

MINUTES CORDOVA TOWNSHIP REGULAR MONTHLY MEETING

March 17, 2008 – 7 p.m.  
Cordova Township Office

Approved April 29, 2008

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 March 17, 2008.

Present: Jon Kavanaugh, Supervisor; JoAnne Boone, William Burns, Jr., Gary Hanna, and Morris McLaughlin, Trustees

Also present: Sandy Gustafson, Clerk, Pam Bruner, Civic Center Manager, Chris Filbert, Road Commissioner, Lois Case, Cemetery Board President, Rich Morthland, Betsy Morthland, Susan Vincent and Eleanor Nelson.

Supervisor Kavanaugh led the Pledge of Allegiance.

Gary Hanna made a motion, seconded by Morris McLaughlin, to approve the minutes of the February 18, 2008, Cordova Township regular monthly meeting. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Communications:**

- Sandra Gustafson, Cordova Township Clerk, acknowledged thank you notes from the following: Riverdale After Prom Committee, McLaughlin Family, Pat and Bill Nicholson.
- The Clerk read a letter from URICRA (Upper Rock Island County Recreation Association) requesting a donation. Jon Kavanaugh made a motion, seconded by JoAnne Boone, to place the URICRA request on next month's agenda. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.
- A donation request from Jr. Rams Baseball was read. Jon Kavanaugh made a motion, seconded by Bill Burns, Jr., to place the Jr. Rams Baseball request on next month's agenda. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.
- **Citizen's Wishing to Address the Board:** Rich Morthland introduced himself and his wife, Betsy, to the Board. Rich is running for Rock Island County Board. He stated that his goal is "to work and deliver for this area an honest, home-grown common-sense representation for this end of the County from this end of the County." He would appreciate our votes.

- Lois Case, Cemetery Board President, gave the Cemetery Board Report. She stated that tomorrow, March 18, at 4:30 p.m. would be their last Board meeting. Susan Vincent and Lois Case are resigning their positions, and Eleanor Nelson's term is ending. Both Lois and Susan will be out-of-town a great deal in the future and won't be able to continue with their Board duties. They have hired Brooke Floming as Sexton; she is already somewhat knowledgeable as her mother is the Sexton for the Albany Cemetery. Lois recommended that a good set of checks and balances be in place for the Cemetery budget. Brooke wants to do a map of the Cemetery and the Board members agreed that that would be an excellent tool. She complimented Chris Filbert for all her assistance this past year. Jon thanked all three Board members for their hard work and efforts. Eleanor and Susan stated that they would help whenever they could.

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

The Road District and Equipment and Building statements of revenue and expenses for February, 2008, were reviewed.

Chris Filbert, Road Commissioner, requested the Board to approve at tonight's meeting a bill to pay after April 1 but before the next regular Board meeting later in April. Gary Hanna made a motion, seconded by JoAnne Boone, to approve the March, 2008, Road District bills as presented and to also allow the payment of the new truck chassis and title at a cost of \$29,666.13 and the dump box and other modifications at a cost of \$19,874 after April 1. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Town Fund statements of revenue and expenses for February, 2008, were reviewed. Jon Kavanaugh made a motion, seconded by JoAnne Boone, to approve for payment the March, 2008, bills. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The General Assistance statements of revenue and expenses for February, 2008, were reviewed. Gary Hanna made a motion, seconded by Bill Burns, Jr. to approve the statements of revenue for March, 2008. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for February, 2008, were reviewed. Gary Hanna made a motion, seconded by Morris McLaughlin, to approve for payment the bills as presented for March, 2008. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

### **Old Business:**

**Cemetery Board Report:** The Cemetery Board Report was given during "Citizen's Wishing to Address the Board."

**Civic Center Report:** Parts of Pam Bruner's written report were discussed. Ducks Unlimited owes us for a \$40 janitorial service. They have a balance with us of \$100. Jon Kavanaugh made a motion, seconded by Gary Hanna, to issue Ducks Unlimited a \$60 check. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

There was discussion about getting the non-profit organizations to pay their \$40 cleaning fees upfront and getting them to return their contracts promptly. Pam and Jon will work on updating the non-profit contract/policy.

The topic of tennis lessons was discussed. Melissa Battern has agreed to teach youth and adult lessons at 5 and 6 p.m. on June 17, 19, 24 and 26. Jon Kavanaugh made a motion, seconded by Bill Burns, Jr., to approve the tennis lessons at a cost of \$200. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried. There will be no charge for out-of-area participants.

Pam stated that the summer Health Walk had low numbers as well as low interest. Jon Kavanaugh made a motion, seconded by Gary Hanna, to discontinue the summer Health Walk. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Police Committee Report:** Chief Wallen was not in attendance but had submitted a written report.

**Road Commissioner's Report:** Road Commissioner Filbert had submitted a written report. She showed the finished design for the new entry sign at the road leading into the park and Civic Center. Tom Rogers will begin the work as soon as the weather gets better.

### **New Business:**

**April 8 Town Meeting Agenda:** Supervisor Kavanaugh stated that the agenda for the Town Meeting will be the same as last year's including all the same resolutions. Jon Kavanaugh made a motion, seconded by JoAnne Boone, to accept the same agenda as last year's annual Town Meeting. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Road and Bridge Salt Shed:** Bids were opened for both the concrete/demo of the old salt shed as well as the sale of the 1997 GMC Sierra truck. Hale's Construction was the winning bidder at \$47,334.88 for the concrete/demo; Robert Holst was the winning bidder for the sale of the truck at \$7,900.

