

**Official Proceedings of the Washington Township Board of Trustees**  
**March 2, 2020**  
**Washington Township Center**  
**30200 Town Center Road, Beecher, IL**

Supervisor Mike Stanula called the meeting to order at 7:00 p.m. to pay bills for the month of February and transact any other business that may come before the Board of Trustees. The meeting agenda and guest sign-in sheet are attached. Supervisor Stanula led the Pledge of Allegiance.

**Roll call:**

Present: Supervisor Mike Stanula Trustees: George Obradovich, Mark Herlitz, Tracy Heldt, Paul Goldrick Absent: None

**Other Officials present:**

Clerk Joe Burgess, Road Commissioner Jerry Meyer and Assessor Mary Tamez

**Approval of the Board of Trustees Meeting Minutes Dated February 3, 2020:**

Supervisor Stanula asked if there were any corrections or additions to the February 3, 2020 Board meeting minutes as presented. Being none, Stanula asked for a motion to approve the minutes.

**Motion:**

Trustee Herlitz made a motion to approve the minutes of the February 3, 2020 Board meeting as presented. Trustee Obradovich seconded the motion. There was no discussion on the motion.

Roll call vote: Herlitz – yes, Obradovich – yes, Heldt – yes, Goldrick – yes, Stanula – yes.

**Motion passed 5-0.**

**Public Commentary:** None

**Reports:**

1. Road Commissioner – Highway Commissioner Jerry Meyer read his written report (attached) and there were no questions or comments regarding the report.

Road District Foreman Mike Smith reported that the District has purchased a new Ford pickup truck through one of the State of Illinois buying programs. The crew cab truck is a basic work truck that was ordered with plow and towing packages and should be delivered in April. The current 2008 Chevy truck is being traded and the new truck will cost approximately \$35,000.

2. Assessor – Assessor Mary Tamez reviewed her written report (attached). A part-time employee in the Assessor's Office has resigned. Tamez is planning to replace this individual with a person she knows, who has experience and has worked for the Crete Township Assessor's Office. The new hire will assist with measuring and other duties throughout the summer. This year's Senior Freeze Assistance program will be held on May 29 at the Washington Township Center.
3. Clerk – Clerk Burgess reported that the next Senior Movie Night is Tuesday, March 10. Early voting started today, and 16 residents voted. Early Voting will continue through March 13 and the General Primary is on March 17.
4. Supervisor's Report – Stanula reminded the Board that the Senior Breakfast will be held on April 4 and a representative from Senior Services will discuss their programs at the event.

5. Trustees Report – No report.
6. Transportation Report – The township’s Dial-A-Ride service provided 24 trips within Washington Township in January. Will Ride covered trips outside of the township for November (49 trips) and December (51 trips).
7. General Assistance Report – Supervisor Stanula reported there were no General Assistance disbursements or new applications received in the month of February.

#### **OLD BUSINESS:**

1. Consideration and Approval of the 2020 Annual Town Meeting Agenda – Clerk Burgess said he received no requests from the public to update the agenda prior to the March 1 deadline and the proposed agenda could now be approved by the Board.

#### **MOTION:**

Trustee Heldt made a motion to approve the proposed 2020 Annual Town Meeting Agenda as presented. Trustee Goldrick seconded the motion. There was no discussion on the motion.

Roll call vote: Heldt -yes, Goldrick – yes, Herlitz – yes, Obradovich – yes, Stanula – yes.

**Motion passed 5-0**

2. Consideration to Donate Rental Income to the Food Pantry - Clerk Burgess has heard back from township attorney Tom Knuth and he said if the Board desired to donate “rental” income to the Food Pantry, only a simple motion would be required. It was suggested that a donation to the Food Pantry be done on a quarterly basis to simplify tracking the donations as they occur.

