

**PALATINE TOWNSHIP
BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
August 14, 2023
7:00 p.m.**

CALL TO ORDER

Supervisor Kalkounos called the meeting to order at 7:10 p.m. in the Patriot Room of the Palatine Township Center.

ROLL CALL

Clerk Moran called the roll and the following members were present:

PRESENT IN THE ROOM:

Voting Members- Supervisor Kalkounos, Trustees Svenson, Bolanos, Freese and Smolka

Non-Voting Members- Clerk Moran

Other Invited Participants- Administrator Chychula, Road District Director Sachs, and Attorney Airdo

IN REMOTE ATTENDANCE:

None

VOTING MEMBERS ABSENT:

None

PLEDGE OF ALLEGIANCE

At the Supervisor's Request, Trustee Smolka led all in the Pledge of Allegiance.

PUBLIC COMMENT

None

PRESENTATION

A. James Harkins, Military/Veteran Outreach Specialist, Veterans Administration

Supervisor Kalkounos noted that James Harkins, a Military Veteran Outreach Specialist with the *Vet Center* (Dept of Veteran Affairs) was invited to speak, but had to cancel. This agenda item will be included on the next agenda of a meeting date that works for Mr. Harkins.

ELECTED OFFICIAL ANNOUNCEMENTS

A. Highway Commissioner

No Report

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B. Clerk

No Report

C. Assessor

No Report

D. Supervisor

Supervisor Kalkounos reported:

- The *Back to School Supplies Program* event was attended by Township Officials' Trustees Smolka and Freese, Clerk Moran and himself; it was very successful.
- The *Better Together Community Resource Fair* held at Falcon Park was a complete success and well attended. Township Officials attending were himself and Trustee Freese.
- He attended the *CEDA Site Meeting* with General Assistance Director Shapiro, and Marion Young, Partnership Coordinator, for *Energy Services*. The Township was designated a Tier One Site Program. He noted his gratitude to Director Shapiro for her excellent handling and implementation of the program.
- The Township sponsored Friday Donut Days and snacks for the *ICompete Summer Camp 2023*. He read a hand-written note of gratitude from the Director of the program.
- MTA (Metropolitan Townships Association)* meeting will take place this Wednesday August 16, at 2 p.m. There will be a virtual webinar given by Attorneys Airdo and Kimzey regarding Best Practices of bidding and purchasing.
- He will be meeting with Cook County Commissioner Maggie Trevor.
- Inverness Fire District Open House* will be held on September 9, 2023 from 10 a.m. – 2 p.m.
- The Township continues to recruit for open positions. Administrator Chychula reported that the Township has interested bus driver candidates, case worker candidates, and in the process of reviewing resumé's for the Assistant Administrator positions.

ADMINISTRATION

A. Administrator's Report

Administrator Chychula reported:

- She met in June with Barb Cornew, District Director (Cook County Commissioner Scott Britton 14th District), Angela Wright Madison, Deputy Clerk of Vital Records and Jose Aguirre, Supervisor of Skokie Vital Records Office to provide a tour of the Township and to discuss the possibility of provide Cook County Clerk's Office services at Palatine.
- Illinois Public Risk Fund* had contracted with *Information Providers Inc.* to conduct their annual audit of Palatine Township, including the Road District. All necessary information was provided to Steve Hilbert, the Premium Auditor and the on-site audit was completed on August 9, 2023.

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-She is working with Trustee Freese in reviewing the safety issues at the Township, as well as partnering with him to coordinate the Township's participation in the Emergency Management Exercises with the *Inverness Police Department*. Tentatively, the schedule may be at the end of October.

-Earlier this year employees were required to complete a Job Analysis Form comparing their current work duties and their job description. Utilizing best practices and professional resources including *SHRM*, (Society for Human Resources Management) the employee evaluation forms and job descriptions were updated and shared with the Supervisor and Legal. The evaluation process now includes employee Self-Assessment forms, which employees are completing. They hope to have evaluations conducted and completed this week.

