the land owners' property. The Road District has no further liability once the ditch is dug. The Road Commissioner will approve the agreement and the Board will make its determination at the next meeting.

### Clerk's Report

No Report

### Unfinished Business

None

New Business

Response plan for the November 2017 Audit Report Findings.

The Supervisor is preparing a draft response to the Audit Report findings for the Boards approval.

Replacement Property Tax Assessor

Wauponsee Township has 1350 parcels and Norman Township has 404 parcels. Wauponsee Township is currently paying about \$18 per parcel for the required assessments. Efforts are continuing to identify a possible candidate for our MTAD. The Township will reimburse for training costs and travel expenses.

Adjournment

Being no further business, Trustee Romines made a motion to adjourn the meeting. Trustee Baker seconded the motion, which carried on a voice vote.

The meeting was adjourned at 7:50 PM.

Meeting minutes approved on February 14, 2018

----- Trustee

----- Trustee

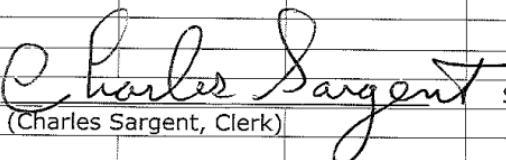
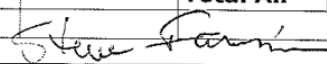
----- Trustee

----- Trustee

----- Supervisor

----- Township Clerk

For Information Only Copy

Wauponsee Township Town Fund						
17-Jan-18						
Employee	Monthly					Total/Month
	Salary	FICA	Medicare	State		
Baker, Tom	\$ 100.00	\$ 6.20	\$ 1.45	\$ 4.95		\$ 87.40
Carr, Jeff	\$ 100.00	\$ 6.20	\$ 1.45	\$ 4.95		\$ 87.40
Chandler, Andy	\$ 100.00	\$ 6.20	\$ 1.45	\$ 4.95		\$ 87.40
Romines, Neal	\$ 100.00	\$ 6.20	\$ 1.45	\$ 4.95		\$ 87.40
Sargent, Charles	\$451.00	\$ 27.96	\$ 6.54	\$ 22.32		\$ 394.17
Fannin, Steve	\$1,166.67	\$ 72.33	\$ 16.92	\$ 57.75		\$ 1,019.67
Doerfler, Mark	\$2,764.92	\$ 171.42	\$ 40.09	\$ 136.86		\$ 2,416.54
	\$ 4,782.58				Total	\$ 4,179.98
Payable To	For					Town Fund
McGrath Office	Lease of MPC307					\$ 69.00
EFTPS	Federal 941's on-line					\$ 1,130.36
			FICA	\$ 916.16		
			MED	\$ 214.20		
			WH			
IL TAXNET	State tax on-line (NOV)					\$ 365.70
					Total	\$ 1,565.06
Payable To	For					General Assistance Fund
					Total	\$ -
Loan/Transfer					Total	
					<b>Total All</b>	<b>\$ 5,745.04</b>
Attest			Signed			
	(Charles Sargent, Clerk)			(Steve Fannin, Supervisor)		

**TOWNSHIP HIGHWAY COMMISSIONER'S MONTHLY REPORT  
TO  
COUNTY ENGINEER**

County of **GRUNDY**  
**WAUPONSEE** Township

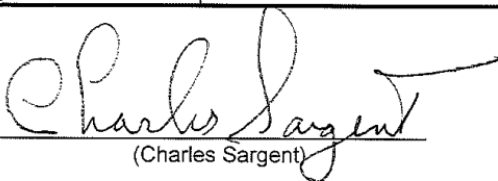
To: CRAIG CASSEM, County Engineer  
245 North Illinois Route 47  
Morris, Illinois 60450

