Rutland Township
16N491 Powers Road, Gilberts, IL 60136
Board Meeting Minutes, April 8, 2014

The Rutland Township Board held its monthly meeting at the town hall on Tuesday, April 8, 2014. Supervisor Sanders called the meeting to order at 7:00 P.M., and Mr. Conro led us in the Pledge of Allegiance to the Flag. A roll call showed the following members present: Supervisor Sanders, Clerk Iverson, Trustees Schuldt, Bulmahn and Carlsen. Not present was: Trustee Payson. Also, present were Assessor Siers, and Road Commissioner Schultz.

Trustee Bulmahn made a motion to **Amend the Agenda** to add recessing the Board Meeting, if needed, to conduct the Annual Meeting. There was a second by Trustee Carlsen. Roll call vote: Trustees Bulmahn, Carlsen, Schuldt and Supervisor Sanders – ALL YES. Motion carried.

Trustee Bulmahn made a motion to **accept the February 11, 2014, minutes** as amended, with a second by Trustee Schuldt. Roll Call Vote: Trustees Bulmahn, Schuldt, Carlsen and Supervisor Sanders – ALL YES. Motion Carried. Trustee Bulmahn made a motion to **accept the March 11, 2014, minutes** with a second by Trustee Schuldt. Roll Call Vote: Trustees Bulmahn, Schuldt and Supervisor Sanders – YES. Trustee Carlsen abstained as she had not been in attendance in March. Motion carried.

There were no **Public Comment** forms turned in but the Supervisor asked if anyone wanted to make a public comment. One resident then turned in the partially filled in form and was allowed to speak.

Supervisor's Announcements - None

Financial Reports - Trustee Carlsen made a motion to approve the **reports**, for both the Town and Road, for the 11-months ending February 28, 2014. The motion was seconded by Trustee Bulmahn. Roll Call Vote: Trustees Carlsen, Bulmahn, Schuldt and Supervisor Sanders – ALL YES. Motion carried. The Financial Reports for the 12-months ending March 31, 2014, were presented, for both the Town and Road. Trustee Bulmahn made a request regarding the statements for the Town and Road. He also made suggestions and comments regarding other budget needs. Trustee Bulmahn asked the Road Commissioner about money that was received from the state for a Grant, and what the Grant was for.

Bills and Salaries - The Board reviewed the salaries and bills for the Town. The Ancel Glink bill was questioned as to why our Township Attorney wasn't used and an outside source was billing us. The Supervisor said the outside attorney was needed because the Trustees were being bullies regarding mileage reimbursement. Trustee Bulmahn suggested taking out the Ancel Glink invoice and the mileage reimbursement for the Assessor and approved the rest of the Town bills for payment. Trustee Schuldt made a motion to authorize the rest of the Town bills for payment with a second by Trustee Bulmahn. Approved were salaries in the amount of $13,321.46 and bills in the amount of $5,674.67 for a total of $18,996.13. Roll Call Vote: Trustees Schuldt, Bulmahn, Carlsen and Supervisor Sanders – ALL YES. Motion carried. Our Township Attorney said the Board has the power to set compensation, and it is legal. He further said that the Board has the right to set the policy regarding how the mileage should be presented for payment. Trustee Schuldt mentioned that he didn't understand why some are willing to do this and some aren't. Supervisor Sanders talked about the Tracking Device and said it would be hard to use, require a lot of record keeping, and time consuming. The Clerk held up the report without saying anything, to show that you only have to print out the record and it takes only a

few seconds, but the Supervisor said it wasn't her time to talk. Trustee Bulmahn suggested that he read his proposal, at this time. He proposed that the Board pay the mileage reimbursements to date even though they were not submitted as the Board had directed. However, after this date the officials can either use the suggested Tracking Device or the IRS approved Daily Business Mileage and Expense Log Table 5-2., which is attached to these minutes. Trustee Bulmahn made a motion to accept his proposal and it was seconded by Trustee Carlsen. The Assessor remarked that she didn't think she had to use the IRS form and could pay any amount, not just the $.56 per mile as dictated by the IRS. Roll Call Vote: Trustees Bulmahn, Carlsen, Schuldt – YES. Supervior Sanders – NO. Motion carried. Trustee Bulmahn made a motion to approve the Road bills for payment with a second by Trustee Schuldt, to pay the bills as presented. Approved for payment were salaries in the amount of $16,434.76 and bills in the amount of $32,648.85 for a total of $49,083.61. Roll Call Vote: Trustees Bulmahn, Schuldt, Carlsen and Supervisor Sanders – ALL YES. Motion carried.

At 6:53 PM a motion was made by Trustee Schuldt and seconded by Trustee Bulmahn to recess the Board Meeting until after the Annual Meeting, which was to start at 7:00 PM. Voice Vote: Motion carried.

