

RUTLAND TOWNSHIP BOARD MEETING
NOVEMBER 14, 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 Hoffman, Eaton, Carlsen and Keegan. Also present: Assessor Siers and Commissioner Schultz.

Prior to the established agenda, Supervisor Sanders asked for a motion to approve Janet Siers taking the minutes for Clerk Rendl who was unable to attend the meeting. Trustee Eaton made the motion to accept Jan taking the minutes, Supervisor Sanders seconded the motion. Vote: Roll call vote.

Eaton	yes	Sanders	yes
Keegan	yes	Carlsen	no

Motion carried. 2017-11-01.

AGENDA

Supervisor Sanders called for a motion to approve and/or amend the November 14, 2017 agenda. Trustee Hoffman made the motion to approve the agenda. Motion seconded by Trustee Eaton. Vote: Roll call vote.

Hoffman	yes	Eaton	yes
Sanders	yes	Keegan	yes
Carlsen	yes		

Motion carried. **2017-11-02.**

MINUTES

Supervisor Sanders asked for a motion to approve or amend the regular Board meeting minutes of October 10, 2017 as presented; Trustee Carlsen asked for a correction of the removal of Commissioner Schultz's name as being present. Supervisor Sanders asked for motion to approve the minutes with the aforementioned correction. Trustee Carlsen made the motion to approve as corrected, Trustee Eaton seconded the motion. Vote: Voice vote. All Ayes.

Motion carried. **2017-11-03.**

PUBLIC COMMENTS Connie Von Kendell introduced herself and spoke regarding her candidacy and qualifications for running for County Board Representative for Kane County District 9. Trustee Keegan had a question regarding which townships District 9 represented.

SUPERVISOR'S ANNOUNCEMENTS

Supervisor Sanders stated that Clerk Rendl was absent due to family illness.

The financial reports for the Township for the six months ending September 30, 2017 were then considered for approval. Trustee Carlsen stated that reports were not being presented to the current board that had been presented to the prior board. The reports in question were named as follows: Statement of Cash Flows, Profit & Loss Comparison, and a Settlement Sheet. Supervisor Sanders stated that the information was in fact contained in the reports being presented to the Board. Trustee Eaton questioned the "fines" category income and Supervisor Sanders explained the category and income. A motion was made by Trustee Eaton and seconded by Trustee Hoffman to accept the financial reports for the Township for the six months ending September 30, 2017, as presented.

Vote: Roll call vote.

Eaton	yes	Hoffman	yes
Carlsen	no	Sanders	yes
Keegan	yes		

Motion carried. **2017-11-04.**

Supervisor Sanders then asked for any questions on the financial reports for the six months ending September 30, 2017 for the Road District. Trustee Hoffman questioned the layout and information on the P& L Budget vs Actual from last month. There was discussion regarding whether the corrected report had been sent to the Trustees. This item was moved to next month's agenda for further discussion and /or approval.

Financial reports for the Township and Road District for the seven months ending October 31, 2017 were included in the Trustee materials for review. Supervisor Sanders asked for any questions. There were none.

REVIEW OF OCTOBER BILLS

TOWNSHIP

Supervisor Sanders reviewed the paycheck numbering issue from last month and the explanation she sent to each trustee by email.

The review of Township bills for the month of October began by an itemization of expenses. Gross salaries in the amount of \$15,234.53, invoices \$1,469.71, automatic payments \$955.42 Quickbooks charges \$120.50, for a total of **\$17,780.16**. Supervisor Sanders asked if a list of the bills had been received by all of the Trustees, it had. No questions. Trustee Carlsen made the motion to accept the list as presented and pay the Township bills in the **total amount of \$17,780.16**, for the month of October. The motion was seconded by Trustee Hoffman. Vote: Roll call vote.

