

**Township Board Meeting  
Thursday, February 13, 2020**

**APPROVED 3/12/2020**

**1. CALL TO ORDER**

The meeting was called to order by Supervisor Holscher at 7:32 PM.

**2. PLEDGE OF ALLEGIANCE**

Supervisor Holscher led the Pledge of Allegiance.

**3. ROLL CALL AND ESTABLISHMENT OF A QUORUM**

Board Members: Supervisor Holscher, Trustees DeRango, Mitchell and Nichols attended the meeting. Trustee Rotkis did not attend.

Board Officers: Highway Commissioner Alstrom, Assessor Kern, Collector Peterson and Clerk Snitko were present at the meeting.

**4. PUBLIC COMMENT**

4.1 None

**5. APPROVAL OF MINUTES**

**5.1 Approval of January 9, 2020 – Regular Meeting Open Session Minutes**

Trustee DeRango moved to approve January 9, 2020 Regular Meeting Open Session Minutes and Trustee Nichols seconded. The minutes were approved 3-0 per roll call vote (Trustee Mitchell abstained due to her absence previous month).

**6. OLD BUSINESS**

**7. NEW BUSINESS**

**7.1 Discussion/Approval of Delta Dental & VSP Insurance:**

Supervisor Holscher informed that there are very minimal changes in insurance premium and no other modifications. Trustee Nichols moved to approve Delta Dental and VSP Insurance Plans and Trustee DeRango seconded. Both Insurance Plans were approved 4-0 per roll call vote.

**7.2 Discussion/Approval of 2020 Pace Partners Agreement:**

Supervisor Holscher shared latest details related to the 2020 Pace Partners Agreement. Wheatland Township's share will be \$48,098. Agreement verbiage was updated and reviewed/approved by our counsel. Trustee DeRango moved to approve 2020 Pace Partners Agreement and Trustee Nichols seconded. 2020 Pace Partners Agreement was approved 4-0 per roll call vote.

**7.3 Discussion on 457 Plan:**

A representative Wheatland Township was initially referred to for 457 Plan information, turned out to be very unprofessional and missed 3 different appointments. The company responded back and found a different individual to assist us. East Coast Regional Manager helped resolve those issues and put in touch with a local representative who is also assisting Village of Plainfield with this plan. In comparison to 401k, 457 Plan allows public employees to put more money into savings and when funds are withdrawn early on, individuals are only responsible for taxes without any penalties. Will provide a packet of information to the Township employees and

schedule a conference call with a 457 Plan representative to get additional details about it and answer any questions.

**7.4 Discussion/Approval of Emergency Assistance:**

Supervisor Holscher shared details about the program, how it is being used and how Township fits into this process. The Board asked questions and had a discussion about it. Everybody agreed that no changes needed to be made to the Emergency Assistance Program and it shall remain in current form.

**8. APPROVAL OF BILLS AND CLAIMS**

**8.1 Approval of 1/10/2020-2/13/2020 Town and Road District Fund Bills & Claims:**

Trustee DeRango moved to approve the Town, Park, Assessor, Road & Bridge, Special Hard Road and Cemetery Funds bills and Trustee Mitchell seconded. Bills in the amount of \$143,922.91 were approved 4-0 per roll call vote.

**9. REPORTS**

**9.1 SUPERVISOR (DEB HOLSCHER)**

- Two banners with the information about new Early Voting site are coming and will be placed outside. Handouts with address are also available in the lobby
- Sand blasted Wheatland Township sign is expected to arrive in two weeks
- Road crew is doing amazing job taking care of the building and assisting with the maintenance needs

**9.2 HIGHWAY COMMISSIONER (BILL ALSTROM)**

- Tree trimming in Whispering Lakes & Tamarack was completed this month
- Snow removal: Used 437 tons of salt and 1,000 gallons of deicer so far
- Crew put in 293 hours of overtime

**TRUSTEES:**

**TRUSTEE (COLLEEN ROTKIS)**

- No updates

**TRUSTEE (RAQUEL MITCHELL)**

- No updates

**TRUSTEE (JEFFREY DERANGO)**

- No updates

**TRUSTEE (GREGORY NICHOLS)**

- No updates

**9.4 TOWNSHIP CLERK (JACOB SNITKO)**

- No FOIAs this month
- Contacted Will County to see if they can provide any signs regarding new Early Voting site; they will look into that

**9.5 TAX COLLECTOR/CEMETERY (BEN PETERSON)**

- Cemetery was designated as Will County Historic Landmark 9 years ago (2/17/2011)
- Sold 2 graves
- Cemetery meeting: reviewed status of all reclamation graves. Maps to be updated
- Acquired 2 drawer Fire-safe cabinet to safeguard books
- Cemetery Trustee Jim Hofman resigned Feb. 5<sup>th</sup>
- Local HOA may use open ground in cemetery for toddler Easter Egg Hunt

**9.6 ASSESSOR (CHUCK KERN)**

- Assessor Kern's office had a water leak due to roofing problems. Desktop, ceiling tiles, wall and floor carpet tiles got damaged

- Main server used by the Assessor's Office is at the end of its life (about 5 years old) and recently had some problems. Jerry was able to fix it and purchased an additional manufacturer's warranty for one more year. Will need to budget for it and purchase a new one next year.
- Will County continue to put pressure on all Townships to convert to their system. There are some concerns among Townships about the cost associated with this transition

**10. ADJOURNMENT:**

Trustee DeRango moved to adjourn the meeting and Trustee Nichols seconded; the meeting was adjourned without discussion on a voice vote at 8:16 PM.

**Next meeting March 12, 2020**

Approved as presented:

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Prepared by Jacob Snitko, Township Clerk

**Township Board Meeting  
Thursday, June 11, 2020**

APPROVED 7/9/2020

**1. CALL TO ORDER**

The meeting was called to order by Supervisor Holscher at 7:31 PM.

**2. PLEDGE OF ALLEGIANCE**

Supervisor Holscher led the Pledge of Allegiance.

**3. ROLL CALL AND ESTABLISHMENT OF A QUORUM**

Board Members: Supervisor Holscher, Trustees Mitchell, Rotkis and Nichols attended the meeting in person and Trustee DeRango via conference bridge.

Board Officers: Highway Commissioner Alstrom, Assessor Kern, Collector Peterson and Clerk Snitko were present at the meeting.

**4. PUBLIC COMMENT**

4.1 None

**5. APPROVAL OF MINUTES**

**5.1 Approval of May 14, 2020 – Regular Meeting Open Session Minutes**

Trustee Rotkis moved to approve May 14, 2020 Regular Meeting Open Session Minutes and Trustee Mitchell seconded. The minutes were approved 5-0 per roll call vote.

**6. OLD BUSINESS**

**7. NEW BUSINESS**

**7.1 Discussion/Approval of Ordinance #20-02-O Town Budget:**

- Trustee Nichols moved to approve 2020-2021 Town Budget and Trustee Mitchell seconded. Ordinance #20-02-O Town Budget was approved 5-0 per roll call vote without further discussion.

**7.2 Discussion/Approval of Ordinance #20-03-O Highway Budget:**

- Trustee Rotkis moved to approve 2020-2021 Highway Budget and Trustee Mitchell seconded. Ordinance #20-03-O Highway Budget was approved 5-0 per roll call vote without further discussion.

**7.3 Discussion/Approval of Annual Town Meeting reschedule date:**

- Supervisor Holscher pointed out that initially, Townships were required to hold Annual meeting within 30 days after expiration of the current disaster proclamation. Recently, the Governor has signed HB 2096 (Public Act 101-0632) effective immediately allowing Townships to hold Annual Meeting in July. However, to do that, Townships are required to seek the written approval of Local County Health Department. After further discussion it became evident that we do not have enough time to comply with meeting announcement requirements in time for July 21 date. The Board decided to wait for "stay at home" order to expire and schedule Annual meeting at that time.

**8. APPROVAL OF BILLS AND CLAIMS**

**8.1 Approval of 5/15/2020-6/11/2020 Town and Road District Fund Bills & Claims:**

Trustee Rotkis moved to approve the Town, Park, Assessor, Road & Bridge, Special Hard Road and Cemetery Funds bills and Trustee Mitchell seconded. Bills in the amount of \$157,378.62 were approved 5-0 per roll call vote.

## **9. REPORTS**

### **9.1 SUPERVISOR (DEB HOLSCHER)**

- Supervisor Holscher shared information pertaining to sexual harassment training that is required for all elected officials and staff members. She is working with workman's comp insurance (Dimond Bros.) representative to have this tool/training available soon. Training must be completed by 12/31/2020. Will share additional details as more information becomes available.
- One of the tiles was skewed in the vestibule and a bird made its way through the arch window into the lobby. One of the staff members managed to take that bird outside

### **9.2 HIGHWAY COMMISSIONER (BILL ALSTROM)**

- Have done about 2.5 weeks of drainage work with the Gradall contractor
- Some employees started taking vacation time
- Brush pickup this week
- In 2 weeks will go back to Gradall contractor to do additional work

#### **TRUSTEES:**

#### **TRUSTEE (COLLEEN ROTKIS)**

- Park looks good; did some weeding over the weekend
- Some young men assisted with repairing basketball nets; having higher rims would help keep those nets in a better shape, but that requires additional money
- Unexpected \$1,350 expense due to blown RPZ valve when water got turned on

#### **TRUSTEE (RAQUEL MITCHELL)**

- Senior Committee meeting is scheduled for June 17<sup>th</sup>. Trying to plan a luncheon and activities that would be safe for all attendees. Shared ideas with the Board and brainstormed some possible options

#### **TRUSTEE (JEFFREY DERANGO)**

- Collecting information for the Newsletter

#### **TRUSTEE (GREGORY NICHOLS)**

- No updates. Recovering

### **9.4 TOWNSHIP CLERK (JACOB SNITKO)**

- Responded to email requests/questions during last month
- Received one FOIA request about Road District's NPDES permit

### **9.5 COLLECTOR/CEMETERY (BEN PETERSON)**

- 4 burials this month
- 6 grave sales
- Purchased 1-year, \$90K CD
- Mark Thompson and Son began contract cemetery mowing
- One-time verbal agreement with Supervisor for cemetery to pay for two September lawn mowings (\$2,250)
- Tax Collector Peterson mentioned the fact that he received many complements in the past 3.5 years regarding meticulous care of the Cemetery and he credited Road Department for that. He also shared 4 pages of Meeting Minutes from 4/11/2000 Annual Town Meeting and discussed the agreement that was made at that meeting with the Highway Commissioner Jarnagin who agreed that the Road crew would cut grass and remove snow at the cemetery to reduce maintenance cost. As part of this discussion, an email from Highway Commissioner Alstrom dated 6/9/2020 to Tax Collector Peterson was shared with the Board. This conversation turned into a prolonged discussion about handling of current and future cemetery maintenance.

Hwy Commissioner Alstrom pointed out that there have been a lot of changes in the last 20 years and starting in 2015, they began hiring a seasonal staff member each year to maintain the cemetery, park and Township building. This was done due to the changing mission of the Road District crew from being a maintenance unit to a drainage renovation/construction team. To address Tax Collector Peterson's concern regarding current use of a private sector contractor, Hwy Commissioner Alstrom proposed hiring a full time Road District employee who would dedicate about 26 weeks per year on cemetery ground maintenance. This option would require Township and the cemetery to cover about 45% of the cost associated with it (\$21,600/year).

-Tax Collector Peterson also provided a printout dated 6/11/2020 with his response to the Hwy Commissioner's proposal. He did not like the idea of cemetery paying for the ground maintenance and re-emphasized the agreement mentioned above that was made 20 years ago. He pointed out that he signed up for this job under 2 conditions: Cemetery would never be sold, and Road Department would take care of its maintenance. He also shared his thoughts on this matter and included two options/solutions in the response letter:

- 1) *Have Cemetery expense itemized on the Tax Bill or add a line item to one or both Road District and Township Budgets*
- 2) *Petition City of Naperville to annex the 6-acre Cemetery so that city taxes would be used to pay for its maintenance*

The reason Tax Collector Peterson refuses to use cemetery money to pay for its maintenance is because his goal is to continue growing the Care Fund so that those earnings can be legally used to pay for cemetery maintenance in the future.

-Trustees Nichols and Mitchell asked Supervisor Holscher, Highway Commissioner Alstrom and Tax Collector Peterson to get together, discuss available options and come to an agreement. If they are not able to compromise and have a workable solution for this issue, bring recommendations to the Township Board and let them make that decision.

#### **9.6 ASSESSOR (CHUCK KERN)**

- Assessor's Office staff is back in the office. A new safety window separating staff from visitors has been installed
- Tax Exemptions for qualified residents have been carried over automatically from last year; that reduced the number of office visitors and callers compared to previous year
- Will County office has not re-opened to the public yet

#### **10. ADJOURNMENT:**

Trustee Rotkis moved to adjourn the meeting and Trustee Mitchell seconded; the meeting was adjourned on a voice vote at 8:42 PM.

**Next meeting July 9, 2020**

Approved as presented:

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Prepared by Jacob Snitko, Township Clerk

**Township Board Meeting  
Thursday, July 9, 2020**

**1. CALL TO ORDER**

The meeting was called to order by Supervisor Holscher at 7:31 PM.

**2. PLEDGE OF ALLEGIANCE**

Supervisor Holscher led the Pledge of Allegiance.

**3. ROLL CALL AND ESTABLISHMENT OF A QUORUM**

Board Members: Supervisor Holscher, Trustees Mitchell, Rotkis, DeRango and Nichols attended the meeting.

Board Officers: Highway Commissioner Alstrom, Assessor Kern, Collector Peterson and Clerk Snitko were present at the meeting.

**4. PUBLIC COMMENT**

4.1 None

**5. APPROVAL OF MINUTES**

**5.1 Approval of June 11, 2020 – Public Hearing Open Session Minutes**

Trustee Nichols moved to approve June 11, 2020 Public Hearing Open Session Minutes and Trustee Mitchell seconded. The minutes were approved 4-0 per roll call vote (Trustee Rotkis joined the meeting after the roll call).

**5.2 Approval of June 11, 2020 – Regular Meeting Open Session Minutes**

Trustee Nichols moved to approve June 11, 2020 Regular Meeting Open Session Minutes and Trustee Mitchell seconded. The minutes were approved 5-0 per roll call vote.

