

MINUTES CORDOVA TOWNSHIP REGULAR MONTHLY MEETING

June 15, 2009 – 7:10 p.m.
Cordova Township Office

Approved July 20, 2009

Supervisor, Jon Kavanaugh, called the regular monthly meeting of the Cordova Township Board of Trustees to order at 7:10 p.m. in the Cordova Township Office on June 15, 2009.

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

Also present: Sandy Gustafson, Clerk, Chris Filbert, Road Commissioner, Kim Hoffman, Auditor and Margaret Bennett.

The Pledge of Allegiance had just been done at the previous budget and appropriations meeting.

Morris McLaughlin, made a motion, seconded by JoAnne Boone, to approve the May 18, 2009, minutes of the Cordova Township Regular Monthly Meeting Minutes. Ayes: Boone, Coers, McLaughlin and Kavanaugh. No's: none. Motion carried.

Communications:

- A. Timmer & Associates—Kim Hoffman, Auditor:** Kim presented the final phase of the audit report and began by discussing a letter to the Township Board. In this letter she addressed areas in which the Board could improve functions to better segregate duties. Kim recommended that the Board review the monthly bank statements and remain involved with the expenditure process—check to be certain of their approval of the monthly financial statements. By watching that the financial statements accurately reflect the expenditures the Board approved previously. The Board should check that those requesting payment of expenditures should provide documentation or an explanation of expenses not clear from a receipt. Also, those providing services for others should maintain a log of services/supplies provided to make certain that the township is reimbursed for these adequately.

The auditor went over the statement of revenues, expenditures and changes in fund balance for General Town Fund, Civic Center, Cemetery, General Assistance and Road & Bridge District for the fiscal year ending March 31, 2009. She also gave comparatives to 2008. Kim presented the Board with the Report on Internal Control (Management) which states that there is a lack of segregation of duties because of the size of our office staff. She reminded the Board to follow through on the recommendations listed in the Board letter therefore keeping everyone above question.

Supervisor Kavanaugh stated that the audit process is always a positive experience, and this year he and the Clerk met with Kim an extra day to go over the audit. Kim also prepares the Annual Financial Report for the State Comptroller as well as the Annual Treasurer's Report for newspaper publication.

- B. Citizen's Wishing to Address the Board:** Margaret Bennett was in attendance and said she was just interested in attending the meeting to learn more about the Township.

Approval of Bills/Financial Reports:

The Road District statements of revenue and expenses for May, 2009, were reviewed. Morris McLaughlin made a motion, seconded by Robert Coers, to approve the May, 2009, Road District bills as presented. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Town Fund statements of revenue and expenses for May, 2009, were reviewed. Gary Hanna, made a motion, seconded by Morris McLaughlin, to approve for payment the May, 2009, Town Fund bills. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The General Assistance statements of revenue and expenses for May, 2009, were reviewed. Morris McLaughlin, made a motion, seconded by JoAnne Boone, to accept the May, 2009, General Assistance financial report as presented. There were no bills submitted for payment. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for May, 2009, were reviewed. Jon Kavanaugh, made a motion, seconded by Gary Hanna, to approve for payment the Civic Center bills as presented for May, 2009. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Cordova Cemetery statements of revenue and expenses for May, 2009, were reviewed. JoAnne Boone, made a motion, seconded by Morris McLaughlin, to approve the Cemetery statements of revenue for May, 2009. 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. The John Deere mower needs a new starter which will cost \$199.37. Jon Kavanaugh, made a motion, seconded by JoAnne Boone, to approve the purchase of a new starter for the John Deere mower not to exceed \$200. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Civic Center Report: Pam Bruner, Civic Center Manager, submitted a written report for the Board. Tonight was the first night of sand volleyball lessons. For the first lesson at 6 p.m. no one but the instructor had shown up. Supervisor Kavanaugh stated that the new sand volleyball court is being used by the community but feels perhaps people don't think they need to take lessons. Road Commissioner Filbert commented that she has seen children using the courts as a large sandbox. There is another lesson scheduled for 7 p.m. tonight. Pam will talk with the instructor about the other three nights of lessons which are scheduled to be offered.

Robert Coers asked what he and Gary should be doing regarding their committee work for the Civic Center's upcoming projects of remodeling the women's bathroom and purchasing a new furnace/air conditioning unit. Jon said Pam is waiting for the return of three bids on the furnace/air conditioning unit. Gary and Robert will set up a meeting with Pam to get started on the remodel of the bathroom. It is hoped that it will not go over \$20,000, so that bids will not have to be let out. Jon discussed the fact that the bathroom remodel contract will have to state that the Prevailing Wage Act will have to be followed by the various contractors.

Police Report: A written report was submitted but the financial report was missing. Jon will contact Mayor VanHooreweghe about this.

Road Commissioner's Report: Road Commissioner Filbert had submitted a written report to the Board and had no additional comments to add.

Community:

Youth Committee: No Report

Senior Committee: No Report

Supervisor Kavanaugh asked Pam Bruner if she would consider being involved with helping to plan activities for Cordova youth and seniors. She would be a good person to do this as she is generally around for the events scheduled at the Civic Center. We have had difficulty getting a person from the community to plan these events and Supervisor Kavanaugh thought Pam might be interested. Pam has agreed to start planning some future events.

Cordova Township Park District: At last Friday's TOI Educational Conference in Moline, Supervisor Kavanaugh was able to obtain materials on park district formation. Jon has forwarded this to our attorney. He feels this packet of information will be extremely helpful. As soon as he hears back from the attorney, he will begin the process of park district formation. We have about 270 days until it will have to appear on the April 2010 general election ballot.

2009-2010 Budget Adoption—Township and Road & Bridge: These budgets were previously reviewed by the Board at the hearing. Morris McLaughlin, made a motion, seconded by JoAnne Boone, to approve for adoption the 2009-2010 budgets for Cordova Township and Cordova Road and Bridge District. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Prevailing Wage Ordinance Adoption: Jon Kavanaugh, made a motion, seconded by Robert Coers, to adopt Cordova Township and Cordova Township Road and Bridge District Ordinance No. 61509. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

New Business:

Supervisor's Comments: Supervisor Kavanaugh stated that he was pleased with the audit and had nothing additional to add.

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

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

Meeting adjourned at 8:25 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk