

## WAUCONDA TOWNSHIP BOARD

### REGULAR MEETING

NOVEMBER 12, 2003

1. Supervisor Jim Keagle called this meeting to order at 7:30 P.M. in the Wauconda Township Hall, State of Illinois, County of Lake.
2. Roll call was taken by Clerk Mers with Trustees Swanson, Hill, Stanley and Schafer answering present. Highway Commissioner Frank Gossell was also in attendance as well as Assessor Doris Weidner who arrived a few minutes later.
3. The Pledge of Allegiance was led by Trustee Schafer.
4. A motion was made by Trustee Stanley to approve the agenda. Motion seconded by Trustee Schafer. Supervisor Keagle asked if there was any discussion.  
Trustee Swanson questioned why the personnel policy was not on the agenda?  
Clerk Mers replied personnel policy is listed under #11, New Business.  
Voice roll call vote then taken. 4 ayes, 0 naves. This motion was carried.
5. A motion was made by Trustee Stanley, seconded by Trustee Hill to approve the minutes of October 8<sup>th</sup>, 2003 regular Board Meeting as mailed to the Trustees. No discussion on minutes. Voice roll call vote taken. 4 ayes, 0 naves. This motion was carried.
6. Trustee Schafer made a motion to approve all bills and balances from October 9<sup>th</sup>, 2003 thru November 12, 2003. Trustee Stanley seconded this motion. Discussion.  
Trustee Stanley inquired as to whether the Township goes out for bids on cleaning of offices? Office Administrator Lettie McKay replied that Cardinal cleaning services has been very thorough and since Cardinal has not raised their rates in 15 years, other bids had not been considered.  
Supervisor Keagle stated he had received a late bill from Bartnick Construction for \$2300.00. This bill is for the electric underground work performed on the Senior bus garage.  
Supervisor Keagle asked for this bill to be added to current months payables.  
Trustee Hill made a motion to approve this bill, seconded by Trustee Stanley.  
Voice roll call vote taken. 4 ayes, 0 naves. This motion was carried.  
Supervisor Keagle then asked for a voice roll call vote to approve all bills and balances from October 9<sup>th</sup> thru November 12<sup>th</sup>.  
4 ayes, 0 naves. This motion was carried.
7. CORRESPONDENCE:  
Trustee Swanson questioned correspondence sent all Trustees on the annexation of four parcels at 27060 Liberty St. (formerly old soccer fields) by the Village.  
Supervisor Keagle stated the Township normally does not get involved in Village annexations unless there is a objection from a Township resident or the County Board.
8. OLD BUSINESS: SENIOR OFFICE DISCUSSION  
Trustee Stanley stated he has spoken with two architects on the senior addition and both have agreed the price was too high for the work needed.  
Architects stated price increase could also be due to grant paper work involved on the project.  
Trustee Stanley suggested we go out for bids again and try to get local contractors to bid on this project, providing they are union members. Trustee Stanley will work with the Clerk on the scheduling for the rebidding of this project.  
Supervisor Keagle agreed on going out for new bids and stated if there were no objections by any Trustees, we would rebid again. None were stated.
11. NEW BUSINESS: LEVY DRAFT REVIEW  
(Copies of 2003/04 Levy drafts were placed in packets for review.)  
Supervisor Keagle stated all trustees should review the Levy and we will hold a Public

Hearing prior to the next regular Board Meeting in December. The final Levy will be voted on at the December meeting.

#### CERTIFICATION OF SPECIAL ROAD TAX LEVY

Supervisor Keagle explained that certain individuals in our Township have protested the 1982 Levy which was recorded but not certified with the County.

The County Clerks office suggests we have Trustees sign this Road Tax Levy.

Supervisor Keagle made a motion to have Clerk Mers take a copy of Levy with Trustees signatures on it to the County Clerks office for final certification and recording.

Motion was seconded by Trustee Schafer. Voice roll call vote taken. 4 ayes, 0 nays. This motion was carried.

#### 2004 HOLIDAY SCHEDULE

Copies of 2004 Holiday Schedules were given to the Board in their packets for review.

Supervisor Keagle asked for a motion to eliminate January 19<sup>th</sup>, Martin Luther King day and October 11<sup>th</sup>, Columbus Day from our Township schedule. These were not recognized Township holidays in the past. Supervisor Keagle asked that we add Friday November 26<sup>th</sup>, Thursday December 23<sup>rd</sup> and Friday December 31st to the schedule. This will then give the Township employees 11 paid holidays for this year. The extra day is added because of Christmas falling on a weekend.

Motion was made by Trustee Schafer to accept this proposed holiday schedule. Motion was seconded by Trustee Stanley.

Voice roll call vote taken. 4 ayes, 0 nays. Motion was carried.

#### PERSONNEL POLICY UPDATE

(copies of changes in Trustees packets.)

Trustee Swanson stated at the last employee meeting, Deferred Comp, Transfers, Terminations and Yearly Holidays were discussed and resolved in changes put into Trustees packets for acceptance.

Trustee Swanson asked for a motion to accept these policy changes. Trustee Schafer seconded this motion. Discussion.

Trustee Swanson stated that only the Table of Contents was left for review and discussion.

Supervisor Keagle stated he felt in the future all policy changes should be made by the department heads.

Trustee Swanson felt these changes were needed now as no revision to manual has been done since 1997.

Trustee Swanson and Assessor Doris Weidner commended the employees for working on these Policy changes that have been approved by the Board.

Voice roll call vote taken. 4 ayes, 0 nays. This motion was carried.

#### 12. ELECTED OFFICIALS REPORT:

B. Assessor Weidner reported that the TOI conference in Springfield was educational and she was pleased this conference was allowed in our budget.

D. Clerk Mers stated she enjoyed the Clerks seminars at the TOI conference and found the courses beneficial to her duties.

Clerk Mers suggested that with boards approval, our Social Service worker, Yolanda, should attend next years conference to assist her with updates in the G.A. program.

Supervisor Keagle agreed on this suggestion and will ask Yolanda to attend next year's Conference.

Clerk Mers reminded the Board of the next LCTOI meeting on Thursday November 20<sup>th</sup>, 7 P.M. at the Libertyville Township Hall.

E. Trustee Swanson asked Supervisor Keagle for an update on the Task Force of Lake County Committee.

Supervisor Keagle replied that County Board member Bonnie Thomson Carter is in charge of this committee and has not recently called a meeting.

Trustee Swanson inquired as to the Lake County Board Public Aid committee's duties.

Supervisor Keagle replied this committee only meets if there is a protest on aid to a G.A. recipient and then a meeting would be called to affirm if a Township has followed the Public Aid requirements.

Trustee Swanson asked about the progress on the Safe Route School Committee meetings. Supervisor Keagle stated this committee has met and made recommendations to the school District for bike routes and safety issues.

13. PUBLIC PARTICIPATION:

Office Administrator Lettie McKay stated the Townships clothing and food drive drop off Dates are Monday November 17<sup>th</sup> thru the 20<sup>th</sup>. Free give away days are November 21<sup>st</sup> and 22<sup>nd</sup> at the Township.

Highway Dept. employee Jerry Shafer stated the signs for drive are ready and will be Posted.

14. No other business discussed.

15. Motion for adjournment by Supervisor Keagle at 8:05 P.M.

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SUPERVISOR

TRUSTEES

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CLERK

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