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Minutes – Warren Township Board

STATE OF ILLINOIS, }
Lake County, } SS.
Warren Township }

THE TOWNSHIP BOARD OF WARREN TOWNSHIP met on March 9, 2015 at 6:00 p.m.

PRESENT:	<u>Suzanne Simpson</u>	Supervisor
	<u>Donna Radke</u>	Trustee
	<u>Mike Semmerling</u>	Trustee
	<u>Ken Echtenacher</u>	Trustee
	<u>Bill Gill</u>	Trustee

Also present:

Ryan M. Johnson, Township Administrator; Vic Voltz, Park Foreman; Alrene Ecthenacher; Charlie Mullin, Assessor; and Jerry Rudd, Highway Commissioner.

Absent:

George Iler, Township Clerk

1. Call to Order

- a. The meeting was called to order at 6:00 p.m. on March 9, 2015 at the Warren Township Town Hall, Board Room, 17801 West Washington Street Gurnee, Illinois, by Supervisor Simpson.

2. Pledge of Allegiance

- a. Supervisor Simpson led those present in the Pledge of Allegiance.

3. Roll Call

- a. Ryan M. Johnson, Township Administrator, acted as the recorder of the minutes in the absence of the Clerk and Deputy Clerk.
- b. Present: Suzanne Simpson, Supervisor; Donna Radke, Trustee; Mike Semmerling, Trustee; Ken Echtenacher, Trustee; and Bill Gill, Trustee.

4. Motion to Approve the Agenda

- a. Trustee Radke motioned, seconded by Trustee Echtenacher, to approve the agenda as published. The motion was approved unanimously by a voice vote.

5. Staff Presentation

- a. Supervisor Simpson introduced Vic Voltz, Park Foreman, to make a presentation to the Board.
- b. Mr. Voltz provided a handout to the board, and discussed the need for additional storage facilities for the Town Hall Building. His primary concern was the current practice of storing materials in mechanical and electrical rooms, which is a fire hazard. He then discussed the history of the building, including the expansive storage space available when the basement was unfinished. As the basement was finished, and additional services were expanded, the availability of storage space diminished. The multipurpose room currently has tables stored in front of the return air ducts, which interrupts air flow. Also, chairs are stored in plain site within the room, which Mr. Voltz did not feel was professional. Trustee Radke led discussion on the handout that was provided, and further discussion ensued.
- c. Trustee Radke questioned if this project was the same as the "storage shelter" project. Supervisor Simpson replied that the projects were separate. The storage shelter refers to a building in the back athletic fields. This project is proposing adding approximately 1,000 ft² on to the East Deck of the Town Hall.
- d. Mr. Voltz provided preliminary figures from the architect in the amount of \$171,000, or \$168/ft². Supervisor Simpson asked if the estimate included windows; Mr. Voltz replied that the windows were not included in the estimate, and the figure provided was for the storage room only.
- e. Mr. Voltz discussed estimates to repair the leaking windows in the multipurpose room in the amount of \$38,000, and the expansion of the storefront windows in the fitness room in the amount of \$39,000.
- f. Supervisor Simpson recommended that the Board tour the facility to better understand the project. Mr. Voltz and Mr. Johnson accompanied Trustees Semmerling, Radke, Gill, and Echtenacher throughout the building and departed at 6:08 p.m. Mr. Voltz, Mr. Johnson, and the trustees returned at 6:29 p.m.
- g. There was discussion on whether to move forward with the project. Trustees Echtenacher, Semmerling, and Gill were opposed to the project; Trustee Radke was in favor of the project. Mr. Voltz left at 6:32 p.m.

6. Board Minutes of February 23, 2015

- a. Trustee Gill motioned, seconded by Trustee Semmerling, to approve the board minutes of February 23, 2015. The motion was approved unanimously by a voice vote.

7. Public Comment

- a. Charlie Mullin, Assessor, discussed the recent onsite shredding of records that were eligible for disposal. Administrator Johnson added that there were approximately 175 ft³ or records eligible for destruction; the Assessor's Office had approximately 126 ft³. Supervisor Simpson asked how long the process took; Assessor Mullin replied that the process lasted approximately 2.5 hours.

8. Unfinished Business

- a. None.