**6. OLD BUSINESS**

**6.1 Report on Cemetery Grounds Maintenance options:**

- Tax Collector Peterson provided updates on cemetery grounds maintenance. After last Board meeting, a committee of five met to discuss options regarding the source of financial contributions to cover mowing expenses of cemetery grounds. Tax Collector Peterson is in the process of researching the ideas and suggestions offered by those in attendance. When summary of suggestions is available for the Board to review, will put it on the meeting agenda.

- Supervisor Holscher provided her updates on this topic. She mentioned one more item discussed at the meeting and it was the fact that Collector Peterson is carrying a heavy load handling multiple tasks related to the cemetery all by himself. They agreed that those responsibilities need to be distributed more evenly among Cemetery Board members to offload Mr. Peterson. They also proposed to explore possibility of engaging other groups and organizations in the Wheatland Township to contribute to the cemetery maintenance in some capacity.

- Highway Commissioner Alstrom suggested for Cemetery Board Members to contact long-time Wheatland residents who have descendants at the cemetery and benefited from the sale of land they used to own and ask if they would be willing to contribute to the cemetery maintenance or Care Fund.

**6.2 Discussion/Approval of Update on Sexual Harassment Training:**

- Supervisor Holscher informed the Board that all staff members of the Wheatland Township will receive the next day an email with the information to take Sexual

Harassment Training. Upon completing this course, everyone will need to download a certificate and provide a copy of it to Carolyn to keep it on file. There will be additional "Bloodborne Pathogens" training required by OSHA/Insurance company that all personnel will need to complete this year. Trustee Mitchell moved to approve the training and Trustee Rotkis seconded. Sexual Harassment and Bloodborne Pathogens training was approved 5-0 per roll call vote without further discussion.

## **7. NEW BUSINESS**

## **8. APPROVAL OF BILLS AND CLAIMS**

### **8.1 Approval of 6/12/2020-7/9/2020 Town and Road District Fund Bills & Claims:**

Trustee Mitchell moved to approve the Town, Park, Assessor, Road & Bridge, Special Hard Road and Cemetery Funds bills and Trustee DeRango seconded. Bills in the amount of \$209,250.65 were approved 5-0 per roll call vote.

## **9. REPORTS**

### **9.1 SUPERVISOR (DEB HOLSCHER)**

- Given current situation, Mark Thompson and Son may continue working with the Township to provide mowing services next year
- Financial Audit is in progress; Carolyn is very busy assisting with this process
- Current office cleaning contractor is unable to keep up with required cleaning demands; Assessor's office staff member expressed interest in taking on this job and it is now being performed by that person. If needed, there are some other Township team/family members interested in this opportunity

### **9.2 HIGHWAY COMMISSIONER (BILL ALSTROM)**

- Staff is busy doing drainage related work all this month (changing culverts, installing underdrains and other drainage work)
- The new truck on order is being delayed by 16 weeks due to COVID-19

#### **TRUSTEES:**

#### **TRUSTEE (COLLEEN ROTKIS)**

- Noticed that flag at the park was missing; Highway Commissioner Alstrom informed that it is at the Township and the rope is being repaired. Will put it back as soon as it is fixed

#### **TRUSTEE (RAQUEL MITCHELL)**

- Seniors have been hesitant to meet. Planning to have another Senior Committee meeting in about a week to further discuss available options. Sadly, there is a possibility that seniors may not get together this year at all

#### **TRUSTEE (JEFFREY DERANGO)**

- Acknowledged the work Cemetery Board is doing and thanked Collector Peterson for his personal dedication and contributions to it. Collector Peterson took the opportunity to share additional details about cemetery and all the tasks Cemetery Board team members are performing

#### **TRUSTEE (GREGORY NICHOLS)**

- No new updates

### **9.4 TOWNSHIP CLERK (JACOB SNITKO)**

- Responded to email requests/questions during last month
- 2020-2021 Budgets were files with the Will County Clerk's office last month

### **9.5 COLLECTOR/CEMETERY (BEN PETERSON)**

- 2 burials this month
- Purchased 6-months CD at 0.10% return
- Mark Thompson and Son is doing a good job mowing cemetery grounds



- Initial discussion of solutions to consider how to compensate Road Department's curtailment of maintenance support in future budgets

**9.6 ASSESSOR (CHUCK KERN)**

- Entering another wave of busy season. New assessments will be published in 3-4 weeks and that prompts a lot of phone calls and other actions at the Assessor's Office. Will County will use a 1.01 multiplier to calculate property taxes (1% increase for all properties).

**10. ADJOURNMENT:**

Trustee Nichols moved to adjourn the meeting and Trustee Mitchell seconded; the meeting was adjourned on a voice vote at 8:19 PM.

**Next meeting August 13, 2020**

Approved as presented:

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Prepared by Jacob Snitko, Township Clerk

**Township Board Meeting  
Thursday, October 8, 2020**

**1. CALL TO ORDER**

The meeting was called to order by Supervisor Holscher at 7:30 PM.

**2. PLEDGE OF ALLEGIANCE**

Trustee DeRango led the Pledge of Allegiance.

**3. ROLL CALL AND ESTABLISHMENT OF A QUORUM**

Board Members: Supervisor Holscher, Trustees Mitchell, Rotkis, DeRango and Nichols attended the meeting

Board Officers: Highway Commissioner Alstrom, Assessor Kern, Collector Peterson, and Clerk Snitko were present at the meeting

**4. PUBLIC COMMENT**

4.1 None

**5. APPROVAL OF MINUTES**

**5.1 Approval of September 10, 2020 – Regular Meeting Open Session Minutes**

Trustee Nichols moved to approve September 10, 2020 Regular Meeting Open Session Minutes and Trustee Rotkis seconded. The minutes were approved 4-0 per roll call vote (Trustee DeRango abstained).

**6. OLD BUSINESS**

**7. NEW BUSINESS**

**7.1 Discussion/Approval of Resolution 20-02-R Setting Compensation for Elected Officials**

Supervisor Holscher suggested making changes to the second paragraph describing Assessor's and Highway Commissioner's eligibility for medical health benefits under the same terms and conditions as it is offered to the employees of the Wheatland Township (separate elected officials' benefits from employees'). The Board discussed overall compensation and how it compares to the same positions in other townships. Trustee DeRango proposed getting additional information regarding health benefits eligibility for Elected Officials and moved to table this discussion to the next meeting and Trustee Rotkis seconded.

**7.2 Discuss options regarding selling Wheatland Park**

Trustee Rotkis provided some details pertaining to the initial price Wheatland Township paid for the Wheatland Park and Grant that was given as part of the maintenance agreement. She will do additional research to find what the fair market value of the park is and if that land can be re-zoned after contract expiration in 2021.

**7.3 Discussion/Approval of purchase of Road District's vehicle**

The Board discussed whether to purchase Road District's F-150 pickup truck for Assessor's Office use in lieu of mileage reimbursement. Trustee Mitchell moved NOT to purchase this vehicle and Trustee Rotkis seconded. The motion was carried 5-0 per roll call vote.

**8. APPROVAL OF BILLS AND CLAIMS**

**8.1 Approval of 9/11/2020-10/8/2020 Town and Road District Fund Bills & Claims:**

Trustee Mitchell moved to approve the Town, Park, Assessor, Road & Bridge, Special Hard Road and Cemetery Funds bills and Trustee Nichols seconded. Bills in the amount of \$203,630.86 were approved 5-0 per roll call vote.

