

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING

July 21, 2014 – 7:06 p.m.
Cordova Township Office

Approved August 18, 2014

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 21, 2014.

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

Also present: Sandy Gustafson, Clerk, Pam Bruner, Civic Center and Cemetery Manager and Chris Filbert, Road Commissioner. Kim Hoffman from Timmer and Associates was also in attendance.

Supervisor Kavanaugh led The Pledge of Allegiance.

Jon Kavanaugh made a motion, seconded by Robert Coers, to approve the June 16, 2014, Cordova Township and Road District Public Hearing for Budget and Appropriations Meeting Minutes. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Morris McLaughlin made a motion, seconded by JoAnne Boone, to approve the June 16, 2014, Cordova Township Regular Monthly Meeting Minutes. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Communications:

Kim Hoffman, Timmer and Associates: Kim Hoffman, auditor from Timmer and Associates, presented the 2014 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, 2014, had ended with conformity according to 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 our records to double check on the money we receive from Rock Island County for our tax revenue, with the State on the amount we receive on replacement tax and any other special monies received. 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.

FOIA Request: Clerk Gustafson reported that the Township, Road & Bridge and MTAD had received a FOIA request earlier this month. The request was from "Openthebooks.com." After verifying with TOI, the attorney and Timmer and Associates, the request was completed. All information was electronically sent from the Quickbooks software.

First Trust and Savings Bank: The Township has received a Security Pledge/Release Request to cover an additional \$220,000 in deposits arranged by the First Trust and Savings Bank.

Thank you—Erie After Prom: The Clerk read a thank you from Erie After Prom Committee for the \$100 prom donation.

Citizens Wishing to Address the Board: None

Approval of Bills/Financial Reports:

The Road District statements of revenue and expenses for June, 2014, were reviewed. Morris McLaughlin made a motion, seconded by Robert Coers, to approve for payment the June, 2014, Road District bills. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Town Fund statements of revenue and expenses for June, 2014, were reviewed. Robert Coers made a motion, seconded by Bonnie Hanna, to approve for payment the June, 2014, Town Fund bills. An updated check detail was given to the Board. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The General Assistance statements of revenue for June, 2014, were reviewed. JoAnne Boone, made a motion, seconded by Robert Coers, to approve the General Assistance financials for June, 2014. An updated check detail was given to the Board. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for June, 2014, were reviewed. Morris McLaughlin, made a motion, seconded by Bonnie Hanna, to approve for payment the Civic Center bills as presented for June, 2014. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Cordova Cemetery statements of revenue and expenses for June, 2014, were reviewed. Jon Kavanaugh made a motion, seconded by JoAnne Boone, to approve the Cemetery statements of revenue and expenses for June, 2014. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Old Business, Discussion and Approval Motions:

Cemetery Report: The Board received Pam Bruner's resignation as Cemetery Manager effective the end of September. This job is a huge responsibility; Pam has worked extremely hard to improve the Cemetery records and learn the new laws and regulations. She stated that this job has a huge responsibility tied to it, and one must often "drop everything" and attend to the needs of a family at the time of a death.

Supervisor Kavanaugh requested that Pam post the job opening in the Review and at various places around town. Resumes received should be placed in next month's Board packets. Deadline for resumes is August 11.

Veterans' Memorial: Jon stated that he was not happy about having to use Prevailing Wage for the memorial. The layout is still being worked on.

Interment Procedure for Funeral Homes, Compliance Points for Cemetery Law and State Cemetery Inspection: We are compliant with what we currently have, but Pam is going to start looking at revising some of the Rules and Regulations. She would also like to get cemetery maps in a book format which would be placed in the Cemetery shed. The rules and regulations will be revised first; then interment procedures. Pam and Morris went over the State Cemetery Inspection compliance checklist. They found that a maintenance list for the Cemetery was needed, and Pam will have this for the next meeting. Trustee McLaughlin stated that Pam has done a great job in getting our materials and records organized and set up. Policies are also needed for grave marking for funerals and monument set up. We need to determine if we should charge a fee for each funeral. Also, how should monument marking be handled?

Equipment: The Cemetery equipment list consists of a John Deere Mower, Ferris Mower, and five Stihl weed whippers. The Board discussed taking half of the estimated value of each piece of equipment as the beginning bid. Sealed bids should be received by August 11. Pam will place an ad in the Erie Review and posters around town. Bids will be opened at the next township meeting. Jon made a motion, seconded by JoAnne Boone, to take at least half price for the equipment bids which will be opened at the next meeting. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Civic Center Report: Pam Bruner, Civic Center Manager, had submitted a written report to the Board. Next newsletter due date is September 15.

Warming Table/Salad Table: Pam spoke with R. I. Co. Health Department about the lid/sneeze guard question. If it is a public party, there must be a sneeze guard or lid in use on both hot and cold tables. If it is a private party, then it does not matter. Perhaps we can also check into government surplus for purchasing of these.

Electric Bid: Pam is still waiting for the electric bid from Herb Carlson.

Civic Center Rental Rules: Pam provided the Board with some updated Civic Center rental rules. The Board was asked to be able to discuss them at the next meeting.

Janitorial Resignation--Hourly or Contractual: Mary McCarthy has resigned and given a two-week notice. Pam stated that there are an average of four events per month, and it takes approximately two to three hours per event for clean-up time. Pam prefers that we consider hiring a contractual janitorial person. Supervisor Kavanaugh stated that the job should be advertised. Jon Kavanaugh made a motion, seconded by Morris McLaughlin, to advertise the Civic Center cleaning position in the Review and various areas around town. The applications must be received by August 11. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Jon Kavanaugh made a motion, seconded by Bonnie Hanna, to hire Judy Jepson at the contract rate of \$30 for the first two hours then \$13 for each hour thereafter to clean the Civic Center until the position is filled. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Road Commissioner's Report: Nothing additional at this time.

Community:

Community Celebration: Pam Bruner reported that this year's Cordova Community Day went well. It was well attended, with great fireworks and perfect weather. The Committee has started working on next year's Community Day.

Youth Committee—Trustee Boone reported that the Library will have to wait until next year to have the Bike Safety Program.

Senior Committee—No report.

Cordova Park Board: Nothing at this time.

Executive Session: Not needed.

New Business:

Supervisor's Comments: Supervisor Kavanaugh stated that there have been three mosquito sprays done. The mosquitoes have been very bad in town. He wanted to check with the Board that if necessary, he might need to authorize a sixth spray this year. He has talked to the Village, and they have agreed to pay \$1,000 towards a sixth spray if needed. Also, Jon completed a phone audit on liquor liability.

Any other business to come before the Board that will be added on next month's agenda: Cemetery Equipment Bids, Civic Center Rental Rules, Deputy Clerk for training, Civic Center Hot/Cold Tables

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 8:55 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk