

RUTLAND TOWNSHIP BOARD MEETING  
DECEMBER 12, 2017

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

Prior to calling the meeting to order, a vote was taken to authorize Janet Siers to take the minutes for the absent Clerk Rendl, for this meeting.

#### AGENDA

Supervisor Sanders called for a motion to approve and/or amend the December 12, 2017 agenda. Trustee Carlsen asked that discussion regarding instruction or training for the trustees on the tablets be added to the agenda (New Business). Trustee Hoffman made the motion to approve the agenda with the aforementioned addition. Motion seconded by Trustee Eaton. Vote: Voice vote. All ayes. **Motion carried. 2017-12-01.**

#### MINUTES

Trustee Carlsen made the motion to approve the regular Board meeting minutes of November 14, 2017 as presented; Trustee Hoffman seconded the motion. Vote: Voice vote. All ayes. **Motion carried. 2017-12-02.**

**PUBLIC COMMENTS** Mr. Richard Stack, 13932 Redmond Drive, Huntley, gave his viewpoint regarding the need for a hearing for the purpose of notifying residents about levying new construction. Supervisor Sanders clarified that she had spoken to John Emerson at the County on the issue and was instructed that the Township could levy new construction up to 4.9% without the need to publish notice for and hold a hearing on that issue. Mr. Stack's opinion was that homeowners of new construction in Rutland Township should have the chance to give their opinion on the addition of levying new construction at a hearing. T.R. Smith stated that the County portion of the levy has not changed in 6 years but that a levy against new construction was added this year; that a levy against new construction has "languished out there for a number of years, that nobody thought of putting it in the budget for about 15 years" and the addition of the new construction levy has helped the County meet their frozen tax levy, the elected officials' salaries had been reduced by 3.64% in order to meet the budget. The question was asked whether commercial new construction would be levied as well as residential. The answer was yes but that the levy is based on a 3-year average and vacant farmland would be levied differently than an existing business.

#### SUPERVISOR'S ANNOUNCEMENTS

**NONE.**

#### APPROVAL OF FINANCIAL REPORTS

Supervisor Sanders stated there had been a question on the Road District financial reports for the 6 months ending September 30<sup>th</sup> 2017 as the result of an error in printing the report in the November meeting. (The trustees were sent the corrected report with explanation of the error by email from Clerk Rendl at 9:11 pm on October 10<sup>th</sup> following the meeting) and approval on the aforementioned financial report was now needed at this meeting. Supervisor Sanders asked for a motion to approve the Road District financial reports for the months ending September 30, 2017. Motion to approve the Road District financial reports for the 6 months ending September 30<sup>th</sup>, 2017 as corrected and presented was made by Trustee Eaton and seconded by Trustee Hoffman. Vote: Roll call vote.

Eaton	yes	Hoffman	yes
Carlsen	no	Keegan	no

Sanders yes

**Motion carried. 2017-12-03.**

The financial reports for the 7 months ending October 31, 2017 for the Township and Road District were provided to the Trustees last month for review and included in this month's materials for approval.

Supervisor Sanders asked for any questions on the Township report. Trustee Eaton had a question on the **Expenses by Vendor** detail report on the auto-pay handwritten items and total. Supervisor Sanders gave the explanation. Motion was made by Trustee Eaton and seconded by Trustee Hoffman to accept the financial reports for the Township for the 7 months ending October 31, 2017, as presented.

Vote: Roll call vote.

Eaton	yes	Hoffman	yes
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Carlsen	no	Keegan	no
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Sanders	yes		
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**Motion carried. 2017-12-04.**

The financial reports for the Road District for the 7 months ending October 31, 2017 were then considered for approval. Trustee Eaton had a question on \$487.50 expense for legal expense. Supervisor Sanders clarified the expense. A motion was made by Trustee Eaton and seconded by Supervisor Sanders to accept the financial reports for the Road District for the 7 months ending October 31, 2017, as presented.

Vote: Roll call vote.

Eaton	yes	Sanders	yes
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Keegan	no	Carlsen	no
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Hoffman	yes		
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**Motion carried. 2017-12-05.**

