

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING

July 15, 2013 – 7 p.m.  
Cordova Township Office

Approved August 19, 2013

Supervisor Jon Kavanaugh called the regular monthly meeting of the Cordova Township Board of Trustees to order at 7 p.m. in the Cordova Township Office on July 15, 2013.

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

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

JoAnne Boone, Trustee, was absent.

Supervisor Kavanaugh led The Pledge of Allegiance.

Bonnie Hanna made a motion, seconded by Robert Coers to approve the June 17, 2013, Cordova Township and Road District Public Hearing for Budget and Appropriations Meeting Minutes. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Jon Kavanaugh made a motion, seconded by Morris McLaughlin to approve the June 17, 2013, Cordova Township Regular Monthly Meeting Minutes as amended. The newly formed memorial committee will be called the "Veteran's Memorial Committee." Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Communications:**

**Kim Hoffman--Timmer & Associates:** Kim Hoffman, auditor from Timmer and Associates, presented the 2013 Cordova Township Audit report to the Board. Timmer and Associates stated that they have found the Township's financial statements of each major fund ending March 31, 2013, had ended with conformity with accounting principles. Kim went over the cash basis reporting for each fund. She commented that the Township was watching over expenses carefully and had under spent in most areas. Timmer also checks outside records to double check on the money received from Rock Island County for tax revenue and with the State on the amount received on replacement tax and special monies from FEMA, etc. She encouraged the Board to continue to review bank reconciliations, financial statements and non-invoiced items such as donations. Timmer & Associates continues to recommend that the Township Board remain involved in the financial affairs of the Township to provide oversight and independent review functions. Due to the size of Township staff, the main concern still remains the lack of segregation of duties. The overall results of the audit, however, were very good.

**TOI Boot Camp:** Bonnie Hanna, Morris McLaughlin and Chris Filbert will be attending the TOI Boot Camp in Rockford.

**Mackensie Santos—Township Scholarship:** A thank you note was received from Mackensie Santos for the \$250 check she received from the Township.

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

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

The Road District statements of revenue and expenses for June, 2013, were reviewed. Morris McLaughlin made a motion, seconded by Jon Kavanaugh, to approve for payment the June, 2013, Road District bills. This motion includes invoices from Reynolds and Visa which were just received. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Town Fund statements of revenue and expenses for June, 2013, were reviewed. Morris McLaughlin made a motion, seconded by Robert Coers, to approve for payment the June, 2013, Town Fund bills. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The General Assistance statements of revenue and expenses for June, 2013, were reviewed. Robert Coers, made a motion, seconded by Bonnie Hanna, to approve the General Assistance financials for June, 2013. Note: this month included the annual Supervisor's salary distribution. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for June, 2013, were reviewed. Jon Kavanaugh made a motion, seconded by Morris McLaughlin, to approve for payment the Civic Center bills as presented for June, 2013. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Cordova Cemetery statements of revenue and expenses for June, 2013, were reviewed. Robert Coers made a motion, seconded by Morris McLaughlin, to approve the Cemetery statements of revenue and expenses for June, 2013. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

### **Old Business:**

#### **Cemetery Report:**

Pam Bruner, Cemetery Manager, had submitted a written report to the Board. Pam has done some further investigation into the possibility of an unknown Civil War hero being buried at the Cordova Cemetery. She has found nothing that indicates that such a person is buried in the Cordova Cemetery.

**Veteran's Memorial:** Supervisor Kavanaugh reported on the first meeting of the Veteran's Memorial Committee, which was held after last month's regular Township meeting. He stated that the Committee would continue to meet each month, they would bring forth various design ideas, plans, space requirements, etc., to the Board for approval as necessary. Some items discussed were: keep the core Committee small which is easier for making initial decisions, no names will be on the monument, names will only be on the pavers and no target date as yet been determined.

**Civic Center Report:** Pam Bruner, Civic Center Manager, had submitted a written report to the Board.

**Water Softener Bids:** The Board discussed the bids. Jon Kavanaugh made a motion, seconded by Bonnie Hanna, to approve the bid from Kirby Water Conditioning for an H-125 Twin Alternating Metered Demand Water Softener for \$3,140 plus tax, \$150 installation fee and salt delivery service (50 lb. bags at \$8.95 ea). Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Seal Shelf Behind Kitchen Sinks and Caulk:** It would be nice to have a stainless steel shelf installed above the sinks in the kitchen. Tom Border has a brake and could do a stainless shelf for the Civic Center. Pam will talk to Tom about doing this before the water softener is installed.

**Holding Tank in Janitor Room—Faulty Bladder:** Latta will check on the holding tank when they come back to Cordova for another job.

**Road Commissioner's Report:** Chris Filbert, Road Commissioner, had submitted a written report to the Board. The railroad crossing on 206 Avenue North splintered out. Canadian Pacific came out and has it fixed. The Bruners are very happy about their trees being saved. Commissioner Filbert commented that it has been great working with Canadian Pacific Railroad.

**Community:** Pam submitted the results of a Community Day Survey to the Board. It was well attended considering the weather, and the attendees had many favorable comments. The Civic Center was used; everything worked out great.

**Youth Committee—Kids Pumpkin Growing:** No report.

**Senior Committee—No report.**

**Cordova Park Board:** The Park Board will purchase an information board which will be installed outside by the corner of the Civic Center. Both the Park Board and Township will use this information board for their notices. The Park Board did a wonderful job with the Community Day event. The citizens want it back again for next year.

**Recommendation that Chris Filbert help with Frisbee Golf setup/placement:** TOI came out to inspect where the Frisbee Golf game will be located. They had some concerns about the direction of play and closeness to Rt. 84. TOI sent a detailed letter to the Township/Park Board regarding this issue.

**New Business:**

**Supervisor's Comments:** Supervisor Kavanaugh had nothing additional to add.

**Any other business to come before the Board that will be added on next month's agenda:**

**Adjournment:**

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

Meeting adjourned at 8:11 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk