

Dundee Township Board of Trustees – Regular Meeting
October 21, 2020

Supervisor Glees called the October Meeting of the Board of Trustees to order at 7:08 PM at the Dundee Township Meeting Room, 611 East Main Street, Suite #201, East Dundee, IL. Supervisor Glees read the notice regarding the modifications to the IL Open Meetings Act as contained in SB 2135 which modified the procedures necessary to conduct a meeting via remote access. As required in the Act, the meeting will be video recorded, and the recording will be made available to the public via the Township’s website.

Roll call: Office Manager Block was in attendance at the Township office. Supervisor Glees and Trustees Johnson, Schaffer and Ahrens were participating in the meeting via remote access at the time of the initial roll call. Supervisor Glees noted that Trustee Harney would be approximately 10 minutes late. Trustee Harney joined the meeting at approximately 7:15 PM.

Trustee Ahrens led the attendees in the Pledge of Allegiance.

Agenda:

Trustee Harney made a motion to approve the Agenda for the October 21, 2020 Board of Trustees meeting as presented with a second by Trustee Schaffer. Trustee Johnson proposed an amendment to the Agenda. He asked that the item under new business to review, discuss and vote on Resolution 2020 – 004 be withdrawn as that situation has been resolved. He would substitute in its place the review and discussion of the state of the Open Space volunteer program and its relationship with the Dundee Township 503(c) charitable organization. Office Manager Block also requested that the Board consider moving the presentation of the fiscal year 2019-2020 audit report ahead of the Township reports and public comments/questions. It was also requested that the Board strike the time limits for the public comments/questions and it was agreed to start with a limit three minutes per person but allow to go to five minutes per person with a total maximum of 30 minutes.

Supervisor Glees reviewed the amendments to the original Agenda and asked for a motion to approve the three amendments. Trustee Harney made the motion to approve the amendments as presented with a second by Trustee Johnson. Supervisor Glees called the motion to amend the Agenda and with a roll call vote Supervisor Glees, and Trustees Harney, Johnson, Ahrens and Schaffer voted “aye”; the motion to amend the Agenda was approved.

Supervisor Glees then called the motion to approve the Agenda as amended and with a roll call vote Supervisor Glees, and Trustees Harney, Johnson, Ahrens and Schaffer voted “aye”; the motion to approve the amended Agenda was approved.

Minutes/Treasurer’s Report:

Trustee Harney made the motion to dispense with the reading of the minutes from the September 16, 2020 Board of Trustees Board of Trustees regular meeting and approve the minutes as presented. Trustee Schaffer seconded the motion. Supervisor Glees called the motion to approve minutes of the September 16, 2020 Board of Trustees regular meeting and upon roll call vote Supervisor Glees and Trustees Harney, Ahrens, Johnson, and Schaffer voted “aye” – motion carried.

Trustee Johnson made the motion to accept the September 30, 2020 Treasurer’s Report and Financial Reports through October 20, 2020 as presented subject to audit – Trustee Harney seconded the motion. Upon roll call vote, Supervisor Glees and Trustees Harney, Ahrens, Johnson, and Schaffer voted “aye” – motion carried.

Presentation of the Financial Audit Report for FY 2019-20 by Tighe, Kress & Orr. Wade Arthur, Audit Manager and Luke Miller, Senior Accountant from Tighe, Kress and Orr presented a review of the Dundee Township financial audit report for fiscal year 2019-20. They noted that the audit this year was done 100% remotely due to the pandemic. They also pointed out that they again were pleased to give the Township a clean audit opinion. The review included the explanation of the audit summaries and the

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financial statements shown in the report. In summary, the Township continues to show a strong net financial position. The overall change in net position during this fiscal year is a loss of \$476,050 which they stated is due primarily to depreciation. Overall, there was a net change in the town fund of \$-246,994 and a net change of \$-139,463 in the road district funds. The report also shows that the Township's pension liability is almost fully funded at approximately 92%.

Trustee Schaffer asked a question on the notes to the required supplementary information specifically note 2 that stated that the Township has incurred individual line item excesses of expenditures over appropriations in each fund however the overall individual funds indicated no aggregate excesses of expenditures over appropriations. Mr. Arthur clarified that this is meant to show that while individual line items may have gone over budget the overall totals of each fund were not over the budget limits.

Trustee Schaffer also asked a question on the pension plan information shown as notes 3 in the required supplemental information. He questioned the range of salary increases mentioned and the 7.5% investment rate of return shown on the report. Mr. Arthur clarified that all of these numbers come from IMRF data. The salary range increases shown are their estimates not specifically those from Dundee Township. Also, with regard to the rate of return it is IMRF's actuarial estimate not a real number.

