



IN ACCORDANCE WITH THE APPLICABLE STATUTES OF THE STATE OF ILLINOIS NOTICE IS GIVEN HEREBY THAT THE NEXT REGULAR MEETING OF THE TOWN BOARD AND ROAD AND BRIDGE DISTRICT OF PALOS TOWNSHIP WILL BE HELD ON THE DATE SPECIFIED BELOW AT THE HOUR OF **7:00 P.M.** AT **10802 SOUTH ROBERTS ROAD, PALOS HILLS, ILLINOIS**; DURING WHICH MEETING IT IS ANTICIPATED THERE WILL BE DISCUSSION AND CONSIDERATION OF AND, IF SO DETERMINED, ACTION UPON THE MATTERS CONTAINED IN THE FOLLOWING AGENDA.

PALOS TOWNSHIP ROAD AND BRIDGE DISTRICT MEETING

December 20, 2016 - 7:00 PM

1. Call to Order / Roll Call
2. Pledge of Allegiance
3. Disposition of Minutes of Previous Meetings
 - a. Approval of Minutes - November 22, 2016 - Road and Bridge
4. Approval of Road and Bridge District Financial Matters
 - a. Audit and Approval of Road and Bridge Warrants & Bills
5. Highway Commissioner's Report
 - a. Adopt Ordinance 16-03-O "Annual Tax Levy for Road Purposes - 2017 and Certification of a Special Tax Pursuant to Section 6-601 (605 ILCS 5/6-601, et seq.) of the Highway Way"
 - b. Adopt Resolution 16-02-R "Travel Expense Control"
6. Unfinished Business
7. New Business
8. Citizens Wishing to Address the Board
9. Executive Session, if determined necessary
10. Adjournment

At least 24 hours in advance of a scheduled public meeting, any individual with a disability who is in need of a reasonable accommodation in order to participate in the meeting should contact the office of the Road and Bridge Clerk: In person at 10802 South Roberts Road, Palos Hills, Illinois, via telephone at (708) 589-4418 or via e-mail at clerk@palostownship.org

Backup material for agenda item:

- a. Approval of Minutes - November 22, 2016 - Road and Bridge

At least 24 hours in advance of a scheduled public meeting, any individual with a disability who is in need of a reasonable accommodation in order to participate in the meeting should contact the office of the Road and Bridge Clerk: In person at 10802 South Roberts Road, Palos Hills, Illinois, via telephone at (708) 589-4418 or via e-mail at clerk@palostownship.org

**PALOS TOWNSHIP
ROAD AND BRIDGE DISTRICT MEETING
10802 S. ROBERTS ROAD PALOS HILLS, ILLINOIS 60465**

NOVEMBER 22, 2016

1. Call to Order/Roll Call

The Road and Bridge District Meeting of the Palos Township Board was called to order by Supervisor Schumann in the Township Hall, 10802 S. Roberts Road, Palos Hills, at 7:07 P.M. Roll call was taken by the Clerk of the Township, Jane Nolan. Present were Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann, and Highway Commissioner Adams. Also present was Road and Bridge District Attorney Erik Peck, and Road and Bridge District Administrative Assistant, April Schrader.

Absent: None.

Supervisor Schumann turned the meeting over to Highway Commissioner Adams who stated that a quorum of elected officials were present for voting purposes.

2. Pledge of Allegiance

The Pledge of Allegiance was led by **Supervisor Schumann**.

3. Disposition of Minutes of Previous Meeting

a. Approval of Minutes - October 27, 2016 Road and Bridge District Meeting

Trustee Jeanes moved to approve the minutes of the October 27, 2016, Road and Bridge District Meeting. **Trustee Riley** seconded the motion. The motion was passed unanimously.

4. Approval of Road and Bridge District Financial Matters

**a. Audit and Approval of Road and Bridge District Bills
December 1, 2016**

Trustee Woods moved to approve the audit of the Road and Bridge District Bills in the amount of \$47,971.33 which includes office expenses. **Supervisor Schumann** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

5. Highway Commissioner's Report

Commissioner Adams informed the Board that Ms. Budz, Palos Park, has finally completed everything that needs to be completed. She hired a contractor who removed the culvert pipe, and cut the driveway back to where it should be. The resident still has to appear in court. To date she has not made the payments to the Road District that are outstanding. The Road District could return to court but will keep that in mind for now. The resident's house is for sale at this time.

6. Unfinished Business

Commissioner Adams reported that there was a second "reach out" for mud- jacking in Woodland Shores. This did not go as well as the first "reach out." The Road District will move to another subdivision in the Spring with this project.

7. New Business

Commissioner Adams discussed the recent referendum in Wheeling Township which was passed at the November 8th, election. This has to do with abolishing the Highway Commissioner. At this time if a Road District has less than four miles of roads it is automatically abolished. There is now ongoing legislation in Springfield concerning the number of roads that Road Districts must have to operate. The current legislation under consideration states that if a Road District has under 15 miles of roads it would be automatically eliminated.