Carlsen	yes	Hoffman	yes
Sanders	yes	Eaton	yes
Keegan	yes		

Motion carried. **2017-11-05.**

ROAD DISTRICT

Payment of Road District Bills began with the Supervisor Sanders itemizing the expenses; salaries in the amount of \$ 12,346.16 invoices in the amount of \$8,204.53, automatic payments in the amount of \$2,179.62, Quickbooks charges \$ 100.00, employee reimbursement \$4,200.00 for a total of **\$27,030.31** . Trustee Carlsen questioned Commissioner Schultz on the Midland Standard bill. Commissioner Schultz stated that the Midland Standard bill was for the testing of the paving required and conducted by the County at the plant and on site. Trustee Carlsen also questioned the bill for SureShot. Commissioner Schultz explained the bill was for the rental of the crack filling equipment. Trustee Carlsen then made the motion to approve the bills in the **total amount of \$27,030.31**, as presented. Trustee Eaton seconded the motion. Vote: Roll call vote.

Carlsen	yes	Eaton	yes
Keegan	yes	Sanders	yes
Hoffman	yes		

Motion carried. **2017-11-06.**

OLD BUSINESS

Supervisor Sanders asked if all the Trustees had received the memory cards for the tablets and if everyone knew how to install them. There were questions, Trustee Hoffman stated he would help with the issues. Trustee Keegan questioned whether the existing memory would be erased by installing the memory card. Trustee Hoffman suggested all future information be saved to the SD card and not to the tablet memory for performance reasons.

NEW BUSINESS

Supervisor Sanders discussed the annual contribution to the Food Pantry and the auditor's recommendation that an increased amount of money be spent from the General Assistance Fund. Trustee Eaton suggested increasing the annual contribution amount to \$1,000.00. Discussion took place. The motion was made by Trustee Eaton and seconded by Trustee Carlsen to send \$1,000.00 to the Northern Illinois Food Bank in St. Charles. Vote: Roll call vote.

Eaton	yes	Carlsen	yes
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Hoffman yes Sanders yes

Keegan yes

Motion carried. 2017-11-07.

Supervisor Sanders then spoke regarding the levies being due in December and the mandatory filing with the County by the last Tuesday in the month. She will be working on them and asked if anyone thought the budget needed to be increased or changed. Trustee Keegan asked about the process of establishing the levy and the budget. Supervisor Sanders explained the process and the timeline for establishing the levy and the budget. Trustee Eaton suggested that the budget might need to be increased for repairs that should be scheduled for next year.

Discussion was had regarding tax dollar income and Supervisor Sanders reiterated her question on whether any of the Trustees felt the need to increase the levy in any categories; other than for repairs no answer was given. Trustee Carlsen asked if the cameras were working, the answer was yes, they are.

The next item on the agenda was the discussion of adding links to the website for different sections of Rutland Township. Discussion took place regarding the different links and the consensus was that links should be added. Trustee Eaton made the suggestion that the Board consider the clerk updating or creating a new website and asked that it be put on the December agenda. Supervisor Sanders asked if there were any other items to be discussed. There were none.

REPORTS BY OFFICIALS

Supervisor Sanders reviewed a Clerk's report presented to the Board previously and then asked if Assessor Siers had anything to report. There was nothing to report. Commissioner Schultz reported on the paving done this year and drainage planned for next year to solve the water problems.

Trustee Carlsen spoke to Commissioner Schultz about the MFT reports and bills presented. Commissioner Schultz clarified the process of approving and paying bills. Trustee Carlsen asked for copies of bills – Commissioner Schultz explained there were no bills until next year and explained the payout timeline and availability. Commissioner Schultz also stated he has to make a budget for the State each year. Trustee Hoffman asked Commissioner Schultz about the Township's readiness for the winter. They are ready and prepared as they are each winter. Trustee Eaton reported on the Annual Dinner for Elected Officials last month, the Rutland representation and the program that was presented.

MEETING ADJOURNMENT

Supervisor Sanders then asked for a motion to adjourn the meeting. Trustee Eaton made a motion to adjourn the meeting. Trustee Hoffman seconded the motion. Vote: Voice vote, all ayes. Motion carried. **2017-11-08. Meeting adjourned at 7:57 pm.**

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