

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING

June 20, 2011 – 7:05 p.m.

Cordova Township Office

(Approved July 18, 2011)

Supervisor Jon Kavanaugh called the regular monthly meeting of the Cordova Township Board of Trustees to order at 7:05 p.m. in the Cordova Township Office on June 20, 2011.

Present: Supervisor Jon Kavanaugh, JoAnne Boone, Robert Coers, Morris McLaughlin and Bonnie Hanna, Trustees.

Also present: Sandy Gustafson, Clerk, Chris Filbert, Road Commissioner, Pam Bruner, Civic Center and Cemetery Manager and Kim Hoffman.

Supervisor Kavanaugh had led The Pledge of Allegiance at the previous budget hearing.

Bonnie Hanna made a motion, seconded by Robert Coers, to approve the May 16, 2011, minutes of the Cordova Township regular monthly meeting. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Communications:**

- A. Kim Hoffman, auditor from Timmer and Associates, presented the audit report to the Board. Timmer and Associates stated that they have found that the Township's financial statements of each major fund ending March 31, 2011, had ended with conformity with accounting principles. Kim went over the cash basis reporting with the Board for each fund. She commented that the Township was watching over expenses carefully and had under spent in most areas. She encouraged the Board to continue to review bank reconciliations, financial statements and non-invoiced items such as donations. The Board should check the minutes for motions and amounts of donations. She also suggested the preparation of an employee manual for non-elected positions and having a listing of standards for contracted services. Supervisor Kavanaugh commented that the Township is going to try to coordinate the use of similar line item names in all funds, paperwork and software. The overall results of the audit were very good.
- B. The Clerk read a thank-you note from the Cordova Boosters for a recent Township \$250 donation. Jon had talked with the Boosters about working with the Township on a youth committee; at this time, however, the Boosters prefer to work on their own.

**Citizens Wishing to Address the Board:** None

### **Approval of Bills/Financial Reports:**

The Road District statements of revenue and expenses for May, 2011, were reviewed. Morris McLaughlin made a motion, seconded by JoAnne Boone, to approve for payment the May, 2011, Road District bills. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Town Fund statements of revenue and expenses for May, 2011, were reviewed. Morris McLaughlin made a motion, seconded by Bonnie Hanna, to approve for payment the May, 2011, Town Fund bills. The Clerk will make the correction of removing a \$2,332.42 payment to the Cordova Library for a personal property tax payment from the printing and publishing line item. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The General Assistance statements of revenue and expenses for May, 2011, were reviewed. Robert Coers made a motion, seconded by Morris McLaughlin, to approve the General Assistance financials for May, 2011, for payment. The Clerk will move the Supervisor's payroll check entry from the payroll expense line to the supervisor payroll expense line. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for May, 2011, were reviewed. At last month's Board meeting, the Board had approved a \$1,000 limit for the Civic Center extras for Iossi Construction. That amount did reach \$1,106. Jon Kavanaugh made a motion, seconded by Robert Coers, to approve payment of the additional \$106 to Iossi Construction. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried. Robert Coers made a motion, seconded by Bonnie Hanna, to approve for payment the Civic Center bills as presented for May, 2011. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Cordova Cemetery statements of revenue and expenses for May, 2011, were reviewed. Jon Kavanaugh, made a motion, seconded by Morris McLaughlin, to approve the Cemetery statements of revenue and expenses for April, 2011. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

### **Old Business:**

**Cemetery Report:** Pam Bruner, Cemetery Manager, submitted a written report to the Board. Supervisor Kavanaugh announced that the Cemetery mowing contract dates need to be changed to start with the calendar year and run January 1 through December 31. This will allow for a better management of the Cemetery clean-up dates. Supervisor Kavanaugh asked that Pam please arrange this for the coming year.

