

Wauponsee Township Board Meeting Minutes

March 14, 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 | 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 |
| Township Clerk | Charles Sargent | Physically Present |

Residents Present:
None

Public Comments
None

Approval of Minutes

Meeting minutes for the February 14th meeting was presented. A motion to approve the minutes as presented was made by Trustee Romines and seconded by Trustee Carr. The motion passed on a voice vote.

Approval of Claims

A motion was made by Trustee Romines and seconded by Trustee Baker to authorize the Township Fund claims as presented by the Treasurer.

| | | |
|-------------|---------------|-----|
| 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 Romines and seconded by Trustee Baker to authorize the Wauponcee 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 exact impact on payroll checks regarding IRS deductions is not finalized.

Road Commissioner's Report

Commissioner Doerfler reported the following:

- The Road District can purchase 50 tons of salt. It is being determined how much the District will have to take.

- Recent evaluation shows it cost \$25/ton of salt put on the road.
- The hot mix project for the east half of Southard Road has been forwarded to the County.
- Pine Bluff Road north side ditch is on hold due to the weather.
- Three culverts will be installed on the south side of East Pine Bluff Road to improve drainage.
- Township Web-sites are apparently subject to ADA guidelines for the visually impaired. The website can be made ADA compliant for \$300. The cost can be split between the Road District and Township. It was generally believed to be necessary. Since the item was not on the agenda for a decision the topic will be placed on the next month's agenda for a decision.
- Currently there are three active e-mail accounts for the Road District and Township.
- The Road District budget report (copy attached to these minutes) will be revisited to insure the categories that are reported as over budget are accurate.
- The Road Commissioner asked if new chairs should be purchased for the meeting room. No action was taken on this topic.

Clerk's Report

The web-site postings are being reviewed for compliance with statutes. The results will be reported at a future meeting.

Unfinished Business

Response plan for the November 2017 Audit Report Findings.

The response plan is not yet ready for review.

Replacement Property Tax Assessor

The search for a qualified person to fill the open assessor position is continuing. Additional resource information was obtained from the TOI web-site. A meeting will be held with the County Assessor on March 15, 2018 at 6:30 pm.

New Business

Approval of Annual Meeting Agenda

Trustee Romines made a motion to approve the proposed Annual meeting agenda. The motion was seconded by Trustee Carr and carried on a voice vote.

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 7:45 PM.

Meeting minutes approved on April 10, 2018

- Trustee
- Trustee
- Trustee
- Trustee
- Supervisor
- Township Clerk



| | | | | |
|---------|-----------|--------------------------|--------------------|------------------|
| Welcome | Reports ▼ | Transfers and Payments ▼ | Account Services ▼ | Administration ▼ |
|---------|-----------|--------------------------|--------------------|------------------|

Favorites: (Edit)

Welcome WAUPONSEE TOWNSHIP. [Print this page](#)

Your last Business Express sign on was Thursday, February 15, 2018 at 12:46 PM ET.

Important Information re: [Your Privacy and Security](#).

Click here to review the current Business Account Agreement at www.firstmidwest.com/businessacctagreement

Deposit Account Balances as of 03/14/2018

To view deposit account details, click the Account Number.

| ABA/TRC | Account Number | Description | Balance |
|--------------------------|-----------------------|------------------------|------------------------------|
| Checking Accounts | | | |
| 071901604 | *6014 | CHECKING-6014 | \$23,567.50 |
| 071901604 | *7014 | CHECKING-7014 | \$27,078.82 |
| 071901604 | *8018 | CHECKING-8018 | \$109,197.94 |
| 071901604 | *0018 | NORMAN WAUPONSEE MULTI | \$3,424.79 |
| Savings Accounts | | | |
| 071901604 | *0208 | NORMAN WAUPONSEE MULTI | \$66.49 |
| 071901604 | *7204 | SAVINGS-7204 | \$5,007.95 |
| 071901604 | *8118 | SAVINGS-8118 | \$13,030.60 |

CD Account Balances as of 03/13/2018

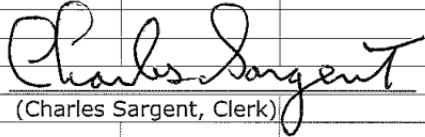
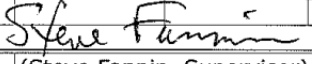
| ABA/TRC | Account Number | Description | Balance |
|-----------|-----------------------|-------------|-----------------------------|
| 071901604 | *1209 | CD-1209 | \$38,066.45 |