**Cemetery Resolution:** Supervisor Kavanaugh feels it best to bring the operation of the Cordova Cemetery back to the Township Board. If necessary, at a later date, it could be re-established as a separate board. It will be better for a controlled system of checks and balances if the Township handles it. There will be a sexton, caretaker and manager. Jon would like someone to think about becoming the chairperson of the Cemetery Committee. The manager's salary is yet to be determined; Chris and Jon will be meeting to try to determine hours and salary for the manager's position. More work

will be placed upon the Supervisor as well as the Clerk by taking on the Cemetery's operation.

Jon Kavanaugh made a motion, seconded by JoAnne Boone, to adopt Resolution 31708 to Divest the Trustees of Control of the Public Graveyard and Assume Control of the Public Graveyard (Cordova Township Cemetery). Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Cemetery:** The last meeting of the Cemetery Board will meet tomorrow at 4:30 p.m. Jon asked the Board to look over the second page of his Supervisor's comments on the management suggestions for the new operation of the Cemetery. He would like to ask for an extension of this meeting at which time further discussion regarding the Cemetery operation can be discussed.

**Budget Adjustment:** Supervisor Kavanaugh explained that some budget adjustments among several line items were needed in the end-of-the-year Civic Center budget. Morris McLaughlin made a motion, seconded by Bill Burns, Jr., to authorize the budget adjustment for the Civic Center according to Supervisor Kavanaugh's suggestions. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Budgets:** Supervisor Kavanaugh would like to ask for an extension of this meeting at which time further discussion regarding the budgets can be discussed.

**Supervisor's Comments:** Supervisor Kavanaugh's written report was sent out in the Board packets. No additional comments were made at this time.

**April Meeting Date:** Due to Supervisor Kavanaugh's schedule, the April meeting date will have to be changed. Jon Kavanaugh made a motion, seconded by Gary Hanna, to move the April meeting date from the 21<sup>st</sup> to the 29<sup>th</sup> still at 7 p.m. and to also allow the payment of payroll and other time-sensitive payments prior to the meeting on the 29<sup>th</sup>. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

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

Jon Kavanaugh made a motion, seconded by JoAnne Boone, to continue this meeting on Thursday, March 27, at 7 p.m. to work on Cemetery and other budget items. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Meeting adjourned at 9:14 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk

MINUTES CORDOVA TOWNSHIP REGULAR MONTHLY MEETING  
Continued to March 27, 2008 – 7 p.m.  
Cordova Township Office

Supervisor, Jon Kavanaugh, called the continued meeting of the Cordova Township Board of Trustees to order at 7 p.m. in the Cordova Township Office on March 27, 2008.

Present: Jon Kavanaugh, Supervisor; JoAnne Boone, William Burns, Jr. and Morris McLaughlin, Trustees. Gary Hanna was absent.

Sandra Gustafson, Township Clerk, reminded the Board to turn in their Economic Interest Statements for Rock Island County. They must be filed by May 1, 2008.

Supervisor Kavanaugh stated that he had talked to the attorney who is still checking whether the Road Commissioner could assume the duties of Cemetery Manager. He has had both the Road Commissioner and Civic Center Manager show interest in the position. Jon asked the Board if they had thought about how the job description of Cemetery Manager should be set up.

There must be a check and balance system throughout the selling process of the cemetery lots. Jon suggested some kind of a voucher system with the sexton giving the buyer a voucher and then the sexton contacting the manager informing the manager of the upcoming sale and giving the manager a copy of the voucher. The manager would be responsible for getting the deed to the buyer and collecting the check.. No money would go directly to the sexton. The buyer would have to talk and deal with two personnel-- sexton and manager. The Cordova Township Board would have direct control over the Cemetery.

Trustee McLaughlin asked about what happens in the interim if someone needs to purchase a lot? Jon stated that Eleanor Nelson and Susan Vincent have volunteered to assist. Lots of activities go on at the cemetery—monument companies setting stones, grave diggers, visitors, cemetery cleanup, mowing, tree trimming, spring planting, painting and repair, etc. Both the sexton and caretaker positions have been filled and will begin their duties on April 1.

The Cemetery levy for this year has already been set, but line items within the levy can be adjusted if necessary. Supervisor Kavanaugh estimates that the sexton will need between 100 –150 hours to continue the audit and records review. Jon will continue to take a look at the job descriptions of sexton, caretaker and manager. Jon stated that the Board must take a look at a possible compensation for the manager's position as well as the hourly wage for the sexton to finish the audit and records review.

The Board discussed possible wages as well as the IMRF situation. The manager's position cannot be filled until Jon hears back from the attorney. All of this will be on next month's agenda and will have to be voted upon.

Major projects also discussed were: resurfacing and coating of the Civic Center parking lot, purchasing new tables for the Civic Center, the new door for the main entrance to the Civic Center, new entry for the Township Office and maintaining good budget amounts for turning over the books to another board at next year's election.

Jon reminded the Board about the Annual Town Meeting which will be held on Tuesday, April 8, 2008 at 7 p.m. in the Civic Center.

Morris McLaughlin made a motion, seconded by JoAnne Boone, to adjourn the continued meeting. Ayes: Boone, Burns, McLaughlin and Kavanaugh. No's: none. Motion carried.

Meeting adjourned at 7:50 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk