

Dundee Township Board of Trustees – Regular Meeting
December 19, 2018

Supervisor Glees called the Regular Meeting of the Board of Trustees to order at 7:07 PM at the Dundee Township Meeting Room, 611 East Main Street, Suite #201, East Dundee, IL.

Present at roll call: Supervisor Glees and Trustees Harney, Johnson, Ahrens and Schaffer were present at the roll call.

Natural Areas Manager Kirby Dowiat led the attendees in the Pledge of Allegiance.

Agenda:

Trustee Harney made the motion to approve the agenda as presented with a second by Trustee Ahrens. Supervisor Glees called the motion and all present voted “aye” - motion carried.

Minutes/Treasurer’s Report:

Trustee Schaffer moved to dispense with the reading and approve the minutes of the November 28, 2018 Board of Trustees regular meeting. Supervisor Glees seconded the motion. Supervisor Glees called the motion to approve the minutes as amended and upon voice vote – all present voted “aye” – motion carried.

Trustee Harney moved to accept the November 30, 2018 Treasurer’s Report and Financial Reports through December 19, 2018 as presented subject to audit – motion was seconded by Trustee Ahrens. Upon voice vote, Supervisor Glees and Trustees Harney, Johnson, Ahrens and Schaffer voted “aye” – motion carried.

Reports:

Open Space – Kirby Dowiat, Natural Areas Manager: Mr. Dowiat presented his written report that summarized the main projects/activities that occurred during the past year. The report showed the progress made at various sites with regard to clearing/removing of non-native vegetation; clearing areas around valuable native trees; the annual prescribed burn program and the increased population of several key native flowers. Mr. Dowiat also thanked the many volunteers who have assisted the Open Space Department at the workdays.

Highway Commissioner: Highway Commissioner Sinnett’s written report was presented by Supervisor Glees. The report highlighted the ongoing facility maintenance; the snow plowing and salting; and the progress report on the new salt barn. The Board discussed the rental of the heavy equipment used for the salt barn project and Trustee Ahrens requested that Supervisor Glees review the matter with our counsel to ensure this procedure is legal.

Supervisor Glees reviewed the matter of whether Ridge Road meets the qualifications of a dedicated road. Supervisor Glees noted that in the 1950’s, Mr. Ebel dedicated the road to the Township. However, Kane County only has a partial set of the necessary paperwork. During the 1990’s, then Highway Commissioner Behm stated that the road was the Township’s and maintained/plowed the roadway. This year, a Highway Department truck got stuck while plowing and Highway Commissioner Sinnett stated that no further work/plowing should be done for this road.

Since the original road was created, there are now three (3) additional homes that use the road (fingerling) for access to their property. The current owner can file a quitclaim deed to transfer the ownership of the road to the Township. If this happens, the Highway Commissioner would need to bring the road up to current road standards –

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a cost of between \$30,000 - \$50,000. Mr. Sinnett has spoken with the property owner. Another option would be for the owner to declare the road a “Private Road” since they have been paying taxes on the property and they could then block usage of the road by the other property owners.

The Board reviewed the information and asked if the Township could charge the cost of upgrading the road to the four (4) homeowners involved. Supervisor Glees noted that we would need to further investigate the matter. Also, at this time, there is no survey that shows the actual centerline of the road.

Assessor: Assessor Bielak reported that he had purchased and installed a new telephone system to replace the unit damaged by the recent electrical surge. TOIRMA is covering the claim and will pay for the new unit less our deductible. He noted that he has completed the commercial hearings including the property involved in the Elgin land donation matter.

The State is working on completing the Final City Findings and the final numbers should be available shortly. His Department is continuing to work on the Quadrennial assessment which is due this year.

Mr. Bielak noted that his Department has a slightly different Holiday schedule than the one set for the Township. Finally, Mr. Bielak noted the issue of the lack of Orthodontic coverage in the current insurance package. The Board reviewed the matter and suggested several options for dealing with this matter.

Office Manager: Mr. Block noted that the 2018 Levy packets for the Township and the Highway Department had been received by Kane County. The Tax Computation report detailing the actual revenue we will receive should be issued by the County in mid-March. The Budget Wage Calculators have been sent to all Department Heads. He reviewed the schedule for the adoption of the “Draft” budget in the January 2019 meeting and the Budget Hearing in February.

Mr. Block also distributed a four-year study on the expenses and revenues associated with the Township’s two rental houses. The Board reviewed the report and asked that the staff investigate the possibility of increasing the rent at these properties. Also, the Board noted the benefit of having a renter at the Wencek site.

Cemetery: No Report.

Trustee Johnson: Trustee Johnson commented on the Draft Audit Management letter that was distributed to the Board and indicated that this type of letter was what he was looking for. He would like to see the Capital Expenditures presented in a separate section in future letters.

Trustee Ahrens: Trustee Ahrens asked a question about the trimming of the native grasses at the entrance to the Jelke site. He questioned if the grasses blocked a visitor’s view of the concrete barricades at the entrance and if this was a liability that should be addressed. The Board and Mr. Dowiat reviewed the matter and will revisit the matter during the summer.

Supervisor: Supervisor Glees presented her written report.

Public Comments:

No members of the public desired to speak and the public comment period was closed.

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Old Business:

Review/Approval of “No Biking Permitted Areas at the Raceway Woods Site:

Supervisor Glees reported that no action is needed. The Committee is continuing to meet and is working on their report.

Update on Elgin land donation: Supervisor Glees reported that there has been no further activity on this item.

Review/Approval of 2019 Agreement with Pace for the Ride in Kane program –

Supervisor Glees reported that at the recent RIK sponsors’ meeting, Pace acknowledged that there is a problem with the current setup for rides that are furnished by cab. They are instituting a punitive program that if there is no rider pickup, the cab company does not get paid. Also, they are looking for a new cab company to handle the rides.

The Board briefly reviewed the 2019 Agreement with Pace for the Dundee Township Ride in Kane program. Trustee Harney made the motion to approve the Agreement as presented with a second by Trustee Johnson. Upon roll call vote, Supervisor Glees and Trustees Harney, Ahrens, Schaffer and Johnson voted “aye” – motion carried.

New Business:

Review/Approval of IDNR Request to Conduct CWD Program in 2019 -

Tim Preuss of the Illinois Department of Natural Resources (IDNR) presented the State’s 2019 planned CWD program in Dundee Township. He stated that the program has held the incidence of CWD in deer in the affected Northern portion of the state to 1.07% compared to states such as Wisconsin and Wyoming that do not have a program and have incidence rates as high as 40% in the male deer population.

He outlined that the IDNR would like to again conduct their CWD program at the Salamander Springs site and collect 20 deer from that area. Secondly, the IDNR is requesting access to the Jelke Creek site and the property recently transferred from Sleepy Hollow to the Township. They would like to collect a total of 30 deer from these two properties. Finally, he outlined the IDNR’s plans for the notification of neighbors and potential visitors to the sites that the CWD program was ongoing.

The Board discussed the program and Mr. Preuss clarified that the notice letters would be sent to all residents within ½ mile of the bait site and to the owners of the horse farms that routinely use the Jelke Creek site. The letters are slated to be mailed on January 14th and the setup and shooting program to start on January 28th. Trustee Harney made the motion to approve the IDNR 2019 CWD program as presented. Trustee Johnson seconded the motion. Upon voice vote, all present voted “aye” – motion carried.

Review/Approval of 2019 Meeting Schedule

The 2019 Meeting Schedule was presented and reviewed by the Board. Trustee Johnson made the motion to approve the 2019 Meeting Schedule as presented. Trustee Ahrens seconded the motion. Upon voice vote, all present voted “aye” – motion carried.

Review/Approval of 2019 Holiday Schedule

The 2019 Holiday Schedule was presented and reviewed by the Board. Trustee Harney made the motion to approve the 2019 Holiday Schedule as presented. Supervisor Glees seconded the motion. Upon voice vote, all present voted “aye” – motion carried.

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Review/Approval of Ordinance 2018-009 – Modification to Personnel Guidelines regarding time off

Ordinance 2018-009 – Modification to Personnel Guidelines regarding time off was presented. The Ordinance called for the conversion of the Employee’s Vacation, Personal Time and Sick Time from starting on an Employee’s Anniversary Date to an Annualized system that would start every year on January 1st. This program is the one currently being used by the Assessor’s office.

Trustee Schaffer stated that he felt the program as presented may create a situation where an employee would use all of their vacation time early in the year and then quit which would mean the Township overpaid the individual. He suggested that the vacation time should be done on an accrual basis where the employee is credited with so many hours of earned vacation each month. Other members of the Board felt that this system may create a situation where employees could not take vacations with their families early in a year as they would not have earned enough time. The Board discussed a number of alternative plans and the pros and cons of each plan. Trustee Harney made the motion to approve Ordinance 2018-009 as presented with a second by Supervisor Glees. Upon voice vote, two members of the Board voted “aye” – three members of the Board voted “nay” – motion failed.

Sled Hill at Raceway Woods: Trustee Johnson raised the issue of reviewing the information regarding the creation of the sled hill as the Raceway Woods site and the involvement of non-employees in the creation of the hill. He requested that the staff review past minutes and to have this matter on the Agenda for the January meeting.

Audit/Approve Bills and Payrolls:

Audit Bills – Pending Town Fund Bills \$30,626.31; Pre-Paid Town Bills \$980.64; Payrolls \$34,666.25 & \$34,225.73; Prior Month’s General Assistance Costs \$8,616.54; General Assistance Payrolls - \$495.56 & \$396.44; Pending Cemetery Fund Bills \$4,117.16; Pre-Paid Cemetery Bills \$718.16; Payrolls \$7,757.61 & \$7,592.75; Pending Road & Bridge Fund Bills \$13,963.90; Pre-Paid Road & Bridge Bills \$573.02; Payrolls \$17,043.02 & \$14,626.00; Road IMRF/FICA Payrolls of \$2,691.89 & \$2,268.93; Pending Road & Bridge Equipment/Building Bills \$123.00.

During the review of the bills, Trustee Ahrens asked that Highway Commissioner Sinnett investigate the potential cost savings of purchasing new first aid kits instead of having the current kits serviced by an outside firm.

Trustee Harney made the motion to approve the bills as audited with a second by Trustee Johnson. Upon roll call vote, Supervisor Glees and Trustees Ahrens, Johnson, Schaffer and Harney voted “aye” – Motion Carried.

Budget Transfers: Budget Transfers # 9, 10 & 11 were presented. Trustee Harney made the motion to approve Budget Transfers # 9, 10 & 11 as presented with a second by Supervisor Glees. Upon roll call vote, Supervisor Glees and Trustees Ahrens, Johnson, Schaffer and Harney voted “aye” – Motion Carried.

Executive Session:

No Executive Session was called at this meeting.

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Trustee Harney made the motion to adjourn with a second by Trustee Johnson. Upon voice vote, all present voted “aye” – motion carried, and the meeting was adjourned at 10:26 PM.

A handwritten signature in blue ink, reading "Robert L. Block", is written over a horizontal line.

Robert Block
Dundee Township Deputy Clerk