



**MINUTES TOWNSHIP BOARD
DEKALB, ILLINOIS
September 8, 2021**

Call To Order, Pledge of Allegiance, and Approval of Agenda:

The meeting was called to order by Supervisor Hess at 6:00 pm in the DeKalb Township Board Room. Roll call was taken by Clerk Tillotson: Supervisor Hess: Present; Trustee King: Present; Trustee Bradlo: Present; and Trustee McNett: Present. Trustee Thurman arrived at 6:03pm.

Also present were Highway Commissioner Craig Smith, Assessor Rich Dyer, and Attorney Brad Stewart.

Trustee Bradlo lead everyone in the pledge of allegiance.

Supervisor Hess presented the agenda. Trustee McNett seconded Trustee King's motion to approve the agenda. A voice vote was taken before Trustee Thurman arrived. Ayes: 4; Nays: 0. The motion passed.

Town Hall (Public Comments)

Two DeKalb Township residents, Katie Morsch and James Zarek, expressed concerns about specific comments posted on social media by the DeKalb Township Clerk. A discussion regarding the ethics of Township officials' social media usage ensued.

Presentations

DeKalb Township Highway Commissioner Craig Smith discussed what he and his road crew do. Commissioner Smith discussed maintaining Township roads, road signage, cemeteries, and the Township building itself. He also explained the financial work that goes into maintaining each of these operations and distinguished between what the Township and what the Road District are responsible for.

To answer trustee questions, Commissioner Smith listed having three full-time employees, one mainly cemetery-focused part-time employee, and equipment to get the job done. He explained where the boundaries for the DeKalb Township Road District are.

Reports:

Supervisor Hess:

1. Oakwood Cemetery

- a. Restoration work was completed by Stonehugger's Restoration Company during the last week of August. This work included repairing broken headstones and resetting headstones that were sinking into the ground.

- b. The entrance to the cemetery has been rebuilt and repaved.
- c. Tree trimming is scheduled to be completed this fall.

2. General Assistance and Emergency Assistance

- a. Continuing to see increased requests for applications for emergency assistance.
- b. Federal unemployment benefits ended on 9/4/2021.
- c. State of IL eviction moratorium is currently set to expire on 9/18/21.
- d. Attended LIHEAP (Low Income Home Energy Assistance Program) training on 8/19.

DeKalb Township is now a LIHEAP application site. This service is available to any DeKalb Township Resident and is done by scheduling an appointment. Information about this service is on the website.

- e. Community Resource Guide developed by Family Service Agency has been a valuable addition to Emergency Assistance application process.

<https://fsadekalbcounty.org/wpcontent/uploads/2021/06/Directory.pdf>

3. Paper Shredding and Recycling (eyeglasses & hearing aids) Event

- a. Scheduled for Saturday, September 18 from 9 to 11.
- b. Township residents can bring a maximum of 3 boxes and unlimited eyeglasses and hearing aids. We will check ID's to confirm residency in DeKalb Township.
- c. Advertising flier was emailed to all trustees. Trustees are encouraged to attend to greet residents and lend a hand.

4. Other

- a. 8/20 met with Katelynn Wisner from local AID (Association for Individual Development) office to learn about their services and how to make referrals.
- b. 8/20 met with Kim from Swanson Quality Services for an overview of Quickbooks. This is the accounting software the Township utilizes.
- c. 8/21 attended the Open House at Islamic Center of DeKalb.
- d. 8/25 met with Lesly Wicks from Hope Haven to learn more about their services and how to make referrals to their programs.
- e. 8/26 TOI Boot Camp
- f. 8/28 attended the Open House at Barb Food Mart to see their new location and learn more about their services.
- g. 9/4 attended the Open House at the Belonging Center. Met leaders from not-for-profit's - Center of It All, Passion Pursuit, and B.L.A.C., Inc. Future meetings with each organization will take place to exchange information on services.

5. FOIA Requests – see next page

FOIA requests received and processed since the last board meeting are shown below. The total staff time expended this month on FOIA requests was 22 hours 45 minutes. There are no other open FOIA requests at the time of this report.

