

Wauponsee Township Board Meeting Minutes

September 14, 2016

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	Physically Present
	Andy Chandler	Physically Present
	Tom Baker	Physically Present
	Neil Romines	Physically Present
Supervisor:	Steven Fannin	Physically Present
Road Commissioner:	Mark Doerfler	Physically Present

Residents Present: None

Public Comments

None

Approval of Minutes

Meeting minutes for the August 10 meeting were presented. A motion to approve the minutes as presented was made by Trustee Romines and seconded by Trustee Baker. The motion passed on a voice vote.

Approval of Claims

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

Trustees:	Jeff Carr	Yes
	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 Carr and seconded by Trustee Romines to authorize the Wauponsee Township Road and Bridge Fund claims as presented.

Trustees:	Jeff Carr	Yes
	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:

- The second installment of the tax levy funds were distributed as follows: GA \$141.00, Road District \$19,968.95, SS \$192.80, Town Fund \$2,355.57, SS 192.77.

Road Commissioner's Report

- The State of Illinois will provide some funds for road sign replacement. The county is reviewing this for local townships.
- The joint storm line project with Norman Township includes 800 feet of 24" pipe. The cost will be split with Norman Township.
- The Road District Garage overhead doors were serviced.
- The tractor maintenance was performed which included new tires at the state contract price.
- A TV was purchased using a \$200 credit from Walmart.
- A current employee may move to FL in the near future.
- A desk was donated for the Township Clerk. (for which he is grateful)
- A county wide radio project is underway. The current Public Works System is outdated. In order to communicate with fire, emergency and sheriff's office new radios must be purchased. In order to participate in the new radio system, it will cost \$38/month/radio plus the cost of the new radios. The Road District is considering the purchase of four radios along with an interdepartmental agreement to continue using the Public Works System.
- The new Township web-site is up and running. Any comments would be appreciated.

Clerk's Report

- Citadel Information Management was contracted to dispose of Township, GA and Road District records in accordance with Local Records Act 50 ILCS.205. The records destroyed include duplicate permit documents and bills, cancelled checks, bank statements from 1957 to 2005. For a detailed list see the approved Records Disposal Certificates. A summary list is attached to these minutes.
- The salaries for township officials must be set by November 16.

Old Business

None

New Business

None

Adjournment

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

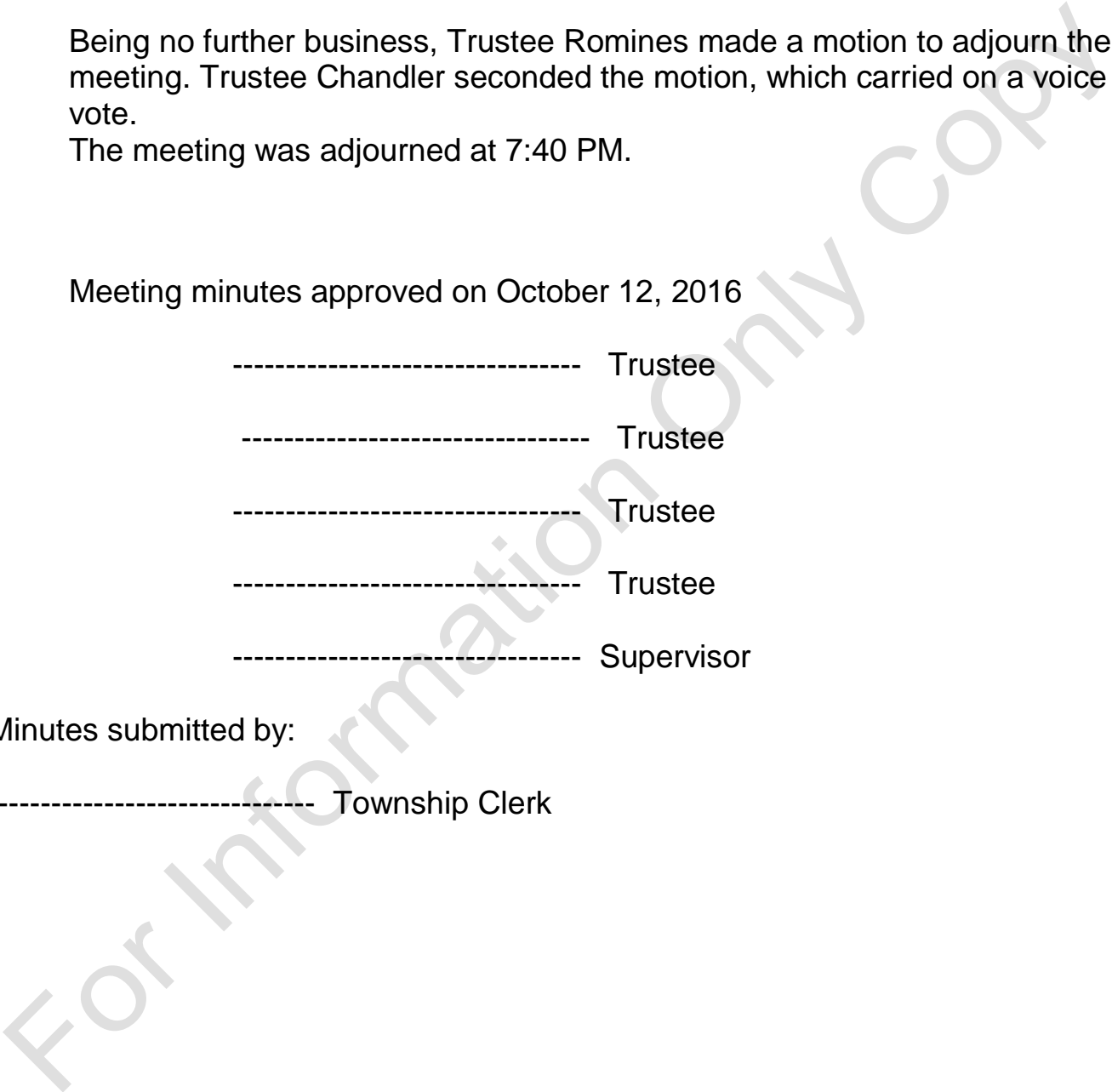
The meeting was adjourned at 7:40 PM.