At the end of the Annual Meeting, the Board Meeting reconvened.

Trustee Bulmahn, again, explained his proposal. It was explained and agreed upon by our Township Attorney. There was discussion because the Assessor and Supervisor didn't understand or agree with the proposal. Our Township Attorney explained why we needed to proceed as the Board had voted, and suggested that Trustee Bulmahn's proposal to use the IRS form whichis attached, or the Tracking Device, and that the IRS rate to reimbursement of $.56 per mile would be used. The Assessor was informed by her Attorney and our Township Attorney that her reimbursement would be $.56 per mile. It was also said that if she wanted to pay her employee more than that, per mile, the overage would be considered compensation. More discussion ensued regarding the reimbursements. A motion was made by Trustee Schuldt to pay reimbursement at $.56 per mile and that they will have to be turned in either on the IRS form, or by the Tracking Device. Trustee Bulmahn seconded the motion. Roll Call Vote: Trustees Schuldt, Bulmahn, Carlsen – YES. Supervisor Sanders – NO. Motion carried.

Resolution for Transfer of Town Appropriations was approved as submitted. Trustee Bulmahn made a motion to accept with a second by Trustee Carlsen. Roll Call Vote: Trustees Bulmahn, Carlsen, Schuldt and Supervisor Sanders – ALL YES. Motion Carried. Trustee Bulmahn discussed something he said should be changed on the **Resolution for Transfer of Road District Appropriations**. Account 62215 to have $300 transferred to legal services. Trustee Bulmahn made a motion to accept as amended, with a second by Supervisor Sanders. Roll Call Vote: Trustee Bulmahn, Supervisor Sanders, Trustees Schuldt and Carlsen – ALL YES. Motion Carried. Trustee Bulmahn made a motion to accept the **Maintenance Contract** from Dave's Landscaping for 2014 with a second by Trustee Schuldt. Roll Call Vote: Trustees Bulmahn, Schuldt, Carlsen and Supervisor Sanders – ALL YES. Motion Carried.

Preliminary budgets were discussed with the Assessor speaking to the items in her budget. The Trustees asked questions and discussed her reasoning. There was discussion amongst the Board, the Assessor's Attorney and our Township Attorney regarding her budget. The Attorney's discussed what is permitted by law and what is required by law. Our Township Attorney asked questions, of the Assessor's Attorney about what the Board has the opportunity to discuss or change and what they cannot change. The discussion continued for the next twenty-two minutes and basically included the Assessor's request for the Township to purchase a car for her use, for her job. The Trustees spoke about

the request as not being justified. The public had questions about this item and why when the Assessor ran for office she had no problem with the compensation, and now wanted so much more. One resident asked the Assessor's Attorney why he was so angry. Another resident expressed concern about why the Assessor had to have another Attorney in the meeting, with her, and is upset that we not have unnessary legal bills. Trustee Schuldt told the residents that we have a Township Attorney who can handle all of our affairs. The Township Attorney said there should not be a need for another attorney as there was not a conflict, just discussion. The Assessor said there is a conflict. The Trustees questioned some of the items on the reimbursements that had been turned in. Trustee Bulmahn suggested that we move on to the Road District preliminary budget. The Road District Budget was discussed with comments by the Trustees and the Road Commissioner. Our Township Attorney spoke about the budgets and levies. The Township Budget was discussed. Trustee Carlsen asked about an additional cost for insurance for General Assistance people, that had been submitted. The Supervisor advised us that we would be wiped out if a General Assistance person had a huge claim, and didn't have insurance. Trustee Bulmahn mentioned that we had insurance coverage for this.

Agenda Items for May Meeting – add the Budget Hearing.
Reports by Officials – The Clerk addressed the public comment made at the start of the meeting. Trustee Carlsen remarked how difficult it is for the Trustees and how she and the Trustees have been threatened, disrespected, and told they would be sued, multiple times, by another official. Trustee Schuldt addressed the problem with bringing in other lawyers. The Road Commissioner said it is the responsibility of the elected officials to turn in an honest budget and take care of it, based on needs not wants.
Trustee Document Signing
Adjournment - The meeting was adjourned at 9:24 PM with Trustee Carlsen making a motion and Trustee Schuldt seconding the motion. Voice Vote.

