

SOUTH MOLINE TOWNSHIP BOARD OF TRUSTEES MEETING

November 20, 2023

PRESENT — Greg Aguilar, Supervisor; Andrea Anderson, Trustee; Brian Forsberg, Trustee; Bob Schultz, Trustee; Nick Vyncke, Clerk; Rick Mellinger, Assessor; Mary Beth Loos, Administrative Staff; and Joe Lambrecht. Absent -- Howard Gripp, Trustee.

MEETING CALLED TO ORDER — Meeting was called to order at 5:30 p.m. by Supervisor Aguilar.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES — Motion by Schultz, second by Forsberg, that we approve the minutes of November 7, 2023. Motion carried, with all voting in favor.

OFFICIALS' REPORTS —

- a. **Assessor** — Everything is going well.
- b. **Clerk** — Vyncke asked that the minutes reflect that the reason he missed the November 7th meeting was an incorrect date listed online that said the meeting was Wednesday, November 7th.

Vyncke then clarified the email sent to the board prior to tonight's meeting:

Vyncke suggested he take over creating the meeting schedule for the year. Vyncke confirmed that everyone on the board, office staff, and he himself overlooked the error a year ago that caused the issue for the previous meeting. Discussion ensued. Aguilar stated that the clerk should be doing this work. Vyncke then suggested that everyone do their assigned duties, and questioned the need for staff. Vyncke said he has not seen the written minutes of the meeting. Vyncke once again asked for the written minutes of the November 7th meeting and stated how important it is for the clerk to have these records.

Discussion ensued on who is responsible for posting online. Further discussion is needed.

Vyncke continued questioning the inconsistency of calendar dates. Anderson stated that she sees the argument with the inconsistency mentioned by Vyncke for the beginning of the 2024 year.

Vyncke clarified his confusion of not being able to view the bills. He stated that he has asked twice to view the bills on the I-Pads and been denied twice. Vyncke does not believe the process in place is correct. Vyncke stated that the process, as he understands it, is to have the board audit the bills and then checks are to be created, the clerk signs off on the certificate, and the supervisor countersigns. Further discussion needed.

Vyncke informed the board that this is separate from attesting the checks. Vyncke reiterated how important it is that he views the bills. Aguilar stated that the clerk's only role is to attest the checks. Vyncke argued the process in place is wrong. Anderson asked why it is such a big deal for Vyncke to view the bills. Vyncke informed the board that with the new electronic method of presentation he must view the bills based on the requirements of his job. Vyncke stated that if the process he explained is correct, it would be nice to view the bills on the iPad along with other board members. Vyncke stated that not only is he a citizen of the township, but he is the clerk. It is part of his job to be able to view the bills.

Vyncke continued discussing use of the iPads. He would like to see an overall file where all material is presented and displayed from all time. He added how important it is to be able to go back and look at information. Anderson suggested an archive of all data. Vyncke continued by stating it would be very convenient to be able to print any of the material. Anderson suggested that the iPads be connected to one printer and one printer only to avoid people printing elsewhere.

Vyncke asked the board if they understand the frustrations and why he is bringing them up. Further discussion is needed. The board agreed to look at the meeting schedule again at the next meeting.

c. **Seniors** — Christmas Party is December 15th at 11:00.

d. **Youth** — Thank You was received from the YMCA.

SUPERVISOR'S REPORT —

a. **Levy** - Levy is up for presentation. No Road and Bridge levy report.

b. Aguilar stated that the minutes of October 16th listed November 7th as the meeting date that Vyncke referred to. Vyncke stated that online it said Wednesday, November 7th. Aguilar stated he would like to finish his report.

c. Aguilar mentioned the agenda is the responsibility of the clerk. He is, therefore, responsible for posting online. Aguilar stated that the website is not maintained by office staff. Forsberg asked if the staff sends all material to Augustana and asked how fast they are to post what is sent to them. Aguilar stated that it is pretty fast.

d. Aguilar believes the clerk must do his job. Vyncke again stated that the supervisor must do his job as well, and if that was the case, there is no need for office staff. Aguilar again reminded Vyncke he would like to finish his report.

