

RUTLAND TOWNSHIP BOARD MEETING
MARCH 13, 2018

The Rutland Township Board held its monthly meeting in the Town Hall. The meeting was called to order at 7:00 pm. Trustee Keegan lead the Pledge of Allegiance. Roll call showed the following members present: Supervisor Sanders, Clerk Rendl, Trustees Carlsen, Hoffman, Eaton and Keegan; also present, Commissioner Schultz.

AGENDA

Supervisor Sanders called for a motion to approve and/or amend the February 13, 2018 agenda. Trustee Carlsen requested the agenda be amended to include an Executive Session following the discussion of the appointment of the Auditor. Trustee Hoffman made the motion to approve the executive session addition to the agenda and the amended agenda. Trustee Eaton seconded the motion. Vote: Voice Vote.

Hoffman	yes	Eaton	yes
Carlsen	yes	Sanders	no
Keegan	yes		

Motion carried. 2018-03-01.

MINUTES

Supervisor Sanders then asked for a motion to approve the minutes of the February 13, 2018 Board Meeting. Trustee Eaton opened discussion by asking whether the Daily Herald had picked up the FOIA information they requested two months ago. The answer from the Clerk was no, they have not. Trustee Eaton then requested an addition to the minutes of the disruption caused by former Trustee Schuldt from the audience during the February meeting to document the ongoing inappropriate behavior; principally to control future situations with the same type of behavior and/or personnel. Discussion ensued as to Board's role in presiding over members of the audience when/or if they have requested to address the Board by strict adherence to the rules for addressing the Board, without deviation, and for the Board to immediately stop harassment and personal attacks. Trustee Hoffman made the motion to approve the minutes with the aforementioned additions as discussed. Trustee Carlsen seconded the motion. Vote: Roll call vote.

Hoffman	yes	Carlsen	yes
Eaton	yes	Keegan	yes
Sanders	yes		

Motion carried. 2018-03-02.

PUBLIC COMMENTS

Lonnie Richason spoke regarding the 2018-2019 budget submitted by Assessor Fritz and the dramatic increase in the total amount requested, the increase in personnel and the responsibility public officials have to work within the constraints of taxed monies as well as a comparison to the prior Assessor's budget and the responsible and conscientious job that was done within that considerably smaller budget.

Connie Von Keudell spoke regarding her candidacy for Kane County Board Representative, her background and credentials and her support for township government.

SUPERVISOR'S ANNOUNCEMENTS

Confirmation that the Trustees have received the proposed budgets (at this meeting) within the legal timeline for review, prior to the Budget Hearings on May 8th.

APPROVAL OF FINANCIAL REPORTS

TOWNSHIP FINANCIAL REPORTS

Supervisor Sanders asked for questions on the Township financial reports for the 10 months ending January 31, 2018. No discussion. Motion was made by Trustee Eaton and seconded by Supervisor Sanders to approve the financial reports for the Township ending January 31, 2018 as presented. Vote: Roll call vote.

Eaton	yes	Sanders	yes
Keegan	yes	Hoffman	yes
Carlsen	no		

Motion carried. 2018-03-03.

ROAD DISTRICT FINANCIAL REPORTS

Financial reports for the Road District for the 10 months ending January 31, 2018 were then considered for approval. Trustee Eaton made the motion to approve the Road District financial reports. Motion seconded by Supervisor Sanders. Vote: Roll call vote.

Eaton	yes	Sanders	yes
Keegan	yes	Hoffman	yes
Carlsen	no		

Motion carried. 2018-03-04.

PRESENTATION OF FINANCIAL REPORTS

Financial reports for the Township and Road District for the 11 months ending February 28, 2018 were included in the Trustee materials for review. Supervisor Sanders asked for questions. Discussion on account analysis of accounts payable and the discrepancy caused by a previously entered auditor journal adjusting entry. The discrepancy will be corrected in the next audit.

REVIEW OF JANUARY BILLS

TOWNSHIP

Supervisor Sanders presented the bills for the Township for the month of February and the itemized totals: Salaries \$19,124.24, Invoices \$2,739.75, Auto-Payments \$7,561.68 and Quickbooks \$234.00, for a total of \$29,659.67. Supervisor Sanders stated that a bill had been submitted this morning (not included on the presentation summary) by the Assessor's office for the purchase of a new printer for \$7,990.00. The printer could not be charged on the credit card because the Assessor's card was currently over the limit and the Assessor wanted the printer paid for in this month so it would be paid from the prior budget and not the 2018-2019 budget. Discussion took place as to the Township bill totals being predominantly from the Assessor's office. Commissioner Schultz asked if the same circumstances presented themselves, would his bills be paid in the same manner. Additional discussion took place after which a motion was made by Trustee Eaton to pay the Township bills in the amount of \$37,649.67. Former Assessor Siers clarified with the Board whether the printer bill was actually a March bill and not a February bill; that at this meeting the Board was approving February bills. The motion made by Trustee Eaton to pay the Township bills in the total amount of \$37,649.67, (with the addition of the Assessor's printer bill) was withdrawn and the motion to approve payment of Township bills for the month of February 2018, **in the amount of \$29,659.67** (as presented on the monthly presentation) was then made by Trustee Eaton and seconded by Trustee Hoffman. The question was asked whether the purchases made by the Assessor's officer were coming out of the correct line item on the budget. The answer from the Supervisor was yes. Vote: Roll call vote.