Mark Charvat 9/3/21 Completed 9/7/21 Staff Time Involved 45 minutes

Email requesting the following: By the Freedom of Information Act, I am requesting the following information:

1. Signed contracts and invoices that were in effect from 1/1/2015 thru 8/31/2021 with Morningstar Media 2. Any bid or quotes from Morningstar Media from 1/1/2015 through 8/31/2021 3. payment records to Morningstar Media from 1/1/2015 through 8/31/2021

Derek Van Buer 9/3/21 Completed 9/3/21 Staff Time 30 minutes

All vendor payments details made from 4/1/2020 thru 3/31/2021. I am requesting this information in Microsoft Excel, which is available using Quickbooks, which the township uses for its financial management software.

Mark Charvat 8/11/21 Completed 8/12/21 Staff Time Involved 30 minutes

Email requesting the following: "Per the freedom of information act, I am requesting a copy The board packet for the August 11, 2021 township meeting."

Mark Charvat 8/11/21 Completed 8/12/21 Staff Time Involved 3 Hours 15 minutes

Email requesting the following: "By the Freedom of Information act, I am requesting the recorded videos the following DeKalb Township meetings: 12.09.20, 08.11.21, 07.14.21"

Derek Van Buer 8/12/21 Completed 8/18/21 Staff Time Involved 3 Hours 15 minutes Email requesting the following: "By the Freedom of Information Act, I am requesting the following information: Software licenses/contracts for accounting/financial management software used for accounts payable, accounts receivable, etc"

Derek Van Buer 8/12/21 Completed 8/18/21 Staff Time Involved 7 Hours 15 minutes Email requesting the following: "By the Freedom of Information Act, I am requesting the following information:

- Current Contracts for web hosting related to www.dekalbtownship.com
- Invoices for web hosting related to www.dekalbtownship.com from November 1, 2019 to July 31, 2021
- Invoices for data storage for files accessed from www.dekalbtownship.com from November 1, 2019, to July 31, 2021 (such as agendas, minutes, board packets, etc.)
- Information on the data storage constraints and expense of board packets on the website:
www.dekalbtownship.com used (See resolution 2021-002-T)
- Cost savings for removing minutes, agendas, and not putting board packets on-line for the public for www.dekalbtownship.com (See Resolution 2021-002 - T).

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- Cost savings for removing removing minutes, agendas, and not putting board packets on-line for the public for www.dekalbtownship.org (See Resolution 2021-002 - T). “

Derek Van Buer 8/20/21 Completed 8/24/21 Staff Time Involved 7 Hours 15 minutes

Email requesting the following: “By the Freedom of Information Act, I am requesting the following information: All vendor payments details made from 4/1/2020 thru 3/31/2021. I am requesting this information in Microsoft Excel, which is available using Quickbooks, which the township uses for its financial management software. Listed below are some instructions for the report.”

Clerk Tillotson: He expressed a willingness to accept any amendments the board may have for the meeting notes. He thanked the board for helping him transition into the role of clerk.

Highway Commissioner Smith: Commissioner Smith gave the update that the Twombly road project is on budget and on time.

There are driveway entrances in subdivisions to be paved and upkept this year, a two-week process the Commissioner hoped to start on Monday, the 13th of September.

The Commissioner addressed that striping is done for this year. Priority was given to the more travelled roads, but a traffic paint shortage resulted in the Commissioner not being able to stripe every road that he wanted. All of the yellow lines down the middle of roads were completed, but some white lines on less travelled roads were missed.

In collaboration with the Lions Club, a box will be put outside the Township building so that people may donate eyeglasses and hearing aids.

Assessor Dyer: Assessor Dyer's employee and his wife had their first baby, so the employee has been absent for 3 weeks to spend time with his baby. He mentioned that he will be taking a continuing education course in the near future.

Trustee Thurman: He discussed setting up all of the classrooms for hybrid learning with both zoom and in person instruction for his job at NIU. He has been receiving resident input asking for more Township board packets to be by default accessible so that it will not require a FOIA request.

Trustee McNett: He expressed his satisfaction with the new email security service the Township is using.

Trustee King: She noticed that masks, for the most part, are being worn on campus now that students are back.

She missed the City of DeKalb's Human Rights Commission meeting due to an emergency.

Trustee King announced that she will cease to serve on the board for the organization Center of It All.

Trustee Bradlo: She questioned what was being done about the lack of bike paths on Fourth street and Fairview, as they would provide a convenient route to the factories in that area. It was established that the City of DeKalb is responsible for these roads and will be building a bike path there.

She asked if the Township was in contact with the Youth Services Bureau, due to concerns of violence in schools. It was mentioned that the Youth Services Bureau has previously received a grant from the Township to address violence in schools.

