

RUTLAND TOWNSHIP BOARD MEETING

November 13, 2018

The Rutland Township Board held its regular monthly meeting in the Town Hall. The meeting was called to order at 7:00 pm by Supervisor Sanders; the Pledge of Allegiance was recited. Roll call showed the following members present: Supervisor Sanders, Clerk Rendl, Trustees Hoffman, Keegan, Eaton and Siers. Assessor Fritz and Highway Commissioner Schultz did not attend the meeting.

AGENDA

Supervisor Sanders asked that the agenda be amended to reflect additional expense of \$540.00 to the Township bills for the month of October; the corrected total amount being paid = \$21,792.73. Motion to approve the November 13, 2018 agenda with the aforementioned amendment made by Trustee Eaton, seconded by Trustee Siers.

Vote: Roll call vote.

Eaton	yes	Siers	yes
Hoffman	yes	Keegan	yes
Sanders	yes		

Motion carried. 2018-11-01.

MINUTES

Motion to approve the October 9, 2018 minutes as written made by Trustee Siers, second by Supervisor Sanders.

Vote: Roll call vote.

Siers	yes	Sanders	yes
Keegan	yes	Eaton	yes
Hoffman	yes		

Motion carried. 2018-11-02.

PUBLIC COMMENTS

None.

SUPERVISOR'S ANNOUNCEMENTS

A representative from Morton Building will be coming Tuesday, Nov 20th at 10 am to inspect and bid repairs for the township office and road district garage roof and a representative from Cleary Building has been contacted for bid as well (time not scheduled yet). Supervisor Sanders invited the Trustees to be present for both inspections.

APPROVAL OF FINANCIAL REPORTS***TOWNSHIP FINANCIAL REPORTS***

Motion made by Trustee Eaton, second by Trustee Hoffman, to approve the financial reports for the Township for the 6 months ending September 30, 2018 as presented.

Vote: Roll call vote.

Eaton	yes	Hoffman	yes
Keegan	yes	Siers	yes
Sanders	yes		

Motion carried. 2018-11-03.

ROAD DISTRICT FINANCIAL REPORTS

Motion to approve the Road District financial reports for the 6 months ending September 30, 2018 as presented, made by Trustee Hoffman, seconded by Trustee Eaton.

Vote: Roll call vote.

Hoffman	yes	Eaton	yes
Sanders	yes	Siers	yes
Keegan	yes		

Motion carried. 2018-11-04.

PRESENTATION OF FINANCIAL REPORTS

Financial reports for the Township and Road District for the 7 months ending October 31, 2018 were included in the Trustee materials for review.

REVIEW OF OCTOBER BILLS**TOWNSHIP**

Supervisor Sanders presented the Township bills for the month of October. Brief discussion. Motion made by Trustee Eaton, second by Trustee Siers, to pay the Township bills for the month of October **in the corrected total amount of \$21,792.73**, as presented.

Vote: Roll call vote.

Eaton	yes	Siers	yes
Hoffman	yes	Keegan	yes
Sanders	yes		

Motion carried. 2018-11-05.

ROAD DISTRICT

Supervisor Sanders presented the Road District bills for the month of October. Motion to approve the Road District bills **in the total amount of \$22,000.14** for the month of October as presented, made by Trustee Eaton, seconded by Trustee Hoffman.

Vote: Roll call vote.

Eaton	yes	Hoffman	yes
Siers	yes	Keegan	yes
Sanders	yes		

Motion carried. 2018-11-06.

Trustee Siers questioned the expense shown as *Good News Construction* in the Township Expense by Vendor Detail. Identification of the contractor and expense; immediate roofing repairs on the township office and road district garage roof to prevent further water damage until re-roofing can take place.

OLD BUSINESS**IMRF**

Trustee Eaton reported that he was waiting for clarification by IMRF on several issues.

INSURANCE

Trustee Eaton reported that he has been talking with Alex Fritz in the Assessor's office and he is looking at a website regarding municipal health insurance and will report his findings next month if he has anything to report. Discussion took place regarding municipal insurance and IMRF. Supervisor Sanders mentioned that Alex is leaving the Assessor's office in Rutland Township as of December 1st to work in the Geneva Assessor's office.

NEW BUSINESS

The Levies must be approved at next month's meeting; they are required to be filed with the County by the last Tuesday in December. An estimate of the tax levies for the Township and Road District was provided to each of the Trustees by the Supervisor. A review of the numbers and discussion took place.

Supervisor Sanders stated that she has been working with the Assessor's office and the office staff has requested a budget increase of \$5,000.00, raising the Assessor's budget to \$167,000; statutorily the Assessor must submit the budget to the Board, not an employee. Discussion regarding the legal expense incurred last year by the Assessor not submitting the line-item expenses of his budget.

Extensive discussion of the Assessor's current budget, the surplus that existed in the budget when he took office, the to-date expenditures for salaries and equipment, and the money remaining in this budget. Discussion continued regarding the electronic and office equipment purchased in 2018, the disposition of the existing equipment and whether there is an itemized, serialized inventory, documentation of purchases and recordkeeping of the disposition of equipment. Supplementary discussion took place regarding the previous Board's requirement of documentation of all equipment and equipment purchases (itemized inventory) and that a continued requirement of serialized documentation of current equipment and all equipment disposed of should be put into place; the Board should formulate and present a formal request for a serialized, itemized inventory from the current Assessor.

Discussion regarding the Building & Grounds line-item amount; the expense of repairing the roof, the parking lot and other maintenance items.

Discussion regarding the estimated Road District Levy amount and expenses.

REPORTS BY OFFICIALS***TRUSTEES***

Trustee Siers stated that Assessor's office now has two "Beware of Dog" signs posted and there is a dog owned by an employee of the Assessor in the trailer office or tied outside during working hours. Discussion took place regarding the liability and legalities affecting the Township and procedural Board action. Follow-up discussion to take place next month.

Adjournment

Motion to adjourn the meeting made by Trustee Siers, second by Trustee Eaton.

Vote: Voice vote. All Ayes. Motion carried. **2018-11-07.**

Meeting adjourned at 8:15 p.m.

DOCUMENT SIGNING

RESPECTFULLY SUBMITTED,

Kathleen J. Rendl

Kathleen J. Rendl, Township Clerk