RESPECTFULLY SUBMITTED,

Linda K. Iverson, Clerk Linda K Iverson

Margaret Sanders, Supervisor Margaret Sanders

Fred Bulmahn, Trustee

Charleen Carlsen, Trustee Charleen Carlsen

John Payson, Trustee N/A

Steve Schuldt, Trustee

ATTACHMENT to April, 2014 Minutes

Table 5-2. **Daily Business Mileage and Expense Log** **Name:**

Date	Destination (City, Town, or Area)	Business Purpose	Odometer Readings Start	Odometer Readings Stop	Miles this trip	Expenses Type (Gas, oil, tolls, etc.)	Expenses Amount
	Weekly Total						
Total Year-to-Date							

example, the nature of your work, such as making deliveries, provides circumstantial evidence of the use of your car for business purposes. Invoices of deliveries establish when you used the car for business.

Sampling. You can keep an adequate record for parts of a tax year and use that record to prove the amount of business or investment use for the entire year. You must demonstrate by other evidence that the periods for which an adequate record is kept are representative of the use throughout the tax year.

Example. You use your car to visit the offices of clients, meet with suppliers and other subcontractors, and pick up and deliver items to clients. There is no other business use of the car, but you and your family use the car for personal purposes. You keep adequate records during the first week of each month that show that 75% of the use of the car is for business. Invoices and bills show that your business use continues at the same rate during the later weeks of each month. Your weekly records are representative of the use of the car each month and are sufficient evidence to support the percentage of business use for the year.

Exceptional circumstances. You can satisfy the substantiation requirements with other evidence if, because of the nature of the situation in which an expense is made, you cannot get a receipt. This applies if all the following are true.

- You were unable to obtain evidence for an element of the expense or use that completely satisfies the requirements explained earlier under *What Are Adequate Records*.
- You are unable to obtain evidence for an element that completely satisfies the two rules listed earlier under *What If I Have Incomplete Records*.
- You have presented other evidence for the element that is the best proof possible under the circumstances.

Destroyed records. If you cannot produce a receipt because of reasons beyond your control, you can prove a deduction by reconstructing your records or expenses. Reasons beyond your control include fire, flood, and other casualties.

Separating and Combining Expenses

This section explains when expenses must be kept separate and when expenses can be combined.

Separating expenses. Each separate payment is generally considered a separate expense. For example, if you entertain a customer or client at dinner and then go to the theater, the dinner expense and the cost of the theater tickets are two separate expenses. You must record them separately in your records.

Season or series tickets. If you buy season or series tickets for business use, you must treat each ticket in the series as a separate item. To determine the cost of individual tickets, divide the total cost (but not more than face value) by the number of games or performances in the series. You must keep records to show whether you use each ticket as a gift or entertainment. Also, you must be able to prove the cost of nonluxury box seat tickets if you rent a skybox or other private luxury box for more than one event. See *Entertainment tickets* in chapter 2.

Combining items. You can make one daily entry in your record for reasonable categories of expenses. Examples are taxi fares, telephone calls, or other incidental travel costs. Meals should be in a separate category. You can include tips for meal-related services with the costs of the meals.

Expenses of a similar nature occurring during the course of a single event are considered a single expense. For example, if during entertainment at a cocktail lounge, you pay separately for each serving of refreshments, the total expense for the refreshments is treated as a single expense.

Car expenses. You can account for several uses of your car that can be considered part of a single use, such as a round trip or uninterrupted business use, with a single record. Minimal personal use, such as a stop for lunch on the way between two business stops, is not an interruption of business use.

Example. You make deliveries at several different locations on a route that begins and ends at your employer's business premises and that includes a stop at the business premises between two deliveries. You can account for these using a single record of miles driven.

Gift expenses. You do not always have to record the name of each recipient of a gift. A general listing will be enough if it is evident that you are not trying to avoid the $25 annual limit on the amount you can deduct for gifts to any one person. For example, if you buy a large number of tickets to local high school basketball games and give one or two tickets to each of many customers, it is usually enough to record a general description of the recipients.

Allocating total cost. If you can prove the total cost of travel or entertainment but you cannot prove how much it cost for each person who participated in the event, you may have to allocate the total cost among you and your guests on a pro rata basis. To do so, you must establish the number of persons who participated in the event.

An allocation would be needed, for example, if you did not have a business relationship with all of your guests. See *Allocating between business and nonbusiness* in chapter 2.

If your return is examined. If your return is examined, you may have to provide additional information to the IRS. This information could be needed to clarify or to establish the accuracy or reliability of information contained in your records, statements, testimony, or documentary evidence before a deduction is allowed.

How Long To Keep Records and Receipts

You must keep records as long as they may be needed for the administration of any provision of the Internal Revenue Code. Generally, this means you must keep records that support your deduction (or an item of income) for 3 years from the date you file the income tax return on which the deduction is claimed. A return filed early is considered filed on the due date. For a more complete explanation of how long to keep records, see Publication 583, Starting a Business and Keeping Records.

You must keep records of the business use of your car for each year of the recovery period.