

**Official Proceedings of the Washington Township Board of Trustees**  
**November 4, 2019**  
**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 **October** 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: Tracy Heldt, Mark Herlitz, Paul Goldrick

Absent: George Obradovich

**Other Officials present:**

Clerk Joe Burgess and Assessor Mary Tamez

**Approval of the Board of Trustees Meeting Minutes Dated October 7, 2019:**

Supervisor Stanula asked if there were any corrections or additions to the October 7, 2019 Board meeting minutes as presented. Being none, Stanula asked for a motion to approve the minutes.

**Motion:**

Trustee Heldt made a motion to approve the minutes of the October 7, 2019 Board meeting as presented. Trustee Herlitz seconded the motion. There was no discussion on the motion.

Roll call vote: Heldt – yes, Herlitz – yes, Goldrick – yes, Stanula – yes. **Motion passed 4-0.**

**Public Commentary:**

Brianne Hetman (COO) and Laura Daley (President, Board of Directors), who represent Senior Services of Will County (SSWC), introduced themselves to the Board. SSWC is a state and federally funded agency that works to help the seniors of Will County by offering many free services, assistance and activities. Their main office is located in Joliet and they have four additional branches throughout the county, however, they recently lost their office space in Monee and are looking to reopen an office in eastern Will County. Brianne met with Clerk Burgess a week ago and they discussed the possibility of opening a SSWC branch in Beecher by partnering with the township and utilizing office space in the Washington Township Center. Burgess suggested utilizing the Clerk's office because it's available during the week and offers privacy for any scheduled one-on-one meetings with residents.

Brianne indicated that 20% of their caseload was in eastern Will County and there is a real need to reopen an office in the area. They have a full-time Care Coordinator working in the field four days a week and they would normally have office hours one-day a week from 8am - 4pm. The Coordinator would only need phone and Internet access from the township and they have their own computer and portable printers. Eventually, there could be a second Care Coordinator utilizing the office as well on different days of the week. Senior Services has requested a written lease agreement with the township and would prefer the space at little to no cost, if possible.

During discussion, it was pointed out that their services are available to all residents of Will County and their belief is that more area seniors would take advantage of their services if there were an office closer than Joliet. Eventually, there could be senior activities held at either the Washington Township Center or the Community Building as well. Assessor Tamez said there are many times when she could recommend seniors to contact SSWC for assistance and having a local office would be a benefit for not only township residents, but seniors of nearby communities as well. Brianne said she would forward a copy of their financial statement and a proposed lease agreement. Supervisor Stanula thanked Brianne and Laura for their presentation and said this was an opportunity that could help all the seniors in the area.

Stanula then moved to New Agenda item #4 (see below).

Consideration and Approval of Offering Office Space to Senior Services of Will County

**Reports:**

1. Road Commissioner – Highway Commissioner Jerry Meyer was not in attendance.
2. Assessor – Assessor Mary Tamez reviewed her written report (attached). Tamez indicated in her report that her office is working with the Will County Treasurer to verify if there has been any ownership changes for the 24 mobile homes that are located in Washington Township. If the home has changed ownership, it will be considered real property and will be taxed accordingly. Mobile homes used as ECHO housing will also be checked for changes in ownership.
3. Clerk – The Fall Newsletter will be mailed this week and a Senior Movie Night is scheduled for November 13 at the township center.
4. Supervisor's Report – Supervisor Stanula explained that the final cost of the parking lot project came in higher than the original quote because the square footage of the lot was actually larger than originally anticipated and there was some additional base work that had to be done because of the heavy rains that occurred after the lot was originally prepped for paving. The lot has been stripped and a total of three handicap parking spots were included. The total cost of the project was \$32,742 versus the original quote of \$27,572. The project still came in well under the original budget.

The sidewalk-leveling project has been scheduled for November 18.