**9. REPORTS**

**9.1 SUPERVISOR (DEB HOLSCHER)**

- Landscaping work will be done next week around the building (new plants and mulch spreading)
- Will discuss Risk Management insurance options that start 12/1/2020
- Township Office will be closed on 10/12 due to Holiday
- Meeting with perspective mowing intern next week
- Shared diagram for upcoming building changes

**9.2 HIGHWAY COMMISSIONER (BILL ALSTROM)**

- Was able to negotiate salt prices with the state of Illinois at \$46/ton compared to \$76/ton paid in 2019

**TRUSTEES:**

**TRUSTEE (COLLEEN ROTKIS)**

- No additional information besides what was discussed in item 7.2 above

**TRUSTEE (RAQUEL MITCHELL)**

- Senior Committee meeting. People are still concerned and cautious about meeting in person. Hoping for Christmas time activity

**TRUSTEE (JEFFREY DERANGO)**

- Sent an email asking for information for Fall Newsletter

**TRUSTEE (GREGORY NICHOLS)**

- First successful month of administering the Wheatland Township Facebook page

**9.4 TOWNSHIP CLERK (JACOB SNITKO)**

- No FOIAs this month. On 9/21, W. Garlick filed a complaint at the Will County Court regarding his last FOIA request denial

**9.5 COLLECTOR/CEMETERY (BEN PETERSON)**

- Peter Scavetta will accept a Trustee position
- Had 1 ash burial
- Discussed grave purchases with 2 families
- Final mowing by contractor
- Fall Clean Up signs posted for October

**9.6 ASSESSOR (CHUCK KERN)**

- Nothing pressing this month (no new updates)

**10. ADJOURNMENT:**

Trustee Rotkis moved to adjourn the meeting and Trustee Mitchell seconded; the meeting was adjourned on a voice vote at 8:32 PM.

**Next meeting November 12, 2020**

Approved as presented:

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Prepared by Jacob Snitko, Township Clerk

**Township Board Meeting  
Thursday, January 9, 2020**

**1. CALL TO ORDER**

The meeting was called to order by Supervisor Holscher at 7:31 PM.

**2. PLEDGE OF ALLEGIANCE**

Trustee DeRango led the Pledge of Allegiance.

**3. ROLL CALL AND ESTABLISHMENT OF A QUORUM**

Board Members: Supervisor Holscher, Trustees DeRango, Nichols and Rotkis attended the meeting. Trustee Mitchell did not attend.

Board Officers: Assessor Kern, Tax Collector Peterson and Clerk Snitko were present at the meeting. Highway Commissioner Alstrom did not attend.

**4. PUBLIC COMMENT**

4.1 None

**5. APPROVAL OF MINUTES**

**5.1 Approval of December 12, 2019 – Regular Meeting Open Session Minutes**

Trustee Nichols moved to approve December 12, 2019 Regular Meeting Open Session Minutes and Trustee Rotkis seconded. The minutes were approved 3-0 per roll call vote (Trustee DeRango abstained due to his absence previous month).

**6. OLD BUSINESS**

**7. NEW BUSINESS**

**7.1 Discussion/Approval of Revised Resolution #15-02-R:**

Supervisor Holscher shared some background information about this Resolution that would allow Township to pay bills in the middle of the month to prevent additional charges and avoid late payment fees. The Board members discussed it in more details. Trustee DeRango moved to approve Resolution #15-02-R and Trustee Rotkis seconded. Bill Payment Resolution #15-02-R was approved 4-0 per roll call vote.

**7.2 Discussion on 2020/2021 Budget Timeline:**

Supervisor Holscher informed that a notice about Budget hearings must be published by May 30<sup>th</sup>. Need to make tentative Budget available for public inspection by the same date and hold Budget hearing and adoption by June 30<sup>th</sup>. Budget must be filed by July 30<sup>th</sup>. We do not anticipate any Budget anomalies and expect to complete it before these deadlines. Have already started working on Township and Road District Budgets.

**7.3 Discussion on 2020/2021 Assessor's Budget:**

Assessor Kern presented 2020/2021 Budget for Assessor's Office. Found some discrepancies in numbers pertaining to Health Insurance. VSP Insurance was added last year after 2019 Budget got approved. Additional Payroll expenses were accumulated due to unanticipated overtime and staff changes driven by 2019 Quadrennial Assessment. Will need to shut down 2 computers and buy/replace 2 others as they have reached the end of lifecycle. The rest of the expenses are in line with 2019 Budget. Continue reviewing each line item to get 2020 budget close to the projected numbers.

**7.4 Discussion/Approval of 2020 Pace Partners Agreement:**

Ride DuPage Transportation Partners attempted to contact Pace on multiple occasions since the beginning of the year, but they have not responded back. Will continue withholding funds until Pace engages in conversation.

**8. APPROVAL OF BILLS AND CLAIMS**

**8.1 Approval of 12/13/2019-1/9/2020 Town and Road District Fund Bills & Claims:**

Trustee DeRango moved to approve the Town, Park, Assessor, Road & Bridge, Special Hard Road and Cemetery Funds bills and Trustee Rotkis seconded. Bills in the amount of \$201,824.99 were approved 4-0 per roll call vote.

**9. REPORTS**

**9.1 SUPERVISOR (DEB HOLSCHER)**

- Expecting some heavy rain this weekend before it turns to snow; will be watching how well tiles work for us. Some seals were also installed on the front door to block water
- One window was replaced in the Assessor's Office
- Waiting for a new sign to replace the one in front of the building
- Township is now approved and have capability to accept credit card payments. Training will be scheduled shortly
- Need to have a discussion next month regarding Emergency Assistance and decide if we are going to provide it

**9.2 HIGHWAY COMMISSIONER (BILL ALSTROM)**

- None

**TRUSTEES:**

**TRUSTEE (COLLEEN ROTKIS)**

- No updates

**TRUSTEE (RAQUEL MITCHELL)**

- None

**TRUSTEE (JEFFREY DERANGO)**

- Will start gathering information and putting together next Newsletter shortly

**TRUSTEE (GREGORY NICHOLS)**

- Searching for a reasonable contractor to talk about masonry work in front opening of the building
- Will be utilizing Township employees as much as possible to take care of the landscaping and building maintenance

**9.4 TOWNSHIP CLERK (JACOB SNITKO)**

- No FOIAs this month

**9.5 TAX COLLECTOR/CEMETERY (BEN PETERSON)**

- Sold 9 graves
- Awaiting paperwork and payment for 2 graves
- 2020-2021 Cemetery Budget submission
- Seeking Fire-safe cabinet (2 drawers) to safeguard books
- Reclamation project comes to an end March 1, 2020

**9.6 ASSESSOR (CHUCK KERN)**

- Visited Baird & Warner office in Plainfield to do a presentation. Had a good and productive discussion with agents in attendance

**10. ADJOURNMENT:**

Trustee DeRango moved to adjourn the meeting and Trustee Nichols seconded; the meeting was adjourned without discussion on a voice vote at 8:08 PM.