Meeting minutes approved on October 12, 2016

- Trustee
- Trustee
- Trustee
- Trustee
- Supervisor

Minutes submitted by:

----- Township Clerk



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Welcome WAUPONSEE TOWNSHIP. You have **10** unread and **10** read messages. Your last login was September 09, 2016 11:02:00 AM

List of Accounts

Deposits (\$)		240,649.96	
Account	Description	Available	Current
****6014	GENERAL ASSISTANCE	20,615.36	20,615.36
****8018	ROAD & BRIDGE FUND & DISTRICT	141,339.01	141,339.01
****7014	TOWN FUND	22,743.99	22,743.99
****8118	ROAD & BRIDGE FUND & DISTRICT	13,021.84	13,021.84
****7204	TOWN FUND	5,004.56	5,004.56
****1209	GENERAL ASSISTANCE		37,925.20

Bill Pay

Quickpay Zone

[close this dialog*](#)

Calendar

Blue dates are available. Today's date is bold.

@@DueDateDayNumber@@ Due Date.

a

loading

- [Pay Bills](#)
- [Popmoney](#)

Payments you make in Pay Bills appear on the [Bill Statement](#)

Go To: [Advanced Bill Payment Options](#)

Express Transfer

Transfer Detail

Transfer From: GENERAL ASSISTANCE ****6014 \$20,615.36

Transfer To: ROAD & BRIDGE FUND & DISTRICT ****8018 \$141,339.01

Transfer Amount:

Transfer Date: 09/14/2016

[Advanced Transfer Options](#) [Advanced Scheduled Transfers](#)

Transaction Search

Search Criteria

Account: GENERAL ASSISTANCE ****6014 \$

Search:

From:

Thru:

Transactions September 14, 2016

Account: GENERAL ASSISTANCE ****6014 \$20,615.36

Description	Amount	Balance
[0036] No History is available.		

Wauponsee Township Town Fund						
14-Sep-16						
Employee	Monthly Salary	FICA	Medicare	State	Total/Month	
Baker, Tom	\$ 100.00	\$ 6.20	\$ 1.45	\$ 3.75	\$ 88.60	
Carr, Jeff	\$ 100.00	\$ 6.20	\$ 1.45	\$ 3.75	\$ 88.60	
Chandler, Andy	\$ 100.00	\$ 6.20	\$ 1.45	\$ 3.75	\$ 88.60	
Romines, Neil	\$ 100.00	\$ 6.20	\$ 1.45	\$ 3.75	\$ 88.60	
Sargent, Charles	\$442.17	\$ 27.41	\$ 6.41	\$ 16.58	\$ 391.76	
Fannin, Steve	\$916.67	\$ 56.83	\$ 13.29	\$ 34.38	\$ 812.17	
Doerfler, Mark	\$2,487.21	\$ 154.21	\$ 36.06	\$ 93.27	\$ 2,203.67	
	\$ 4,246.05			Total	\$ 3,762.00	
Payable To	For				Town Fund	
ComEd	Electric service 9359639007				\$ 3.55	
NICOR	Service 19-66-71-2000 0				\$ 23.78	
Steve's Lawn Service	Service 7/5, 7/11, 7/18, 7/25				\$ 250.00	
EFTPS	Federal 941's on-line				\$ 1,125.17	
			FICA	\$ 911.95		
			MED	\$ 213.22		
			WH			
IL TAXNET	State tax on-line (August)				\$ 275.78	
<i>Contract Int. Mgt.</i>					<i>141.69</i>	
				Total	\$ 1,678.28	
Payable To	For				General Assistance Fund	
					\$ -	
				Total	\$ -	
Loan/Transfer						
				Total		
				Total All	\$ 5,440.28	
Attest <i>Charles Sargent</i>	Signed <i>Steve Fannin</i>					
Charles Sargent, Clerk)	(Steve Fannin, Supervisor)					