Eaton	yes	Hoffman	yes
Carlsen	yes	Keegan	yes
Sanders	yes		

Motion carried. 2018-03-05.

Trustee Carlsen then questioned a previous entry on the Township check register. Clarification made by Supervisor Sanders.

ROAD DISTRICT

Supervisor Sanders asked for any questions on the bills for the Road District for the month of February and gave the itemized totals: Salaries \$16,898.66, Invoices \$13,348.71, Auto-payments \$726.15, Quickbooks \$101.50, for a total of \$31,075.02. No discussion. Trustee Eaton made the motion to approve the Road District bills **in the amount of \$31,075.02** for the month of February, as presented; Trustee Carlsen seconded the motion.

Vote: Roll call vote.

Eaton	yes	Carlsen	yes
Hoffman	yes	Sanders	yes
Keegan	yes		

Motion carried. 2018-03-06.

OLD BUSINESS

Approval of the November Road District Reports. No Discussion. Motion to approve made by Trustee Eaton, seconded by Supervisor Sanders. Vote: Roll call vote.

Eaton	yes	Sanders	yes
Keegan	yes	Hoffman	yes
Carlsen	yes		

Motion carried. 2018-03-07.

NEW BUSINESS

The first item of New Business on the agenda was the presentation of the 2018-2019 Budgets for review. Discussion took place regarding website and training line item amounts currently allocated in the proposed budgets.

The next item of New Business on the agenda was discussion regarding the appointment of the auditor for 2018-2019. Supervisor Sanders listed the bids received from the firms of K&A and GRA. Both firms would prefer to do full audits only. K&A would like a three-year contract with the first year at \$7,200.00, the second year at \$7,350.00 and the 3rd year at \$7,500.00. The second bid is from GRA at the price of \$6,700.00 for 2018, \$6,900.00 for 2019 and \$7,100.00 for 2020. Discussion ensued regarding a full vs. partial audit and getting partial audit bids. Consensus was that a full audit is not necessary this year.

EXECUTIVE SESSION

Motion to call the Executive Session was made by Trustee Carlsen and seconded by Trustee Eaton. Vote: Roll call vote.

Carlsen	yes	Eaton	yes
Hoffman	yes	Sanders	no
Keegan	yes		

Motion carried. 2018-03-08.

Executive Session commenced at 8:02; for the purpose of discussion and consideration on the *appointment of the specifically named Deputy Clerk Appointee.*

The Township Hall was cleared of the audience and the Executive Session discussion took place.

RETURN TO OPEN REGULAR BOARD MEETING AT 8:32 pm.

No audience remained after executive session adjournment.

Approval of Township Deputy Clerk

Supervisor Sanders made the motion to approve the appointment of a Township Deputy Clerk.

Second by Trustee Eaton. Vote: Roll call vote.

Sanders	yes	Eaton	yes
Keegan	no – opposed Township Clerk’s choice of appointee		
Hoffman	yes	Carlsen	no

Motion carried. 2018-03-09.

Approval of Annual Town Meeting Agenda

The next item of New Business on the Agenda was approval of the Annual Town Meeting Agenda. Clerk Rendl stated the date of the 2019 Annual Town Meeting shown on the draft was incorrect, it should be April 9th not April 12th which will be corrected on the final draft. Brief discussion took place, after which Supervisor Sanders made the motion to approve the Annual Town Meeting Agenda with the aforementioned date correction as discussed. Discussion took place regarding difficulties with tablet reports; specifically email receipt and storage of the reports. Additional discussion then took place regarding archiving reports. Trustee Keegan would appreciate receiving paper copies of reports *at the meeting*. The motion of approval of the Annual Town Meeting was seconded by Trustee Eaton.

Vote: Voice vote. All ayes.

Motion carried. 2018-03-10.

REPORTS BY OFFICIALS

Trustee Carlsen reported that according the ADA Act, Rutland Township is in violation of the ADA ruling as it relates to a handicap railing/access to the Township Hall. Trustee Eaton suggested the matter be considered when the parking lot is re-done. Supervisor Sanders stated that she and Commissioner Schultz had looked at and reviewed the option for the railing. Discussion took place regarding a line item for the railing improvement.

Additional discussion took place during which Trustee Eaton requested the subject of Name tags be added to the April Agenda.

Clerk Rendl stated she was participating in the webinars being presented from TOI in March and April.

Trustee Eaton then made the motion to adjourn the meeting. Trustee Carlsen seconded the motion.

Vote: Voice vote, all ayes. Motion carried. **2018-03-11.**

Meeting adjourned at 8:47 p.m.

DOCUMENT SIGNING

RESPECTFULLY SUBMITTED,

Kathleen J. Rendl

Kathleen J. Rendl, Township Clerk

ACCEPTED:

Margaret Sanders, Supervisor

Thomas Ray Eaton, Trustee

Nicholas Hoffman, Trustee

Charleen Carlsen, Trustee

Victor Keegan, Trustee