

DUNDEE TOWNSHIP FREEDOM OF INFORMATION BROCHURE

I. Purpose of Township

Dundee Township raises funds and approves budgets and levies for the Township Corporate, General Assistance, Cemetery and the Road and Bridge purposes.

It carries on local assessment duties under the direction of the Kane County Assessor. It handles such duties in conjunction with the voting franchises as are allowed under the state law and the Kane County Clerk's office.

The following is a detailed list of services and functions:

- a. **General Assistance Office – 847-428-8092** –611 East Main Street, Suite 201, East Dundee, IL 60118
 - a. Financial Assistance to qualified applicants
 - b. Information and referral regarding local welfare programs
- b. **Township Clerk's Office – 847-428-8092** – 611 East Main Street, Suite 201, East Dundee, IL 60118
 - a. Voter Registration and Early Voting
 - b. Notary Service
 - c. Information and referral
 - d. Information regarding burials in Township Cemeteries
- c. **Supervisor's Office – 847-428-8092** – 611 East Main Street, Suite 201, East Dundee, IL 60118
 - a. Information regarding open space
 - b. Registration for the Ride in Kane Program
- d. **Assessor's Office – 847-428-2634** – 611 East Main Street, Suite 101, East Dundee, IL 60118
 - a. Circuit Breakers
 - b. Homestead Exemptions
 - c. Senior Tax Freeze/Over 65 exemption
 - d. Real Estate Tax Complaints
 - e. Property Records
 - f. Liaison with Kane County Assessor for Township Residents
 - g. Voter Registration
- e. **Highway Department – 847-426-0898** – 1900 Sleepy Hollow Road, Dundee, IL 60118
 - a. Snow Removal – Township Roads
 - b. Road Repair and Maintenance
 - c. Flood Control Assistance
 - d. Brush and Debris Pickup
 - e. Weed Control
- f. **Other Programs Funded Through The Township**
 - a. Fish Food Pantry
 - b. Dundee Township Library (Share 66% of State Replacement Taxes)
 - c. Local Village/City Road Districts located within the Township receive a portion of the Road District General Levy and a share of the State Replacement Taxes (43%)
 - d. Ride In Kane – Transportation for Seniors and the Disabled in Dundee Township
- g. **Township Cemetery Office –847-836-5069**– Corner of Route 72 and 25 in East Dundee, IL
 - a. Maintenance of Township Cemeteries located in East and West Dundee
 - b. Sale of lots, Memorial permits
 - c. Open and Close Graves for Burials
 - d. Maintain Cemetery Property and Equipment
 - e. Enforce Cemetery Rules and Regulations
 - f. Maintain Cemetery Records

II. Functional Subdivisions: See attached Organizational Chart

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III. Operating Budgets for Fiscal year 2017-2018:

1. Township Fund	1,614,120
2. Open Space Bond Repayment Fund	1,926,702
3. General Assistance Fund	203,680
4. Cemetery Fund	1,023,904
5. Road and Bridge General Fund	766,363
6. Road and Bridge Building & Equip Fund	167,004
7. Road and Bridge IMRF/FICA Fund	66,350
8. Road and Bridge Insurance Fund	38,600

IV. Approximate Number of Employees:

Full-time	20
Part-time	3
Seasonal Part – Time	3

V. West Dundee Fire Protection District Trustees (Appointed by Township Board)

Mark Seigle
 Dawn Reig
 Monica Morganstein

VI. Township Officials

Patricia A. Glees, Supervisor	Susan Harney, Trustee
Robert L. Block, Clerk	Richard Ahrens, Trustee
Scott Sinnett, Highway Commissioner	Ken Schaffer, Trustee
Mike Bielak, Assessor	Dave Bartelt, Appointed Cemetery Trustee
George Johnson, Trustee	Ken Gullickson, Appointed Cemetery Trustee
	Jim Cudney, Appointed Cemetery Trustee

VII. Freedom of Information Act - Request for Information and Public Records:

1. Written requests for information may be directed to the Township Clerk, or in the case of information or records to the Assessor’s at the Township Office, 611 East Main Street, Suite 201, East Dundee, IL 60118. The following is intended as a guide for your convenience in identifying where or what type of material you may be seeking:
 - a. General Assistance: Information relating to financial assistance and welfare
 - b. Assessor: Information on assessments of property and real estate taxes
 - c. Highway Commissioner: Information relating to the maintenance and repair of roads and right-of-ways in the unincorporated area. The Highway Commissioner is located at 1900 Sleepy Hollow Road, Dundee, IL 60118
 - d. Township Clerk: All township information not specified above, including but not limited to information for voter registration, administrative functions (budgets, levies, minutes, etc.).

2. Requests for copies or certification of public records and requests to inspect public records must be in writing addressed to the Township Clerk, Dundee Township, 611 East Main Street, Suite 201, East Dundee, IL 60118. The following fees shall be charged for the copying or certifying of public records:

A.	<u>Black-and-white paper duplication</u>	<u>Per-copy charge</u>
1.	Letter (8 ½ x 11) or Legal (8 ½ by 14) (The first 50 pages are free)	\$0.15 per page
2.	Non-Letter or Non-Legal (Including the first 50 pages)	Actual cost per page

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B.	<u>Color paper duplication</u>	<u>Per-copy charge</u>
1.	All color copies	Actual cost per page
C.	<u>Electronic record duplication</u>	<u>Per-copy charge</u>
1.	All electronic copies	Actual cost of the recording medium
D.	<u>Commercial Requests</u>	<u>Per-copy charge</u>
1.	All paper and electronic copies	Same as above
2.	Time spent by personnel in searching for and retrieving a requested record (after the first eight (8) hours)	\$10 per hour
3.	Retrieving and transporting records from an off-site storage facility (if the records are maintained by a third-party storage company)	Actual cost
E.	<u>Certification</u>	\$1.00 per record

Forms for requests for documents are available from the Township Clerk or may be picked up in the Township office at the Supervisor's Office, 611 East Main Street, Suite 201, East Dundee, Illinois 60118. This form is also available online at www.dundee-township.org. Verbal requests cannot be honored.

Dundee Township has eight elected officials, a Supervisor, Clerk, four Trustees, an Assessor and a Highway Commissioner. The Township Board consists of the Supervisor, the Trustees and the Clerk. Each member has a vote with the exception of the Clerk who votes only on appointments should a tie occur.

The Township **SUPERVISOR** is the Chief Executive Officer of the Township, Chairman of the Township Board of Trustees, Supervisor of General Assistance, and is Treasurer of all township funds, including general assistance, township cemetery funds, open space funds and all road and bridge funds.

The Supervisor must provide bond in amount equal to the maximum amount in his custody at any one time if the bond is obtained through a surety company. The Dundee Township Supervisor is bonded by TOIRMA for the full amount of all funds, which come into his care, custody or control. This includes the Road District Funds, which he manages as Treasurer of the Road District.

As chairman of the Township Board, the Supervisor, unlike a mayor or a village president who may only vote to break ties, has a vote on all matters. The Supervisor may make or second motions, participate in discussions on all matters and should exercise his voting powers on all issues.

The Supervisor has sole jurisdiction over the office of general assistance and may employ necessary help without prior approval of the Township Board of Trustees. Salaries for these employees must, of course, be provided for in the general assistance budget and appropriation ordinance. Administration of general assistance must be carried out according to standards written and adopted by the Supervisor. Dundee Township also provides Emergency General Assistance according to standards written and adopted by the Supervisor. These standards are available for public inspection.

The Township **CLERK** is Clerk of the Township Board of Trustees, is keeper of all records of the township, except those for active general assistance cases. The Clerk is required to keep accurate records of all meetings of the Township Board and to maintain records of Executive sessions of the Board according to statute. The Clerk is also responsible for taking the roll call on all votes. Similarly, appointments or filing of vacancies, setting of salaries, etc.

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require roll call votes. Some other votes may be voice votes, e.g. “all ayes”. Secret ballots are never permitted at meetings of the Board.