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**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 **SEPTEMBER 2016**

Date	Order No.	Payable to	For What	General Road & Bridge Fund
9.13.16	7001	Cory Kodat	Pit Rent	\$ 600.00
9.13.16	7002	Rodney Jones	Labor -- Gross\$1239, IST\$46.46, Med\$17.97, FICA\$76.82	\$ 1,097.75
9.13.16	7003	Rodney Jones	Labor -- Gross\$1869, IST\$70.09, Med\$27.10, FICA\$115.88	\$ 1,655.93
9.13.16	7004	Gallagher Asphalt Corp	Final Pay for 2016 HMA Project	\$ 9,480.00
9.13.16	7005	Hi Viz Inc	Signs, Post, Anchors	\$ 1,970.00
9.13.16	7006	Big R	Supplies	\$ 35.95
9.13.16	7007	Nicor Gas	Nautal Gas Service	\$ 26.97
9.13.16	7008	Norwalk Tank	Half of Manhole for Joint Storm Sewer Project	\$ 1,049.49
9.13.16	7009	Lafarge	Stone	\$ 507.12
9.13.16	7010	Narvick Brothers	Supplies for Joint Storm Sewer Project	\$ 95.56
9.13.16	7011	Napa Auto Parts	Filters for Mower Tractor	\$ 159.45
9.13.16	7012	void		\$ -
9.13.16	7013	Underground Pipe & Valve	Pipe for Joint Storm Sewer Project	\$ 6,750.00
9.13.16	7014	The Truf Team	Equipment Rental Joint Storm Sewer Project	\$ 225.00
9.13.16	7015	Wilmington Overhead Door	Door Service	\$ 118.50
9.13.16	7016	Menards	Supplies	\$ 586.74
9.13.16	7017	Newman Signs	Sign Bolts	\$ 56.18
9.13.16	7018	Com Ed	Electrical Service	\$ 49.26
9.13.16	7019	Ground Effects	Sead/ MattingWest Southmor Ditch Project	\$ 2,094.75
9.13.16	7020	Sparrow Development	Fuel -- Gas	\$ 259.26
9.13.16	7021	BankCard Processing Center	Credit Card -- Fuel Pump, Spot Light, Trailer Parts, Oil Change, Website Stuff, Water hose, Tools	\$ 2,123.90
9.13.16	7022	Mark Doerfler	Cell Phone	\$ 100.00
9.13.16	7023	A&E Vactor Service	Camera West Southmor Road Pipes	\$ 1,105.00
9.13.16	7024	Troutman Excavating	Excavating for Joint Storm Sewer Project	\$ 5,971.25
9.13.16	7025	Chucks Asphalt	HMA forJoint Storm Sewer Project	\$ 1,650.00
9.13.14	7026	Synchrony Bank	Sams Credit Card -- Remaining Balance	\$ 1,650.00
Monthly Total				\$ 37,768.06

Monthly Summary Of Receipts, Expenditures, & Balances

Beginning Month Balance		
Receipts During Month	\$	37,768.06
Ending Month Balance	\$	(37,768.06)

Attest

Charles Sargent
(Charles Sargent)

Signed

Mark W. Doerfler
(Mark W. Doerfler)

Detailed list of Records Disposed of Under Records Disposal Certificate

Filed on February 11, 2014.