5. Trustees Report – Trustee Goldrick said there has been an increase in traffic at the Food Pantry since school has started and the pantry can handle the volume. A recent food drive by the Beecher School District Band Program generated nearly 400 lbs. of food for the pantry. Goldrick said he recently ordered turkeys and they will be given away as part of the Thanksgiving groceries.
6. Transportation Report – The Township's Dial-A-Ride service provided 58 trips within Washington Township in September. No ride information was available from Will Ride in October.

7. General Assistance Report – Supervisor Stanula reported there were no General Assistance disbursement or new applications received in the month of October.

#### **OLD BUSINESS:**

1. Consideration and Approval of 2019 Town Levy Ordinance – Per the Board’s direction, the Town Levy is unchanged from last year and Clerk Burgess asked if the Board was considering shifting any Town Account levy dollars to the Community Building fund. It was recommended that \$6,000 be shifted from the Town Fund to the Community Building Fund and this change does not increase the tax levy in any way. Clerk Burgess will prepare the updated levy and it will be ready for approval at the December board meeting.

#### **NEW BUSINESS:**

1. Consideration and Approval of Pending Zoning Applications – There were no pending applications to discuss.
2. Consideration and Approval of 2019 Road District Levy Ordinance – Commissioner Meyer requested a 2% increase in the Road Levy over last year. Clerk Burgess prepared the levy and the actual increase calculated out to 1.7%, which resulted in an overall levy of **\$870,140**, which is **\$13,428** increase over last year’s levy. Burgess told the Board that Meyer has reviewed and approved the proposed levy, but because Meyer was not in attendance, recommended the Board waited to approve the levy until the December meeting.
3. Bus Driver Staffing – Trustee Heldt recommended that a “back-up” driver should be hired to help cover transportation needs. The driver could be used for special events, adding an additional service day (if needed) and could cover Tammy if she is unavailable to drive the bus for any reason. The driver would need a CDL driver’s license and must complete all required Pace training prior to being allowed to drive the bus. There were no objections to starting to search for another driver.
4. Consideration and Approval of Offering Office Space to Senior Services of Will County – Supervisor Stanula asked the Board if there was any additional discussion on this item and if there was a motion regarding offering Senior Services of Will County office space.

#### **MOTION:**

Trustee Goldrick made a motion to approve offering office space to Senior Services of Will County, contingent on the Board receiving and agreeing to a lease agreement. Trustee Heldt seconded the motion. There was no discussion on the motion. Roll Call vote: Goldrick – yes, Heldt – yes, Herlitz – yes, Stanula – yes. **Motion passed 4-0.**

#### **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 **\$64,110.14**. Trustee Herlitz seconded the motion. There was no discussion on the motion.

Roll Call vote: Goldrick – yes, Herlitz – yes, Heldt – Abstain, Stanula – yes. **Motion passed 3-0.**

**Town Account (including Transportation Fund)**

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

**MOTION:**

Trustee Herlitz made a motion to authorize payment of all applicable payroll, bills, debits and appropriate transfers for the Town Account totaling **\$11,270.58**. Trustee Heldt seconded the motion. There was no discussion on the motion.

Roll Call vote: Herlitz – yes, Heldt – yes, Goldrick – yes, Stanula – yes. **Motion passed 4-0.**

**Upcoming Seminars and Meetings**

- **December 2** - Washington Township Board Meeting – 7 PM

**Announcements:**

- **December 10** – Senior Holiday Dinner @ Amvet Hall – 5:30 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 8:02 pm.

Respectfully submitted,

  
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Joseph Burgess – Town Clerk

Approved by Board of Trustees: 12/2/19

# Office of the Assessor

**Mary Margaret Tamez**

Assessor

November 4, 2019

## Township Meeting Notes:

- I have ten of the twelve appeals completed. The remaining two are the commercial appeals. I am working with an attorney on one of the hearings and starting the other hearing this week.
- I have continued to update all of the fieldwork completed over the summer as well as the front photos of the homes into the files.
- We are in the process of working with the Will County Treasurer to make sure the mobile homes that are registered are still on the properties and that there is not a ownership change. As of January 1, 2011 mobile homes located on privately owned lots are assessed by the township assessor and taxed under the real estate tax system. If the mobile home was there and no ownership change, they are still assessed under the mobile home service tax. Once a mobile home changes ownership, it is considered real property. This study will be done by December 1, 2019. We currently have 24 mobile homes to verify. I have included a copy of the assessment information.
- Updating the sales and ownership change is ongoing.
- Building permits and occupancy permits are ongoing.