Commissioner Adams also stated that Hanover Township is "looking at" eliminating their Highway Department.

Commissioner Adams reported that Palos Fire Protection District has

achieved an Insurance Service Office (ISO) rating of 2/2X. which denotes a very low risk rating for single family residents.

There was a discussion concerning the retirement Party for Jenette Leedy.

8. Citizens Wishing to Address the Board

There were no citizens wishing to address the Board.

9. Executive Session

There was no Executive Session.

10. Adjournment

Trustee Woods moved to adjourn the meeting at 7:30 P.M. **Trustee Brannigan** seconded the motion. The motion was approved unanimously. Meeting adjourned.

Jane A. Nolan
Clerk
Palos Township

Backup material for agenda item:

- a. Audit and Approval of Road and Bridge Warrants & Bills

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**PALOS TOWNSHIP ROAD AND BRIDGE
STATE OF ILLINOIS
COUNTY OF COOK**

This is to certify that the following sums will be paid by the **TREASURER** of **PalosTownship** to the following vendor/person which amounts were allowed and audited by the Board of Trustees on the **DEC 20, 2016** on account of the listed purposes.

Number	Vendor	Purpose	Amount	Acct#	Check#
1-	ComED 08911	Light rental	\$ 319.41	5133	
2-	ComEd 141315	Light rental	\$ 28.46	5133	
3-	Sprint	phones	\$ 75.41	6983	
4-	Tri-State Disposal	hwy debris disposal	\$ 67.60	8103	
5-	HI-WAY Tractor & Equip	materials	\$ 466.94	5113	
	Tressler LLP	Legal	\$ 2,255.00	6913	
	Palos Ace Hdw	materials	\$ 16.19	5113	
	Precise Tree Care	tree removal	\$ 400.00		
6-	Catching Fluid Power	materials	\$ 140.97	5113	
	Schroeder's Garden Center	materials	\$ 155.85	5113	
	L.A. Traffic Signs	materials	\$ 26.00	5113	
9-	Morton Salt	road salt	\$ 5,916.33	5813	
10-	Kopping Enterprises	per contract	\$ 29,302.00		
11-	Gene Adams	November mileage	\$ 159.30	6973	
12-	AT&T	phones	\$ 50.11	6983	
14-					
15-					
16-					
17-					
18-					
19-					
20-					
23-					
32-					
33-					
34-					
35-					
			\$39,379.57		

We, the undersigned, members of the PalosTownship Board of Trustees, Cook County, Illinois, do hereby certify that we this **20th DEC 2016** examined and audited the foregoing bills, claims, charges and accounts against the Palos Township Road and Bridge Fund and have approved the same for payment.

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Highway Commissioner

Co-Signed:

Township Clerk

**PALOS TOWNSHIP ROAD AND BRIDGE
STATE OF ILLINOIS
COUNTY OF COOK**

This is to certify that the following sums will be paid by the **TREASURER** of **PalosTownship** to the following vendor/person which amounts were allowed and audited by the Board of Trustees on the **JAN 1, 2017** on account of the listed purposes.

Number	Vendor	Purpose	Amount	Acct#	Check#
1-	IMRF	Employee & Employer Contribution	\$ 864.35	6993	EFT
2-	US Treasury US 941	Payroll Taxes	\$ 1,282.31		EFT
3-	Illinois Dept of Revenue US 501	Monthly Payroll taxes	\$ 141.34		EFT
	NCPERS	Employee deduct vol life ins	\$ 16.00	6963	
4-	Blue Cross Blue Shield Illinois	Medicare supplement prem	\$ 146.00	6963	
	April Schrader	Wages for Dec hours	\$ 2,631.47	6903	
5-					
6-					
7-					
8-					
9-					
10-					
11-					
12-					
13-					
14-					
15-					

\$5,081.47

We, the undersigned, members of the PalosTownship Board of Trustees, Cook County, Illinois, do hereby certify that we this **1st day January 2017** examined and audited the foregoing bills, claims, charges and accounts against the Palos Township Road and Bridge Fund and have approved the same for payment.

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Highway Commissioner

Co-Signed:

Township Clerk

Backup material for agenda item:

- a. Adopt Ordinance 16-03-O "Annual Tax Levy for Road Purposes - 2017 and Certification of a Special Tax Pursuant to Section 6-601 (605 ILCS 5/6-601, et seq.) of the Highway Way"

At least 24 hours in advance of a scheduled public meeting, any individual with a disability who is in need of a reasonable accommodation in order to participate in the meeting should contact the office of the Road and Bridge Clerk: In person at 10802 South Roberts Road, Palos Hills, Illinois, via telephone at (708) 589-4418 or via e-mail at clerk@palostownship.org

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS.

