

Dundee Township Board of Trustees – Regular Meeting  
August 21, 2019

Supervisor Glees called the Regular Meeting of the Board of Trustees to order at 7:03 PM at the Dundee Township Meeting Room, 611 East Main Street, Suite #201, East Dundee, IL.

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

Trustee Schaffer led the attendees in the Pledge of Allegiance.

**Agenda:**

Trustee Harney made the motion to approve the agenda as presented. Trustee Schaffer seconded the motion. Supervisor Glees called the motion and during a voice vote - all present voted "aye" - motion carried.

**Minutes/Treasurer's Report:**

Trustee Johnson made the motion to dispense with the reading and approve the minutes of the July 17, 2019 Board of Trustees regular meeting. Trustee Ahrens seconded the motion. Supervisor Glees called the motion to approve the minutes and upon voice vote – all present voted "aye" – motion carried.

Trustee Ahrens made the motion to accept the July 31, 2019 Treasurer's Report and Financial Reports through August 20, 2019 as presented subject to audit – Trustee Johnson seconded the motion. Upon voice vote, Supervisor Glees and Trustees Ahrens, Harney and Schaffer voted "aye" – motion carried.

**Reports:**

**Assessor:** Mr. Bielak stated he had "Good News" and "Bad News." The Good News included his participation in the Algonquin Founder's Day parade. The parade had very good attendance as evidenced by the fact he again ran out of candy before the end of the parade route. Also, Kane County will be publishing the notices of change in assessment for Dundee Township in the August 22, 2019 Daily Herald. This publication will trigger the deadline for filing an appeal which will be September 23, 2019. He noted that the lower end of the residential real estate market in the area is hot while properties in the higher end of the market have slowed down.

Supervisor Glees asked about the new senior apartments in West Dundee and when they will come on the property roles. Mr. Bielak responded that normally new commercial properties come on the roles as of January 1<sup>st</sup> each year, however, they could be rolled in earlier.

As to the "Bad News", Mr. Bielak noted that the County as well as his department are having software issues with their current assessment software/vendor. Microsoft is no longer supporting the software and they may need to search for a new vendor this year.

Mr. Bielak also noted a recent complaint by his staff about odors in the building. The Board reviewed the matter and discussed several possible solutions.

Trustee Johnson asked Mr. Bielak if he had a number for the median increase in property values. Mr. Bielak stated the median increase was around 5.05%.

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**Highway Commissioner:** Highway Commissioner Scott Sinnett reported that his department is wrapping up this year's paving and pothole repair program. He also noted that the main building needs tuckpointing and that he is getting estimates for the cost of this repair. He also stated that he has hired a firm to sealcoat the driveway at the Highway Department. Trustee Ahrens asked Mr. Sinnett about the cost difference between hiring an outside firm to complete the sealcoating versus doing it in-house. Mr. Sinnett reviewed the cost differences and the reasons for selecting the outside firm.

He also reported that his department has finished the tree removal and road repair on County School Road and that his department will plow this road this winter. He then reviewed a resident complaint about the speed limit and Boyer Road which was also commented on by the Kane County Sheriff's deputies that were at the meeting.

Trustee Schaffer asked Mr. Sinnett about the use of Oak Avenue/Ranch Road by gravel trucks working on the Huntley Road project and whether these roads will support the weight of the trucks. Mr. Sinnett replied that the contractors & County are aware of the matter and any damage to the roads will be repaired.

**Open Space:** Mr. Dowiat's written report for July was presented.

**Open Space Coordinator:** Katie Meyer, the Open Space Coordinator, presented her report which featured the nature programs offered in collaboration with the Fox River Valley Library during the months of June, July & August to show teenagers more about nature and the care of public lands. Also included was an update on the recent Girl Scout projects at Wahoo Woods and the installation of new Bat houses by Eagle Scout Max Laubenstein at Dixie Briggs. Finally, she reported on two guided nature walks she conducted for Senior residents from Gardiner Place and Village Green.

**Sheriff's Office:** Kane County Deputy Sheriff Mike Wilgosiewicz presented his monthly update to the Board. He noted that work is continuing at the home on Sleepy Hollow Road and that the property now looks amazing. Mike's partner, Deputy Chris, reviewed the recent activities at the Milk Pail. He noted he had attended the recent Kane County Zoning Advisory Board meeting on the property for which the owners are seeking a rezoning to permit additional activities. He also reviewed the recent accidents and complaints with music from the events.

**Supervisor:** Supervisor Glees presented her written report. Key items included the new Township webpage going live. Updates on the Township Food Pantry, the Medicine take-back program and the recent work at the Township Office & the Columbaria area by the Open Space staff to help control the weeds and improve the landscaping in these areas.

**Trustees:** Trustee Johnson reported that he has not observed any additional motorbike intrusions at the Dixie East site since he noted the matter last month. Also, the issue with the broken fence at Dixie appears to be resolved. Supervisor Glees commented that she had contacted ComEd and that while they confirmed a contractor of theirs was working in the area, they would not release the company's name. They did agree that the contractor should have called the Township and sought permission to access the site before moving onto the site.

**Chris Kious – Kane County Board Member:** Mr. Kious noted a recent "Kane County Connects" article that highlights the installation of solar panels on this home.