# MOBILE HOME ASSESSMENT INFORMATION

MOBILE HOMES LOCATED IN MOBILE HOME PARKS WHERE THE REAL ESTATE PARCEL IS OWNED BY THE MOBILE HOME PARK ARE TAXED PER THE MOBILE HOME LOCAL SERVICES TAX ACT. THE PARTY THAT OWNS THE MOBILE HOME, NOT THE REAL ESTATE PROPERTY OWNER, WILL RECEIVE A MOBILE HOME TAX BILL BASED ON THE MODEL YEAR AND SQUARE FOOTAGE OF THE MOBILE HOME. THESE MOBILE HOMES SHOULD NOT BE INCLUDED IN THE REAL ESTATE ASSESSMENT. PLEASE BE AWARE THAT THE OWNER OF THE MOBILE HOME AND THE PROPERTY OWNER WILL NOT BE THE SAME IN THIS CASE.

PRIOR TO JANUARY 1, 2011 MOBILE HOMES LOCATED ON PRIVATELY OWNED LOTS WERE TAXED ACCORDING TO THE MOBILE HOME LOCAL SERVICES TAX ACT AND WILL CONTINUE TO BE TAXED THIS WAY UNTIL THERE IS SOME CHANGE IN OWNERSHIP. PLEASE BE AWARE THAT THE MOBILE HOME OWNER MAY NOT BE THE SAME AS THE PROPERTY OWNER.

AS OF JANUARY 1, 2011 MOBILE HOMES LOCATED ON PRIVATELY OWNED LOTS ARE ASSESSED BY THE TOWNSHIP ASSESSOR AND TAXED UNDER THE REAL ESTATE TAX SYSTEM.

***(MOBILE HOMES OWNED PRIOR TO THIS LAW CHANGE ARE GRANDFATHERED INTO THE MOBILE HOME LOCAL SERVICES TAX ACT UNTIL SUCH TIME AS THERE IS A CHANGE IN OWNERSHIP – INCLUDING TITLE CHANGE . AT THE TIME OF OWNERSHIP CHANGE, THEY SHOULD BEGIN TO BE ASSESSED ACCORDING TO REAL ESTATE ASSESSMENT GUIDELINES.)***

UNDER SPECIAL CIRCUMSTANCES A MOBILE HOME WITH AN ANNUAL SPECIAL USE PERMIT FROM WILL COUNTY LAND USE MAY BE TEMPORARILY LOCATED ON A PRIVATELY OWNED PARCEL AS A RELATED LIVING SECONDARY STRUCTURE (E.C.H.O. HOUSING). THESE MOBILE HOMES ARE TAXED UNDER THE MOBILE HOME LOCAL SERVICES ACT AND NOT AS PART OF THE REAL ESTATE ASSESSMENT.

MOBILE HOMES ARE BILLED FOR CURRENT YEAR IN FEBRUARY WITH AN APRIL DUE DATE.

MOBILE HOMES ARE TITLED BY THE STATE OF ILLINOIS DEPARTMENT OF MOTOR VEHICLES MUCH THE SAME WAY AS AN AUTOMOBILE.