**Next meeting February 13, 2020**

Approved as presented:

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Prepared by Jacob Snitko, Township Clerk

**Township Board Meeting  
Thursday, March 12, 2020**

**APPROVED 4/14/2020**

1. **CALL TO ORDER**  
The meeting was called to order by Supervisor Holscher at 7:31 PM.
2. **PLEDGE OF ALLEGIANCE**  
Supervisor Holscher led the Pledge of Allegiance.
3. **ROLL CALL AND ESTABLISHMENT OF A QUORUM**  
Board Members: Supervisor Holscher, Trustees Mitchell and Rotkis attended the meeting. Trustees DeRango and Nichols did not attend.  
Board Officers: Highway Commissioner Alstrom, Assessor Kern, Collector Peterson and Clerk Snitko were present at the meeting.
4. **PUBLIC COMMENT**
  - 4.1 None
5. **APPROVAL OF MINUTES**
  - 5.1 **Approval of February 13, 2020 – Regular Meeting Open Session Minutes**  
Did not have a quorum to approve minutes; Trustee Rotkis was absent previous month and abstained from voting on this item. Will put it on the agenda next month.
6. **OLD BUSINESS**
7. **NEW BUSINESS**
  - 7.1 **Approval of Annual Township Meeting Agenda:**  
Supervisor Holscher presented 2020 Annual Township Meeting Agenda to the Board and led the discussion. Trustee Rotkis moved to approve proposed Agenda and Trustee Mitchel seconded. 2020 Annual Township Meeting Agenda was approved 3-0 per roll call vote.
  - 7.2 **Discussion on 2020-2021 Budget:**
    - Supervisor Holscher shared 2020-2021 Township Budget details and answered questions asked by the Board. Board members had suggestions to format it differently to make data more readable.
    - Highway Commissioner Alstrom presented 2020-2021 Road Budget, pointed out changes and answered questions asked by the Board.
  - 7.3 **Schedule Budget Workshop date and time:**  
Preliminary Budgets have already been discussed at previous and current meetings (Item# 7.2 above) and shared with the Township Board. Final versions are being worked on; no need to schedule a Budget Workshop at this time.
8. **APPROVAL OF BILLS AND CLAIMS**
  - 8.1 **Approval of 2/14/2020-3/12/2020 Town and Road District Fund Bills & Claims:**  
Trustee Mitchell moved to approve the Town, Park, Assessor, Road & Bridge, Special Hard Road and Cemetery Funds bills and Trustee Rotkis seconded. Bills in the amount of \$174,931.36 were approved 3-0 per roll call vote.

## **9. REPORTS**

### **9.1 SUPERVISOR (DEB HOLSCHER)**

- Although we had a significant amount of rain over the weekend, there was no wind, so we are still unable to assess the effectiveness of the Road District's improvements to exterior door and tiles on west side of the building.
- Plan to attend GATI conference with Carolyn to update General Assistance certification on April 3<sup>rd</sup>

### **9.2 HIGHWAY COMMISSIONER (BILL ALSTROM)**

- Received 425 tons of salt so far to replenish what has been used. Need to get around 135 tons more
- Used about 435 tons of salt this winter
- In 2 weeks, will start roadside right-of-way pickups
- In early April, plan to do some landscaping work in North Wheatland and third week of April will start working with the drainage contractor

#### **TRUSTEES:**

##### **TRUSTEE (COLLEEN ROTKIS)**

- Park was open on March 5<sup>th</sup> and is being used primarily for basketball. Water is scheduled to be turned on April 7<sup>th</sup> and field reservations will begin April 11<sup>th</sup>. Will talk to lawn service company about possible help with weed mitigation

##### **TRUSTEE (RAQUEL MITCHELL)**

- No updates

##### **TRUSTEE (JEFFREY DERANGO)**

- No updates

##### **TRUSTEE (GREGORY NICHOLS)**

- No updates

### **9.4 TOWNSHIP CLERK (JACOB SNITKO)**

- No FOIAs this month
- Statement of Economic Interests email was sent by the Will County to file 2020 forms

### **9.5 TAX COLLECTOR/CEMETERY (BEN PETERSON)**

- Have completed required One Year to allow heirs to claim ancestor rights
- Sold 2 graves with 2 funerals
- Two requests to sell-back their Re-Claimed graves
- Morgan Stanley CDs matured

### **9.6 ASSESSOR (CHUCK KERN)**

- Assessor's Office is not getting a new Information Management System that was mentioned previously. Instead, JRM (Jerry) is working on upgrading his system to be in line with his competitors.
- Catching up on the backlog that accumulated during busy months last year.
- Received a tentative factor for the upcoming year from the Supervisor of Assessments of Will County (it is 1.02 this year). The increase is almost zero (last year it was 3.8%) which means that current tax rate is very close to what it needs to be.

## **10. ADJOURNMENT:**

Trustee Mitchell moved to adjourn the meeting and Trustee Rotkis seconded; the meeting was adjourned without discussion on a voice vote at 8:11 PM.

**Next meeting April 14, 2020**

Approved as presented:



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Prepared by Jacob Snitko, Township Clerk

**Township Board Meeting  
Thursday, April 14, 2020**

APPROVED 5/15/2020

**1. CALL TO ORDER**

The meeting was called to order by Supervisor Holscher at 7:31 PM. Due to the Gubernatorial Disaster Proclamation (Executive Order 2020-07) and stay-at-home order through April 30<sup>th</sup>, this meeting was held remotely.

**2. PLEDGE OF ALLEGIANCE**

Supervisor Holscher led the Pledge of Allegiance.

**3. ROLL CALL AND ESTABLISHMENT OF A QUORUM**

Board Members: Supervisor Holscher, Trustees Mitchell, Rotkis, DeRango and Nichols attended the meeting.

Board Officers: Highway Commissioner Alstrom, Assessor Kern, Collector Peterson and Clerk Snitko were present at the meeting.

**4. PUBLIC COMMENT**

4.1 None

**5. APPROVAL OF MINUTES**

**5.1 Approval of February 13, 2020 – Regular Meeting Open Session Minutes**

Trustee Mitchell moved to approve February 13, 2020 Regular Meeting Open Session Minutes and Trustee DeRango seconded. The minutes were approved 4-0 per roll call vote (Trustee Rotkis abstained due to her absence previous month).

**5.2 Approval of March 12, 2020 – Regular Meeting Open Session Minutes**

Trustee Mitchell moved to approve March 12, 2020 Regular Meeting Open Session Minutes and Trustee Rotkis seconded. The minutes were approved 3-0 per roll call vote (Trustee Nichols abstained due to his absence previous month and Trustee DeRango joined the meeting right after the roll call to approve this item).

**6. OLD BUSINESS**

**7. NEW BUSINESS**

**7.1 Discussion/Approval of Publication of Ordinance #20-02-O Town Budget:**

- Supervisor Holscher shared 2020-2021 Township Budget and answered questions asked by the Board. Trustee DeRango moved to approve Publication of Ordinance #20-02-O and Trustee Mitchell seconded. Publication of Ordinance 20-02-O Town Budget was approved 5-0 per roll call vote.

**7.2 Discussion/Approval of Publication of Ordinance #20-03-O Highway Budget:**

- Highway Commissioner Alstrom presented 2020-2021 Road Budget and answered questions asked by the Board. Trustee Nichols moved to approve Publication of Ordinance #20-03-O and Trustee Rotkis seconded. Publication of Ordinance 20-03-O Highway Budget was approved 5-0 per roll call vote.