There were no further questions on the audit report.

Reports:

Highway Commissioner: Mr. Sinnett reported that that his department has started the preparation of the trucks for the winter snow season. Mr. Sinnett also noted that the interviews of his staff will be completed tomorrow with regards to the whistleblower complaint. Additionally, the staff is completing trimming along the right of ways and is working on repairing a sewer pipe which is broken inside of their building. He also noted that the new dump truck has arrived and is being outfitted with the required equipment. The Highway department will sell off one of their older trucks in the near future.

Trustee Johnson asked if there was an update on the OSHA letter that was sent to the Highway Department. Mr. Sinnett responded that they had taken care of the letter and had responded back to OSHA on all of the matters. Mr. Sinnett was asked about the status of the union and he replied not much is being done as he has been busy with other things and has scheduled a new meeting with the union representatives. Supervisor Glees asked if he was leading the organization efforts to which he replied no.

Assessor: Assessor Bielak reported that the final commercial appeal hearing will be on Thursday, October 22nd. He and his staff will then be busy preparing evidence for the various residential appeals. He reported that the Illinois Board of Appeals is not permitting Zoom or other remote conferencing for their appeal hearings and are requiring in person attendance. Supervisor Glees questioned if there was a way to petition via legislative representatives to get this changed.

Mr. Bielak noted that his office is continuing to do fieldwork at this time. He also noted that commercial property is down and there are a lot of home improvements being seen as people are forgoing vacations and doing work on their homes. He stated that the Kane County Assessors are meeting with representatives from the various school districts and other taxing bodies to lay out their strategies on how to deal with the appeals from Walgreens. Also, the Kane County Assessors are working to develop a methodology on how to handle commercial appraisals during the Covid pandemic with limited fieldwork.

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Cemetery: Mr. Block presented the cemetery report. He highlighted the incident that occurred when a driver had a medical situation while coming down Route 25 losing control of the vehicle and running into the cemetery property damaging a number of bushes as well a number of headstones and other statues etc. that were on graves. The incident is been filed with TOIRMA and we are waiting to hear from the insurance company that carries the driver's liability insurance. Per our attorneys, we have the obligation to repair or replace the damaged headstones if we are unable to reach a relative of the individuals buried there. We are continuing to develop cost estimates for the damage and will file those when complete. Secondly, Mr. Block reviewed the burial statistics for the year to date.

Trustee Johnson commented that he would like to see the cemetery work on a marketing plan for the Columbaria to try to increase the sales of the niches in the coming year.

Open Space: Kirby Dowiat presented the Open Space report. He highlighted the staff's ongoing work to mitigate invasive species at a number of the sites and the continuing work to re-forest a 10- acre parcel at Salamander Springs with oak trees. He outlined the staff is preparing for a fall prescribed burn season. They are beginning to mow the fire breaks at the Jelke Creek site and if time allows will continue on to several other sites. Also, due to high winds and other storms there have been a number of trees that have come down especially at Dixie and Library Springs. The staff has been working to remove the downed trees from the trails. At Dixie Briggs, one of the bridges over a small tributary stream had rotted out and the staff replaced the bridge with a new longer bridge that is also wider and more stable. New trail signage is in place and the staff has continued with various cleanup projects and seed collecting.

Trustee Harney asked if the encroachment issue behind the Library Springs site had been taken care of? It was reported that letters had been written and sent out to all of the homeowners, new signs had been installed along the property line and the garbage and other landscape waste had been removed. Trustee Harney followed up and asked if there'd been any direct communication with the tenant who was causing the majority of the problems? Supervisor Glees replied that she is working with the Village of East Dundee and the East Dundee Police Department on the matter.

Supervisor Glees asked about the new trailhead at the Dixie Briggs site and wondered if the staff had noticed any increase in activity? Mr. Dowiat responded that he has no real evidence that activity has increased.

Trustee Johnson asked a question on the bridge that had been washed out back by the Algonquin pumping station. Mr. Dowiat replied that the bridge had been moved over hundred feet by the high-water levels in the stream. He also noted that the washed-out bridge is too large to replace in-house and that the department will need a professional to assist with the design and construction of a replacement bridge.

Trustee Schaffer asked a question regarding the recent Dundee Township closet event. He noted that it appeared that the Township staff had worked at the event and wondered if the staff was paid and if so, did that conflict with the open-space volunteer program that was canceled. Supervisor Glees responded that the event was staffed primarily with volunteers from the Foundation and that the time period for the event started at 9 AM and ended at 2 PM.

