

**REGULAR BOARD MEETING OF THE BOARD OF
TRUSTEES OF PALATINE TOWNSHIP**

**April 22, 2024
7:00 P.M.**

CALL TO ORDER

Supervisor Kalkounos called the meeting to order at 7:02 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, Freese, and Smolka

Non-Voting Members- Assessor Pohlman, Highway Commissioner Del Mar, and Clerk Moran

Other Invited Participants- Administrator Chychula, Assistant Administrator Veller, Road District Administrator Sachs, and Attorney Kimzey

IN REMOTE ATTENDANCE:

Trustee Bolanos

VOTING MEMBERS ABSENT:

None

Supervisor Kalkounos read the following into the record: Trustee Bolanos has requested to attend this April 22, 2024, Regular Board Meeting by "other means," pursuant to Township Policy and in accordance with Illinois law. This participation is by videoconference. This Board should note: that a quorum of members of the Board is physically present at 721 S. Quentin Road, Palatine, Illinois, which is the regular meeting location of the Palatine Township Board; that Trustee Bolanos is prevented from physically attending because of personal illness/disability purposes; and that Trustee Bolanos provided advance notice to the Supervisor and Administrator in accordance with Township Policy.

MOTION by Supervisor Kalkounos, seconded by Trustee Svenson to allow Trustee Bolanos to attend this April 22, 2024, Regular Board Meeting remotely

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

The Supervisor confirmed that Trustee Bolanos could hear and be heard via videoconference.

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PLEDGE OF ALLEGIANCE

At the Supervisor's request, Inverness Fire Protection District Chief, Richard Kurka, led all in the Pledge of Allegiance.

PUBLIC COMMENT

None

PRESENTATION

- A. LinkedIn Learning Presentation, Assistant Administrator Veller and Office Manager Strassburger

Assistant Administrator Veller distributed the report, "LinkedIn Learning Recommended Trainings 2024". She reported that this training program is a free online program offered by the Palatine Public Library. She worked with Office Manager Strassburger in putting together the list of recommended courses. All full time employees will be strongly urged to take 2 hours a month of such courses, and part-time to take one hour. The employees' Completed Course Certificates will be kept in their respective files. Elected Officials of Palatine Township will be invited to take any courses they like, using a provided password set-up which will be forthcoming.

AUDIT OF PAYROLL & BILLS

- A. Approval of Payroll & Bills for Road District (presented by Administrator Chychula)
- B. Approval of Payroll & Bills for General Assistance (presented by Administrator Chychula)
- C. Approval of Payroll & Bills for Town Fund (presented by Administrator Chychula)

MOTION by Trustee Svenson, seconded by Trustee Smolka to approve the payroll and bills for April, presented for:

Road District- \$77,554.75

General Assistance- \$11,445.63

Town Fund- \$53,914.22

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

**REGULAR BOARD MEETING OF THE BOARD OF
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CONSENT AGENDA

- A. Approval of Minutes:
 - i. Regular Board Minutes 3-25-2024
 - ii. Finance Committee Minutes 3-25-2024
 - iii. Public Hearing Minutes 3-25-2024
- B. Acceptance of Township Elected Officials' Reports:
 - i. Clerk's Report
 - ii. Assessor's Report
 - iii. Highway Commissioner's Report
- C. Acceptance of Department Directors' Reports:
 - i. General Assistance
 - ii. Food Pantry
 - iii. Transportation
 - iv. Outreach
- D. Road District Treasurer's Report – Fiscal Year 2024

MOTION by Trustee Svenson, seconded by Trustee Freese to approve the Consent Agenda, as presented

ROLL CALL:

Ayes: Svenson, Bolanos, Freese, Smolka, and Kalkounos
Nays: None

MOTION CARRIED 5-0

ADMINISTRATOR'S REPORT

Administrator Chychula gave a brief monthly report.

SUPERVISOR'S REPORT

Supervisor Kalkounos gave a brief monthly report.

**Please note that all monthly Regular Meeting Reports from Board and Staff are available, in their entirety, from each member upon request.*

OLD BUSINESS

None

NEW BUSINESS

- A. Approve Appointment of Trustee: Hoffman Estates Rural Fire Protection District

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MOTION by Trustee Svenson, seconded by Trustee Freese to approve the re-appointment of Hoffman Estates Rural Fire Protection District One Trustee, Mary Mottonen, as presented

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

C. Approve Appointment of Trustee: Inverness Fire Protection District

MOTION by Trustee Freese, seconded by Trustee Svenson to approve the re-appointment of Inverness Fire Protection District Trustee, Aaron Del Mar, as presented

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

D. Approval of Resolution 08-24 Karen A. Yarbrough Recognition

MOTION by Trustee Svenson, seconded by Trustee Smolka to approve *Palatine Township Resolution 08-24 Honoring Cook County Clerk Karen A. Yarbrough*, as presented

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

E. Consideration of Township Center and Cemetery Lawn Maintenance Contract Award – Milieu Design LLC

MOTION by Trustee Svenson, seconded by Trustee Freese approving the 2024 renewal of the Independent Contractor Agreement- *2023 Milieu Design LLC Landscape Maintenance Contract (for Township Center and Cemetery Lawn Maintenance)*, in the combined amount of \$18,969, as presented, and that the Supervisor and Clerk be authorized to sign and attest, respectively, any and all documents in said contract on behalf of the Township.

**REGULAR BOARD MEETING OF THE BOARD OF
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Supervisor Kalkounos noted that Milieu Design was the lone bidder, and that they presented a proposal offering the same terms as last year for the lawn maintenance services for the Palatine Township Center and its cemeteries.

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

**F. Consideration of Township Center and Cemetery Lawn Protection Plan
Contract Award – Midwest Best Landscape**

MOTION by Trustee Svenson, seconded by Trustee Smolka approving the *2023 Midwest Best Landscape Commercial Estimate for Lawn Protection Plan (for Township Center and Cemetery Lawn Maintenance)*, in the combined amount of \$6400*, as presented, and that the Supervisor and Clerk be authorized to sign and attest, respectively, any and all documents in said Contract on behalf of the Township.

Supervisor Kalkounos noted that Midwest Best Landscape presented a proposal offering the same terms as last year for the lawn protection services for the Palatine Township Center and its cemeteries.

*Clerk Moran noted a discrepancy in the amount cited in the motion and the 2023 amount. A friendly amendment was made, and concurred to by Trustees Svenson and Smolka, to revise the terms above to the following: in the combined amount not to exceed \$200 over the \$12,742 total amount approved in the 2023 contract.

ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

EXECUTIVE SESSION

None

**OTHER BUSINESS (INCLUDING ACTION ON MATTERS FROM EXECUTIVE
SESSION)**

None

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ADJOURN

MOTION by Trustee Svenson, seconded by Trustee Freese to adjourn at 7:43 p.m.

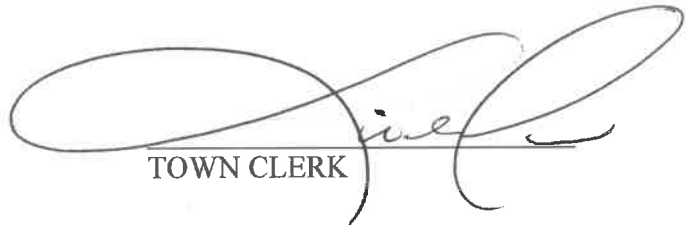
ROLL CALL:

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

Nays: None

MOTION CARRIED 5-0

Respectfully submitted,



TOWN CLERK