9. New Business

- a. Pay Bills
 - i. Trustee Echtenacher motioned, seconded by Trustee Radke, to approve the bills as presented. The motion was approved unanimously by a roll call vote.

10. Treasurer's Report

- a. Supervisor Simpson stated that a Treasurer's Report was unavailable due to Diane Sarver being on vacation.

11. Agenda for the 2015 Annual Township Meeting

- a. Supervisor Simpson discussed the addition of Resolution 2015-R-06, Funds Transfer, to the agenda. Jerry Rudd, Highway Commissioner, asked if surplus property was on the agenda. Supervisor Simpson replied that it was not, but she would add it. Administrator Johnson discussed a recent law that modified the disposition of surplus property process. Trustee Gill motioned, seconded by Trustee Radke, to approve the Agenda with the addition of surplus property. The motion was approved unanimously by a roll call vote.

12. New Business (continued)

- a. Tyco Contract
 - i. Administrator Johnson discussed the need for a maintenance contract with Tyco Integrated Security, LLC for the township's fire protection systems. Supervisor Simpson motioned, seconded by Trustee Radke, to grant the authority for Administrator Johnson to enter into a maintenance agreement. Roll call vote:
Ayes: Simpson, Echtenacher, Radke, Gill.
Nays: Semmerling
Absent: None. Abstain: None. **Motion Carried.**

13. Supervisor's Report

- a. Supervisor Simpson discussed driving a township resident to his home because he forgot his Parkinson's medication.
- b. Supervisor Simpson received a thank you note from Administrator Johnson's family for the flowers received for his uncle's funeral.
- c. Supervisor Simpson shared a thank you note praising the senior center and staff.
- d. Supervisor Simpson provided an update on Tax Increment Financing (TIF) districts matters with the City of Waukegan, including attendance at a meeting with the City, and a letter sent by the Township opposing the City's current TIF efforts. Trustee Radke left at 6:47 p.m.
- e. Supervisor Simpson asked the trustees if they had any guidance or recommendations on salary increases for township staff. She asked the trustees to follow-up with her.
- f. Supervisor Simpson discussed proposed additions to the playground, and provided the Board with a handout. Supervisor Simpson provided an estimate of \$52,000 for an element approximately 36' x 24' that looks like a Pirate Ship. Trustee Gill asked about the Dinosaur elements proposed at the last board meeting for the sandlot. Supervisor Simpson replied that this is in addition, and the intent is to have a piece for toddlers. Trustee Semmerling discussed a lateral climbing wall at Woodland School. Supervisor Simpson asked the trustees if they would be interested in moving forward. Trustees Gill, Semmerling, and Echtenacher were interested in moving forward. Trustee Radke was absent.

14. Strategic Planning Committee Report

- a. Trustee Gill received feedback regarding the Strategic Plan Initiatives, including 7 out of 9 members of the executive steering committee, not including himself. Two others provided feedback, including Trustee Radke, in writing.
- b. Trustee Gill proposed covering three (3) of the seven (7) initiatives to whittle down the recommendations into a strategic plan that could reasonably be accomplished within the three (3) year time window. He also discussed the need to assign a responsible person for every recommendation in the plan.
- c. There was lengthy discussion on the proposed recommendations.

15. Supervisor's Report (continued)

- a. Administrator Johnson brought up a recent meeting with a resident regarding the township's dog policy. The resident recommended allowing dogs within restricted areas of the campus, including the walking trails, or perhaps on a seasonal basis. Supervisor Simpson asked if the board had any interest in changing the policy, and voiced that her vote was no. Trustee Gill agreed. After further discussion, Trustee Semmerling also discussed the township's no shirt policy.
- b. Supervisor Simpson discussed an issue with a motor cross bike on the campus that, with the assistance of the high school, involved police action and confiscation of the bike.
- c. There was further discussion on how to move forward with the lengthy strategic planning initiatives.

16. Adjournment

- a. There being no other business, Trustee Gill motioned, and Trustee Semmerling seconded, to adjourn the meeting at 8:00 p.m. The motion was approved unanimously by a voice vote.

Respectfully Submitted,

Ryan M. Johnson
Township Administrator

Approved 3/23/15
Greg C. V.