

# Rock Island Township

# Attachment A

2827 - 7<sup>th</sup> Avenue, Rock Island, IL. 61201

## Town Board Minutes

Monday April 25th, 2016 – 4:15 p.m.

**I. In attendance:** Roll Call: Supervisor Alan Carmen, Clerk Joan Clark, Trustees Heather Gray, Rita Kirk, Vince Thomas. Trustee Jim Kerr was Absent. Others in attendance: Township staff Doris Quigley. Following a moment of silence in memory of Georgia Kerr, wife of Trustee Kerr, the meeting was called to order by Supervisor Carmen at 4:15 p.m. The following township business was transacted:

### Pledge of Allegiance

**II. Approval of the Minutes from the March 28th, 2016 Board Meeting:** Motion made by Trustee Gray to approve the minutes as written; seconded by Trustee Kirk. Motion passed.

**III. Assessor's Report:** Assessor Carmen updated the board; new tax bills will be mailed May 9<sup>th</sup> and the new tax rate is 10.4454.

**IV. Review and Approval – claims paid in Township funds (3/21/16 – 4/19/16) (Attachment B):** Motion made by Trustee Gray to approve the claims in the Town, General Assistance & Building Funds; seconded by Trustee Kirk. Roll Call: Trustee Gray, Yes; Trustee Kirk, Yes; Trustee Thomas, Yes; Supervisor Carmen, Yes. Motion Passed.

### V. Supervisor's Report

**A.) Funding Request from Quad Cities Missing Persons Network (Agenda Attachment C)** Following a brief discussion by the board, Trustee Gray made a motion to deny the request based on the Township's priorities, eligibility requirements and lack of commitment from the Rock Island-Milan District. Trustee Kirk and seconded the motion. Roll Call: Trustee Gray, Yes; Trustee Kirk, Yes; Trustee Thomas, Yes; Supervisor Carmen, Yes. Motion Passed.

**B.) Funding Request from 2<sup>nd</sup> Baptist Church Food Pantry (Agenda Attachment D)** Trustee Gray made a motion to approve the \$3,000.00 request from Second Baptist Church for their food pantry. Trustee Thomas seconded the motion. Roll Call: Trustee Gray, Yes; Trustee Kirk, Yes; Trustee Thomas, Yes; Supervisor Carmen, Yes. Motion Passed.

**C.) Transfer of Appropriation Resolutions: (Agenda Attachment E1, E2, E3)** Supervisor Carmen reviewed the 3/31/2016 fiscal year end transfer resolutions with the Board. Trustee Gray made a motion to approve the budget transfers. Trustee Thomas seconded the motion. Roll Call: Trustee Gray, Yes; Trustee Kirk, Yes; Trustee Thomas, Yes; Supervisor Carmen, Yes. Motion Passed.

**D.) 2016-2017 Budget Review – Set Public Hearing for May 23, 2016. (Agenda Attachment F)** Supervisor Carmen continued review of the budget with the board. The board exchanged ideas and asked questions. No action taken at this meeting. The board agreed the Public Hearing on the budget is scheduled for May 23, 2016. Final vote on the budget will follow the hearing.

### E.) Items of Interest (Agenda Attachment G)

Item	Update
K-Mart Closure	Due to the closing of the K-Mart Rock Island Store our General Assistance clients will be using the K-Mart in Moline for their personal needs.
Locks and Keys	Doors Inc. has completed the installation of new locks and keys throughout the building. Everything seems to be working fine.
Replacement Tax Overpayment	The township was overpaid \$13,440.16. We have not been notified how, when or if the money will be repaid.
Furnace	Crawford Company was called twice to deal with a wiring and thermostat issue. We hope we will now have a better idea which furnace controls what area and by what thermostat.
TOI Education	Rooms for the May Rockford Training have been booked at the Holiday Inn. Supervisor and Assessor Carmen will travel to Rockford together. Clerk Joan Clark along with Trustees Kirk and Thomas will travel together.
TOI Webinar	A township of Illinois Day was the topic of this month's TOI Webinar. Supervisor Carmen, Clerk Joan Clark and Trustee Kirk listened to the training. At a future meeting the board will decide if this is an event we want to pursue for our township.
Social Media Policy	The TOI March Webinar focused on policy development for township social media. The Supervisor is in the process of putting a policy in place that will

	govern what will be allowed on our social media sites. The township attorney will review prior to the board seeing it at the May meeting.
TOIRMA	No word on the fall incident as yet.
Records Disposition	Clerk, Joan Clark requested permission from the State of Illinois to destroy old files and records (2006-2008). Permission was granted and the files will soon be shredded.
Personnel Policy Update	Items to be considered in our update of our Personnel Policy include: leave time carry over from one year to another, references to policies adopted by the Town Board (Social Media, Travel, etc.) Board will review at May meeting.
Leaf Bags	Limited response to the Assessor's extended hours. Assessor will evaluate whether this should be continued in the future.
Strategic Plan Update	Summary attached provides the year end report on all activities.

**F. Food Pantry / Meal Site:** A total of 1,905 people were provided with food and/or a hot meal during March, 2016  
Sacred Heart Food Pantry – 1,147, Fiscal year to date: 13,108. St. Joseph Evening Meal – 758, Fiscal year to date: 12,090.

**G. General Assistance Activity – March, 2016**

a) Number of Active Clients – 53    b) Number of Intakes – 9    c) Number Terminated/Denied/Left Program – 4

**H.) Emergency Assistance:**

**March**

**9-14-16 – 3//31/16**

a) Number of applications taken	14	118
b) Approved applications	6	55(34 rent; 21utilities)
c) Pending	0	0
d) Denied	0	6 (+4 withdrawals)
e) Not returned	0	53

f) Funds spent - \$19,969.55(+\$1,172.60 in 3/16; \$2,030.05 remaining that will roll into FY 16/17 budget; \$363.08 average).

**VI. New Business:**

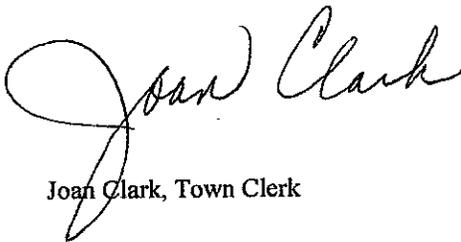
**VII. Public Comments: Trustees, Assessor, Supervisor, Public:**

No public comments.

**VIII. Adjournment:**

Trustee Gray made a motion to adjourn the meeting; seconded by Trustee Kirk. Motion passed. The meeting was adjourned at 5:45 p.m.

Respectfully Submitted



Joan Clark, Town Clerk

**Rock Island Township Mission Statement**

To professionally, courteously, equitably and efficiently administer General Assistance, property assessment and other programs and to properly maintain the Township Hall and property for the benefit of Township residents and the building's tenants.