#### **NEW BUSINESS:**

1. Consideration and Approval of Pending Zoning Applications – There were no new zoning requests or applications to address.
2. 2020-2021 Budget Discussion – Clerk Burgess explained he would be starting the budget process and noted that the Washington Township Center would be paid off this year so those extra funds could be designated for other uses such as building upgrades and future repairs as needed. There currently are some roof flashing issues with the building as water is getting behind the flashing and running down the brick near the Clerk’s office window and is discoloring the brick in that area. Burgess will to add \$10,000 to the “Building Maintenance” budget line item. Supervisor Stanula believed the repairs would be much less than \$10,000, but the amount was a good budget number.
3. Website Upgrade Discussion – Clerk Burgess reported that he received information from Webfoot Designs asking if there was any interest to update the township’s current website. The current site has not had a design update in 10-years. Burgess said he learned that about 50% of all website traffic is from phone and tablets and the current site doesn’t layout well on those devices. Webfoot is now offering an update “package” that includes new designs that work better on all platforms, enhanced security, backup solutions, more storage capacity and ongoing upgrades to the framework. However, Webfoot has also changed their billing and the cost of the upgrades is a one-time charge of \$985, but it would also include a \$295 monthly maintenance fee. The new charges would cost the township approximately \$3000 more per year versus the existing website program.

Burgess told the Board the township's website has nearly 100,000 "hits" under the current format and once people get on the website there is an additional 350,000 hits as people view the many different pages available.

The Board discussed the proposal and decided to delay any decisions until after there was time to consider all options, including getting bids from other website designers.

4. Consideration to Open the Closed Executive Session Minutes Dated March 23, 2010 – See agenda item #8.
5. Consideration to Open the Closed Executive Session Minutes Dated January 7, 2013 – See agenda item #8.
6. Consideration to Open the Closed Executive Session Minutes Dated July 1, 2013 – See agenda item #8.
7. Consideration to Open the Closed Executive Session Minutes Dated February 3, 2014 – See agenda item #8.
8. Consideration to Open the Closed Executive Session Minutes Dated January 4, 2016 - The Board determined that all the closed minutes as listed should remain closed and only one motion be made that would include all the minutes under consideration.

**MOTION:**

Trustee Goldrick made a motion that the Closed Session minutes dated March 23, 2010, January 7, 2013, July 1, 2013, February 3, 2014 and January 4, 2016 remain closed to the public. Trustee Heldt seconded the motion. There was no discussion on the motion.

Roll Call vote: Goldrick – yes, Heldt – yes, Herlitz – yes, Obradovich – yes, Stanula - yes.

**Motion passed 5-0.**

9. Bus Driver Using Township's Parking Lot – Trustee Herlitz questioned why the Beecher School District's bus drivers were parking in the Township's parking lot when they have a separate lot closer to the school bus garage. Some bus drivers prefer the township's parking lot; however, it was pointed out that they do take up several spaces that are reserved for staff and visitors to the township center. The lot is owned and maintained by the township and it was recently repaved at a cost of \$36,000 and it was suggested that if the drivers continue to park in the lot, the school district should assist with any maintenance of the lot going forward. It was also reported that one driver has driven around the locked gate, on more than one occasion, and through the grass to park in the Township's lot versus parking in the driver's lot. The Board requested that Supervisor Stanula prepare a letter and send it to the Superintendent asking the bus drivers to park in their own lot or consider contributing to the maintenance of the lot going forward.

## **PAYMENT OF BILLS:**

### **Road & Bridge Bills**

The board reviewed the Road District bills as prepared by Commissioner Meyer and presented by the Clerk.

### **MOTION:**

Trustee Goldrick made a motion to authorize payment of all applicable payroll, bills, and appropriate transfers or debits for the Road & Bridge Account totaling **\$48,808.72**. Trustee Herlitz seconded the motion. There was no discussion on the motion.

Roll Call vote: Goldrick – yes, Herlitz – yes, Obradovich – yes, Heldt – yes, Stanula – yes.

**Motion passed 5-0.**

### **Town Account (including Transportation Fund)**

The board reviewed the bills as prepared by the Supervisor and presented by the Clerk.

### **MOTION:**

Trustee Heldt made a motion to authorize payment of all applicable payroll, bills, debits and appropriate transfers for the Town Account totaling **\$14,982.98**. Trustee Obradovich seconded the motion. There was no discussion on the motion.

Roll Call vote: Heldt – yes, Obradovich – yes, Goldrick – yes, Herlitz – yes, Stanula – yes.

