



**MINUTES TOWNSHIP BOARD
DEKALB, ILLINOIS
October 20, 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 Thurman: Present; Trustee Bradlo: Present; and Trustee McNett arrived at 6:12pm.

Trustee Thurman led everyone in the pledge of allegiance.

The agenda was confirmed by unanimous consent.

Town Hall (Public Comments)

Mark Charvat gave his opinions of the September Township meeting: he stated that discussing the Township Clerk's social media comments was unnecessary, he took issue with the tone of the board's discussion of FOIA, and he believed that Highway Commissioner Smith often spoke out of turn. He discussed his ethical concerns with the circumstances surrounding the resignations of former DeKalb Township Supervisor Jennifer Jeep-Johnson and Clerk Lynn Kunde.

The board clarified that continued discussion with a Public Commenter is done at the discretion of and for the clarification of the board.

Presentations

Brian Anderson, a CPA and senior manager at Wipfli LLP, discussed the audit of DeKalb Township and the Overview of 2021 Annual Financial Report. Overall, he expressed that the Township is in a healthy financial position. He highlighted key findings of the report and answered all the questions the board had about the report.

Supervisor Hess mentioned that the Annual Financial Report will be posted under the Transparency section of the Township website by the end of the week. Supervisor Hess also stated that, due to Wipfli increasing their price for audits, the conductor of next year's audit will be put out to a bid.

Reports

Supervisor's Report:

1. General Assistance and Emergency Assistance

- a. State of IL eviction moratorium expired on October 3, 2021. A growing number of applicants have been served a 5-day notice and/or received notice of eviction proceedings.
- b. LIHEAP (Low Income Home Energy Assistance Program) application assistance is being utilized by the public. This service is available to any DeKalb Township Resident and is done by scheduling an appointment. Information about this service is on the website.

- c. Erika is participating in a University Village Resource Fair this evening to share information about EA and GA.
- 2. Paper Shredding and Recycling (eyeglasses & hearing aids) Event on 9/18**
- a. Great turnout – an estimated 150 cars participated.
 - b. Thank you to Craig Smith, Highway Commissioner for preparing and allowing use of the Township Garage for this drive thru event.
 - c. Thank you to Karen, Craig, Chad and Andrew for helping with the event along with our volunteers from DHS NHS who were extremely helpful.
 - d. Next shredding event scheduled for December 4th (weather permitting).
- 3. Other**
- a. If you haven't already, please complete online sexual harassment training and turn in certificate of completion.
 - b. In partnership with Lions Club, we are now a permanent collection site for used eyeglasses and hearing aids. Thank you to Craig Smith and his crew for installing the box.
 - c. On Monday, October 25th DeKalb Township is hosting a meet and greet with other Township Supervisors in DeKalb County.
 - d. Everyone who expressed interest in participating in the TOI 2021 Virtual Education Conference taking place 11/15/21 – 11/17/21 has been registered.
 - e. 9/27 – met with Danita Sims from Passion Pursuits to discuss potential collaboration for General Assistance workfare program services.
 - f. 9/27 – met with Tiffany Tucker from B.L.A.C., Inc. (Building Leaders Advocating for Change) to discuss Committee on Youth grant and her potential service to the committee.
 - g. 9/29 – met with Jori from DeKalb County Nursing Home to review/update our involvement in accepting names for the waiting list.
 - h. 10/4 – met with DeKalb County Housing Authority to learn about the process of applying for housing assistance.
 - i. 10/5 – met with Earnell from the Sir Donald Foundation about potential collaboration and funding opportunities.
 - j. 10/7 – Karen & I participated in a FOIA training provided by IL States Attorney Office.
 - k. 10/7 – attended Pleasant Street neighborhood meeting – discussion re communication strategies to reach residents living in Pleasant St. neighborhood.
 - l. 10/13 & 10/14 – attended Illinois Cemetery & Funeral Home Fall Convention

FOIA Requests

September 9 - October 12, 2021

Requester	Company	Date	Description	Responded On	Total Pages Attached	Hours	Minutes
Michael Haji-Sheikh		10/12/21 3:43 PM	Various 2018-2019 Board Packets	10/14/2021 4:00 PM-4:07 PM 4 emails	310 Pages	4	
Katy Smyser	NBC5	10/4/21 6:39 PM	Unclaimed Property/Funds	10/7/21 12:20 PM	N/A		45
Derek Van Buer		9/28/21 3:00 PM	Invoice/Quotes Cirone	9/29/2021 4:335:00 PM	1 PDF/17 Pages	2	30
Derek Van Buer		9/28/21 2:20 PM	Financial Policies/Quotes/Invoices	9/30/21 9:52 AM	1 PDF/3 Pages	2	
Derek Van Buer		9/28/21 2:17 PM	Invoice/Quotes Pines	9/29/21 3:45 PM	2 PDFs/74 Pages	6	30
Lynn Fazekas		9/13/21 8:56 AM	September Board Pkt	9/13/21 4:06 PM	63 Pages		30
Derek Van Buer		9/10/21 3:24 PM	QuickBooks 2017	9/15/2021 13:41 PM	2 Files	3	15
Mark Charvat		9/9/20 3:47 PM	September Board Pkt	9/15/21 4:06 PM	63 Pages		30
Derek Van Buer		9/9/21 9:52 AM	QuickBooks 2018	9/15/2021 13:41 PM	2 Files	3	15

FOIA REQUESTS:

9

TOTAL HOURS TO COMPLETE: 23 Hours 15 Minutes

Clerk's Report: Clerk Tillotson requested that the board amend the minutes if need be but recommended they be passed at this meeting. He stated his commitment to making the best minutes possible and spoke of his interest in becoming a FOIA officer once the training to do so became available again.

Highway Commissioner's Report: Commissioner Smith was absent.

Assessor's Report: Assessor Dyer left a note that Supervisor Hess read. In Assessor Dyer's letter, he wrote "I apologize for not being present. Since the previous meeting, the changes in assessment were published on October 7th. The equalization factor that was applied to all partials in the Township was 1.62%. The deadline to file with the DeKalb County Board of Review is November 8th. We are currently dealing with taxpayers and any issues they may have with assessments that we published and mailed out. See you all November 10th. Sincerely, Richard Dyer."

Trustee Bradlo: Trustee Bradlo mentioned the Girl Scouts were looking to create a bench from sustainable materials and were wondering if the Township was in need of a bench. Supervisor Hess informed Trustee Bradlo that the cemeteries under the care of the Township would be a place where the Girl Scouts could build their bench.

Trustee King: Trustee King reported that Northern Illinois University has a new relationship regarding diversity.

Trustee Thurman: No report.

Trustee McNett: No report.

Bill Paying:

A motion to approve the September audit report in the amount of \$150,575.59 and October bills to pay in the amount of \$258,702.37 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; Trustee Bradlo: aye. Ayes: 5; Nays: 0. The motion passed.

A motion to receive, file, and approve the Treasurer's September budget report was made by Trustee King and seconded by Trustee Thurman. 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 approve the regular meeting minutes from Wednesday, July 14, 2021 with the amendments Supervisor Hess shared with the board was made by Supervisor Hess and seconded by Trustee King. A unanimous voice vote passed these minutes.
- B. A motion to bring the regular meeting minutes from Wednesday, August 11, 2021 with the amendments Supervisor Hess shared with the board was made by Supervisor Hess and seconded by Trustee McNett. A unanimous voice vote passed these minutes.
- C. A motion to bring the regular meeting minutes from Wednesday, September 8, 2021 with the amendments Supervisor Hess shared with the board was made by Supervisor Hess and seconded by Trustee Thurman. A unanimous voice vote passed these minutes.
- D. Approval of the Resolution 2021-009 (T) Amending the Property Tax Abatement Qualifying Criteria and Definitions in the DeKalb County Enterprise Zone: Supervisor Hess discussed Commissioner Smith's concerns from the September Township meeting and mentioned that they have since been resolved. Relations between the city and the Township relevant to the resolution were discussed by the board.

A motion to pass this resolution was made by Trustee Thurman and was 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.

- E. Approval of IGA for Library Services between DeKalb Public Library and DeKalb Township: A motion to approve this change to IGA 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.
- F. Discussion and approval of Resolution 2021-010 (T) Awarding Annual Social Service Grants: Trustee Thurman led the discussion, as he and Supervisor Hess had previously reviewed all of the social service grants. He described the services each of the applicants provide.

Trustee Thurman and Supervisor Hess answered the rest of the board's questions. It was clarified that every grant would benefit DeKalb Township residents directly. A Grant Rubric measured the degree to which each grant would help DeKalb Township residents. Further discussion about how the grants were decided ensued.

A motion to approve this resolution with a total of \$107,900.00 coming from DeKalb Township's General Town Fund and a total of \$13,000.00 coming from

DeKalb Township's General Assistance Fund was made by Trustee McNett and seconded by Supervisor Hess. 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.

Old Business: None.

Executive Session: None.

Other Business: The next Township Meeting will be Wednesday November 10, 2021, 6:00pm at the DeKalb Township Board Room.

Adjournment: A motion to adjourn was made by Trustee Thurman and seconded by Trustee McNett. The motion passed by unanimous voice vote and the meeting ended at 7:08 pm.

Respectfully submitted,



Andrew "Ondrew" Tillotson, Township Clerk



Mary Hess, Township Supervisor

