

**RUTLAND TOWNSHIP BOARD MEETING
MINUTES OF JANUARY 10, 2017**

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The regular monthly meeting of the Rutland Township Board was held in the Township Hall. Supervisor Sanders called the meeting to order at 7:00 pm and asked for a veteran to lead the Pledge of Allegiance. Resident, Mack Titus, volunteered and the Pledge was recited.

Supervisor Sanders informed the Board that Charleen Carlsen, Township Clerk, was ill and not present tonight. She has asked Kathleen Rendl to record the minutes but a motion is necessary in order for that to take place.

MOTION TO APPROVE KATHLEEN RENDL RECORDING THE MINUTES

A motion to approve Kathleen Rendl to record the January 10, 2017 Township Meeting minutes was made by Trustee Payson, and was seconded by Trustee Eaton. Vote: Voice vote, 2017-01-01 All ayes, motion carried.

Roll call showed the following members present: Trustees Payson, Eaton, Schuldt, and Supervisor Sanders, Also present: Township Assessor Janet Siers and Highway Commissioner Howard J. Schultz. Absent: Trustee Bulmahn, Township Clerk Charleen Carlsen.

MOTION TO APPROVE OR AMEND THE AGENDA

Supervisor Sanders stated the agenda should be corrected to read Review of December bills. Trustee Schuldt requested "Old Business" be added and precede "New Business" on the Agenda. **A motion to approve the Agenda as amended was made by Trustee Payson and seconded by Trustee Schuldt. Vote: Voice vote 2017-01-02 All ayes, motion carried.**

MOTION TO APPROVE THE DECEMBER 13, 2016 MINUTES A motion was made by Trustee Payson and seconded by Trustee Eaton to approve the minutes of

December 13, 2016 Trustee Schuldt requested that the minutes (page 145, paragraph 2, Line 1) be changed to read "correct the deficiencies noted in auditor's report". Trustee Eaton suggested the wording change may not make any difference, that he had questioned the auditors as to whether it was their legal point of view or their suggestion and he was told it was their suggestion. Supervisor Sanders read a paragraph from the Laws and Duties handbook on page 9 specifying the financial duties and responsibilities of the Supervisor as a statement of law. Supervisor Sanders also read from TOIRMA (Township Officials of Illinois Risk Management Association) regarding bond surety as it relates to 100% of funds under the care, control and custody of the Supervisor/Treasurer. Vote: Roll call vote. Payson yes, Eaton yes, Sanders no, Schuldt yes. 2017-01-03. Motion carried.

PUBLIC COMMENTS Mack Titus: Mr. Titus introduced himself and then gave a public service announcement regarding a forum to be held at Sun City

on March 29th . **Jim Darow:** Stated his opinions and offered his notes of same to the Supervisor and asked to have them given to the Township Clerk and to Trustee Buhlman (absent from meeting)

APPROVAL TOWNSHIP AND ROAD DISTRICT FINANCIAL REPORTS FOR EIGHT MONTHS ENDING NOVEMBER 30, 2016 Following a brief question, a motion was made by Trustee Payson, seconded by Trustee Eaton to approve the Township Financial Reports for eight months ending November 30, 2016. Vote: Roll call vote. Payson: yes, Eaton: yes, Sanders: yes, Schuldt: yes. All ayes, 2017-01-04 motion carried.

No discussion on the Road District financial report. **Trustee Payson made a motion to approve the Road District financial reports for eight months ending November 30, 2016, seconded by Trustee Schuldt.** Vote: Roll call vote. Payson: yes, Schuldt: yes, Sanders: yes, Eaton: yes. All ayes, 2017-01-05 motion carried.

PRESENTATION OF TOWNSHIP AND ROAD DISTRICT FINANCIAL REPORTS FOR NINE MONTHS ENDING DECEMBER 31, 2016

Discussion took place on the Township Profit & Loss, previous year comparison, on the Accrued Payroll account on the balance sheet. Additional discussion also took place with regard to the Road District Profit & Loss, Budget vs. Actual amounts for salt, sand and vehicle fuel.

REVIEW OF DECEMBER 2016 BILLS – AUTHORIZE PAYMENT OF TOWNSHIP AND ROAD DISTRICT BILLS FOR PAYMENT

No discussion on Township bills. **A motion was made by Trustee Payson, seconded by Trustee Schuldt to approve the December 2016 Township bills in the amount of \$1,759.95.** Salaries are \$10,984.42, invoices are \$584.82, automatic payments, telephone bills and ComEd bills are \$438.31. QuickBooks charges for bookkeeping are \$124.50, Northern Illinois Food Bank, \$500.00, **for a total amount of \$12,632.05** Vote: Roll call vote. Payson: yes, Schuldt: yes, Eaton: yes, Sanders: yes. 2017-01-06 Motion carried.

Trustee Payson questioned the Road District bills regarding the handwritten amount of \$410.06 for checks. Supervisor Sanders stated that amount was the total of the checks that were written; \$295.00 to Bonnell industries, \$50.00 to the Kane County Highway Commissioners' Association and \$65.00 to MDC Environmental Service for garbage pickup. **A motion was made by Trustee Payson and seconded by Trustee Eaton to authorize payment for the December 2016 Road District bills in the amount of \$18,289.35.** Salaries \$16,983.96, invoices \$410.06,

automatic payments \$793.83 and QuickBooks \$101.50 **for a total of \$18,289.35.** Vote: Roll call vote. Payson yes, Eaton yes, Schuldt yes, Sanders yes. 2017-01-07 Motion carried.

OLD BUSINESS

Trustee Schuldt questioned if the Township had checked into getting proof of insurance for the private contractor that does commercial appraisals for the Assessor's office. Supervisor Sanders stated she had talked to TOIRMA and that she had explained the circumstances of this person's employment and she was told as long as he receives a 1099 (he does) he is responsible for carrying his own liability insurance and the township has no liability. Assessor Siers stated that he does have his own insurance. An extended discussion took place. Trustee Schuldt recommended obtaining proof of insurance prior to his being paid again.

NEW BUSINESS APPROVAL OF ORDINANCE RU 2016-10; Trustee Payson indicated he did study and wanted to approve the ordinance with the following selections; Section 3, the second or Federal option. Section 4, Option 2. A short discussion took place. The ordinance will be typed with the aforementioned selections prior to the ordinance being approved next month.

PRESENTATION OF THE ASSESSOR'S BUDGET FOR 2017-2018

A brief discussion of the Assessor's budget, which must be submitted by January 31st, took place.

DISCUSSION OF APRIL 1, 2016 – MARCH 31, 2017 AUDIT

An unsolicited proposal for a full audit from Tighe, Kress & Orr has been received, with a price of \$8,500.00. A short discussion took place with regard to seeking other proposals and suggestions for other companies to be contacted.

MOTION TO ADJOURN

Supervisor Sanders thanked everyone for attending the meeting. **A motion to adjourn was made by Trustee Payson and seconded by Trustee Schuldt.** Vote: Voice vote, all ayes. 2017-01-08 Motion carried. Meeting adjourned 7:59pm.

Submitted by Kathleen Rendl

on Behalf of:

Charleen Carlsen, Township Clerk

Margaret Sanders, Supervisor

Steve Schuldt, Trustee

John Payson, Trustee

Ray Eaton, Trustee