CLERK’S CERTIFICATE

I, JANE NOLAN, being the duly elected, qualified, and acting Clerk of Palos Township Road District, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of the following:

ORDINANCE 16-03-O

**ANNUAL TAX LEVY FOR ROAD PURPOSES – 2017
AND CERTIFICATION OF A SPECIAL TAX PURSUANT TO
SECTION 6-601 (605 ILCS 5/6-601, ET SEQ.) OF THE HIGHWAY CODE**

I do further certify that said document has not been in any way altered, amended, or rescinded.

DATED this 20th day of December, 2016.

Clerk, Palos Township Road District

ORDINANCE 16-03-O
ANNUAL TAX LEVY FOR GENERAL ROAD PURPOSES – 2017
AND OF A SPECIAL TAX PURSUANT TO
SECTION 6-601 (605 ILCS 5/6-601, ET SEQ.) OF THE HIGHWAY CODE

STATE OF ILLINOIS)
COUNTY OF COOK)
TOWN OF PALOS ROAD DISTRICT)

In pursuance of authority vested in him by Sections 6-201.1 and 6-201.5 of the Illinois Highway Code, approved June 8, 1959, as amended, the Highway Commissioner of the Palos Township Road District, Cook County, Illinois, at the office of the Town on December 20, 2016 did determine that the amount of money necessary to be raised by taxation for road purposes by the General Road Fund tax levy of said Road District for the year 2017 is as hereinafter set forth.

Further, in pursuance of authority vested in them by Section 6-601, *et seq.* of the Illinois Highway Code, approved July 8, 1959, as amended, the electors of Palos Township Road District, Cook County, Illinois, at a Special Town Meeting held December 13, 2001, authorized Palos Township Road District to levy an annual tax of 0.22% for the purpose of construction and maintaining gravel, rock, macadam and other hard roads (Special Hard Road Tax), and the Township Board of Trustees did, within the time required by law, certify such tax to the Clerk of Cook County and caused a copy of such certification to be filed in the office of the District Clerk all as required by Sections 6-602 and 6-605 of the Illinois Highway Code.

PART I

GENERAL ROAD FUND LEVY

General Road Fund, THREE HUNDRED THIRTY-NINE THOUSAND DOLLARS (\$339,000.00), itemized and needed for the several uses and purposes as follows, to-wit:

1.	Construction of Roads	\$66,776.00
2.	Construction of Bridges	\$0.00
3.	Maintenance of Roads	\$160,389.00
4.	Maintenance of Bridges	\$0.00
5.	Paving of Roads	\$100,080.00
6.	Purchase of Machinery	\$1,832.00
7.	Repairs to machinery	\$0.00
8.	Prevention and Extirpation of Weeds	\$1,100.00
9.	Administration	\$0.00
10.	Legal Services	\$2,476.00
11.	Insurance	\$2,117.00
12.	Provisions for Contingencies	\$1,230.00
	TOTAL:	\$336,000.00

Making the amount to be raised by taxation and levied on all taxable property of said District for the uses and purposes aforesaid, for the General Road Fund, the sum of THREE HUNDRED THIRTY-SIX THOUSAND DOLLARS (\$336,000.00).

It is hereby directed that said sum, if approved by the County Board of Cook County, or such part thereof as the said County Board shall approve, be and the same is hereby levied as General Road Tax against all the taxable property of said District for the year 2017.

PART II
SPECIAL TAX PURSUANT TO SECTION 6-601
OF THE HIGHWAY CODE

Pursuant to vote of the Electors of Palos Township Road District on December 13, 2001, and duly certified to the Clerk of Cook County, Illinois, all in accordance with Chapter 605, Section 5/6-601 of the Illinois Compiled Statutes (Section 6-601 of the Illinois Highway Code), a special tax for the purpose of constructing and maintaining gravel, rock, macadam or other hard roads, sometimes known as a Special Hard Road Tax shall be levied and extended by the Cook County Clerk on the taxable property of the Road District as equalized or assessed by the Department of Revenue.

It is hereby directed that the Clerk of Cook County, Illinois, shall cause such special tax levy as hereby certified to be extended on the tax books for the current year 2017 in the sum of THREE HUNDRED SEVENTY-THREE THOUSAND FOUR HUNDRED (\$373,400.00), all as required by Section 6-602 (605 ILCS 5/6-602) of the Highway Code.