**8. APPROVAL OF BILLS AND CLAIMS**

**8.1 Approval of 3/13/2020-4/14/2020 Town and Road District Fund Bills & Claims:**

Trustee Mitchell moved to approve the Town, Park, Assessor, Road & Bridge, Special Hard Road and Cemetery Funds bills and Trustee DeRango seconded. Bills in the amount of \$147,980.59 were approved 5-0 per roll call vote.

## **9. REPORTS**

### **9.1 SUPERVISOR (DEB HOLSCHER)**

- Informed that Canon copier in the office is broken; will call support in the morning
- Suggested to put together a Township newsletter to increase communication with the public during this period of isolation
- Township sign will arrive shortly and will be installed by the vendor
- Suspended cleaning services when the office got closed. When contacted company to resume cleaning services and requested to disinfect frequently touched surfaces, they resisted to do it and asked for additional \$50/week for those services. Further review of the contract revealed that this type of disinfecting was included in the contract and should have been done on regular basis. Continued to have multiple conversations with different representatives and ended up getting \$440 credit for the contractually obligated cleanup services that were not performed by the crew. Will exhaust that credit and look for another cleaning company

### **9.2 HIGHWAY COMMISSIONER (BILL ALSTROM)**

- Got a great deal and purchased a used street sweeper from Lisle Township
- Following Governor's stay-at-home order, Road District split their crew in small groups and continued working on some of the smaller projects
- Last week did a full brush pickup; got 11 full size tandem truckloads of wood chips
- This week, doing drainage work in North Wheatland
- Got hand sanitizer and other cleaning supplies for the crew; continue checking daily with personnel about their wellbeing and health conditions
- Exploring possibility of bringing a cleaning company that specializes in deep sanitizing to do equipment and office cleanup before staff returns to the office

#### **TRUSTEES:**

##### **TRUSTEE (COLLEEN ROTKIS)**

- Park was closed on April 2<sup>nd</sup>. Some residents are interested in using walking path around the park

##### **TRUSTEE (RAQUEL MITCHELL)**

- Senior Committee: trying to figure out what steps to take in lieu of COVID-19. As the first step, will call a meeting to discuss further plans and explore possible options with the committee

##### **TRUSTEE (JEFFREY DERANGO)**

- No updates

##### **TRUSTEE (GREGORY NICHOLS)**

- No updates. Recovering

### **9.4 TOWNSHIP CLERK (JACOB SNITKO)**

- No FOIAs this month

### **9.5 COLLECTOR/CEMETERY (BEN PETERSON)**

- Sold 2 graves
- Conducted decoration clean up
- Weed Control was applied
- Marked 6 graves for monument installations

### **9.6 ASSESSOR (CHUCK KERN)**

- Assessor's Office staff is busy working from homes and come to the office on as needed basis only until further notice. Based on current information, expecting to return to the office on 5/1.
- Catching up on the backlog that accumulated during busy months last year.

- Received a tentative factor for the upcoming year from the Supervisor of Assessments of Will County (it is 1.02 this year). The increase is almost zero (last year it was 3.8%) which means that current tax rate is very close to what it needs to be.

**10. ADJOURNMENT:**

Trustee Mitchell moved to adjourn the meeting and Trustee Rotkis seconded; the meeting was adjourned without discussion on a voice vote at 8:32 PM.

**Next meeting May 14, 2020**

Approved as presented:

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Prepared by Jacob Snitko, Township Clerk

**Township Board Meeting  
Thursday, May 14, 2020**

APPROVED 6/11/2020

**1. CALL TO ORDER**

The meeting was called to order by Supervisor Holscher at 7:31 PM. Due to the Gubernatorial Disaster Proclamation (Executive Order 2020-07) and stay-at-home order, this meeting was held remotely.

**2. PLEDGE OF ALLEGIANCE**

Supervisor Holscher led the Pledge of Allegiance.

**3. ROLL CALL AND ESTABLISHMENT OF A QUORUM**

Board Members: Supervisor Holscher, Trustees Mitchell, Rotkis, DeRango and Nichols attended the meeting.

Board Officers: Highway Commissioner Alstrom, Assessor Kern, Collector Peterson and Clerk Snitko were present at the meeting.

**4. PUBLIC COMMENT**

4.1 None

**5. APPROVAL OF MINUTES**

**5.1 Approval of April 14, 2020 – Regular Meeting Open Session Minutes**

Trustee Rotkis moved to approve April 14, 2020 Regular Meeting Open Session Minutes and Trustee Nichols seconded. The minutes were approved 3-0 per roll call vote (Trustees Mitchell & DeRango joined after the roll call).

**6. OLD BUSINESS**

**7. NEW BUSINESS**

**7.1 Discussion/Approval of Ordinance #20-02-O Town Budget:**

- Supervisor Holscher clarified that Budget Approval will take place next month right before June Board Meeting during Public Hearing. Assessor Kern shared details regarding 2020-2021 Assessor's Budget changes. Trustee Rotkis mentioned additional expenses related to Park operations. Supervisor Holscher shared 2020-2021 Township Budget updates and answered questions asked by the Board. After evaluating lawn mowing options and cost associated with this service, Supervisor Holscher suggested looking for professional mowing services instead of hiring a summer intern to do this work. Mark Thompson offered the best deal for those services for \$1,125/week. Will need to add some funding to the Town Budget to cover the difference between initially allocated amount and projected \$14K expense.

**7.2 Discussion/Approval of Ordinance #20-03-O Highway Budget:**

- Highway Commissioner Alstrom pointed out that the only item that will be added to the 2020-2021 Road Budget is Lawn Care to allocate appropriate amount of money for this service.

**7.3 Discussion/Approval of Insurance Agreement with Diamond Bros.**

- Karri McRight from Diamond Bros. Insurance, LLC attended the meeting and presented details about the company and insurance coverage. Overall coverage is generally the same as current policy. Workers compensation will remain with the Illinois Public Risk Fund. The cost saving for the Township is about 10% (\$3,000 annually). Trustee Nichols moved to approve Insurance Agreement and Trustee

Rotkis seconded. Insurance Agreement with Diamond Bros. was approved 5-0 per roll call vote.

**8. APPROVAL OF BILLS AND CLAIMS**

**8.1 Approval of 4/15/2020-5/14/2020 Town and Road District Fund Bills & Claims:**

Trustee Mitchell moved to approve the Town, Park, Assessor, Road & Bridge, Special Hard Road and Cemetery Funds bills and Trustee Rotkis seconded. Bills in the amount of \$176,808.68 were approved 5-0 per roll call vote.