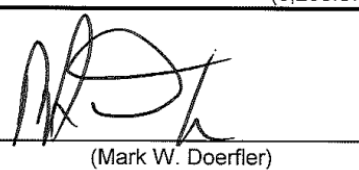
Month of **JANUARY 2018**

Date	Order No.	Payable to	For What	General Road & Bridge Fund
1.12.1.17	7368	Bill Doerfler	Labor-Gross\$182.75, IST\$9.05, Med\$2.65, FICA\$11.33	\$ 159.72
12.1.17	7369	Jack Duvick	Labor-Gross\$382.50, IST\$18.93, Med\$5.55, FICA\$23.72	\$ 334.31
12.31.17	7370	Todd Waters	Labor-Gross\$478.13, IST\$23.67, Med\$6.93, FICA\$29.64	\$ 417.88
12.31.17	7371	Steve Wilhelmi	Labor-Gross\$571.88, IST\$28.31, Med\$8.29, FICA\$35.46	\$ 499.82
12.31.17	7372	Kurt Stevens	Labor-Gross\$705.38, IST\$87.75, Med\$10.23, FICA\$43.73	\$ 616.50
12.31.17	7373	Jack Duvick	Labor_gross\$157.25, IST\$5.90, Med\$2.28, FICA\$9.75	\$ 139.32
12.31.17	7374	Bill Doerfler	Labor-Gross\$127.50, IST\$6.31, Med\$1.85, FICA\$7.91	\$ 111.44
1.8.18	7375	Midwest Testing	2017 Hotmix QAQC	\$ 1,000.00
1.8.18	7376	Vermeer Midwest	Chipper Parts	\$ 437.31
1.8.18	7377	Menards	Supplies	\$ 242.51
1.8.18	7378	Nicor	Natural Gas Service #19-66-71-2000 0	\$ 94.30
1.8.18	7379	Nicor	Natural Gas Service #86-27-20-0289 9	\$ 67.06
1.8.18	7380	Fleet Safety Supply	Radio Faceplate	\$ 93.25
1.8.18	7381	Ben Petro	Chipper Repair	\$ 350.00
1.8.18	7382	Big R	Supplies	\$ 19.98
1.8.18	7383	Bank Card Processing Center	Fuel, Radio Parts, Tools, Supplies, Oil Change, Weather Service	\$ 754.92
1.8.18	7384	Johnson Oil	Fuel - Gasoline	\$ 96.29
1.8.18	7385	Napa Auto Parts	Alternator truck #3, filters air line supplies	\$ 439.46
1.8.18	7386	Kindelspire Auto Supply	Truck Parts, #3	\$ 100.48
1.8.18	7387	Com Cast Business	Phone/ Internet/ TV	\$ 191.71
1.8.18	7388	Waste Management	Dumpster Empty	\$ 105.10
1.10.18	7389	TNT Enterprise	Sand Hauling	\$ 230.00
1.10.18	7390	A&E Septic Services	Pump Septic and Holding tanks	\$ 480.00
1.10.18	7391	Mortan Salt	Salt -- load 1	\$ 1,109.67
1.12.18	7392	Ben Petro	Truck Parts, #3	\$ 113.36
1.17.18	7393	Matteson Ace	Supplies	\$ 3.68
<b>Monthly Total</b>				<b>\$ 8,208.07</b>

**Monthly Summary Of Receipts, Expenditures, & Balances**

Beginning Month Balance		
Receipts During Month	\$	8,208.07
Ending Month Balance	\$	(8,208.07)

Attest   
(Charles Sargent)

Signed   
(Mark W. Doerfler)

## Budget 2017-2018

4/1/2017 through 3/31/2018 Using 2016-2017

1/17/2018

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Category Description	4/1/2017 Actual	- Budget	3/31/2018 Difference
<b>EXPENSES</b>			
Admin Capitol Outlay			
Equipment	93.25	1,000.00	906.75
Other Admin Capitol Outlay	0.00	0.00	0.00
TOTAL Admin Capitol Outlay	93.25	1,000.00	906.75
Admin Commodities			
Office Supplies	507.33	1,000.00	492.67
Other Admin Commodities	0.00	0.00	0.00
TOTAL Admin Commodities	507.33	1,000.00	492.67
Admin Contractual Service			
Contract Payment	369.60	700.00	330.40
Insurance	7,417.00	8,000.00	583.00
Legal Service	3,475.00	2,500.00	-975.00
Postage	0.00	100.00	100.00
Printing	0.00	100.00	100.00
Publishing	0.00	0.00	0.00
Telephone	2,335.82	4,000.00	1,664.18
Training	0.00	200.00	200.00
Traveling Expense	156.80	200.00	43.20
Other Admin Contractual Service	0.00	0.00	0.00
TOTAL Admin Contractual Service	13,754.22	15,800.00	2,045.78
Admin Other	580.00	3,000.00	2,420.00
Admin Personnel			
Salaries	16,000.00	17,000.00	1,000.00
Other Admin Personnel	0.00	0.00	0.00
TOTAL Admin Personnel	16,000.00	17,000.00	1,000.00
GC Highway Commissioners	0.00	0.00	0.00
Maint Capitol Outlay			
Building	1,990.00	2,000.00	10.00
Equipment	11,689.25	40,000.00	28,310.75
Vehicle	3,117.21	5,000.00	1,882.79
Other Maint Capitol Outlay	0.00	0.00	0.00
TOTAL Maint Capitol Outlay	16,796.46	47,000.00	30,203.54
Maint Commodities			
Bridge	0.00	0.00	0.00
Building	379.00	10,000.00	9,621.00
Diesel Fuel	1,785.08	10,000.00	8,214.92
Equipment	6,581.24	7,000.00	418.76
Gasoline	1,326.95	4,000.00	2,673.05
Lubricants	0.00	2,000.00	2,000.00
Operating Supplies	7,688.02	8,000.00	311.98
Road	25,527.97	45,000.00	19,472.03
Snow Removal	3,269.24	5,000.00	1,730.76
Vehicle	5,423.23	5,000.00	-423.23
Other Maint Commodities	0.00	0.00	0.00



