

**RUTLAND TOWNSHIP
REGULAR BOARD MEETING
AUGUST 11, 2015**

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The Rutland Township Board held its regular monthly meeting at the town hall. Supervisor Sanders called the meeting to order at 7:00 pm and then asked T.R. Smith, our County Board Representative, to lead us in the Pledge of Allegiance. Roll call showed the following members present: Supervisor Sanders, Clerk Carlsen, Trustees Bulmahn, Payson and Eaton. Assessor Siers was also present.

MOTION TO APPROVE OR AMEND THE AGENDA

A motion to approve the agenda was made by Trustee Payson and seconded by Trustee Bulmahn. Voice vote: all ayes. 2015-08-01 Motion carried.

MINUTES

A motion was made by Trustee Payson and seconded by Trustee Bulmahn to approve the minutes of July 14, 2015. The Supervisor asked that page 85 be amended to say that the Trustees are to send questions to the auditors prior to the August meeting. A motion was then made by Trustee Bulmahn and seconded by Trustee Payson to approve the July minutes as amended. Voice vote: all ayes. 2015-08-02 Motion carried.

PUBLIC COMMENT

Resident Katherine Portera from Huntley questioned why, when an audit is done, that we don't follow the auditors' suggestions and have more than one signature on our checks. She also questioned why we even have an audit if we don't follow their advise? The Supervisor explained that our manual states that we are not required to have a second signature on the checks, also that she is bonded and it is her choice not to have an additional signer.

AUDIT REPORT

Wade Arthur and Joe Baker auditors from Tighe, Kress & Orr then presented our Annual Financial Audit report for the fiscal year ending March 31, 2015. Mr. Arthur explained that the Township shows a healthy cash balance and that we have enough money for 6-9 months of expenses should the need arise. There were also substantial errors on both the town and the road financial reports for the year ending March 31, 2015. The auditors agreed to come in and reverse the March 31, 2014 entries, to check the March 31, 2015

entries and to also rerun the financial reports for March 31, 2015 with the corrected entries. Their Management letter stated that their "suggestions" for internal controls are not required, by law, but are simply their opinions for good business practices. Trustee Eaton asked if they had checked with the state of IL for any laws pertaining to Township auditing requirements and internal controls? Mr. Arthur explained that their suggestions are their firms' opinions only and not required to be checked.

Kane County Board Representative T.R. Smith then spoke about some of the current Kane County issues such as their county budget being \$2,000,000 short in part due to the Coroner not adhering to his budget, which he had agreed to three years ago. His budget is up 28%. The county is proposing four "roundabouts" and T.R. has been the only board member to vote against this. The Levy has been frozen for the last four years, the county's budget is balanced, Longmeadow Parkway is on track, though there is a lot of disagreement on this project, and he doesn't think that there will be any consolidation of townships at this time.

SUPERVISORS ANNOUNCEMENTS

The Supervisor reported that she'd talked with the Township insurance Co. regarding holding a Farmers Market here and they said that we'd need an agreement signed with those involved, signs would need to be posted indicating dangerous road district areas, pictures taken of the signs, insurance would have to be provided by those holding the Market, though the Township insurance would cover anyone injured on the property, and clean up afterwards would need to be provided.

APPROVAL TOWNSHIP AND ROAD DISTRICT FINANCIALS FOR THREE MONTHS ENDING JUNE 30, 2015

Trustee Bulmahn noted that the line item called Legal needs to be removed from the Assessors budget and that he will not approve the Town June financials until it is. Trustee Payson concurred saying that our Attorney Ron Roeser had advised us to do this when he was here at a meeting. There was no discussion on the Road District financials for the

month ending June 30, 2015 so, a motion was made by Trustee Bulmahn and seconded by Trustee Payson to approve the Financial Reports for the Road District for the month ending June 30, 2015. Vote: Roll call vote. 2015-08-03 Bulmahn yes, Payson yes, Sanders yes, Eaton yes, motion carried.

PRESENTATION OF TOWNSHIP AND ROAD DISTRICT FINANCIALS FOR THE FOUR MONTHS ENDING JULY 30, 2015

Trustee Bulmahn noted that we'd received about half of our tax money so far, and that the assessor's budget is tracking nicely. He also questioned the QuickBooks charges, which the Supervisor explained automatically gets charged. There were no questions on the Road District financials.

REVIEW AND PAYMENT OF JULY BILLS FOR THE TOWN AND ROAD

There were salaries of \$15,394.62, invoices of \$2,276.79, auto payments of \$679.27, and QuickBooks charges of \$117.15 for a total of \$ 18,467.83 for the Town bills. **A motion was then made by Trustee Bulmahn and seconded by Trustee Payson to approve the July Town Fund bills in the total amount of \$18,467.83.** Vote: Roll call vote. 2015-08-04 Bulmahn yes, Payson yes, Sanders yes, Eaton yes, motion carried.

The Road District bills were: salaries of \$10,839.24, invoices of \$12,078.02, employee insurance benefit \$3,000.00, auto payments of \$262.57 and QuickBooks charges of \$84.70 for total expenses of \$26,264.53 for the Road District bills. Following a brief discussion, **a motion was made by Trustee Payson and seconded by Trustee Bulmahn to approve the July Road District bills for a total of \$26,264.53.** Vote: Roll call vote. 2015-08-05 Payson yes, Bulmahn yes, Sanders yes, Eaton yes, motion carried.

INVESTMENT REPORT

Trustee Bulmahn then submitted a detailed report to the Board saying that it was a rough analysis of excess cash reserves as of July 31, 2015. The report goes through the end of the fiscal year March 31, 2016. This covers all our expenses for that period, taking in all existing cash balances, plus the additional anticipated property tax money from Kane County, less our remaining budget expenses for the year, and then comes down to excess cash balances on a preliminary basis. He then provided more detail for the Board that explained everything in the report. Trustee Bulmahn then stated that this is again a preliminary report

and that he would have another for next month with more information.

REPORTS BY OFFICIALS

Trustee Bulmahn noted that he'd spoken with Trustee Schuldt, who's out of town, and he was wondering about permit fees. The Supervisor explained that there was \$5,500 in permit fees so far this year and Trustee Bulmahn asked that we check with the Road Commissioner next month to see if there is anymore forthcoming. Clerk Carlsen reported that she'd spoken to Supervisor Sanders about the Township going paperless. She stated that she'd also talked with the Township Attorney about this and he thought it was a good idea, that the Township should purchase the tablets to be turned in at the end of each officials term, and the Trustees would need to have their own individual township emails as they could be F.O.I.A.'ed. Several issues to check would be the necessary software, where to get the tablets, instruction for them, whether we'd need a new computer to do this and getting a computer person to set all this up. The Clerk will continue to look into this and report back to the Board next month. Trustee Eaton stated that he was disappointed with the young men who were here from the auditors office and wanted to know if any deficiencies i.e.: two signatures on checks are required by the state of IL and would be satisfied with one signer if it's not. The Supervisor noted that The Clerk files the bills after they're checked and approved by the Board for payment when she then mails the approved checks. Trustee Eaton also noted his visits at the Assessors as well as the Road District offices and commended them both.

ADJOURNMENT

There being no further business **a motion was made by Trustee Payson and seconded by Trustee Eaton to adjourn the meeting at 8:20pm.** Vote: Voice vote, all ayes. 2015-08-06 Motion carried.

Respectfully Submitted,

Charleen Carlsen, Rutland Township Clerk

Margaret Sanders, Supervisor

John Payson, Trustee

Fred Bulmahn, Trustee

Ray Eaton, Trustee