If you have questions regarding mobile home taxes and assessment, please contact April or Missey at the Will County Treasurer's office 815-740-4675, or email:

[anunez@willcountyillinois.com](mailto:anunez@willcountyillinois.com)

[jschumacher@willcountyillinois.com](mailto:jschumacher@willcountyillinois.com)



## G/A REPORT 2019

30200 Town Center Rd  
Beecher, IL 60401

**Supervisor**

Michael Stanula

NO DISBURSEMENT'S January

NO DISBURSEMENT'S February

**Assessor**

Mary Tamez

NO DISBURSEMENT'S MARCH

NO DISBURSEMENT'S APRIL

**Highway Commissioner**

Jerry K. Meyer

NO DISBURSEMENT'S MAY

NO DISBURSEMENT'S JUNE

**Clerk**

Joe Burgess

ONE DISBURSEMENT FOR JULY IN THE AMOUNT OF \$ 657.76

**Trustees**

Paul Goldrick

ONE DISBURSEMENT FOR AUGUST \$ 798.23

Tracy Heldt

NO DISBURSEMENT'S FOR SEPTEMBER

Mark Herlitz

NO DISBURSEMENT FOR OCTOBER

George Obradovich

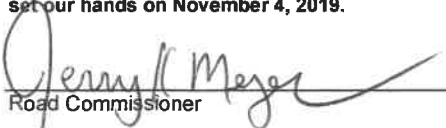
**Approved Claims - Board of Township Trustees  
Road & Bridge Account**

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 November 4, 2019, 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
7851	10/8	M&K Truck Center	8409	Parts - Doc # 112125SC	\$129.98
7852	10/8	ComEd	8410	Utilities - Acct #1659047007 - Bill date - 9/30/19	\$181.59
7853	10/8	Bank of America	8411	Gas & bottled water - Bill date 9/19/19	\$32.55
7854	10/8	Lowell NAPA	8412	Parts - Inv # 109343	\$24.97
7855	10/8	DeJong Equipment	8413	Parts - Inv # CR19072	\$46.50
7856	10/8	ATT Mobility	8414	Wireless charges - Inv #287277639216X09232019	\$23.55
7857	10/8	Village of Beecher	8415	Equipment Fuel - 9/1/19 to 9/30/19 - Inv # 585	\$3,865.64
7858	10/8	Gallagher Materials Corp.	8416	Asphalt cold patch - Inv # 12702	\$1,181.40
7859	10/8	VCN Prairie LLC	8417	Stone - #889243907 / 889265429 / 889258256	\$3,227.61
7860	10/8	VCN Prairie LLC	8418	Stone - #889253470 / 889251618 / 889238536	\$3,299.29
7861	10/8	Surf Air Wireless	8419	Internet service - Inv # 235514	\$69.95
7862	10/8	AT&T	8420	Phone bill (946-6459) Inv # 7089466459-10 - Bill date - 9/1/19	\$220.75
7863	10/8	Cintas	8421	Uniforms - 9/1 to 9/30/19	\$348.48
7864	10/8	VCN Prairie LLC	8422	Stone - #88271362	\$331.63
7865	10/8	Art VanBaren Family LP	8423	2018 Tax reimbursement	\$1,820.00
7866	10/22	Harding's Inc.	8424	Repairs - Inv # W25262	\$13,196.34
7867	10/22	Roger Heldt	8425	Seeds - Inv # 16003	\$445.00
7868	10/22	NICOR	8426	Utilities - Gas - Acct #58285823769 - Bill date 10/10/19	\$13.77
7869	10/22	Verizon Wireless	8427	Phones - Acct # 687108624 - Inv # 9839612188	\$92.72
7870	10/22	Village of Beecher	8428	Retro gas tax assessment - Inv # 106	\$1,122.03
7871	10/22	Goodyear Tire & Rubber Co.	8429	Tire - Inv # 148-1044303	\$100.68
7872	10/22	Gallagher Materials Corp.	8430	Asphalt cold patch - Inv # 12825 / 12986	\$5,676.81
7873	10/22	Beecher Post Office	8431	Stamps	\$55.00
7874	10/22	VCN Prairie LLC	8432	Stone - Misc. invoices	\$1,029.42
7875	10/22	VCN Prairie LLC	8433	Stone - Misc. invoices	\$940.94
7876	10/22	ATT Mobility	8434	Wireless charges - Inv #287277639216X10092019	\$106.32
7877	10/25	Village of Beecher	EFT	RB Health Insurance - Inv # 2019-11	\$3,629.70
7878	10/21	October Payroll - QuickBooks	Misc	Payroll, IMRF & other government payroll liabilities	\$22,897.52
<b>Total disbursements</b>					<b>\$64,110.14</b>

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto  
set our hands on November 4, 2019.