Message Center

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| Wauponsee Township Town Fund | | | | | | |
|------------------------------|---|-----------|----------|------------------|--|--|
| 14-Mar-18 | | | | | | |
| Monthly | | | | | | |
| Employee | Salary | IMRF | 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, Neal | \$100.00 | \$ 6.20 | \$ 1.45 | \$ 3.75 | \$ 88.60 | |
| Sargent, Charles | \$451.00 | \$ 27.96 | \$ 6.54 | \$ 16.91 | \$ 399.59 | |
| Fannin, Steve | \$1,166.67 | \$ 72.33 | \$ 16.92 | \$ 43.75 | \$ 1,033.67 | |
| Doerfler, Mark | \$2,764.92 | \$ 171.42 | \$ 40.09 | \$ 103.68 | \$ 2,449.72 | |
| | \$ 4,782.58 | | | Total | \$ 4,237.37 | |
| Payable To | For | | | | Town Fund | |
| WILL GO HABITAT RESTORE | Hanging folders for files | | | | \$ 43.50 | |
| EFTPS | Federal 941's on-line | | | | \$ 1,830.77 | |
| | | | FICA | \$ 1,483.84 | | |
| | | | MED | \$ 346.93 | | |
| | | | WH | | | |
| IL TAXNET | State tax on-line (NOV) | | | | \$ 448.72 | |
| | | | | Total | \$ 2,322.99 | |
| Payable To | For | | | | General Assistance Fund | |
| | | | | Total | \$ - | |
| Loan/Transfer | | | | Total | | |
| | | | | Total All | \$ 6,560.36 | |
| 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 **MARCH 2018**

| Date | Order No. | Payable to | For What | General Road & Bridge Fund |
|---------------|-----------|-----------------------------|---|----------------------------|
| 2.16.18 | 7417 | Kurt Stevens | Labor - Gross\$2342.25, IST\$115.94, Med\$33.69, FICA\$145.22 | \$ 1,931.19 |
| 2.16.18 | 7418 | Jack Duvick | Labor-Gross\$332.50, IST\$16.46, Med4.82FICA\$20.62 | \$ 289.62 |
| 2.16.18 | 7419 | Steve Wilhelmi | Labor-Gross\$2145, IST\$106.18, Med\$31.10, FICA\$132.99 | \$ 1,768.55 |
| 3.2.18 | 7420 | Kurt Stevens | Labor- Gross\$1687.50, IST\$83.53, Med\$24.47, FICA\$104.63 | \$ 1,474.88 |
| 3.12.18 | 7421 | Steve Wilhelmi | Labor-Gross\$676, IST\$33.46, Med\$9.80, FICA\$41.91 | \$ 590.82 |
| 3.12.18 | 7422 | Mortan Salt | Road Salt | \$ 2,198.61 |
| 3.12.18 | 7423 | LaFarge | Sand for Salt Mix | \$ 621.32 |
| 3.12.18 | 7424 | TNT Enterprise | Sand Hauling | \$ 230.00 |
| 3.12.18 | 7425 | Nicor Gas | Nat Gas North Building 19-66-71-2000 0 | \$ 558.90 |
| 3.12.18 | 7426 | Nicor Gas | Nat Gas South Building 86-27-20-0289 9 | \$ 1,188.16 |
| 3.12.18 | 7427 | Com Ed | Electric Service South Building 2607121042 | \$ 267.03 |
| 3.12.18 | 7428 | Turf Team | Snow Plow Parts | \$ 1,563.22 |
| 3.12.18 | 7429 | Matteson Ace | Supplies | \$ 59.46 |
| 3.12.18 | 7430 | Com Cast | Cable, internet, phone service | \$ 192.94 |
| 3.12.18 | 7431 | Kindelspires Auto Supply | Supplies | \$ 109.13 |
| 3.12.18 | 7432 | Johnson Oil | Fuel -- Gasoline | \$ 225.89 |
| 3.12.18 | 7433 | Bank Card Processing Center | Gas, Supplies | \$ 866.21 |
| 3.12.18 | 7434 | Mark Doerfler | Cell phone reimburse | \$ 100.00 |
| 3.12.18 | 7435 | Grainco FS | Fuel -- Diesel | \$ 1,203.26 |
| 3.12.18 | 7436 | Menards | Bolts, Nuts, Screws | \$ 158.93 |
| 3.12.18 | 7437 | Cortina, Mueller & Frobish | Legal work for Pine Bluff | \$ 100.00 |
| Monthly Total | | | | \$ 15,698.12 |

Monthly Summary Of Receipts, Expenditures, & Balances

| | | |
|-------------------------|----|-------------|
| Beginning Month Balance | | |
| Receipts During Month | \$ | 15,698.12 |
| Ending Month Balance | \$ | (15,698.12) |