1/17/2018

**Budget 2017-2018**  
4/1/2017 through 3/31/2018 Using 2016-2017

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Category Description	4/1/2017 Actual	- Budget	3/31/2018 Difference
<b>TOTAL Maint Commodities</b>	51,980.73	96,000.00	44,019.27
Maint Contractual Service			
Bridge	0.00	0.00	0.00
Building	19,819.30	20,000.00	180.70
Contract Payment	0.00	0.00	0.00
Engineering Services	4,096.00	10,000.00	5,904.00
Equipment	2,177.29	5,000.00	2,822.71
Rentals	6,147.72	10,000.00	3,852.28
Road	171,646.48	191,365.00	19,718.52
Snow Removal	805.00	10,000.00	9,195.00
Utilities	3,502.61	6,000.00	2,497.39
Vehicle	5,180.23	5,000.00	-180.23
Other Maint Contractual Service	0.00	0.00	0.00
<b>TOTAL Maint Contractual Service</b>	213,374.63	257,365.00	43,990.37
Maint Other			
IPWMAN Deployment	132.17	2,000.00	1,867.83
Miscellaneous Expence	2,008.54	3,500.00	1,491.46
Other Maint Other	0.00	0.00	0.00
<b>TOTAL Maint Other</b>	2,140.71	5,500.00	3,359.29
Maint Personnel			
Salaries	14,989.41	40,000.00	25,010.59
Other Maint Personnel	0.00	0.00	0.00
<b>TOTAL Maint Personnel</b>	14,989.41	40,000.00	25,010.59
<b>TOTAL EXPENSES</b>	<b>330,216.74</b>	<b>483,665.00</b>	<b>153,448.26</b>
<b>OVERALL TOTAL</b>	<b>-330,216.74</b>	<b>-483,665.00</b>	<b>153,448.26</b>

# Memorandum

**To:** Township Officials  
**From:** Bryan E. Smith, Executive Director  
**Re:** Model Sexual Harassment Policy

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Public Act 100-554 requires that by January 15, 2018 all local governments, including townships, shall adopt an ordinance establishing a policy to prohibit sexual harassment.

TOI's Attorneys prepared TOI's Model Policy and Model Ordinance that you may obtain and download from our website at [www.toi.org](http://www.toi.org).

TOI recommends that a separate policy be adopted individually by the Township, Road District and Assessor.

TOI strongly suggest that if you have questions regarding a sexual harassment policy for your township that you consult your township attorney.

A webinar is scheduled for January 10, 2018 to discuss the new mandatory policy adoption. You can register for the webinar at <https://tgen.toi.org/index.cfm?pg=semwebCatalog> .

For Information Only Copy

**Wauponsee Township Board  
Meeting Agenda  
Rescheduled  
January 17, 2018  
7:00pm at Township Road District  
Office**

1. Call Meeting to Order  
Pledge of Allegiance
  2. Public Comment/ Statements
  3. Approval of Minutes
  4. Approval of Claims
  5. Reports  
Supervisor's  
Highway Commissioner's  
Clerk's
  6. Unfinished Business
  7. New Business  
Response Plan for November 2017 Audit Report  
Replacement for Property Tax Assessor.
  8. Adjournment
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