

**Winterfield Township Special Board Meeting
June 26, 2018
Minutes**

Members Present: Mark Hammar, Supervisor; Bonnie Blackledge, Clerk; Linda Peterson, Treasurer; Shelly Laughlin and Fred Prielipp, Trustees

Members Absent: None

Others Present: None

The meeting was called to order at 2:05 pm by Supervisor Mark Hammar. It was agreed to add the approval of meeting dates for FY 2018-19 to the agenda.

Hammar opened the Public Hearing on the 2018-19 Budget. Since no one was present to comment on the budget, the Public Hearing was closed.

Comments:

Shelly Laughlin reviewed procedures for amending board minutes and sending emails to board members based on information from an MTA meeting she attended. Hammar reviewed information from the assessor training he attended. He will have more information at our July 10 regular meeting. Laughlin mentioned that there are not enough people in Winterfield Township to form a Neighborhood Watch Program.

Approval of Minutes of Special Board Meeting June 15, 2018 – Mark Hammar moved to accept the minutes as written, second by Fred Prielipp. Ayes: 5, Nays: 0. Motion carried.

Since no raises are projected for elected officials, there is no need for salary resolutions this year. In the future, this should be discussed at the May Board Meeting so that resolutions could be presented 30 days in advance of the budget adoption. Hammar made a note of this.

Pension checks are due on July 10 and should be made to “Winterfield Township” in the amount of \$125 or more. These should be given to Linda Peterson, Treasurer.

The issue of fees for land division and late transfer affidavits was discussed. There will be further discussion at the July 10 Board Meeting.

The Board discussed the Compensation & Fees spreadsheet. **Blackledge moved to approve the Compensation & Fees for the 2018-19 Fiscal Year as indicated on the spreadsheet. Hammar seconded. Ayes: 5, Nays: 0. Motion carried.**

Payroll Procedure – Blackledge met with Ginny and Trent from Baird, Cotter, Bishop regarding some accounting procedures. Ginny recommended using the “scheduled payroll” feature in QuickBooks in order to get proper payroll deductions. She sent a letter reviewing this recommendation. **Hammar moved to begin using a monthly scheduled payroll that will be processed by the 7th of each month for the previous**

month's work. All previous payroll motions and resolutions are overridden. Peterson seconded. Ayes: 5, Nays: 0. Motion carried. Mileage and reimbursements will be processed at the same time.

There was a question regarding the Board's approval of checks. Hammar said that there was a motion or resolution made a long time ago giving the Clerk permission to pay bills. The Board reviews and approves these bills at the regular Board meetings.

Budget – Hammar explained the items that were highlighted in yellow on the draft budget. Some of the categories were changed. Some adjustments were made so that the budget would balance. Peterson updated the actual cash figures at fiscal year end for General Fund, Transfer Station, and Roads. **Blackledge moved to approve Resolution 2018-1B (Budget) which approves the annual Township Budget and determines property tax rates for support of the budget. Laughlin seconded. Ayes: 5, Nays: 0. Motion carried.** (Resolution and budget are attached to the original minutes)

The Board members signed the Treasurer's Account Book annual settlement of the Township Board with the Township Treasurer.

Hammar made a motion to accept the regular meeting dates for the Township Board and the Planning Commission for Fiscal Year 2018-19 (attached). Prielipp seconded. Ayes: 5, Nays: 0. Motion carried.

Hammar will call American Waste to attempt to get a better rate on the large dumpster.

Laughlin moved, Prielipp seconded to adjourn the meeting. Ayes: 5, Nays: 0. Motion carried.

The meeting adjourned at 4:00 pm.

Respectfully submitted,

Bonnie Blackledge
Winterfield Township Clerk