Attest


(Charles Sargent)

Signed


(Mark W. Doerfler)

Budget 2017-2018

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

3/14/2018

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| Category Description | 4/1/2017 Actual | - Budget | 3/31/2018 Difference |
|---------------------------------|--------------------|-------------|-------------------------|
| EXPENSES | | | |
| 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 Contrcatual Service | | | |
| Contract Payment | 1,424.10 | 700.00 | -724.10 |
| Insurance | 7,417.00 | 8,000.00 | 583.00 |
| Leagal Service | 4,375.00 | 2,500.00 | -1,875.00 |
| Postage | 0.00 | 100.00 | 100.00 |
| Printing | 0.00 | 100.00 | 100.00 |
| Publishing | 0.00 | 0.00 | 0.00 |
| Telephone | 2,921.70 | 4,000.00 | 1,078.30 |
| Training | 0.00 | 200.00 | 200.00 |
| Traveling Expencc | 156.80 | 200.00 | 43.20 |
| Other Admin Contrcatual Service | 0.00 | 0.00 | 0.00 |
| TOTAL Admin Contrcatual Service | 16,294.60 | 15,800.00 | -494.60 |
| Admin Other | 605.66 | 3,000.00 | 2,394.34 |
| 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 |
| Buliding | 379.00 | 10,000.00 | 9,621.00 |
| Diesel Fuel | 4,581.21 | 10,000.00 | 5,418.79 |
| Equipment | 6,581.24 | 7,000.00 | 418.76 |
| Gasoline | 1,782.62 | 4,000.00 | 2,217.38 |
| Lubricants | 0.00 | 2,000.00 | 2,000.00 |
| Operating Supplies | 9,266.45 | 8,000.00 | -1,266.45 |
| Road | 25,527.97 | 45,000.00 | 19,472.03 |
| Snow Removal | 4,958.98 | 5,000.00 | 41.02 |
| Vehicle | 6,091.94 | 5,000.00 | -1,091.94 |
| Other Maint Commodities | 0.00 | 0.00 | 0.00 |

Budget 2017-2018

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

3/14/2018

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| Category Description | 4/1/2017 Actual | - Budget | 3/31/2018 Difference |
|--|--------------------|--------------------|-------------------------|
| TOTAL Maint Commodities | 59,169.41 | 96,000.00 | 36,830.59 |
| Maint Contractual Service | | | |
| Bridge | 0.00 | 0.00 | 0.00 |
| Building | 20,685.51 | 20,000.00 | -685.51 |
| 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 | 5,982.73 | 10,000.00 | 4,017.27 |
| Utilities | 6,180.32 | 6,000.00 | -180.32 |
| Vehicle | 5,612.14 | 5,000.00 | -612.14 |
| Other Maint Contractual Service | 0.00 | 0.00 | 0.00 |
| TOTAL Maint Contractual Service | 222,528.19 | 257,365.00 | 34,836.81 |
| Maint Other | | | |
| IPWMAN Deployment | 132.17 | 2,000.00 | 1,867.83 |
| Miscellaneous Expence | 2,114.43 | 3,500.00 | 1,385.57 |
| Other Maint Other | 0.00 | 0.00 | 0.00 |
| TOTAL Maint Other | 2,246.60 | 5,500.00 | 3,253.40 |
| Maint Personnel | | | |
| Salaries | 24,885.89 | 40,000.00 | 15,114.11 |
| Other Maint Personnel | 0.00 | 0.00 | 0.00 |
| TOTAL Maint Personnel | 24,885.89 | 40,000.00 | 15,114.11 |
| TOTAL EXPENSES | 359,127.39 | 483,665.00 | 124,537.61 |
| OVERALL TOTAL | -359,127.39 | -483,665.00 | 124,537.61 |

Wauponsee Township Annual Meeting Agenda April 10, 2018 at 7:00pm Township Road District Office

1. Meeting Called to Order/ Pledge of Allegiance
2. Election of Moderator / Administration of Oath by the Clerk
3. Appointment of Secretary
4. Motion to open meeting
5. Meeting Minutes Read for approval
6. Presentation of Annual Supervisor's Report
7. Presentation of Road Commissioner's Annual Report
8. Vote on Charitable Donations from Township
9. Moderator Announcement of Meeting Adjournment

**Wauponcee Township Board
Meeting Agenda
March 14, 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

Response Plan for November 2017 Audit Report
Replacement for Property Tax Assessor.
7. New Business
Approval of Proposed Annual Meeting Agenda
8. Adjournment

Next Meeting: April 10, 2018

For Information Only Copy