**9. REPORTS**

**9.1 SUPERVISOR (DEB HOLSCHER)**

- We had rain, but no wind to see if the work Road crew did would hold the water from getting into the building through the front door
- Pace update: Received Grant reimbursement money through October of 2019
- Receiving a lot of emails from constituents advocating for Liberty and Freedom. Trying to answer those emails with form letter encouraging those people to contact their elected officials directly
- Besides the savings, by going with Diamond Bros., the Township will have access to Sexual Harassment training
- Illinois Public Risk Fund (current workman's comp) has been reaching out to Township about bloodborne pathogens training because all staff needs to be certified. Will put together policy for this training

**9.2 HIGHWAY COMMISSIONER (BILL ALSTROM)**

- Completed 3 straight weeks of projects in Wheatland North and other areas. Will return to Wheatland South in couple of weeks
- Have been doing a lot of culvert work, brush pickups, installing speed humps
- Due to popular demand, will be adding 2 more speed humps (one on Leverenz and the other on Grommon)

**TRUSTEES:**

**TRUSTEE (COLLEEN ROTKIS)**

- Park was closed until May 5<sup>th</sup> and got re-opened after Governor announced relaxing initial restrictions. Porter-potty was delivered (the company charges additional \$25/month for additional COVID-19 related cleaning)
- Wheatland Athletic Association suspended all games through May 31, but they continue to maintain the field once a week

**TRUSTEE (RAQUEL MITCHELL)**

- Senior Committee: still evaluating what options are available due to COVID-19 situation. Waiting for updates from the Governor to plan further activities. Will reconvene and discuss possible options with the committee

**TRUSTEE (JEFFREY DERANGO)**

- Will send an email asking for input to put together a Newsletter with latest updates

**TRUSTEE (GREGORY NICHOLS)**

- No updates. Recovering

**9.4 TOWNSHIP CLERK (JACOB SNITKO)**

- Responded to email requests/questions during last month
- Received one FOIA request today pertaining to Township staff compensation

**9.5 COLLECTOR/CEMETERY (BEN PETERSON)**

- Contact from Columbarium company for status of purchase
- Seven Monument foundations installed
- Funeral next week (date TBD)
- NPD and Will Sheriff advised of beer bottle trash found in cemetery 4/18

- VFW/VA will place flags on Veteran graves before VA Day weekend

**9.6 ASSESSOR (CHUCK KERN)**

- Assessor's Office staff is transitioning back to the office operations. JRM did a great job making remote work possible. After the Memorial Day, planning to return to normal schedule.

- Currently working on implementing safety procedures and amenities for the personnel. Public is encouraged to do majority of things on-line, by mail and over the phone

- In the past few weeks, Assessor's Office has been bombarded with telephone calls (people inquiring about changing their tax bills and looking for tax relief). Having hard time dealing with those issues. Expecting more problems when impacted commercial real estate inquiries start coming in July-August

- Considering getting a temp employee for a short period to do the field work.

**10. ADJOURNMENT:**

Trustee Rotkis moved to adjourn the meeting and Trustee Mitchell seconded; the meeting was adjourned without discussion on a voice vote at 8:32 PM.

**Next meeting June 11, 2020**

Approved as presented:

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Prepared by Jacob Snitko, Township Clerk

**Township Board Meeting  
Thursday, August 13, 2020**

**1. CALL TO ORDER**

The meeting was called to order by Supervisor Holscher at 7:30 PM.

**2. PLEDGE OF ALLEGIANCE**

Supervisor Holscher led the Pledge of Allegiance.

**3. ROLL CALL AND ESTABLISHMENT OF A QUORUM**

Board Members: Supervisor Holscher, Trustees Mitchell, Rotkis and Nichols attended the meeting (Trustee DeRango did not attend).

Board Officers: Assessor Kern, Collector Peterson, and Clerk Snitko were present at the meeting (Highway Commissioner Alstrom did not attend)

**4. PUBLIC COMMENT**

4.1 None

**5. APPROVAL OF MINUTES**

**5.1 Approval of July 9, 2020 – Regular Meeting Open Session Minutes**

Trustee Nichols moved to approve July 9, 2020 Regular Meeting Open Session Minutes and Trustee Rotkis seconded. The minutes were approved 4-0 per roll call vote.

**6. OLD BUSINESS**

**6.1 Update on Cemetery Grounds Maintenance**

- Supervisor Holscher provided updates regarding Cemetery Grounds Maintenance. Highway Commissioner Alstrom agreed to provide \$500/week for next season. Will initiate a process of getting rid of the park next year. That will help reduce maintenance expenses and Township should have no issues covering remaining grounds.

- In the past few months, we all learned a lot about the cemetery. One important aspect is that it is hard for one person to cover all responsibilities; it is imperative to fill Cemetery Board as much as possible and distribute the load among Board Members.

**7. NEW BUSINESS**

**7.1 Discussion/Approval of 2019-2020 Audit Prepared by Seldon Fox**

Mr. Ed Tracy from Seldon Fox attended the meeting and shared the results of the Wheatland Township Financial Audit. It was conducted at the end of June and was done remotely this time. The controls in place were found sufficient. Government Wide Fund and Fund Financial Statements look good. General Town, Road and Bridge and Hard Road Fund all reported positive bottom line this year. Expenses were under budget. IMRF (Net Pension Liability) decreased from \$300K to about \$210K. It is 92.13% funded at the end of the year (up from 87% prior year) and it is a well-managed plan. Overall audit results were positive, and all findings indicate good governance. Trustee Nichols moved to approve 2019-2020 Audit and Trustee Mitchell seconded. The 2019-2020 Financial Audit prepared by Seldon Fox was approved 4-0 per roll call vote.

**8. APPROVAL OF BILLS AND CLAIMS**



- 8.1 Approval of 7/10/2020-8/13/2020 Town and Road District Fund Bills & Claims:**  
Trustee Mitchell moved to approve the Town, Park, Assessor, Road & Bridge, Special Hard Road and Cemetery Funds bills and Trustee Rotkis seconded. Bills in the amount of \$270,658.76 were approved 4-0 per roll call vote.

**9. REPORTS**

**9.1 SUPERVISOR (DEB HOLSCHER)**

- Pam is doing a great job cleaning/maintaining the building. Township just purchased a commercial vacuum cleaner
- State of Illinois put out a Cares Fund; Townships will receive \$10,000 from that fund. The money will be used to cover the cost of sanitizers, masks, and protective screens
- Will be ordering plants to be used around the building as fall season approaches
- Working on making additional required training available from the Risk Management Company (Sexual Harassment, Bloodborne Pathogens, Slip/Trip & Fall)

**9.2 HIGHWAY COMMISSIONER (BILL ALSTROM)**

- No updates

**TRUSTEES:**

**TRUSTEE (COLLEEN ROTKIS)**

- Park looks great; new mulch was applied
- Baby swing got vandalized and will be replaced
- Flag was fixed and put back in place

**TRUSTEE (RAQUEL MITCHELL)**

- Seniors have been hesitant to meet; there is a split about 55% for in-person meeting and 45% against it. Will wait for further updates from the Governor and consider other factors that may affect possible activities

**TRUSTEE (JEFFREY DERANGO)**

- No updates

**TRUSTEE (GREGORY NICHOLS)**

- No new updates

**9.4 TOWNSHIP CLERK (JACOB SNITKO)**

- Responded to email requests/questions
- 4 FOIAs. All of them inquired about Township staff salaries and benefits

**9.5 COLLECTOR/CEMETERY (BEN PETERSON)**

- Resolved issue: 2001 Agreement between Township and Cemetery document specifying Township will provide/perform grounds maintenance services
- Collector Peterson and Cemetery Board Trustees straightened or fixed foundations for more than a dozen monuments in the old section
- Recent storm downed large limb from a tree in the SE corner of the Old Section

**9.6 ASSESSOR (CHUCK KERN)**

- Appeal season is starting. 2020 Assessments were just mailed out. Homeowners who made some property improvements will also be receiving assessment revisions. People have 30 days to contact Assessor's Office to review revisions. For those who are willing to appeal to the next level, will need to contact Will County in September. The Board of Review will conduct those hearings without in-person appearance this year.