### **PRESENTATION OF FINANCIAL REPORTS**

Financial reports for the Township and Road District for the 8 months ending November 30, 2017 were included in the Trustee materials for review. Supervisor Sanders asked for any questions. Trustee Carlsen had a question on the Road District report. She questioned the total shown for expenses paid, less the auto-payments on the **Vendor Detail** and the total shown on the **Balance Sheet**, which reflects the auto-payments. Her question was on the difference shown between the two reports and how those amounts could be verified. Supervisor Sanders gave the explanation for verification on the amounts and discussion ensued after which Supervisor Sanders stated she would speak to the auditor for further clarification on Trustee Carlsen's question. Trustee Carlsen then stated that she would like to have the two reports she had requested at the November meeting to be provided. Supervisor Sanders asked which reports she had requested. Trustee Carlsen stated the reports were the **"Statement of Cash Flows and Settlement Sheet"**. Supervisor Sanders stated those reports were not necessary according to what the auditor had explained to her, and that the information was contained in the other reports provided to the trustees. Discussion ensued. Trustee Carlsen made the motion to request the two additional reports be provided each month to the trustees. Further discussion took place. The motion could not be made as it was not on this month's agenda. Trustee Eaton asked that Trustee Carlsen supply the other Trustees with copies of those two particular reports at the next meeting. Trustee Carlsen agreed to provide the aforementioned reports. Supervisor Sanders again asked for questions on the Township and Road District reports ending November 30, 2017. There were no further questions. Trustee Keegan asked for clarification of the resurfacing expense by the Highway Department. Trustee Eaton and Hoffman clarified the resurfacing area. Bill Siers from the audience, also tried to make clear the location and expense and Trustee Hoffman further explained that Commissioner Schultz had indeed provided all that information two or three months ago. More discussion ensued. No further questions.

## REVIEW OF DECEMBER BILLS

### TOWNSHIP

Supervisor Sanders began the review of Township bills for the month of November by itemizing the expenses. Gross salaries in the amount of \$14,167.24, invoices \$2,553.38, automatic payments \$979.47, Quickbooks charges \$125.50, General Assistance \$1,150.00; \$1,000.00 of the GA expense was a contribution to the Food Bank and \$150.00 was for an updated GA manual, for a total of **\$18,975.59**. Supervisor Sanders asked for any questions. Trustee Carlsen questioned an expense from Ancel Glink on health insurance. Supervisor Sanders explained that was for re-writing the health insurance reimbursement plan for all full-time employees. Trustee Carlsen questioned why the bill was not split between the Road District and Township. Discussion ensued. Trustee Carlsen also questioned if the \$165.00 charge on the PNC credit card was for the Springfield Conference and a question on Assessor Siers' mileage expenses. Trustee Keegan questioned the contribution to the Food Bank. Supervisor Sanders explained that the contribution was split between two accounts, \$500.00 from each account. Trustee Keegan questioned why the contribution was not split between two food banks and Supervisor Sanders explained the motion had not been made with that specific directive. Supervisor Sanders asked for a motion to approve the Township bills for the month of November. Trustee Eaton asked that the reimbursement from the Road District be made to the Township for the Ancel Glink expense. A motion to pay the Township bills in the **total amount of \$18,975.59**, as presented, was made by Trustee Eaton and seconded by Trustee Carlsen.

Vote: Roll call vote.

Eaton	yes	Carlsen	yes
Hoffman	yes	Sanders	yes
Keegan	yes		

Motion carried. **2017-12-06.**

### ROAD DISTRICT

Prior to discussion of the Road District bills, Trustee Carlsen asked what Commissioner Schultz was buying. Supervisor Sanders explained he is buying a truck and a \$2,000.00 deposit was necessary to accommodate the specifics of how he has requested the truck be built. The deposit was made from the equipment line item. Trustee Hoffman expressed his displeasure with the lack of information provided on the invoice from CIT Trucking. Trustee Carlsen made the motion to approve the bills in the **total amount of \$177,461.49**, as presented. Trustee Eaton seconded the motion. Vote: Roll call vote.

Carlsen	yes	Eaton	yes
Keegan	yes	Sanders	yes
Hoffman	yes		

Motion carried. **2017-12-07.**

### NEW BUSINESS

The first item under New Business was approval of the 2018 Calendar of Scheduled Meetings. Trustee Carlsen asked for a change on the calendar, she asked that the budget hearing be moved to May. Supervisor Sanders stated that she and the Highway Commissioner would rather have the hearings in March as it helped with budget expenses and line item amounts. Discussion ensued. Trustee Carlsen also asked that the Adoption of the Levies be held in November. Trustee Keegan asked what the calendar has been historically. Supervisor Sanders clarified that budget hearings had been held in May. Supervisor Sanders then made a motion that the calendar be changed to show the levy adoptions be held in November but the budget hearings be held in March. Trustee Eaton asked Trustee Carlsen to explain her reasoning for wanting the budget hearings to be in May. She

did so, with the explanation that this was a new board and she felt all the information possible should be provided. Trustee Keegan gave his opinion and discussion ensued. Supervisor Sanders disagreed with keeping the budget hearing in March. Trustee Eaton asked for T.R. Smith's opinion. The County fiscal year is different than the Township. The motion to approve the calendar with the changes of: Budget Hearings in the month of May (8) and Levy adoptions in November (13) was made by Trustee Carlsen and seconded by Trustee Eaton.