  
Road Commissioner

  
Township Clerk

  
Supervisor

  
Trustee

  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee



**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 November 4, 2019, 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
5361	10/8	ComEd	8183	Electric bill - Acct # 4341116018 - Bill date 9/30/19	\$788.84
5362	10/8	The Vedette	8185	Publish Treasurer's Report - Inv # 47343	\$240.00
5363	10/8	Beecher Hardware	8186	Building supplies - Inv # A193759	\$36.94
5364	10/8	Cardinal Creek Golf Course	8187	Senior Fall Breakfast - Inv # 15646	\$1,086.00
5365	10/8	Comcast	8188	Internet and Cable # 10295 - Bill date - 9/24/19	\$216.49
5366	10/8	Pace Vanpool	8189	Monthly Charges - 9/25/19 Inv # 558343	\$100.00
5367	10/8	Spectrotel	8190	Phone service - Acct # 343999 - Inv # 9309378	\$202.73
5368	10/8	Walt's Foods	8191	Senior supplies	\$146.86
5369	10/8	Village of Beecher	8192	Bus fuel - 9/1/19 to 9/30/19 - Inv # 586	\$27.06
5370	10/8	Jennifer Tamez	8193	Reimbursement for mileage	\$34.16
5371	10/8	Joe Burgess	8194	Senior breakfast supplies - (Walmart)	\$20.33
5372	10/8	Arthur Van Baren Family LP	8196	2018 Tax reimbursement	\$780.00
5373	10/22	Village of Beecher	8197	Retro gas tax reassessment - Inv # 107	\$9.99
5374	10/22	NICOR	8198	Utilities gas - #55877029193 - Bill date - 10/9/19	\$22.10
5375	10/22	BMS Lawn Care	8199	Lawn care services - Inv # 4913	\$150.00
5376	10/22	Verizon Wireless	8200	Cellular phones - Acct # 485462600 / Inv # 9839594546	\$65.20
5377	10/22	Beecher Post Office	8201	Stamps	\$55.00
5378	10/15	Intuit Software	EFT	ACH payroll charges	\$42.50
5379	10/21	October Payroll - QuickBooks	Debit	ALL payroll, IMRF & other government payroll liabilities	\$7,246.38
				<b>TOTAL ALL DISBURSEMENTS</b>	<b>\$11,270.58</b>

IN WITNESS WHEREOF, we, the members of said Board of Trustees, hereunto set our hands on November 4, 2019.

  
Township Supervisor

  
Township Clerk

  
Trustee

  
Trustee

  
Trustee

\_\_\_\_\_  
Trustee

**Washington Township Board Meeting  
November 4, 2019 - 7:00 pm  
Meeting Agenda**

**Call to Order / Roll Call**

**Pledge of Allegiance**

**Approval of Board Meeting Minutes Dated October 7, 2019**

**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 2019 Town Levy Ordinance

**New Business**

1. Consideration and Approval of Pending Zoning Applications
2. Consideration and Approval of 2019 Road District Levy Ordinance
3. Bus Driver Staffing
4. Consideration and Approval of Offering Office Space to Senior Services of Will County

**Payment of Bills**

**Upcoming Seminars and Meetings**

- **December 2 @ 7pm – Board Meeting**

**Announcements**

- **November 13 @ 6:30 pm - Senior Movie Night**

**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.**

## Guest Sign-in Sheet

[illegible]