The Clerk is the local election authority and is responsible for accepting petitions concerning local elections and/or referenda. The Township Clerk is responsible for publishing or posting certain specific notices including notices for the Highway Commissioner.

The Township Clerk is the ex-officio Clerk of the road district and maintains the records of the Highway Commissioner. The Clerk must be present for bid opening for both the Township and Road District.

The Clerk must countersign all road district orders for payment prior to audit/approval by the Township Board. The Clerk is also responsible for delivering all approved claims to the Supervisor for payment.

The Clerk’s records are the official records of the Township.

The four (4) **TRUSTEES** are elected at large. They, with the Supervisor, comprise the Township Board of Trustees. Each Board member, including the Supervisor, has one vote.

Generally speaking, the Township Board is the legislative branch of township government that established policy for the Township to follow. The Supervisor and Clerk in their capacities as administrators generally carry out policies established by the Township Board. The Township Board may not establish policies for either the Township Assessor or the Highway Commissioner.

The Township Trustees are responsible for certifying tax levies for the Township and road district, the amount of the levy is to be determined by the Highway Commissioner. The Township Board of Trustees is also responsible for adopting the annual budget and appropriation ordinance for the township, general assistance, cemetery, & road and bridge funds. The Trustees are also responsible for approving all township expenses and auditing bills submitted for payment by the Highway Commissioner.

The Trustees have an obligation to approve all legally incurred bills to the extent that there is an appropriation for the expenditure. Conversely, the Trustees have an obligation to reject for payment all bills, including those for the road district that are not legally incurred debts.

With few exceptions, the Supervisor may pay no bills until the Board of Trustees has approved them. The exceptions are payments for general assistance claims and salaries for employees of the Township and highway department. Salaries for elected officials may not be paid until the accounts have been approved.

The Township **HIGHWAY COMMISSIONER** is an elected official and is in charge of all roads and bridges in the road district.

The Highway Commissioner annually submits the tax levies for the following year. They are submitted to the Township Board of Trustees so that they may be certified and filed not later than the last Tuesday in December. The certificate of levy, so submitted by the Highway Commissioner, may not be increased or decreased in any way by the Township Board of Trustees. It must be certified to the County Clerk in the amount determined by the Highway Commissioner. Thirty days prior to adoption of the budget and appropriation ordinance for road purposes the Highway Commissioner must submit to the Clerk and the Township Board, a tentative budget and appropriation ordinance. This budget shall be available for public inspection thirty days prior to final action. Once the budget and appropriation ordinance for road purposes is adopted, the Highway Commissioner has the statutory power to expend those funds, according to the items established in the appropriation ordinance itself.

A Township road district is in many aspects a separate government. Neither the Township Board of Trustees nor the Township Supervisor has any jurisdiction or authority over the Highway Commissioner and/or employees of the road district. The employees of the road district are subject to the directions and requirements set forth by the Highway Commissioner not the Township Board.

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The Township ASSESSOR is an elected official whose function is to place values on particular parcels of property located within the Township. All taxes in the Township are levied against these values. The title of property Assessor is actually misleading. The Assessor neither levies taxes, nor is he or she responsible for those taxes being levied. The Assessor, who more properly should be called a property appraiser, establishes property values against which other government representatives levy their taxes.

The day to day operation of the office of the Assessor is immune to direct control of any Township official, other than the Township Assessor. Once the Township Board has approved the budget for the office and included it with the budget and appropriation ordinance for other township expenses, the Assessor may hire the employees he or she sees fit and may spend the monies according to the allocation. The Assessor is the only official, required by statute, to have formal training. Assessors are required by law to maintain sixteen hours per year or forty-eight hours training over a three-year period. The courses are established by the Illinois Department of Revenue (DOR) and are administered by the DOR or by the Illinois Property Assessment Institute located in Bloomington.

The Assessor is required to maintain a set of property record cards and may, at the request of the county Supervisor of assessments, duplicate them for the county's use. The Township Assessor is also required to maintain a constant record of all changes in properties during each calendar year and attend a meeting of the county Supervisor of assessments every December. The Township Board of Trustees is required to provide funding for the Assessor's office and necessary employees and must provide funds for the training required by statute.