Supervisor: Supervisor Glees in her report stated that she would be calling a special Board of Trustees meeting to be held October 26th beginning at 4 PM. The purpose of the special meeting will be to approve an Intergovernmental Agreement with Kane County for the distribution of the Cares Act money. She reviewed the terms of the Intergovernmental Agreement and the financial snapshots that were provided in the document.

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Secondly, Supervisor Glees reported that Kane County is going back to Phase 3 Covid mitigation protocols and that the Village of East Dundee is notifying Gallery 111 that the limit will be 25 people per event.

Trustee Ahrens asked if Supervisor Glees would have Andy Delorenzo prepare a report on his work with the IDNR in the fighting of the wildfires out on the West Coast. Supervisor Glees stated that she would have him prepare report for the upcoming meeting.

Trustee Harney asked a question on the Cares Act funding specifically if the County needs to spend the money by December 30th. Supervisor Glees replied that the County needs to expend/distribute the money by December 30th. If any funds are not spent/distributed by the 30th, the County gets to keep the money.

Trustee Ahrens asked a question on the article that appeared in the Daily Herald regarding the tax referendum. He questioned several of the points made in the article especially regarding the Highway Department. Supervisor Glees noted that she did not write the letter rather she gave an interview to the reporter on the subject and that he developed the remainder of the article from reviewing past Township Board meeting minutes.

Paul Setze – 708 Board President: Mr. Setze reported that the 708 Board has had four meetings which began in July with the election of officers and that they are presently gathering data seeking to get a better understanding of the issues in the Township. They have joined an Association of 708 Boards and mental health groups to gain additional insight. They will be identifying and prioritizing tasks which need to be completed in determining the budget for the 708 Board operations. In 2021, the Board will be busy with several tasks including the soliciting of proposals for professional services & reviewing and awarding contracts. Trustee Harney asked if the community survey data was available for review. Mr. Setze replied that the Board is not doing a formal survey at this time rather the individual members are interviewing people they know and will be working to combine this into a detailed report.

Kane County Board Member Chris Kious: Mr. Kious updated the Board on recent County activity. He reviewed the Cares Act and the Intergovernmental Agreements that have been developed and sent out. He noted that the Village of Carpentersville and the Village of East Dundee have already passed the Intergovernmental Agreements and returned them to Kane County.

Secondly, he reported that the Energy and Environmental Committee is continuing work on the new solid waste plan and that the comment period is open for the public to file their thoughts on the plan.

He also reviewed that the Transportation Committee is working on their 2050 long-range plan and is also seeking public comments on the plan and invited residents to submit their thoughts via the online portal.

Finally, he noted that the County is looking at alternative plans for collecting tolls for the Longmeadow Bridge. Trustee Johnson commented that with the \$0.95 toll, he does not believe that the collection of toll money will ever equal the dollar amount needed for the ongoing maintenance and repair of the bridge in the roadway and asked where the money would come from if that is the case. Mr. Kious replied that it would not come from County general funds.

Clerk-Office Manager: Mr. Block reported on the premium rebate Blue Cross Blue Shield is giving to the Township for the month of November due to the Covid 19 situation.

Public Comments: Supervisor Glees opened the Public Comment period.

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June Kiebler stated she was very involved with the volunteers and the Dundee Township Open Space. She was involved with the passing of the original Open Space referendum. She believes that the Open Space Department has a very healthy volunteer group and that together they are working to improve the overall habitat. She stated she believes Open Space contributes to the mental and physical health of the residents and serves to reduce stress especially during the Covid-19 pandemic when it provides a safe place for walking and other activities. Open Space is a gift to the Township and volunteers currently work 5 to 6 days per month doing various activities such as seed collection and there are good leaders that have excellent knowledge of botany.

Trustee Ahrens thanked Mrs. Kiebler for all of her work and Trustee Johnson thanked her for helping resolve the recent issue with the Open Space and the DTC 503(c) organization. Trustee Harney complemented Mrs. Kiebler on her work and seconded the idea that Open Space provides an enormous benefit to the overall community.

New Business:

Review and discussion of the state of the Open Space volunteer program and its relationship with the DTC 503(c) charitable organization: Trustee Johnson opened the discussion by saying he regards Open Space and its volunteer system as the heart of the Township. The issue on the Agenda regarding the dispute between the volunteers and the DTC 503(c) charitable organization while having been resolved, it does appear like items are causing various programs to slow down and limit progress. Included are things such as canceled workdays and looking through the eyes of the volunteers this must be discouraging and confusing. Trustee Johnson proposed a five-step program to get the volunteer program back up and running including the following:

- 1) Engage - can't just be emails sent to the volunteers needs to be either a Zoom conference or a person to person meeting. Believes it should be started with a simple survey find out whether or not volunteers are disenfranchised.
- 2) Schedule workdays - workdays cannot be hit or miss there must be a firm schedule which is developed, distributed and adhered to.
- 3) Restore Staff Support - volunteers and Open Space staff need to be on the same track. Therefore, staff needs to be at all workdays to provide guidance and expertise.
- 4) Stop Diversions of Open Space Staff - Open Space Staff should not be used as a resource for other Township programs - these programs must stand on their own.
- 5) One Year Plan - the Township needs to reinstate one-year plans for the Open Space properties and share this with the volunteers and get their buy-in on these projects.

