

**BUDGET WORKSHOP
DUPAGE TOWNSHIP
BOARD OF TRUSTEES
Wednesday, March 6, 2019
MINUTES**

- I. **CALL TO ORDER:** Meeting was called to order at 7:00 p.m. by Supervisor George.
- II. **PLEDGE OF ALLEGIANCE:** Pledge of Allegiance was recited by all led by Supervisor George.
- III. **ROLL CALL FOR QUORUM:** Trustees Raga, Benford, Burgess and Supervisor George were present. Trustee Oliver was absent.
- IV. **APPROVAL OF AGENDA:** A motion was made by Trustee Burgess and seconded by Trustee Raga to approve the agenda as presented by Supervisor George. Upon roll call vote the following voted yes: Trustees Raga, Benford, Burgess and Supervisor George. There were no nay votes. The motion passed.
- V. **PUBLIC COMMENTS:**
(1) Petra Burgess
- VI. **NEW BUSINESS:**
 - a. Discussion of Town Budget Worksheet for Fiscal Year beginning April 1, 2019 and ending March 31, 2020 presented by Linda Youngs.
 - b. Linda Youngs stated both Klein Hall and Mack & Associates worked with her to review and adjust entries to correct items; budget was previously presented inaccurately.
 - c. Linda Youngs requested Board to make decisions on appropriations to fund accounts accordingly.
 - d. A Purchase Order Request Form was presented to Board as the newly implemented process by which requests are to be made for payments by staff. Linda Youngs can approve up to \$300.00 for payment, amounts above that are to be approved by Supervisor George.
 - e. Board requested to bring in a tentative budget, staff reports and staff to be present for presentation on their individual department updates. Board also agreed that a department head from each department needs to be present at all Board Meetings.
 - f. Supervisor George followed up with Board on which committee each member wants to be part of, requested responses to be sent by the following week.
 - g. Trustee Benford requested forms to be in place for organizations requesting funding from DuPage Township; A written cooperative agreement was requested by Trustee Benford to be in place for organizations to request funding. Trustee Burgess and Linda Youngs confirmed there is a form that was already in place.

VII. ADJOURNMENT:

A motion was made by Trustee Burgess and seconded by Trustee Benford to adjourn at 8:09 p.m. Upon roll call vote the following voted yes: Trustees Burgess, Benford, Raga and Supervisor George. All were in favor and the meeting adjourned.

Respectfully submitted,

Kulsum Ali
DuPage Township Clerk