Vote: Roll call vote.

Carlsen	yes	Eaton	yes
Keegan	yes	Sanders	yes
Hoffman	yes		

Motion carried. **2017-12-08.**

Trustee Carlsen requested Supervisor Sanders to email the approved calendar to all the trustees.

The next item of New Business was the approval of the Rutland **Road District Levy Ordinance RU-2017-08** in the amount of \$460,000.00. A short discussion ensued regarding the Levy being the same amount as in previous years. Motion to approve the **Road District Levy Ordinance RU-2017-08 in the amount of \$460,00.00** was made by Trustee Eaton and seconded by Trustee Keegan. Vote: Roll call vote.

Eaton	yes	Keegan	yes
Sanders	yes	Carlsen	yes
Hoffman	yes		

Motion carried. **2017-12-09.**

The next item of New Business on the agenda was the approval of the **Township Levy Ordinance RU-2017-09**. Trustee Carlsen stated there was an error on the verbiage of the Ordinance – it should be corrected to reflect the amount of \$265,300.00. Trustee Eaton asked if the amount of the Levy was the same as in previous years. Supervisor Sanders answered it was not the same amount, this year would include a levy against new construction. One of the expenses under consideration was repaving the parking lot. There is a projected expense of \$43,000.00 – which will have to be put out for bid. Additional discussion took place on repaving the parking lot. Trustee Keegan brought up the fees collected earlier this year from Nicor. Trustee Hoffman reiterated his question regarding levy increases – where the money will come from and how to provide that information to the general public. Discussion ensued as to how and where to provide the information. Trustee Eaton questioned on how the levy on new construction was quantified. Assessor Siers answered the question by explaining that the new construction levy was only on homes built and completed during a specific year, January 1 through December 31<sup>st</sup>. Mr. Stack commented that the details of how to notify the public is on the TOI website on an Assessor's page. Supervisor Sanders answered Trustee Hoffman's question of the amount of last year's levy; the amount was \$252,700.00 and the Township was able to levy an additional 4.99% this year on new construction, approximately \$12,610.00. Trustee Keegan questioned the purpose of the new construction levy. Supervisor Sanders explained the additional levy was specifically for repaving the parking lot and that the additional money would go into the Building and Grounds line item specifically for that purpose this year and next year the levy would be done again so that the money would be available to repave the parking lot. Further discussion ensued. Trustee Eaton made the motion to approve the **Township Levy Ordinance RU-2017-09 in the amount of \$265,300.00** with the corrected amount shown on the ordinance. Trustee Hoffman seconded the motion. Vote: Roll call vote.

Eaton	yes	Hoffman	yes
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Carlsen            yes – reluctantly. Trustee Carlsen expressed her displeasure that the Trustees had not been told about the new construction levy ahead of this meeting in order to clarify all the information. Discussion ensued about the filing deadline, the procedural concerns. Supervisor Sanders reiterated that she had clarified the procedure with the County before the filing.

Keegan            No

Sanders            yes

**Motion carried. 2017-12-10.**

The next item on the agenda was the need for added training/instruction for the trustees on the tablet use. Discussion ensued regarding the suitability of David Yee. Supervisor Sanders questioned whether we should find someone to do the instruction or a class. Trustee Keegan stated the man from the Hampshire library would be someone to contact and he would be a very good person to give the instruction. Trustee Keegan has the business card for that person. Supervisor Sanders asked for any other suggestions on someone to do the training and stated she would ask other townships for their suggestions and contact the man from Hampshire library.

Trustee Eaton brought up the question of updating the website. Trustee Keegan suggested the TOI website. Trustee Eaton stated that in his opinion, those websites were less than satisfactory. The question of the website change will be added to next month's agenda. Further discussion ensued regarding how and who would provide training for the tablets. The suggestion from the audience was made to contact the Sun City computer club.

#### REPORTS BY OFFICIALS

Trustee Keegan discussed updating the website with links. No other reports by officials. Supervisor Sanders stated she would prefer the documents be signed before the meeting was adjourned.

#### DOCUMENT SIGNING

Trustee Carlsen made the motion to adjourn the meeting. Trustee Hoffman seconded the motion. Vote: Voice vote, all ayes. Motion carried. **2017-12-11. Meeting adjourned at 8:29 p.m.**

RESPECTFULLY SUBMITTED,

*Kathleen J. Rendl*

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Kathleen J. Rendl, Township Clerk

**ACCEPTED:**

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Margaret Sanders, Supervisor

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Thomas Ray Eaton, Trustee

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Nicholas Hoffman, Trustee

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Charleen Carlsen, Trustee

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Victor Keegan, Trustee