**Motion passed 5-0.**

### **Upcoming Seminars and Meetings**

- **March 23** - Washington Township Board Meeting – 7 PM

### **Announcements:**

- **March 10** – Senior Movie Night at 6:30 pm

### **Adjournment:**

Being no other business or discussion, Trustee Herlitz made a motion to adjourn. Trustee Heldt seconded the motion. Being no discussion and after being unanimously approved by voice vote, the Board Meeting adjourned at 7:55 pm.

Respectfully submitted,

  
Joseph Burgess – Town Clerk

Approved by Board of Trustees: 5/4/2020

# Washington Township

*Jerry K. Meyer*

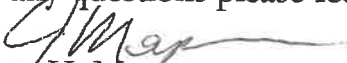
*Highway Commissioner*

March 2, 2020

To the Board of Trustees of Washington Township

- We are cold patching when weather permits
- Started grading today but still to wet going to try in the morning
- We only have had 17 events so far this winter all but 2 of them have been salting
- Planning next year's construction projects and M.F.T. projects  
Kentucky between Ashland and Western is going back to gravel as soon as we have time
- Working in the shop doing maintenance on the equipment
- We received 150 ton of salt last week at \$84.63 per ton
- Mike will give you the update on the state bid pickup truck

If there are any questions please feel free to contact me at the office.

  
Jerry K. Meyer  
Commissioner

# Office of the Assessor

Mary Margaret Tamez

Assessor

March 2, 2020

## Township Meeting Notes:

- As of January 1<sup>st</sup>, I have started updating the 2020 assessments. These changes can be made through June. I have updated the sales sheet with all of the 2019 sales to be able to look at the subdivisions to see where the adjustments need to be made.
- I have continued to update all of the fieldwork completed over the summer as well as all of the front photos of the homes into the files
- Updating the sales and ownership change is ongoing.
- Building permits and occupancy permits are ongoing.
- There have not been any updates on how we are going to move forward with the General Homestead Exemption. I will keep you updated with any changes made.
- Subdivision mapping is ready. We have one new subdivision "Prairie Park Resub" I will be picking up the mapping to get the assessments added.
- As of today, I have submitted 8 Home Improvement Exemptions, 1 Disabled Person Exemption, 6 Senior Homestead Exemptions, and 4 Certificate of Errors for the 2020 year.
- Confirmed the 60 sales that were used in the sales ratio study by the County for Washington Township. These sales are submitted to the State and this is where our multiplier derives from.

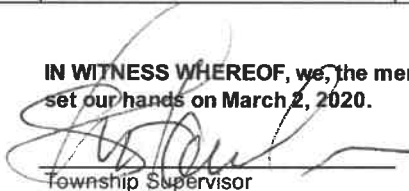
**Approved Claims - Board of Township Trustees**  
**Town Account**

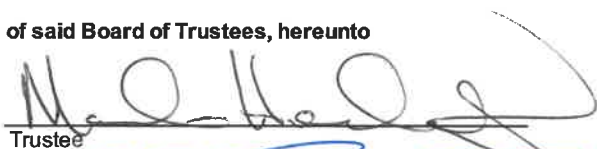
State of Illinois            )  
Will County                ) ss.  
Washington Township    )

We the undersigned, comprising the Board of Trustees of  
Washington Township, having duly met at the Township office on March 2, 2020, for the  
purpose of auditing Town accounts, do hereby certify that the following claims or demands  
against said township were presented, and examined, were allowed at said meeting, to wit:

