

Winterfield Township Special Board Meeting
June 15, 2018
Minutes

Members Present: Mark Hammar, Supervisor; Bonnie Blackledge, Clerk; Linda Peterson, Treasurer

Members Absent: Shelly Laughlin and Fred Prielipp, Trustees

Others Present: None

The meeting was called to order at 2:00 pm by Supervisor Hammar.

Hammar reviewed the draft budget/asset list that he created. The Board agreed to increase the Township Hall category of the budget for improvements to the kitchen and to seal coat the parking lot.

The Board reviewed the Transfer Station and Road proposed budgets to arrive at estimated amounts and contingencies. The Treasurer's calculations were compared to the QuickBooks report and corrections made where necessary.

Hammar brought up the discrepancy in the price of brine on the bill we received from Beckman. We were charged 15 cents even though the contract was for 11 cents a gallon. Hammar is working with Beckman to resolve the issue. After discussion on several options, **Peterson moved to change our existing 2018 contract from 11 cents a gallon to 13 cents. Hammar seconded. Ayes: 3, Nays: 0, Motion carried.** Hammar will continue negotiations with Beckman.

The Board reviewed the General Fund proposed budget. Corrections were made to the year-to-date amounts so that the Treasurer's books agree with QuickBooks, as several items were placed in wrong categories. Changes will be made to the Supervisor's Budget spreadsheet and the QuickBooks categories so the format matches. There will be an attempt to move to the Budget Reporting in QuickBooks by the end of the 2019 Fiscal Year.

Some items to note:

- The Road account will be added to QuickBooks and deposits transferred from the Road account to General Fund will continue to reflect exact amounts for brining and road work projects.
- A separate category will be created to show ISP activity – now it is included under "Township Board."
- A typo went unnoticed in the approved 2018 budget spreadsheet. Treasurer's salary was supposed to be \$9,323, the same as the Clerk's. Blackledge explained why the total spent year-to-date for officers' salaries did not meet the total approved, due to paychecks being paid in arrears. July paychecks included May and June of the previous Fiscal Year, prior to raises.
- Blackledge also mentioned that the Auditing Firm of Baird, Cotter, Bishop is recommending switching to a "scheduled" payroll. The Clerk has been using the

“unscheduled” payroll option which has the potential to affect FICA withdrawals. She will provide more information on this at the next Budget Meeting on June 26th.

- Hammar says more Board of Review members are needed. He would like to see two alternates. There will probably not be a meeting in July since it looks like no corrections are needed.
- Hammar said he has talked to several people about serving as his deputy, but he has yet to find someone.
- Hammar recommends adding a separate category for library expenses instead of making it a part of “Township Board.”
- Pension payments are due at or before the July 10th meeting. Participants (Board members and Carl Traynor) need to contribute \$125, and the Township matches \$500.
- Blackledge will prepare resolutions for salary approval for the June 26th meeting for Board members. All other wages would be approved by a motion. The only salary increase suggested is for the Ordinance Officer/Zoning Administrator who will receive a slight increase due to completing a certification class.
- A change in cemetery fees for burials from \$300 to \$350 and cremations from \$75 to \$100 was discussed. This would bring Winterfield’s fees up to the low end of area townships. (Peterson investigated)

The meeting adjourned at 7:30 pm.

Respectfully submitted,

Bonnie Blackledge
Winterfield Township Clerk