

**RUTLAND TOWNSHIP BOARD MEETING  
MINUTES OF  
DECEMBER 13, 2016**

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The Rutland Township Board held its December, 2016 meeting in the Township Hall. The Supervisor called the meeting to order at 7:00pm and then asked resident Arnold Klehm to lead us in the Pledge to the Flag. Roll call showed the following members present: Supervisor Sanders, Clerk Carlsen, Trustees Schuldt, Bulmahn Payson, and Eaton. 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 Bulmahn and seconded by Trustee Schuldt to approve the agenda as presented.** Vote: Voice vote, all ayes, 2016-12-01 motion carried.

**APPROVE MINUTES OF BOARD MEETING OF NOVEMBER 8, 2016**

Trustee Schuldt requested a change to the November minutes regarding having Intergovernmental Agreements with other Townships. The Clerk agreed to amend the minutes as requested. **A motion was then made by Trustee Bulmahn and seconded by Trustee Eaton to approve the minutes as modified.** Vote: Voice vote, all ayes, 2016-12-02 motion carried.

**APPROVAL OF TOWNSHIP AND ROAD DISTRICT FINANCIAL REPORTS FOR THE 7 MONTHS ENDING OCTOBER 31, 2016**

There being no discussion, a motion was made by **Trustee Bulmahn and seconded by Trustee Schuldt to approve the Township Financial reports for the 7 months ending October 31, 2016.** Vote: Roll call vote, Bulmahn yes, Schuldt yes, Sanders yes, Payson yes, Eaton yes. 2016-12-03 motion carried.

**A Motion was made by Trustee Bulmahn and seconded by Trustee Payson to approve the Financial Reports for the Road District for the seven months ending October, 31, 2016.** Vote: Roll call vote, Bulmahn yes, Payson yes, Schuldt yes, Sanders yes, Eaton yes. 2016-12-04 motion carried.

**PRESENTATION OF TOWNSHIP & ROAD DISTRICT FINANCIAL REPORTS FOR THE 8 MONTHS ENDING NOVEMBER 30, 2016**

Trustee Payson had questions regarding the replacement tax amount for the Township as well as the mileage accounts. Discussion continued on various accounts, budgets and the P&L comparison to last year. Trustee Bulmahn asked to see copies of total year's Profit & Loss statements. Trustee Payson then asked questions about the Road Fund Equity Balance being the same as the previous year. Trustee Bulmahn explained that the audit entries to various accounts have not been made to the current Year End Statements.

Further discussion ensued on the ownership of various roads within the Township. Trustee Bulmahn questioned the maintenance of roads within municipal or unincorporated areas.

**REVIEW OF NOVEMBER 2016 BILLS – AUTHORIZE TOWNSHIP & ROAD DISTRICT BILLS FOR PAYMENT**

The amounts of the Township bills are: Gross Salaries \$10,798.76, Invoices \$5,400.85, Automatic Payments \$787.37 and QuickBooks \$124.50. Total Township Expenses: \$17,111.48

Trustee Bulmahn had questions regarding the amounts for AT&T. Supervisor Sanders explained amounts include internet costs as well as phone. Trustee Schuldt questioned the Surnicki bills. Supervisor Sanders explained that Mr. Surnicki is hired for court hearings and appraisals regarding contested property taxes. Trustee Schuldt questioned whether Mr. Surnicki carries liability insurance. Supervisor Sanders stated she will check with Toirma to see if he is covered under our liability insurance policy.

The amounts of the Road bills are: Gross Salaries \$11,618.46, Invoices \$176,787.89, Automatic Payments \$953.06, QuickBooks \$98.50. Total Road Expenses: \$189,457.91

**A motion was made by Trustee Payson and seconded by Trustee Bulmahn to approve the Road District bills for the month of November, 2016.**

Vote: Roll call vote, Payson yes, Bulmahn yes, Schuldt yes, Sanders yes, Eaton yes. 2016-12-05 All ayes, motion carried. **A motion was made by Trustee Payson and seconded by Trustee Eaton to approve the Township bills for November, 2016.** Roll call vote, Payson yes, Eaton yes, Sanders yes, Bulmahn yes, Schuldt yes. 2016-12-06 All ayes, motion carried.

**NEW BUSINESS-APPROVE ORDINANCE RU2016-10 TO REGULATE THE REIMBURSEMENT FOR ALL TRAVEL, MEAL, AND LODGING OF OFFICERS AND EMPLOYEES EXPENSES**

Following some discussion, a motion was made by Trustee Bulmahn and seconded by Trustee Schuldt to table RU2016-10 until the January Meeting. Vote: Voice Vote 4 Ayes and 1 Nay: Bulmahn yes, Schuldt yes, Payson yes, Eaton yes; Sanders no. 2016-12-07 motion carried.

**ADOPT CALENDAR OF SCHEDULED BOARD MEETINGS FOR 2017.**

**A Motion was made by Trustee Payson and seconded by Trustee Schuldt to approve the Meeting Calendar for 2017.** Voice Vote: All Ayes 2016-12-08. Motion carried.

**APPROVE DONATION TO NORTHERN ILLINOIS FOOD BANK**

**A motion was made by Trustee Payson and seconded by Trustee Eaton to approve the donation to the Northern Illinois Food Bank.** Vote: Voice Vote: all Ayes 2016-12-09 motion carried.

**PRESENT THE ASSESSORS BUDGET FOR 2017-18**

The Assessors budget for 2017-18 was presented to the Supervisor and will be added to the Board's Packets next month.

**REPORTS BY OFFICIALS**

The clerk gave a report on the filings for the upcoming election. A lottery will be held on the 20<sup>th</sup> of December for ballot placement for all the candidates who showed up simultaneously at the opening of petition filings held December 12<sup>th</sup> at 8:30am.

Trustee Schuldt once again noted his concerns regarding the Supervisors reluctance to correct the deficiencies noted in the auditors reports which are as follows: **1. There is a lack of segregation of duties for the recording and custody of assets, which includes; A. bank reconciliations are performed by the same person who is in charge of billing, account payable and receipts. B. bank reconciliations are not reviewed and approved by someone other than the preparer. C. checks are written and signed by the same person. D. cash transactions are recorded by the same person receiving the cash or preparing the deposit. E. employees listed in QuickBooks payroll system are modified by the same person who generates payroll disbursements.** He asked that the Supervisor once again consider these suggestions. The Supervisor replied that she is following the laws of township government.

The Board gave positive feedback on the new stoplights at Big Timer Road and Rt. 72.

The Assessor reported on new commercial and industrial construction in Rutland Township including plans for over 10 new or expanded businesses along the Huntley Route 47 Corridor.

**ADJOURNMENT**

**A motion was made by Trustee Eaton and seconded by Trustee Schuldt to adjourn the December Board meeting at 8:09pm.**

Vote: Voice vote, all ayes, 2016-12-15 motion carried.

Respectfully Submitted,

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**Charleen Carlsen Rutland Township Clerk**

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**Margaret Sanders Township Supervisor**

**Trustee Ray Eaton**

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**Trustee Steve Schuldt**

**Trustee Fred Bulmahn**

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**Trustee John Payson**