UNFINISHED BUSINESS —

Township Doors - Doors INC did not show up for two scheduled meetings. Aguilar would like to take the original bid.

NEW BUSINESS —

Teacher's Grant Discussion - Schultz said he would like to wait on this conversation. He still wants to contact various people and clarify how much each teacher already receives. The board agrees that certain schools may need more, but we need clarification. Discussion was tabled until the December 5th meeting.

MEETINGS & EDUCATION —

Next Board Meeting: December 5th, 2023 at 5:30 p.m.
South Moline Township Hall, 2521 53rd Street, Moline, IL

TRUSTEES APPROVAL OF BILLS BY FUNDS —

a. TOWN FUND

1. TOWNSHIP ADMINISTRATION — Motion by Anderson for approval; second by

- Schultz. Ayes: Anderson, Schultz, Forsberg and Aguilar. Unanimous.
2. ASSESSOR — Motion by Schultz for approval; second by Forsberg. Ayes: Anderson, Schultz, Forsberg and Aguilar. Unanimous.
 3. TOWNSHIP SENIOR CENTER — Motion by Forsberg for approval; second by Anderson. Ayes: Anderson, Schultz, Forsberg and Aguilar. Unanimous.
- b. TOWN FUND — FICA — Motion by Anderson for approval; second by Schultz. Ayes: Anderson, Schultz, Forsberg and Aguilar. Unanimous.
 - c. TOWN FUND — IMRF — Motion by Schultz for approval; second by Forsberg. Ayes: Anderson, Schultz, Forsberg and Aguilar. Unanimous.
 - d. GENERAL ASSISTANCE — Motion by Forsberg for approval; second by Anderson. Ayes: Anderson, Schultz, Forsberg and Aguilar. Unanimous.
 - e. ROAD & BRIDGE / GENERAL FUND — Motion by Anderson for approval; second by Schultz. Ayes: Anderson, Schultz, Forsberg and Aguilar. Unanimous.
 - f. ROAD & BRIDGE / IMRF FUND — Motion by Schultz for approval; second by Forsberg. Ayes: Anderson, Schultz, Forsberg and Aguilar. Unanimous.
 - g. ROAD & BRIDGE / FICA FUND — Motion by Forsberg for approval; second by Anderson. Ayes: Anderson, Schultz, Forsberg and Aguilar. Unanimous.
 - h. ROAD & BRIDGE / EQUIPMENT & BLDG — Motion by Anderson for approval; second by Schultz. Ayes: Anderson, Schultz, Forsberg and Aguilar. Unanimous.
 - i. ROAD & BRIDGE / INSURANCE FUND — Motion by Schultz for approval; second by Forsberg. Ayes: Anderson, Schultz, Forsberg and Aguilar. Unanimous.
 - j. CEMETERY — Motion by Forsberg for approval; second by Anderson. Ayes: Anderson, Schultz, Forsberg and Aguilar. Unanimous.

COMMENTS —

Schultz asked for the clerk's concerns be added to the agenda for the next meeting – specifically, the I-Pad archive and the retrieval of files.

Schultz informed all that Lundahl would like to post his monthly report online. Aguilar suggested that he get in contact with the clerk because that is his job.

Lambrecht asked about stumps at the cemetery and if they are in the process of being removed. The board suggested reaching out to the Cemetery Board. He also asked if the email he had on file was the correct one for Mr. Kent Breecher. Lambrecht stated that he tried to contact Breecher twice and received no response. Aguilar will confirm the email.

ADJOURNMENT — Motion by Schultz, second by Anderson, that we adjourn the meeting. Motion carried, with all voting in favor. Meeting adjourned @ 6:10 p.m.

Respectfully submitted,

Nicholas “Nick” Vyncke
South Moline Township Clerk