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**Public Comments:** Members of the public were in attendance, but no one wished to make a comment. The comment period was closed.

**Old Business:** None

**New Business:**

**Review/Adoption of IMRF rate schedule for 2020** – Office Manager Block presented the information received from the IMRF regarding the 2020 Contribution Rate. IMRF noted that due to their change in the assumed rate of return and a 2018 investment loss, the 2020 Contribution rate would be increasing. IMRF provided employers with a choice to either select the new ADC (actuarial determined contribution) rate as published or a phase-in rate which is lower for calendar year 2020 but that would result in higher long-term rates due to the carrying costs incurred with the lower rate. Mr. Block noted that the higher rate would cost the Township approximately \$3,000 in 2020. After a brief discussion, Trustee Harney made a motion to approve the selection of the ADC rate for 2020 with a second by Trustee Ahrens. Upon roll call vote, Supervisor Glees, and Trustees Ahrens, Schaffer, Johnson & Harney voted “aye” – Motion Carried.

**Review/Discussion of 2020 – 2021 Budget Procedures** : Supervisor Glees presented her new summary of the expenses from the current budget year that are grouped by expense category. Office Manager Block distributed copies of the year to date receipts of the Property Tax revenue and samples of the Account Review forms that would be used during the upcoming budget preparation. The Board discussed the possibility of doing the Budget reviews in special meetings as well as the need to review the budget requests department by department.

Trustee Harney reviewed the potential costs for conducting a strategic planning meeting. The Board discussed the cost involved and the potential scope & benefits of such a program.

The Board reviewed the schedule for the review/approval of the 2020-21 budget. The Board agreed to review one-half of the departments’ requests in October and the second half in November. The first draft of the overall budget would be due at the December 2019 meeting.

**Audit/Approve Bills and Payrolls:**

Audit Bills – Pending Town Fund Bills \$50,992.93; Pre-Paid Town Bills \$1,812.91; Payrolls \$32,462.39 & 35,299.31; General Assistance Fund Bills \$0.00; Prior Month’s General Assistance Costs \$9,699.15; Pending General Assistance Bills: \$399.06; General Assistance Payrolls - \$0.00; Pending Cemetery Fund Bills \$8,176.13; Pre-Paid Cemetery Bills \$605.40; Payrolls \$9,211.70 & \$9,057.77; Pending Road & Bridge Fund Bills \$20,508.72; Pre-Paid Road & Bridge Bills \$963.76; Payrolls \$13,443.19 & \$14,937.26; Road IMRF/FICA Payrolls of \$2,177.80 & \$2,148.10; Road & Bridge Insurance Bills \$86.89.

Trustee Johnson made the motion to approve the bills as audited with a second by Trustee Harney.

Supervisor Glees called the motion and upon roll call vote, Supervisor Glees, and Trustees Ahrens, Schaffer, Johnson & Harney voted “aye” – Motion Carried.

**Budget Transfers:** Budget Transfers 1 & 2 for the FY 2019-20 budget were presented. After a brief discussion, Trustee Harney made the motion to approve the Budget Transfers 1 & 2 as presented. Trustee Johnson seconded

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the motion. Upon roll call vote, Supervisor Glee, and Trustees Ahrens, Schaffer, Johnson & Harney voted “aye” – Motion Carried.

**Executive Session:**

Motion to enter into executive session to review Executive Session minutes. (5 ILCS 120/2(c)(5); Consider the purchase of real property (5 ILCS 120/2(c)(5)(3); and the deliberations concerning salary schedules for one class of township employees (5 ILCS 120/2(c)(2). Trustee Schaffer made the motion to enter into an Executive Session to consider the items noted above. Trustee Johnson seconded the motion. Upon roll call vote, Supervisor Glee, and Trustees Ahrens, Schaffer, Johnson & Harney voted “aye” – Motion Carried. The Board entered Executive Session at 8:50 PM.

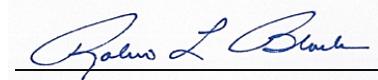
Trustee Johnson made a motion to return to Open Session with a second by Trustee Ahrens. Upon roll call vote, Supervisor Glee, and Trustees Ahrens, Schaffer, Johnson & Harney voted “aye” – Motion Carried. The Board returned to Open Session at 9:57 PM.

Having returned to Open Session, the Board reviewed/discussed how they would like the Supervisor to communicate future Employee performance issues to the Board for their comment/input. Also, the Board reviewed the IMRF limitations on salary increases and the Township’s Performance Review Procedures.

Trustee Harney made a motion to approve the minutes from the August 15, 2018 Executive Session. Trustee Johnson seconded the motion and upon roll call vote, Supervisor Glee, and Trustees Ahrens, Schaffer, Johnson & Harney voted “aye” – Motion Carried.

Trustee Harney made a motion to approve the release of the section of the August 15, 2018 Executive Session minutes dealing with the Intergovernmental Agreement with East Dundee for additional space at the Summit Square Building. Trustee Ahrens seconded the motion and upon roll call vote, Supervisor Glee, and Trustees Ahrens, Schaffer, Johnson & Harney voted “aye” – Motion Carried.

Trustee Ahrens 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 10:20 pm.



Robert Block  
Dundee Township Deputy Clerk