ADOPTED, by the Board of Township Trustees of Palos Township at a regular meeting assembled on December 20, 2016 by roll call vote as follows:

	AYE	NAY	ABSENT
_____, Trustee	_____	_____	_____
_____, Trustee	_____	_____	_____
_____, Trustee	_____	_____	_____
_____, Trustee	_____	_____	_____
_____, Supervisor	_____	_____	_____

Highway Commissioner, Township of Palos
Cook County, Illinois

Clerk, Township of Palos
Cook County, Illinois

Supervisor, Township of Palos
Cook County, Illinois

PART III
CERTIFICATION OF TOWN BOARD

We the undersigned, being the duly elected, qualified and acting Board of Trustees of Palos Township, Cook County, Illinois, do hereby certify to the Clerk of Cook County, Illinois, that the amount of THREE HUNDRED THIRTY-SIX THOUSAND (\$336,000.00) as set, forth above, is the amount necessary to be raised by taxation on all the taxable property in Palos Township Road District for the General Road Fund Tax Levy for road purposes for the year 2017, and the specific items for which said sum is levied, as determined by the Highway Commissioner of said District.

We do further certify that the amount to be extended for the said General Road Fund as provided for herein is not more than 100 percent the amount extended for said fund in the preceding year.

We do further certify that said General Road Fund Tax Levy was determined by the Highway Commissioner on December 20, 2016 and adopted by this Board of Trustees on December 20, 2016 and that the same is now on file in the office of the Town Clerk and has in no way been altered, amended or rescinded.

We do further certify that pursuant to vote of the electors of Palos Township Road District on December 13, 2001, and duly certified to the Clerk of Cook County, Illinois, all in accordance with Chapter 605, Section 5/6-601, *et seq.* of the Illinois Compiled Statutes (Section 6-601, *et seq.* of the Illinois Highway Code), a special tax for the purpose of constructing and maintaining gravel, rock, macadam or other hard roads, commonly known as a SPECIAL TAX PURSUANT TO SECTION 6-601 OF THE HIGHWAY CODE shall be levied and extended by the Cook County Clerk. We do further certify that the sum of THREE HUNDRED SEVENTY-THREE THOUSAND FOUR HUNDRED (\$373,400.00) is the amount necessary to be levied and extended for said special tax on all the taxable property in said Road District for said purposes for the year 2017, as determined by

the Highway Commissioner of said District.

We do further certify that the amount to be extended for the said special fund provided for herein is not more than 100 percent the amount extended for said tax in the preceding year.

We do further certify that said tax levy was determined by the Highway Commissioner on December 20, 2016, and adopted by this Board of Trustees on December 20, 2016, and that the same is now on file in the office of the Town Clerk and has no way been altered, amended or rescinded.

DATED this 20th day of December, 2016.

Supervisor

Trustee Woods

Trustee Jeanes

Trustee Riley

Trustee Brannigan

**TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE**

I, Colleen Grant Schumann, hereby certify that I am the presiding officer of
(Full Name of Presiding Officer)

Palos Township Road District, and as such presiding officer I certify that the levy ordinance,
(Legal Name of Taxing District)

a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Tax Code – Truth in Taxation Law, 35 ILCS 200/18-60 through 18-85(2002).

This certificate applies to the 2017 levy.

Signature of Presiding Officer

December 20, 2016

Date

Backup material for agenda item:

- b. Adopt Resolution 16-02-R "Travel Expense Control"

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STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

PALOS TOWNSHIP ROAD DISTRICT

**RESOLUTION 16-02-R
TRAVEL EXPENSE CONTROL**

WHEREAS, the Local Government Travel Expense Control Act was approved by Public Act 099-0604.

BE IT RESOLVED by the Highway Commissioner of Palos Township Road District as follows:

SECTION ONE: The words “travel” and “entertainment” as used herein shall have the same meanings as in the Local Government Travel Expense Control Act (Public Act 099-0604) as it may be amended from time to time.

SECTION TWO: Starting on January 1, 2017, Palos Township Road District shall only reimburse expenses for travel, meals and lodging up to \$2,500.00 unless authorized by the Highway Commissioner.

SECTION THREE: By January 1, 2017, Palos Township Road District shall create a standardized form for reimbursing individuals for travel, meals and lodging that will include, at minimum, the following:

- 1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- 2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- 3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- 4) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

SECTION FOUR: Starting on January 1, 2017, all employees, officers, and members of Palos Township Road District shall fill out the standardized form described in Section Three for all travel, meals or lodging that shall be reimbursed.

SECTION FIVE: After March 1, 2017, expenses for travel, meals, and lodging of:
(1) any officer or employee that exceeds the maximum allowed under Section Two hereof; or
(2) any member of the Township Board, may only be approved by roll call vote at an open meeting of the Township Board.

SECTION SIX: Palos Township shall not reimburse any employee or officer for any entertainment expense.

BE IT FURTHER RESOLVED that this resolution shall be in full force from and after its adoption as required by law.

ADOPTED this 20th day of December, 2016.

Highway Commissioner, Town of Palos, Cook County, Illinois

ATTEST:

Clerk, Palos Township Road District