Pam stated that there was still no interest shown in the Sexton position. Jon asked that she post the position on the Township sign; Pam will continue to perform the Sexton duties and received the pay. The topic of monument repair was discussed, as some monuments need to be set back up. This should be bid out. Lackey in Galesburg was one company mentioned as being able to perform this work.

Pam commented that it might be time to replace the large flag pole at the Cemetery and will look into pricing, etc. She would also like to get bids to make the flag poles which line the front of the Cemetery more permanent in nature.

**Civic Center Report:** Pam Bruner, Civic Center Manager, submitted a written report to the Board. Supervisor Kavanaugh once again stated how great the restroom-remodeling project turned out. Flu shots have been set up for October 17 from 10 to 11:30 a.m. Pam will have Civic Center gutter bids for the July board meeting.

The Board discussed a tile bid to add make the family/handicapped bathroom match the other two bathrooms. No further action was taken on the bid, however. Supervisor Kavanaugh asked Pam to continue looking into new locks for the Civic Center and Township Office.

The newly formed Cordova Park District has requested the use of the Civic Center for their monthly board meetings. Jon Kavanaugh, made a motion, seconded by Morris McLaughlin, to enter into a one-year intergovernmental agreement with the Cordova Park District allowing access to the Civic Center for their monthly meetings from June 20, 2011 to June 20, 2012. Pam Bruner, Civic Center Manager, will be their contact person and will work with the Park District to schedule the monthly meetings. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Pam will have Civic Center gutter bids for the July Board meeting.

The motion made last month not to exceed \$1,000 for the extra Civic Center costs was handled earlier in the Civic Center approval of bills and financial reports.

**Police Report and Village Finance Reports:** The Village financial report and police report were not submitted this month.

**2011-2012 Police Contract:** Supervisor Kavanaugh had received the 2011-2012 Agreement for Police Protection from the Village. It was the same contract as the previous three years. Jon Kavanaugh, made a motion, seconded by Morris McLaughlin, to approve the Agreement for Police Protection with the Village of Cordova which runs to April 30, 2012. Cordova Township agrees to pay \$3,202.50 per month for this protection. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**New Police Advisory Board:** Supervisor Kavanaugh received a letter from Bruce Wood regarding the formation of a new police advisory board. Supervisor Kavanaugh will be the Township's representative and attend the meetings.

**Road Commissioner's Report:** Road Commissioner Filbert had submitted a written report to the Board. Commissioner Filbert reported that after the bathroom-remodeling project was completed, the side faucet of the Civic Center no longer works. Iossi should cover that expense. Pam will contact Iossi regarding this.

**Waste Disposal:** Chris had further discussion with Scott County Disposal on offering a waste disposal day in Cordova. She was told it would cost \$5,700 to provide this service onsite at Cordova. This fee would be charged due to the fact that the service is already being provided free to residents if they just bring it over to the Scott County disposal themselves. Chris will do some further checking with Rapids City to see what they do.

**Community:**

**Youth Committee:** The Police Department will be coming before the Village Board with the request to do another Bike Rodeo. JoAnne Boone will find out if this gets approved. She will then ask the Township Board to help provide for the purchase of helmets. The Road & Bridge District has cones they can also use.

**Senior Committee:** No report.

**Cordova Township Park District:** Supervisor Kavanaugh announced that he will be meeting tomorrow with Donn Larson, President of the Cordova Park District, to help him get started with budget and financial decisions.

**New Business:**

**Supervisor's Comments:** Supervisor Kavanaugh stated again that he and the Clerk would like to try to get the terminology and organization of accounts set up so that it is the same all the way through the levy, budget and QuickBooks areas. This was also discussed with the auditor.

**Any other business to come before the Board that will be added on next month's agenda:** Obtain a consensus of the Township Board on police protection, two budget corrections—TF and GA, new shades for Township Office

**Adjournment:**

Bonnie Hanna made a motion, seconded by Robert Coers, to adjourn this meeting. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Meeting adjourned at 8:56 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk