



IN ACCORDANCE WITH THE APPLICABLE STATUTES OF THE STATE OF ILLINOIS NOTICE IS GIVEN HEREBY THAT THE NEXT REGULAR MEETING OF THE TOWN BOARD OF PALOS TOWNSHIP WILL BE HELD ON THE DATE SPECIFIED BELOW AT THE HOUR OF **6:30 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
GENERAL MEETING
10802 S. ROBERTS ROAD | PALOS HILLS, IL 60465**

December 08, 2016 - 6:30 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Prior Meeting's Minutes
 - a. Approval of Minutes - General Meeting November 10, 2016
5. Citizens wishing to address the Board
6. Special Presentations / Communications (If Any)
7. Reports of Officials
 - a. Supervisor/Treasurer
 - b. Clerk
 1. Palos Hills Happenings
 2. Township Christmas Party
8. Attorney's Report
 - a. Approval of 2016 Tax Levy
9. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 1. Approval of Financial Matters
 - b. Policy and Personnel - Supervisor Schumann
 - c. Technology, Automation and Information - Trustee Riley

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

d. Buildings and Grounds - Trustee Jeanes

e. Public Services and Health - Trustee Brannigan

10. Unfinished Business

11. New Business

12. Executive Session (If determined necessary)

13. Adjournment

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Backup material for agenda item:

- a. Approval of Minutes - General Meeting November 10, 2016

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**PALOS TOWNSHIP
GENERAL MEETING
10802 S. ROBERTS ROAD PALOS HILLS, ILLINOIS 60465**

NOVEMBER 10, 2016

1. Call to Order

The General Meeting of the Palos Township Board was called to order by Supervisor Schumann in the Township Hall, 10802 S. Roberts Road, Palos Hills, at 6:30 P.M.

2. Roll Call

Roll call was taken by the Clerk of the Township, **Jane Nolan**. Present were Trustees Brannigan, Riley and Woods, Supervisor Schumann. Also present was Township Attorney, Erik Peck.

Late: Trustee Jeanes

3. Pledge of Allegiance

Supervisor Schumann led the assembly in the Pledge of Allegiance.

4. Approval of Prior Meeting Minutes

a. Approval of Minutes - General Meeting October 13, 2016

Trustee Woods moved to approve the minutes of the October 13, 2016, General Meeting. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Riley, and Woods, Supervisor Schumann. Nays: None. Motion carried 4-0.

5. Citizens Wishing to Address the Board

There were no citizens wishing to address the Board.

6. Special Presentations/Communications

There were no special presentations or communications.

7. Reports of Officials

a. Supervisor/Treasurer

Supervisor Schumann stated that the Township finances are in good financial order.

b. Clerk

1. Current Press Releases

Clerk Nolan stated that there were no press releases at this time.

2. Palos Hills Health Fair - Saturday, April 22, 2017

Clerk Nolan reported that she received a phone call from Palos Hills in relation to the Health Fair they are having on Saturday, April 22, 2017, at the Community Center in Palos Hills. They are inviting Palos Township to take part in this Health Fair (Government Section). Clerk Nolan and a few of the Trustees will take part in the Health Fair.

3. TOI Educational Conference November 13-15, 2016 FYI

Clerk Nolan reminded the Board that the TOI Educational Conference will take place on November 13-15, 2016, in Springfield, Illinois. **Supervisor Schumann, Clerk Nolan, Assessor Maloney, and Trustee Woods** will attend.

4. Thanksgiving Distribution Monday, November 21, 2016 FYI

Clerk Nolan informed the Board that the Annual Thanksgiving Distribution will take place on Monday, November 21, 2016.

8. Attorney's Report

Attorney Peck stated that he had no report.

Trustee Woods had some questions concerning the upcoming Travel Reimbursement Ordinance.

9. Reports of Standing Committees

a. Finance and Administration - Trustee Woods

Trustee Woods stated that he had no report.

b. Policy and Personnel - Supervisor Schumann

Supervisor Schumann stated that she had no report.

c. Technology, Automation and Information - Trustee Riley

Trustee Riley reported that he had no update at this time.

d. Buildings and Grounds - Trustee Jeanes

Trustee Jeanes deferred to **Trustee Riley**. He discussed the colors for the new cabinets in the Township Hall. He stated that the cabinet maker is holding himself to the two week time period. He may have the cabinets completed by Thanksgiving. The installation should only take one day, and he will advise the Board members as he nears completion of the project.

Trustee Jeanes stated that she spoke to Barry Landscaping, and informed him that the landscaping project must be completed by winter. She also stated that she is attempting to negotiate a better price for the work that is to be done. She also discussed some aspects of the addition. She has spoken to the architect's office, and she needs to know what will be needed for the addition as far as dimensions are concerned. There needs to be a meeting scheduled with the architect to address these concerns.

Trustee Woods is working with Congressman Lipinski concerning a possible grant for the addition. **Trustee Woods** would like an onsite visit.

e. Public Service and Health - Trustee Brannigan

1. Health Service Report - October 2016

Trustee Brannigan reported that the Health Service collection for the month is \$2,710.00, and the cholesterol screening collection was \$95.00.

10. Unfinished Business

Trustee Brannigan reported that the Senior Fraud Investment Seminar will be held on Wednesday, November 15, 2016, at 10:00 A.M. It will take place in the Town Hall. A mini breakfast will be served compliments of Trustee Brannigan and Palos Hills Alderman Mike

11. New Business

There was a discussion of the upcoming retirement party for Jenette Leedy, Health Service Director. **Trustee Woods** explained that the party will take place on Friday, December 2, 2016, at the Water's Edge Golf Course at 7:00 P.M. There was a discussion concerning a gift and the menu to be served. The centerpieces for the party tables will be donated by Trustee Brannigan.

Trustee Woods informed the Board that the tax levy is completed. Supervisor Schumann has a copy of the levy. This year's levy is very similar to last year's. It was stated that the General Assistance levy extension is up substantially. The Cook County Clerk does the extension to be collected which is based on the levy.

12. Executive Session

There was no Executive Session.

13. Adjournment

Trustee Woods moved to adjourn the meeting at 7:00 P.M. **Trustee Brannigan** seconded the motion. The motion was passed unanimously. Meeting adjourned.

Jane A. Nolan
Clerk
Palos Township

Backup material for agenda item:

- a. Approval of 2016 Tax Levy

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**THE TOWNSHIP OF PALOS
COOK COUNTY, ILLINOIS**

**ORDINANCE
NUMBER 2016-_____-O**

**“AN ORDINANCE PROVIDING FOR THE LEVYING AND ASSESSMENT
OF TAXES FOR THE TOWN OF PALOS, COOK COUNTY, ILLINOIS,
FOR THE FISCAL YEAR COMMENCING ON APRIL 1, 2016 AND
ENDING MARCH 31, 2017.”**

COLLEEN GRANT SCHUMANN, Supervisor

JANE NOLAN, Clerk

SHARON M. BRANNIGAN, Trustee

PAMELA JEANES, Trustee

R. CHRISTOPHER RILEY, Trustee

BRENT WOODS, Trustee

APPROVED AND ADOPTED THE 8TH DAY OF DECEMBER, 2016

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

PALOS TOWNSHIP

CERTIFICATE

The undersigned, Clerk of Palos Township and custodian of the records of Palos Township, hereby certifies that the attached Ordinance No. 2016-____-O, entitled:

AN ORDINANCE PROVIDING FOR THE LEVYING AND ASSESSMENT OF TAXES FOR THE TOWN OF PALOS, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR COMMENCING ON APRIL 1, 2016 AND ENDING MARCH 31, 2017

was duly adopted by the Palos Township Board at a regular meeting held on the 8th day of December, 2016 pursuant to due and proper notice. I further certify that the attached ordinance is a true and accurate copy of the original ordinance on file in the Office of the Palos Township Clerk.

IN WITNESS WHEREOF, I have hereunto set my hand and the Seal of Palos Township this the 8th day of December, 2016.

_____(SEAL)
PALOS TOWNSHIP CLERK

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

PALOS TOWNSHIP

ORDINANCE NO. 2016-__-O

AN ORDINANCE PROVIDING FOR THE LEVYING AND ASSESSMENT OF TAXES FOR THE TOWN OF PALOS, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR COMMENCING ON APRIL 1, 2016 AND ENDING MARCH 31, 2017

BE IT ORDAINED by the PALOS TOWNSHIP BOARD, Cook County, Illinois as follows:

SECTION 1 - INCORPORATION

Heretofore, an ordinance entitled “BUDGET AND APPROPRIATION ORDINANCE FOR PALOS TOWNSHIP, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR COMMENCING APRIL 1, 2016 AND ENDING MARCH 31, 2017 was duly passed and published according to law, there having been appropriated for the fiscal year beginning April 1, 2016 and ending March 31, 2017 the sum of \$1,219,519.00 for the General Town Fund and \$165,000.00 for the General Assistance Fund for total appropriations for said fiscal year in the sum of \$1,384,519.00 for the objects and purposes as set forth therein. Said Budget and Appropriation Ordinance as adopted on June 23, 2016 is incorporated herein by this reference.

SECTION 2 - TAX LEVY AMOUNT

The PALOS TOWNSHIP BOARD, in accordance with the statutes in such case made and provided, has duly ascertained and hereby fixes and determines the total amount of appropriations for all corporate purposes legally made and to be collected from the tax levy for the current fiscal year to be the sum of \$903,000 for the Town Fund and \$103,000 for the General Assistance Fund, respectively, for a total levy in the sum of \$1,006,000.00.

SECTION 3 - TAX LEVY ITEMIZATION

The sums or amounts appropriated and to be collected from the tax levy for the current fiscal year, and used for each purpose as summarized and itemized below, are ascertained and are hereby levied against all the taxable property in the township pursuant to law, including, but not limited to, the Township Code (60 ILCS 1/1-1 et seq.) and the Property Tax Code (35 ILCS 200/1-1, et seq.), as listed under the heading "TO BE RAISED BY TAXATION" as follows:

TOWN FUND

The total amount of \$903,000.00 to be collected from the tax levy for the Town Fund is itemized below:

<u>ITEM</u>	<u>TO BE RAISED BY TAXATION</u>
1.1 <u>ADMINISTRATION</u>	
<u>PERSONNEL</u>	
Supervisor	\$ 9,580
Clerk	7,410
Assessor	7,410
Highway Commissioner	12,126
Trustees	7,634
Administrative Assistant	37,400
Office Assistant	25,740
Finance Assistant	2,800
Medicare Expense	2,340
FICA Expense	11,700
Unemployment Taxes	1,950
IMRF Expenses	18,680
Employee Health Insurance	18,400
Employee Life Insurance	200
Employee Paid Benefits	1,080
Professional Development	2,730
Transportation and Travel	3,120
Conferences and Meetings	1,170
Subtotal Personnel	\$ 171,470
<u>OPERATING EXPENSES</u>	
Publishing and Advertising	\$ 2,340
Postage and Delivery	1,950
Publications and Subscriptions	2,700
Telephone Services	5,150
Contingencies	3,510
Special Events	2,340
Banking Services	100

<u>ITEM</u>	<u>TO BE RAISED BY TAXATION</u>
Insurance – Worker’s Compensation	\$ 5,150
Insurance – Property and Liability	12,870
Licenses and Permits	430
Utilities (Water, Gas, Electricity)	7,410
Handicapped Placards	170
Subtotal Operating Expenses	\$ 44,120
 <u>CONTRACTUAL SERVICES</u>	
Printing	\$ 1,560
Technology and Automation Services	19,500
Memberships and Dues	4,290
Legal Services	7,800
Bookkeeping Services	10,300
Audit Fees	9,500
Payroll Processing	1,290
Document Disposal	550
Bonds	-0-
Subtotal Contractual Services	\$ 54,790
 <u>SUPPLIES AND MATERIALS</u>	
Office Supplies	\$ 4,680
Technology Equipment	4,550
Office Equipment	3,900
Furniture	4,290
Other Supplies and Materials	850
Capital Equipment	3,900
Equipment Maintenance	2,400
Subtotal Supplies and Materials	\$ 24,570
 <u>BUILDINGS AND GROUNDS</u>	
Building Maintenance	\$ 1,950
Landscaping / Grounds Maintenance	6,240
Custodial / Cleaning Services	8,580
Capital Improvements	34,320
Building Maintenance Supplies	1,700
Alarm System	1,950
General Waste Disposal	850
Subtotal Buildings and Grounds	\$ 55,590
 TOTAL ADMINISTRATION	 \$ 350,540

<u>ITEM</u>	<u>TO BE RAISED BY TAXATION</u>
1.2 <u>ASSESSOR</u>	
<u>PERSONNEL</u>	
Deputy Assessor	\$ 35,100
Medicare Expense	600
FICA Expense	2,730
IMRF Expense	6,690
Employee Health Insurance	10,920
Employee Life Insurance	150
Professional Development	280
Transportation and Travel	600
Conferences and Meetings	225
Subtotal Personnel	\$ 57,295
<u>OPERATING EXPENSES</u>	
Publishing and Advertising	\$ 390
Postage and Delivery	100
Publications and Subscriptions	700
Contingencies	500
Subtotal Operating Expenses	\$ 1,690
<u>CONTRACTUAL SERVICES</u>	
Printing	\$ 585
Technology and Automation Services	1,625
Memberships and Dues	600
Subtotal Contractual Expenses	\$ 2,810
<u>SUPPLIES AND MATERIALS</u>	
Office Supplies	\$ 600
Technology Equipment	510
Office Equipment	-0-
Furniture	425
Other Supplies and Materials	-0-
Subtotal Other Expenditures	\$ 1,535
TOTAL ASSESSOR	\$ 63,330
1.3 <u>HEALTH SERVICES</u>	
<u>PERSONNEL</u>	
Director of Health Services	\$ 49,530
Nurses	105,300
Physicians	113,100
Podiatrist	28,860

<u>ITEM</u>	<u>TO BE RAISED BY TAXATION</u>
Health Service Assistant	\$ 10,140
Medicare Expense	3,000
FICA Expense	12,700
IMRF Expense	15,990
Employee Health Insurance	13,650
Employee Life Insurance	85
Professional Development	450
Transportation and Travel	450
Conferences and Dues	400
Subtotal Personnel	\$ 353,655
 <u>OPERATING EXPENSES</u>	
Publishing and Advertising	\$ 470
Postage and Delivery	200
Publications and Subscriptions	150
Telephone Services	1,560
Contingencies	780
Special Event Expenses	1,250
Insurance – Special	240
Licensing and Application Fees	150
Medical Supplies	8,500
Medications and Vaccinations	10,140
Subtotal Operating Expenses	\$ 23,440
 <u>CONTRACTUAL SERVICES</u>	
Printing	\$ 850
Technology and Automation Services	850
Memberships and Dues	850
Disposal of Medical Waste	390
Subtotal Contractual Services	\$ 2,940
 <u>SUPPLIES AND MATERIALS</u>	
Office Supplies	\$ 850
Technology Equipment	1,560
Office Equipment	390
Furniture	1,720
Other Supplies and Materials	4,680
Sanitation and Cleaning Supplies	230
Capital Equipment	4,370
Subtotal Contractual Services	\$ 13,800
 TOTAL HEALTH SERVICES	 \$ 393,835

<u>ITEM</u>	<u>TO BE RAISED BY TAXATION</u>
1.4 <u>SPECIAL SERVICES</u>	
<u>SENIOR SERVICES</u>	
Senior Coordinator and Staff	\$ 20,280
Senior Advisory Board Expenses	2,730
Special Event Expenses	860
Service Contract Agreements	12,640
P.A.T.S.E. Transportation Agreement	9,360
Contingencies	3,120
Income Tax Service Expense	550
SHIP Expenses	2,340
Subtotal Senior Services	\$ 51,880
<u>YOUTH SERVICES</u>	
Salary of Coordinator	\$ 19,500
Youth Advisory Board Expenses	800
Special Event Expenses	3,900
Service Contract Agreements	7,800
Contingencies	3,900
Subtotal Youth Services	\$ 35,900
<u>COMMUNITY SUPPORT SERVICES</u>	
Food Pantry Expenses	\$ 470
Holiday Meal Distribution	5,070
Special Events	850
School Supply Program	850
Contingencies	275
Subtotal Community Support Services	\$ 7,515
TOTAL SPECIAL SERVICES	\$ 95,295
TOTAL TOWN FUND	\$ 903,000

