

# Rock Island Township

# Attachment A

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

## Town Board Minutes

Monday October 24<sup>th</sup>, 2016 – 4:15 p.m.

**I. In attendance:** Roll Call: Supervisor Alan Carmen, Clerk Joan Clark, Trustees Vince Thomas, Heather Gray and Rita Kirk. Trustee James Kerr was absent. Others in attendance: Assessor Brenda Carmen, Doris Quigley, township staff. 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 September 25, 2016 Board Meeting (Attachment A):** Motion made by Trustee Gray to approve the minutes as written; seconded by Trustee Kirk. Motion passed.

**III. Assessor's Report:** Assessor Carmen stated the property tax appeal process is beginning. Hearings will probably continue through January.

**IV. Review and Approval – claims paid in Township funds (9/2/2016 – 10/18/2016) - (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 Kerr, Absent; Trustee Gray, Yes; Trustee Kirk, Yes; Trustee Thomas, Yes; Supervisor Carmen, Yes. Motion Passed.

### **V. Supervisors Report:**

**A.) Funding Request from Spring Forward Learning Center (Attachment C)** Dan McNeil, representing Spring Forward Learning Center, spoke with the group via telephone. Trustee Kirk asked Mr. Neil what the specific use of the funds would be. Mr. McNeil responded it would be used to help with the cost of a teacher until they can get other funding in place. Trustee Gray made a motion to contract with Spring Forward in an agreement in the amount of \$1,000.00. Trustee Kirk seconded the motion. Roll Call: Trustee Kerr, Absent; Trustee Gray, Yes; Trustee Kirk, Yes; Trustee Thomas, Yes; Supervisor Carmen, Yes. Motion Passed.

**B.) Award of Holiday Luncheon Food Contract (Attachment D):** Supervisor Carmen reviewed the bid presented by the Montford's Catering in the amount of \$8.85 per guest plus a 20% gratuity. Trustee Gray made a motion to accept the bid. Trustee Kirk seconded the motion. Roll Call: Trustee Kerr, Absent; Trustee Gray, Yes; Trustee Kirk, Yes; Trustee Thomas, Yes; Supervisor Carmen, Yes. Motion Passed. Trustee Kirk stated the seniors attending the Dinner had fallen off over the past few years and she suggested the Holiday Dinner include General Assistance clients this year.

Trustee Kerr enters the meeting.

**C) Award of Snow Removal/Salting Contract (Attachment E)** Supervisor Carmen presented the bid by our current contractor - Rock Island Business Master Design Landscape. The board discussed the bid and asked questions about how to better avoid the ice that forms in the parking lot at the rear of the building. Staffs from the Assessor's office have complained about this issue. Supervisor and Assessor Carmen stated that people were parking at the ends of the lot where the ice forms and they would be more attentive to the problem next year. Trustee Gray made a motion to accept the Master Design Landscape bid. Trustee Thomas seconded the motion. Roll Call: Trustee Kerr, Yes; Trustee Gray, Yes; Trustee Kirk, Yes; Trustee Thomas, Yes; Supervisor Carmen, Yes. Motion Passed. Trustee Kirk stated that the township grounds needed to be better kept during the spring and summer months. Trustee Kerr agreed. Trustee Kirk asked that we get a bid for lawn care. The board agreed. Supervisor Carmen stated he would take care of it.

**D.) Modifications to Travel Policy (Attachment F)** Supervisor Carmen explained the Travel, Meal and Lodging Expense Ordinance and recommended, following a discussion with TOI Executive Director Bryan Smith, we approve the modification to be in compliance with Public Act 99-0604. Motion to approve the modifications made by Trustee Gray. Seconded by Trustee Kerr. Roll Call: Trustee Kerr, Yes; Trustee Gray, Yes; Trustee Kirk, Yes; Trustee Thomas, Yes; Supervisor Carmen, Yes. Motion Passed.

**E.) Preliminary 2016-2017 Tax Levy (Attachment G)** Supervisor Carmen reviewed the preliminary Tax Levy with the Board. Board will discuss the preliminary Tax Levy at the November meeting.

**F.) 2017-2018 Meeting Schedule (Attachment H)** Supervisor Carmen presented the Meeting Schedule. Trustee Gray made a motion to accept the 2017-2018 as presented. Trustee Thomas seconded the motion. Roll Call: Trustee Kerr, Yes; Trustee Gray, Yes; Trustee Kirk, Yes; Trustee Thomas, Yes; Supervisor Carmen, Yes. Motion Passed.

**G.) 2017-2018 Holiday Schedule (Attachment I)** Supervisor Carmen presented the Holiday Schedule. Trustee Gray made a motion to approve the 2017-2018 Holiday Schedule as presented. Trustee Kirk seconded the motion. Roll Call: Trustee Kerr, Yes; Trustee Gray, Yes; Trustee Kirk, Yes; Trustee Thomas, Yes; Supervisor Carmen, Yes. Motion Passed.

**H.) Items of Interest (Attachment J)**

Item	Update
Annual Financial Report/Audit	The AFR and Audit have been filed as prescribed by law.
Matthew Parker Memorial	Memorial will be planned over the fall and winter.
TOI Conference	Trustees Thomas and Kerr will represent Rock Island Township at the Conference.
RICTA Dinner	Scheduled for November 16 <sup>th</sup> , at Jake O's.
Fright Night	Supervisor and Assessor Carmen will join with South Rock Island Township at the City of Rock Island's Fright Night.

**I.) Food Pantry / Meal Site:** A total of 2,235 people were provided with food and/or a hot meal during September, 2016  
Sacred Heart Food Pantry – 1,191 , Fiscal year to date: 7,027. St. Joseph Evening Meal – 1,044, Fiscal year to date: 6,030.

**J.) General Assistance Activity – September, 2016:** a) Number of Active Clients – 48 b) Number of Intakes – 7 c) Number Terminated/Denied/Left Program – 6

<b>K.) Emergency Assistance:</b>	<b>August</b>	<b>Fiscal Year 4/1/16 – 3/31/17</b>
a) Number of applications taken	29	140
b) Approved applications	9	50 (30 rent; 20utilities)
c) Denied	0	2
d) Not returned	21	53
e) Funds spent - \$17,991.73 (\$359.83 average)		

**VI. New Business:**

Supervisor Carmen announced the Rock Island County Area Project will close due to lack of funding.

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

No comments.

**VIII. Adjournment:** Trustee Kerr made a motion to adjourn the meeting; seconded by Trustee Gray. Motion passed. The meeting was adjourned at 5:10 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.