Claim #	Date	To Whom Allowed	CK	Nature of Claim	Amount
5452	2/11	Village of Beecher	8270	Bus fuel - 1/1/20 to 1/31/20 - Inv # 614	\$30.91
5453	2/11	Beecher Hardware	8271	Building supplies - Inv # A200599	\$27.24
5454	2/11	Beecher Chamber of Commerce	8272	2020 Dues	\$150.00
5455	2/11	Pace Vanpool	8273	Monthly Charges - 1/25/20 Inv # 569472	\$100.00
5456	2/11	Spectrotel	8274	Phone service - Acct # 343999 - Inv # 9495982	\$201.79
5457	2/11	Walt's Foods	8275	Senior supplies - Inv #5077681134	\$56.80
5458	2/11	Comcast	8276	Internet and Cable # 10295 - Bill date - 1/24/20	\$225.58
5459	2/11	Dahlberg Accounting Solutions	8277	Professional services (January 2020) - Inv # 240	\$375.00
5460	2/11	ComEd	8278	Electric bill - Acct # 4341116018 - Bill date 2/3/2020	\$333.18
5461	2/11	Washington Township District	8279	Stone for parking lot	\$3,744.00
5462	2/21	Village of Beecher	8280	Historical Preservation Plaques - Inv #02-11-2020	\$190.35
5463	2/21	Verizon Wireless	8281	Cellular phones - Acct # 485462600 / Inv # 9847854082	\$65.02
5464	2/21	NICOR	8282	Utilities gas - #55877029193 - Bill date - 2/11/2020	\$206.01
5465	2/21	Will Ride	8283	Transportation Expense - 49 trips (November 2019)	\$911.51
5466	2/21	Will Ride	8284	Transportation Expense - 51 trips (December 2019)	\$858.38
5467	2/21	Greater Chicago Food Depository	8285	Food Pantry Donations	\$170.00
5468	2/21	Tammy Hitzelburger	8286	Reimbursement for postage	\$2.00
5469	2/24	ATT Mobility	8287	Wireless charges - Inv #2872933840112X02092020	\$44.26
5470	2/18	Intuit Software	EFT	ACH payroll charges	\$25.50
5471	2/21	February Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$7,265.45
				<b>TOTAL ALL DISBURSEMENTS</b>	<b>\$14,982.98</b>

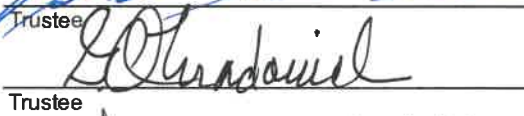
IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto  
set our hands on March 2, 2020.

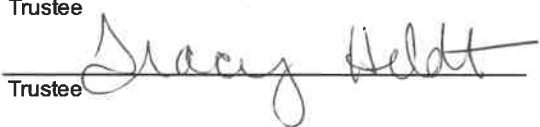
  
Township Supervisor

  
Trustee

  
Township Clerk

  
Trustee

  
Trustee

  
Trustee



**Approved Claims - Board of Township Trustees  
Road & Bridge Account**

State of Illinois )  
Will County ) ss.  
Washington Township )

We the undersigned, comprising the Board of Trustees of  
Washington Township, having duly met at the Clerks office on March 2, 2020, for the  
purpose of auditing the Road & Bridge account, do hereby certify that the following claims or demands  
against said township were presented, and examined, were allowed at said meeting, to wit:

