

**RUTLAND TOWNSHIP BOARD MEETING
MINUTES OF
FEBRUARY 9, 2016**

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The Rutland Township Board held its regular monthly meeting in the Town Hall. Supervisor Sanders called the meeting to order at 7:00pm which was followed by the Pledge to the Flag. Roll call showed the following members present: Supervisor Sanders, Clerk Carlsen, Trustees Schuldt, Payson and Eaton. Trustee Bulmahn was absent. Also present were Assessor Siers and Road Commissioner Schultz.

MOTION TO APPROVE OR AMEND THE AGENDA

There were no amendments to the agenda so, **a motion was made by Trustee Payson and seconded by Trustee Eaton to approve the agenda as presented.** Vote: Voice vote, all ayes. 2016-02-01 Motion carried.

MINUTES

There was one amendment to the minutes by the Supervisor to correct the spelling of Mr. Lawnicki's name. Following that, **a motion was made by Trustee Payson and seconded by Trustee Eaton to approve the minutes of January 12, 2016 following the name change.** Vote: Voice vote, all ayes. 2016-02-02 Motion carried.

SUPERVISOR'S ANNOUNCEMENTS

The Supervisor noted that there would be Board training sessions for the fundamentals of Township Government on May 13th held in Rockford for anyone that's interested. She will be attending and will check to see when the money has to be turned in as both Trustees Payson and Eaton may be able to attend.

APPROVAL TOWNSHIP AND ROAD DISTRICT FINANCIAL REPORTS FOR THE 9 MONTHS ENDING DECEMBER 31, 2015

There being no discussion, **a motion was made by Trustee Payson and seconded by Trustee Eaton to approve the Township financial reports for the 9 months ending December 31, 2015.** Vote: Roll call vote. Payson yes, Eaton yes, Sanders yes, Schuldt yes, 2016-02-03 Motion carried. There was no discussion on the financials for the Road so, **a motion was made by Trustee Payson and seconded by Trustee Schuldt to approve the Financial reports for the Road District for the 9 months ending December 31, 2015.** Vote: Roll call vote. Payson yes, Schuldt yes, Sanders yes, Eaton yes. 2016-02-04 Motion carried.

PRESENTATION-TOWNSHIP AND ROAD DISTRICT FINANCIAL REPORTS FOR THE 10 MONTHS ENDING JAN, 31, 2016

Trustee Payson had questions about the amounts in several accounts. The Supervisor then agreed to keep the general assistance account separate since it is necessary for insurance purposes and for the Boards information. She is to correct it the ten-month Township financials. There were no questions on the Road District financials. The Road Commissioner then gave a brief explanation of

salt purchasing indicating that it varies from year to year based on the weather.

REVIEW OF JANUARY BILLS—AUTHORIZE TOWNSHIP BILLS FOR PAYMENT

Discussion then ensued on the bills submitted to the Town by Trustee Eaton for his trip to Springfield for a TOI training seminar. Trustee Eaton submitted paperwork to explain and justify his additional cost of \$349.12 for food and travel. Following a lengthy discussion, it was determined that the additional costs would not be paid at this time. **A motion was then made by Trustee Schuldt and seconded by Trustee Payson to approve the Town bills for the month ending January, 2016 in the amounts of \$15,063.73 for gross salaries, invoices from BMO Bank of \$4,162.22, invoices from US Bank of \$227.04, Auto payments of \$349.24, and QuickBooks charges of \$114.20 including \$86.76 for W-2's for total expenses of \$20,003.18.** Vote: Roll call vote. Schuldt yes, Payson yes, Sanders yes, Eaton no. 2016-02-05 Motion carried.

Following discussion on the Road District wireless provider, a **motion was made by Trustee Payson and seconded by Trustee Eaton to approve the Road bills for the month of January 2016 in the amounts of \$16,155.99 for salaries, invoices of \$14,619.82, Auto payments of \$2,180.54 QuickBooks charges \$89.20 including \$65.50 for W-2's for a total of \$33,111.05.** Vote: Roll call vote. Payson yes, Eaton yes, Sanders yes, Schuldt yes. 2016-02-06 Motion carried.

OLD BUSINESS—BANKING CHANGES

The Supervisor then informed the Board that the banking changes are now complete. The only accounts effected are in the Town and they've been transferred including General Assistance fund which is now at BMO Bank. The only accounts remaining at US Bank are the General Fund account from the Town and the General Fund account from the Road. All other accounts are at BMO Bank.

NEW BUSINESS—APPROVE TIGHE, KRESS & ORR FOR 2015 AUDIT, REVIEW OR FULL AUDIT

The Board agreed to hold a decision on this till all members are present. During this time Trustee Schuldt questioned whether the Clerk was receiving the bills and salaries prior to their being paid. The Clerk said that she was not and that Trustee Schuldt had asked her to call our Attorney for the legal procedures on this. The Clerk explained that previously, when she was here as Clerk, she saw all the bills prior to payment and gave them to the proper department heads for their approval. She then approved them, account coded them and either entered them on the computer OR gave them, when a bookkeeper was hired, for her to enter. The Bookkeeper or the Supervisor always did the payroll and checks, at that time, which were then given to the Clerk and distributed to Department Heads. Discussion continued when Trustee Schuldt stated once again his displeasure at paying the bill to the tree trimmer prior to

the Boards approval and without any proof of insurance. Since the Trustees are considered the auditors of the Township it is required by law that they approve all invoices prior to payment. Trustee Schuldt again reiterated his displeasure on this bill being paid and looks forward to seeing the venders' insurance information.

MFT REPORT

No money is available through MFT at this time and there was no report.

REPORTS BY OFFICIALS

Trustee Eaton questioned the Road Commissioner about the sign request from the Lawnicki Family. He also asked why he hadn't returned his call regarding this. The Road Commissioner said that people should call him on his cell and not at the office where as he's available 24-7 on his cell. He is looking into getting a sign for them but doesn't know the laws on this and will have to work with the county. The Road Commissioner is to receive information from the Lawnicki's within the next 2-3 weeks on exactly what they are looking for.

A lengthy discussion followed on the duties and or obligations of the Township for supplying services to the residents. Trustee Eaton feels that the Township should do more but Trustee Schuldt pointed out that our goal when elected was to keep the taxes as low as possible. We've done that since then and will continue to do so.

ADJOURNMENT

A motion was made by Trustee Eaton and seconded by Trustee Payson to adjourn the meeting at 8:45 pm. Vote: Voice vote, all ayes. 2016-02-07 Motion carried.

Respectfully Submitted,

Charleen Carlsen Rutland Township Clerk

Margaret Sanders Supervisor

Steve Schuldt Trustee

John Payson Trustee

Fred Bulmahn Trustee

Ray Eaton Trustee