Township Fund Bills 1957-2005

Township Cancelled Checks 1957-1997

Township Bank Statements 1988-2005

Township check stubs 1983-1997

Township Bank Books 1983-1997

R&B Fund Bills 1993-2004

R&B Check stubs 1987-2005

R&B Warrants 1957-2005

R&B Bank Statements 1987-2005

R&B Cancelled Checks 1987-2004

Bank Deposit Books/ Slips 1999-2005

R&B Special Bridge Checks and Statements 1988-1994

GA Cancelled Checks 1982-1995

GA Qtr. Compliance Affiditate 1979-1996

GA Records Card and Fact Sheets 1997-1996

GA Bank Statements 1982-2005

Norman/ Wauponsee TAD Bank Statements 1994-2005

Norman / Wauponsee cancelled checks 1994-1995

Duplicate Township Audit Rpts. 2007-2008

**Detailed list of Proposed Records Disposal
of Under Records Disposal Certificate**

January 13, 2015

Duplicate Property record cards -1985

Building Permit copies - 1985-1997

Norman and Wauponsee

9/14/2016

Budget 2016-2017:2
4/1/2016 through 3/31/2017 Using 2016-2017

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Category Description	4/1/2016 Actual	- Budget	3/31/2017 Difference
EXPENSES			
Admin Capitol Outlay			
Equipment	438.14	500.00	61.86
Other Admin Capitol Outlay	0.00	0.00	0.00
TOTAL Admin Capitol Outlay	438.14	500.00	61.86
Admin Commodities			
Office Supplies	184.08	500.00	315.92
Other Admin Commodities	0.00	0.00	0.00
TOTAL Admin Commodities	184.08	500.00	315.92
Admin Contractual Service			
Contract Payment	2,152.26	550.00	-1,602.26
Insurance	0.00	7,300.00	7,300.00
Legal Service	0.00	500.00	500.00
Postage	12.38	100.00	87.62
Printing	0.00	20.00	20.00
Publishing	0.00	0.00	0.00
Telephone	2,280.62	4,000.00	1,719.38
Training	0.00	200.00	200.00
Traveling Expense	0.00	200.00	200.00
Other Admin Contractual Service	1,169.99	0.00	-1,169.99
TOTAL Admin Contractual Service	5,615.25	12,870.00	7,254.75
Admin Other	238.04	3,000.00	2,761.96
Admin Personnel			
Salaries	0.00	15,000.00	15,000.00
Other Admin Personnel	0.00	0.00	0.00
TOTAL Admin Personnel	0.00	15,000.00	15,000.00
GC Highway Commissioners	0.00	0.00	0.00
Maint Capitol Outlay			
Building	1,009.70	2,000.00	990.30
Equipment	0.00	39,852.90	39,852.90
Vehicle	323.10	5,000.00	4,676.90
Other Maint Capitol Outlay	0.00	0.00	0.00
TOTAL Maint Capitol Outlay	1,332.80	46,852.90	45,520.10
Maint Commodities			
Bridge	0.00	0.00	0.00
Building	80.95	10,000.00	9,919.05
Diesel Fuel	1,343.58	10,000.00	8,656.42
Equipment	8,076.57	4,000.00	-4,076.57
Gasoline	1,146.91	5,000.00	3,853.09
Lubricants	0.00	2,000.00	2,000.00
Operating Supplies	3,891.53	8,000.00	4,108.47
Road	34,519.21	45,000.00	10,480.79
Snow Removal	213.20	5,000.00	4,786.80
Vehicle	2,649.97	10,000.00	7,350.03
Other Maint Commodities	0.00	0.00	0.00
TOTAL Maint Commodities	51,921.92	99,000.00	47,078.08
Maint Contractual Service			
Bridge	0.00	0.00	0.00
Building	1,336.75	20,000.00	18,663.25
Contract Payment	0.00	0.00	0.00

Budget 2016-2017:2
4/1/2016 through 3/31/2017 Using 2016-2017

9/14/2016

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Category Description	4/1/2016 Actual	- Budget	3/31/2017 Difference
Engineering Services	0.00	10,000.00	10,000.00
Equipment	159.45	5,000.00	4,840.55
Rentals	1,171.48	10,000.00	8,828.52
Road	92,900.19	150,000.00	57,099.81
Snow Removal	5,564.31	10,000.00	4,435.69
Utilities	1,528.25	6,000.00	4,471.75
Vehicle	845.36	5,000.00	4,154.64
Other Maint Contractual Service	0.00	0.00	0.00
TOTAL Maint Contractual Service	103,505.79	216,000.00	112,494.21
Maint Other			
IPWMAN Deployment	0.00	2,000.00	2,000.00
Miscellaneous Expend	340.69	3,500.00	3,159.31
Other Maint Other	0.00	0.00	0.00
TOTAL Maint Other	340.69	5,500.00	5,159.31
Maint Personnel			
Salaries	11,021.72	50,000.00	38,978.28
Other Maint Personnel	0.00	0.00	0.00
TOTAL Maint Personnel	11,021.72	50,000.00	38,978.28
TOTAL EXPENSES	174,598.43	449,222.90	274,624.47
OVERALL TOTAL	-174,598.43	-449,222.90	274,624.47

**Wauponsee Township Board
Meeting Agenda
September 14, 2016
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. Old Business
7. New Business
8. Adjournment

Next Meeting; October 12, 2016

Upcoming Board Actions:

Set Township Officials salaries by Nov. 16 (Nov. 9 meeting)