Bill Paying:

A motion to approve the August audit report in the amount of \$224,815.23 and September bills to pay in the amount of \$126,254.61 was made by Trustee McNett and seconded by Trustee Thurman. Clerk Tillotson took a roll call vote: Supervisor Hess: aye; Trustee McNett: aye; Trustee Thurman: aye; Trustee King: aye. Ayes: 5; Nays: 0. The motion passed.

A motion to receive, file, and approve the Treasurer's August budget report was made by Trustee Thurman and seconded by Trustee Bradlo. Clerk Tillotson took a roll call vote: Supervisor Hess: aye; Trustee McNett: aye; Trustee Thurman: aye; Trustee King: aye; Trustee Bradlo: aye. Ayes: 5; Nays: 0. The motion passed.

Unfinished Business: None.

New Business:

- A. A motion to release and approve the Minutes of the Executive Session from January 13, 2021 was made by Trustee Thurman and seconded by Trustee Bradlo. Clerk Tillotson took a roll call vote: Supervisor Hess: aye; Trustee McNett: aye; Trustee Bradlo: aye; Trustee Thurman: aye; and Trustee King: aye. Ayes: 5; Nays: 0. The motion passed.
- B. A motion to release and approve the Minutes of the Executive Session from Wednesday, March 10, 2021 was made by Trustee McNett and seconded by Trustee Thurman. Clerk Tillotson took a roll call vote: Supervisor Hess: aye; Trustee McNett: aye; Trustee Bradlo: aye; Trustee Thurman: aye; and Trustee King: aye. Ayes: 5; Nays: 0. The motion passed.
- C. A motion to bring the regular meeting minutes from Wednesday, July 14, 2021 to the floor was made by Trustee Thurman and seconded by Trustee McNett.
A discussion ensued regarding changes that needed to be made to the minutes before voting on them as the official record. The Supervisor then introduced a motion to not accept the minutes and bring them to the floor at the next Township meeting, which Trustee King seconded. Clerk Tillotson took a roll call vote: Supervisor Hess: aye; Trustee McNett: aye; Trustee Bradlo: aye; Trustee Thurman: aye; and Trustee King: aye. Ayes: 5; Nays: 0. The motion passed.
- D. Supervisor Hess again introduced a motion to not accept the minutes and bring them to the floor at the next Township meeting, which Trustee McNett seconded. Clerk Tillotson took a roll call vote: Supervisor Hess: aye; Trustee McNett: aye; Trustee Bradlo: aye; Trustee Thurman: aye; and Trustee King: aye. Ayes: 5; Nays: 0. The motion passed.
- E. A motion to approve Resolution 2021-009 Amending the Property Tax Abatement Qualifying Criteria and Definitions in the DeKalb County Enterprise Zone was made by Trustee McNett and seconded by Trustee Thurman.

Commissioner Smith discussed how certain state statutes were not being followed, as Township officials are required to receive letters from the City of DeKalb addressing the annexation that is a part of the resolution. With the intention of making sure state statutes are followed, a motion to postpone voting on the original motion until the next Township meeting was made by Trustee King and was seconded by Trustee Thurman. Clerk Tillotson took a roll call vote: Supervisor Hess: aye; Trustee McNett: aye; Trustee Bradlo: aye; Trustee Thurman: aye; and Trustee King: aye. Ayes: 5; Nays: 0. The motion passed.

- F. A motion to begin discussion and possible action regarding IGA for Library Services between DeKalb Public Library and DeKalb Township was made by Trustee McNett and seconded by Trustee King. A discussion regarding the matter ensued. It was decided that the issue

would be brought back up again next month at the regular Township meeting.

Old Business: None.

Executive Session: None.

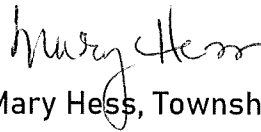
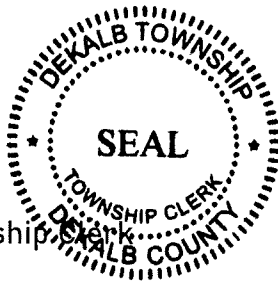
Other Business: The next Township Meeting will be Wednesday October 13, 2021, 6:00pm at the DeKalb Township Board Room.

Adjournment: A motion to adjourn was made by Trustee McNett and seconded by Trustee Thurman. The motion passed by unanimous voice vote and the meeting ended at 7:47pm.

Respectfully submitted,



Andrew "Ondrew" Tillotson, Township Clerk



Mary Hess, Township Supervisor