GENERAL ASSISTANCE FUND

<u>ITEM</u>	<u>TO BE RAISED BY TAXATION</u>
2.1 <u>ADMINISTRATION</u>	
<u>PERSONNEL</u>	
Director of General Assistance	\$ 17,560
Medicare Expense	680
FICA Expense	2,450
IMRF Expense	5,440
Professional Development	340
Transportation and Travel	340
Conferences and Meetings	340
Subtotal Personnel	\$ 27,150
<u>OPERATING EXPENSES</u>	
Publishing and Advertising	\$ 340
Postage and Delivery	200
Publications and Subscriptions	400
Contingencies	2,380
Subtotal Operating Expenses	\$ 3,320
<u>PROFESSIONAL SERVICES</u>	
Printing	\$ 340
Memberships and Dues	340
Insurance (Property & Liability)	3,400
Subtotal Professional Services	\$ 4,080
<u>SUPPLIES AND MATERIALS</u>	
Office Supplies	\$ 1,360
Technology Equipment	1,360
Office Equipment	1,360
Furniture	1,360
Other Supplies and Materials	680
Subtotal Personnel	\$ 6,120
TOTAL ADMINISTRATION	\$ 40,670

<u>ITEM</u>	<u>TO BE RAISED BY TAXATION</u>
2.2 <u>HOME RELIEF</u>	
<u>CONTRACTUAL SERVICES</u>	
Physician Services	\$ 3,400
Hospital Services (In-Patient)	4,910
Hospital Services (Out-Patient)	3,400
Drugs	1,000
Dental Services	1,000
Flat Grant (Cash)	340
Fuel	2,040
Utilities	2,040
Shelter	27,200
Transportation	340
Ambulance Service	340
Subtotal Contractual Services	\$ <u>46,010</u>
<u>COMMODITIES</u>	
Food	\$ 7,480
Personal Incidentals	<u>2,040</u>
Subtotal Commodities	\$ 9,520
<u>OTHER EXPENDITURES</u>	
Transient Cases	<u>6,800</u>
Subtotal Other Expenditures	\$ 6,800
TOTAL HOME RELIEF	\$ 62,330
TOTAL GENERAL ASSISTANCE FUND	\$ <u>103,000</u>

SECTION 4 – TAX LEVY SUMMARY

Town Fund Tax	\$ 903,000.00
General Assistance Fund Tax	\$ <u>103,000.00</u>
TOTAL TAXES LEVIED	<u>\$1,006,000.00</u>

SECTION 5 – FILING

The Township Clerk shall make and file a certified copy of this ordinance with the County Clerk of Cook County, Illinois, on or before the last Tuesday of December 2016.

SECTION 6 – SEVERABILITY

If any section, subdivision, or sentence of this ordinance shall for any reason be held invalid or to be unconstitutional, such finding shall not affect the validity of the remaining portion of this ordinance.

SECTION 7 – EFFECTIVE DATE

This ordinance shall be in full force and effect after its adoption as provided by law.

ADOPTED this the 8th day of December, 2016, pursuant to the following roll call vote of the PALOS TOWNSHIP BOARD, Cook County, Illinois.

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

PALOS TOWNSHIP CLERK (SEAL)

SUPERVISOR

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

PALOS TOWNSHIP

CERTIFICATION OF TAX LEVY ORDINANCE

The undersigned, duly elected, qualified and serving Clerk of Palos Township, Cook County, Illinois, does hereby certify that attached hereto is a true and correct copy of the Tax Levy Ordinance of PALOS TOWNSHIP for the year 2016, as adopted on this the 8th day of December, 2016 at a regular meeting of the Palos Township Board.

This certification is made and filed with the Cook County Clerk pursuant to the requirements of Section 1/75-20 of the Township Code (*60 ILCS 1/75-20*) and on behalf of the PALOS TOWNSHIP, Cook County, Illinois. This certification must be filed with the Cook County Clerk by the last Tuesday in December, 2016.

DATED this the 8th day of December, 2016.

PALOS TOWNSHIP CLERK

FILED this the ____ day of _____, 2016.

COOK COUNTY CLERK