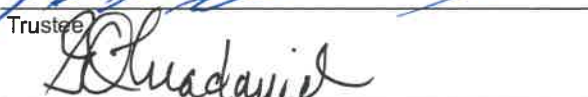
Claim #	Date	To Whom Allowed	Ck #	Nature of Claim	Amount
7952	2/11	Beecher Hardware Inc.	8503	Supplies - Inv # A200864 / 201539	\$15.18
7953	2/11	NAPA Auto Parts	8504	Parts - Inv # 117713	\$67.78
7954	2/11	Dahlberg Accounting Solutions	8505	Professional services - Inv # 239	\$300.00
7955	2/11	Cintas	8506	Uniforms - 1/1 to 1/31/20	\$680.05
7956	2/11	ATT Mobility	8507	Wireless charges - Inv #287277639216X01232020	\$23.50
7957	2/11	Tifco Industries	8508	Shop supplies - Inv # 71522909	\$68.02
7958	2/11	ComEd	8509	Utilities - Acct #1659047007 - Bill date - 2/3/20	\$174.52
7959	2/11	Heritage FS	8510	VOID	\$0.00
7960	2/11	DeJong Equipment	8511	Parts - Inv # CR21439 / 21600 / 21826	\$39.35
7961	2/11	Village of Beecher	8512	Equipment Fuel - 1/1/20 to 1/31/20 - Inv # 613	\$1,030.53
7962	2/11	AT&T	8513	Phone bill (946-6459) Inv # 7089466459-01 - Bill date - 2/1/20	\$129.42
7963	2/11	Gallagher Materials Corp.	8514	Asphalt cold patch - Inv # 14208	\$998.20
7964	2/11	NICOR	8515	Utilities - Gas - Acct #58285823769 - Bill date 1/13/20	\$400.08
7965	2/11	Cintas	8516	First Aid items - Inv # 5015642473	\$14.18
7966	2/11	Compass Minerals	8517	Salt - Inv # 587579	\$17,651.28
7967	2/12	East Central Hwy Commissioners Assoc.	8518	Educational Seminar	\$160.00
7968	2/21	Murray Overhead Doors	8519	Door repairs - Inv # 38970 / 38981	\$352.50
7969	2/21	Surf Air Wireless	8520	Internet service - Inv # 283495	\$59.95
7970	2/21	Tifco Industries	8521	Shop supplies - Inv # 71525377	\$137.89
7971	2/21	Verizon Wireless	8522	Phones - Acct # 687108624 - Inv # 9847871878	\$92.16
7972	2/21	NICOR	8523	Utilities - Gas - Acct #58285823769 - Bill date 2/12/20	\$477.72
7973	2/21	Clauss Specialties	8524	Parts - Inv # 3922	\$955.75
7974	2/24	ATT Mobility	8525	Wireless charges - Inv #287277639216X02232020	\$28.50
7975	2/24	Bank of America	8526	Maintenance supplies - Misc charges	\$407.36
7976	2/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2020-03	\$3,629.70
7977	2/21	February Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$20,915.10
<b>Total disbursements</b>					<b>\$48,808.72</b>

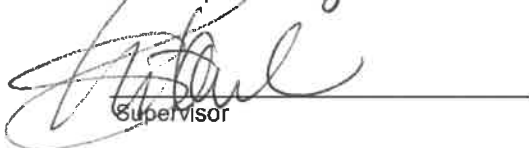
IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto  
set our hands on March 2, 2020.

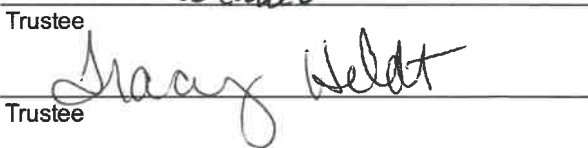
  
Road Commissioner

  
Trustee

  
Township Clerk

  
Trustee

  
Supervisor

  
Trustee



**March 2, 2020**

## Guest Sign-in Sheet

[illegible]

**Washington Township Board Meeting  
March 2, 2020 - 7:00 pm  
Meeting Agenda**

**Call to Order / Roll Call**

**Pledge of Allegiance**

**Approval of Board Meeting Minutes Dated February 3, 2020**

**Public Commentary**

**Reports**

1. Road Commissioner
2. Assessor
3. Clerk
4. Supervisor's Report
5. Trustee's Report
6. Transportation Report
7. General Assistance Report

**Old Business**

1. Consideration and Approval of the 2020 Annual Town Meeting Agenda
2. Consideration to Donate Rental Income to the Food Pantry

**New Business**

1. Consideration and Approval of Pending Zoning Applications
2. 2020-2021 Budget Discussion
3. Website Upgrade Discussion
4. Consideration to Open the Closed Executive Session Minutes Dated **March 23, 2010**
5. Consideration to Open the Closed Executive Session Minutes Dated **January 7, 2013**
6. Consideration to Open the Closed Executive Session Minutes Dated **July 1, 2013**
7. Consideration to Open the Closed Executive Session Minutes Dated **February 3, 2014**
8. Consideration to Open the Closed Executive Session Minutes Dated **January 4, 2016**

**Payment of Bills**

**Upcoming Seminars and Meetings**

- **March 23, 2020 @ 7pm – Board Meeting**

**Announcements**

- **March 10 – Senior Movie Night @ 6:30 PM**

**Adjournment**

Any disabled person requiring special accommodations should notify Supervisor Mike Stanula ***prior*** to the meeting date to make necessary arrangements. Supervisor Stanula may be reached at 946-2026.

**A CLOSED (EXECUTIVE) SESSION MAY BE HELD AT ANY POINT DURING THE MEETING.**