-She spoke with George S. Ruppert, Palatine Village Engineer about the Fiber Optic project which had bids opened, references being checked, along with reviews of line item costs. She will keep us updated.

-The carpets throughout the township were cleaned on Saturday, August 12.

BUSINESS

A. Resolution 15-23 Approving IGA between Palatine Township, Cook County and The Metropolitan Water Reclamation District of Greater Chicago

MOTION by Trustee Svenson, seconded by Trustee Freese to approve *Resolution 15-23 a Resolution approving an intergovernmental agreement by and between Palatine Township, the County of Cook and the Metropolitan Water Reclamation District of Greater Chicago*

Trustee Smolka had inquired about the cost of demolition. Attorney Airdo noted that there are zero out-of-pocket expenses for the Township in this project.

ROLL CALL:

Ayes: Svenson, Bolanos, Freese, Smolka, and Kalkounos

Nays: None

MOTION CARRIED 5-0

B. Discussion on Decennial Meeting Schedule

After some discussion, the consensus for the next three Decennial Meetings will be October 23, 2023 at 6:15 p.m.; January 8, 2024 at 6 p.m.; and March 11 at 6 p.m.

C. Cemetery Update: Repair and Maintenance

Supervisor Kalkounos reviewed the *COW* Packet Insert on cemeteries and Road District Director also added perspective. The insert included photos from the cemeteries along with cleaning proposals from *CMAS (Cemeteries, Memorials, and Services)* and *Stonehuggers (Cemetery*

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Restoration, LLC). The Supervisor got *COW* consensus to consider registering the Township Cemeteries with the *Illinois Film Office* as a film project that could potentially be a revenue generator to cover some of the costs of the maintenance of the cemeteries in the future. The Supervisor thanked Road District Director Sachs for the Road District's work in upkeep and maintenance oversight for the cemeteries.

D. Website Update

Administrator Chychula reviewed the *COW* Packet Inserts, including the *TOI Website Program Letter and Totally Township.com Information and Pricing sheet*. The Township is looking to migrate to *Totally Township.com*'s service from *TOI*, as *TOI* will no longer be offering this service. She noted that this new site will be more professional and will incorporate the aspects that are important to the Township that it currently has. The pricing noted was a \$500 set-up fee and a monthly service fee of \$99, which would be a savings to the Township from its current *TOI* pricing.

E. Business Expo & Community Showcase

Administrator Chychula reviewed the *COW* Packet Insert, *Palatine Area Chamber of Commerce Business Expo & Community Showcase Information Sheet*. The event will take place on September 23, 2023 at Falcon Park from 10 a.m. to 2 p.m.

F. 62N91 | Euclid Ave at IL-53 | Structure Rehabilitation Project | IDOT Preliminary Plan Review

Supervisor Kalkounos, Road District Director Sachs, and Attorney Airdo provided info on a proposed preliminary IDOT project noted as *62N91 | Euclid Ave at IL-53 | Structure Rehabilitation Project*. The Supervisor informed the Board of his intent to share his concerns and requests with IDOT during this courtesy review process, and has spoken with mayors and their staffs regarding his initial thoughts.

EXECUTIVE SESSION

None

OTHER BUSINESS

Supervisor Kalkounos provided a brief report on the potential sale and development of Loeber Farms.

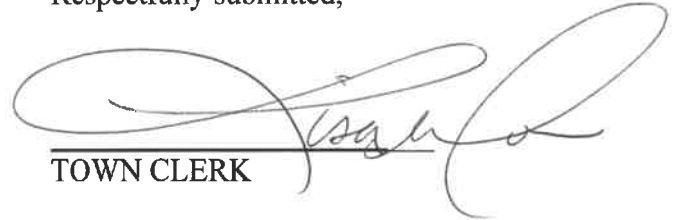
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ADJOURN

MOTION by Trustee Svenson, seconded by Trustee Bolanos to adjourn at 8:29 p.m.

MOTION CARRIED by voice vote

Respectfully submitted,



TOWN CLERK