Mr. Dowiat commented that the Open Space staff loves the volunteers however, they do have limited resources. Open Space staff currently does prep work 2 to 3 days in advance of a volunteer workday.

June Kiebler asked how do we move forward now? - how do we get the volunteers back and how do we get plans developed so everyone knows what is to be done we need to improve the efficiency?

Supervisor Glees reviewed the various points and noted the Covid restrictions on the number of individuals that can be present at workdays. She felt at times volunteers can get too far ahead of the staff. June Kiebler noted that the Open Space group has two stewards who do workdays throughout the summer at Dixie West and Library Springs while others have informal workdays.

Trustee Harney reiterated the need to reestablish scheduled workdays as all of the volunteers need a tangible schedule. The Open Space department must prepare plans for each site including the need for five-year forecast plans as well as an annual work plan. These need to be updated with continuing status reports. Believes the problem would not have been as great if there had been better communication. The group needs plans to help coordinate efforts and improve efficiency.

Trustee Schaffer asked for clarification on the allowed numbers of individuals at workdays. He asked where did the number of 10 come from for the workdays while there were over 30 people at one time at the clothing event here

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on October 3rd. Supervisor Glees responded that the clothing event was conducted when the total number for individuals was at the level of 50 and that the number of 10 individuals for workdays was selected by the Kane County Forest Preserve and that number seemed to make sense for our workdays.

June Kiebler stated that conversations using tools like Zoom can help. We could certainly safely space volunteers over an entire site and in this way allow more individuals at a workday.

Mr. Dowiat stated that smaller numbers are more manageable as all of the volunteers need to be in contact with the Open Space staff. He prefers to be consistent with the Forest Preserve protocols as well as other safety protocols.

Trustee Johnson reviewed his key points and the importance of being consistent with the rules.

Trustee Schaffer suggested that the Township should go with the Governor's numbers as far as limiting the number of individuals that can be at an event. This would make the current limit 25 individuals. Supervisor Glees stated she believes the Township needs to take the word of the Open Space foreman and use smaller groups in order to maintain control.

Trustee Johnson commented that we need to leverage the staff to better train volunteers and to increase the number volunteers permitted to use chainsaws, herbicide etc. Trustee Ahrens commented if you turn volunteers away, they will most likely go somewhere else.

Trustee Johnson expressed concern that the DTC Foundation has many of the same optics as those of the Township. Supervisor Glees replied that she has spoken to the Village of East Dundee and the DTC Foundation will have its own suite number and has its own website. She continued that in speaking with the other founding members of the Foundation, if there are continuing concerns or problems with the Open Space subgroup, the Foundation will remove the Open Space subgroup and refund the money to the donors. Trustee Harney noted that the Foundation Board has not met, and they need to have better separation from the Township as well as regularly scheduled meetings to discuss these issues. She also noted that the individuals who had made contributions had not received donation receipts.

Trustee Schaffer expressed his frustration that the Township Board was originally looking to develop a 503(c) group, but another group has gone ahead and established their own Foundation. He does not like the fact that it is shown as being at the same address as the Township and he would like to see certain information corrected to improve the transparency and to clarify the information shown on the State of Illinois website. The Board reviewed the interaction between the DTC Foundation and the Township and believes that they need better separation. Trustee Harney noted that the Board of the 503(c) Foundation met without representatives from the Open Space subgroup.

Presentation/Review of slides on the breakdown of expenses for FY 2021.

The revised pie charts were presented. The Board discussed the pie charts and Trustee Schaffer stated that the pie charts did not present the information as he had requested and asked that they again be redone. Assessor Bielak asked that the new charts include not just the percentages of expenses but also the dollar amounts on the charts.

Revised pie charts will be prepared for the November meeting.

Review Initial Documentation on the Establishment of Elected Officials Compensation for the period of 2021 – 2025 (Assessor 2022 – 2026):

The Board reviewed each Elected Official position including the current compensation for each position, the duties of the office, and initial plans for the compensation for the years of 2021 through 2025. Specific comments for each office included:

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- a) Clerk - the Board reviewed the history of why the Township had to split the clerk’s position from that of the Office Manager. The Board reviewed the hours per month needed to fulfill the duties of the Clerk. The Board asked if the compensation could be on a per meeting basis and counsel replied that yes, the compensation could be on a per meeting basis. However, the Board cannot change the compensation to hourly, it must be a certain amount. Proposed compensation ranged between \$3000 and \$6000 per year.
- b) Trustees - the Board briefly discussed the amount of time needed to prepare and attend meetings on a monthly basis and proposed compensation ranging from \$75 per meeting to the current \$150 per meeting.
- c) Highway Commissioner - the Board reviewed the options for the Highway Commissioner position and discussed whether the job was a truly full-time position or if it was a part-time position. The Board reviewed the responsibilities and qualifications for this office.
- d) Assessor - Assessor Bielak presented several documents including surveys of salaries in other Townships and the work requirements including the need to assess a large number of commercial/industrial properties. The Board discussed the materials presented by Assessor Bielak and potential compensation ranges.
- e) Supervisor - Supervisor Glees requested that the compensation for the Supervisor be increased to match the duties of the office as the head of the Township. Trustee Harney agreed that the compensation should be increased. The Board discussed whether the job was still a part time position or whether the job was a full-time position. Also, the Board discussed whether the Supervisor should be on a par with the other elected officials.

Supervisor Glees requested proposed salary levels from all of the elected officials and asked that they be at her office by Friday, November 13th so that she can distribute these to the Trustees for their review.

Trustee Schaffer disagreed with the data presented by Supervisor Glees on the compensation survey. Supervisor Glees stated that those numbers had been provided by the Kane County Board staff and Trustee Schaffer commented that those numbers do not agree with the numbers provided on the Kane County website.

Audit/Approve Bills and Payrolls:

Audit Bills – Pending Town Fund Bills \$40,527.39; Pre-Paid Town Bills \$892.98; Payrolls \$30,835.96, \$27,513.43 & \$29,008.56; Pending General Assistance Bills \$520.18; Prior Month’s General Assistance Costs \$6,775.18; General Assistance Payrolls - \$658.81, \$622.22 & \$622.22; Pending Cemetery Fund Bills \$6,666.19; Pre-Paid Cemetery Bills \$329.02; Payrolls \$10,066.68, \$9,704.86 & \$10,066.68; Pending Road & Bridge Fund Bills \$214,691.94; Pre-Paid Road & Bridge Bills \$382.65; Payrolls \$16,794.16, \$16,898.26 & \$16,968.50; Road IMRF/FICA Payrolls of \$2,683.23, \$2,701.71 & \$2,714.18; Road & Bridge Building & Equipment Fund Bills \$156,408.00 and Road & Bridge Insurance Bills \$36.48.

Monthly Expense Summary - July 2020			
Department	Monthly Bills	Monthly Payroll	Total
		(2 Payrolls)	
Town	\$44,651.24	\$59,819.89	\$104,471.13
GA	\$4,792.66	\$1,262.72	\$6,055.38
Cemetery	\$4,381.25	\$18,594.04	\$22,975.29
Highway Dept.	\$13,796.04	\$30,429.25	\$44,225.29

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Totals	\$67,621.19	\$110,105.90	\$177,727.09
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Office Manager Block presented the bills that had been added to the payables since the packet was sent to the Trustees. The Board briefly reviewed the bills. Trustee Ahrens made a motion to approve the bills as audited with a second by Trustee Harney. Supervisor Glees called the motion and upon roll call vote Trustees Harney, Ahrens and Johnson and Supervisor Glees voted “aye” - Trustee Schaffer voted “nay” - motion passed 4 – 1.

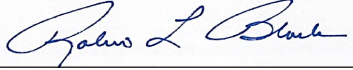
Budget Transfers:

Budget Transfer #5 for the current Fiscal Year was presented. After a brief discussion, Trustee Harney made the motion to approve Budget Transfers #5 as presented. Trustee Ahrens seconded the motion. Supervisor Glees called the motion and upon roll call vote Trustees Harney, Ahrens and Johnson and Supervisor Glees voted “aye” - Trustee Schaffer voted “nay” - motion passed 4 – 1.

Executive Session:

The Board did not go into executive session.

Supervisor Glees asked if there were any additional items that needed to be brought before the Board and hearing none, she asked for a motion to adjourn. Trustee Johnson made the motion to adjourn with a second by Trustee Harney. Upon voice vote, all present voted “aye” – motion carried, and the meeting was adjourned at 11:10 PM.



Robert Block
Dundee Township Deputy Clerk