**10. ADJOURNMENT:**

Trustee Nichols moved to adjourn the meeting and Trustee Mitchell seconded; the meeting was adjourned on a voice vote at 8:01 PM.

**Next meeting September 10, 2020**

Approved as presented:

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Prepared by Jacob Snitko, Township Clerk

**Township Board Meeting  
Thursday, September 10, 2020**

**1. CALL TO ORDER**

The meeting was called to order by Supervisor Holscher at 7:33 PM.

**2. PLEDGE OF ALLEGIANCE**

Supervisor Holscher led the Pledge of Allegiance.

**3. ROLL CALL AND ESTABLISHMENT OF A QUORUM**

Board Members: Supervisor Holscher, Trustees Mitchell, Rotkis and Nichols attended the meeting (Trustee DeRango did not attend).

Board Officers: Highway Commissioner Alstrom, Assessor Kern, Collector Peterson, and Clerk Snitko were present at the meeting

**4. PUBLIC COMMENT**

4.1 None

**5. APPROVAL OF MINUTES**

**5.1 Approval of August 13, 2020 – Regular Meeting Open Session Minutes**

Trustee Nichols moved to approve August 13, 2020 Regular Meeting Open Session Minutes and Trustee Rotkis seconded. The minutes were approved 3-0 per roll call vote (Trustee Mitchell joined right after the roll call).

**6. OLD BUSINESS**

**7. NEW BUSINESS**

**7.1 Discussion/Approval of Changes to Employee Handbook**

Supervisor Holscher went over changes introduced to the Employee Handbook pertaining to required Sexual Harassment and Safety training. Trustee Nichols moved to approve Employee Handbook changes and Trustee Rotkis seconded. Changes made to the Employee Handbook were approved 4-0 per roll call vote.

**7.2 Discussion on how to access “Training Network Now!”**

Supervisor Holscher shared details on how to access “Training Network Now”. An email was sent to all employees and elected officials providing information about that. For Risk Management purposes, all Township personnel and elected officials are required to complete Bloodborne Pathogens and Slips, Trips & Falls training by the end of the year. She answered questions addressed by the Board.

**8. APPROVAL OF BILLS AND CLAIMS**

**8.1 Approval of 8/14/2020-9/10/2020 Town and Road District Fund Bills & Claims:**

Trustee Mitchell moved to approve the Town, Park, Assessor, Road & Bridge, Special Hard Road and Cemetery Funds bills and Trustee Rotkis seconded. Bills in the amount of \$265,737.52 were approved 4-0 per roll call vote.

**9. REPORTS**

**9.1 SUPERVISOR (DEB HOLSCHER)**

- TOI Annual Education Conference (November 16-20, 2020) will be virtual this time. Each day of the 5-day conference is dedicated to a position on the township board and sponsored by the

associated division. Registration fee covers participation for the entire week or a single day of choosing

- Road District will have their pickup truck available this winter for \$17K; does Township want to acquire this vehicle and assume the cost associated with it for Assessor's Office field work and avoid mileage reimbursement?

**9.2 HIGHWAY COMMISSIONER (BILL ALSTROM)**

- Concentrating on drainage work
- Sent some crew members to Plainfield Township with vehicles and woodchipper to help cleanup downed trees there following tornado damages

**TRUSTEES:**

**TRUSTEE (COLLEEN ROTKIS)**

- Water in the park will be shut down at the end of September
- Starting communication about possible sale of the park. May put it on the agenda for the Annual Township Meeting to discuss it with the public
- Wheatland Athletic Association is a possible good candidate for the ownership of the park

**TRUSTEE (RAQUEL MITCHELL)**

- Senior Committee had another meeting. As of now, there are no plans to have any activities at least until Christmas. May need to post/share some related information on the Facebook Page

**TRUSTEE (JEFFREY DERANGO)**

- No updates

**TRUSTEE (GREGORY NICHOLS)**

- Recently assumed control of the Wheatland Township Facebook page

**9.4 TOWNSHIP CLERK (JACOB SNITKO)**

- 2 FOIAs. One inquired about Township staff salaries and benefits. The other came in on 9/1; Warren Garlick requested a new copy of CAMA DB. JRM can do it, but it will cost Township \$250. Sent a response to the requestor asking to cover this cost; he declined to do it. Looks like he will file a complaint in court
- Treasurer's Report was filed with Will County Clerk on 9/9/20

**9.5 COLLECTOR/CEMETERY (BEN PETERSON)**

- Sold 2 graves and conducted 1 funeral last week
- Trustee positions posted on Township web page
- Mailed and emailed "Looking for Trustee" letters. No response as of today
- Received payment for installment of one monument

**9.6 ASSESSOR (CHUCK KERN)**

- It is the end of the Appeal season; tomorrow is the last day to file it. There is an indication that fewer appeals were submitted this year compared to the 2019.

**10. ADJOURNMENT:**

Trustee Mitchell moved to adjourn the meeting and Trustee Nichols seconded; the meeting was adjourned on a voice vote at 8:07 PM.

**Next meeting October 8, 2020**

Approved as presented:

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Prepared by Jacob Snitko, Township Clerk

**Township Board Meeting  
Thursday, November 12, 2020**

APPROVED 12/10/2020

**1. CALL TO ORDER**

The meeting was called to order by Supervisor Holscher at 7:30 PM.

**2. PLEDGE OF ALLEGIANCE**

Trustee DeRango led the Pledge of Allegiance.

**3. ROLL CALL AND ESTABLISHMENT OF A QUORUM**

Board Members: Supervisor Holscher, Trustees Mitchell, Rotkis, DeRango and Nichols attended the meeting

Board Officers: Highway Commissioner Alstrom, Assessor Kern and Clerk Snitko were present at the meeting (Collector Peterson did not attend)

**4. PUBLIC COMMENT**

- 4.1** Jim Hofman shared information related to Cemetery activities. Last month, Cemetery Board has undertaken 1<sup>st</sup> Cemetery fundraising in over 100 years by targeting 17-18 known people and already received around \$4K in donations. Annual letter is sent every year around this time to about 125-150 people on the list (it will go out later this month). Letter outlines Cemetery needs for funding and Board Trustees. After a casual conversation with Colleen Rotkis about this subject, she was prompted to donate some money to the fund; Jim's wife also made a contribution to underscore importance of small donations.

**5. APPROVAL OF MINUTES**

**5.1 Approval of October 8, 2020 – Regular Meeting Open Session Minutes**

Trustee Nichols moved to approve October 8, 2020 Regular Meeting Open Session Minutes and Trustee Rotkis seconded. The minutes were approved 5-0 per roll call vote.

**6. OLD BUSINESS**

**7. NEW BUSINESS**

**7.1 Discussion/Approval of Resolution 20-02-R Setting Compensation for Elected Officials**

Supervisor Holscher pointed out that the only change to the previous version of the resolution will be a statement indicating that Township staff along with Highway Commissioner and Assessor will be eligible for "vision coverage" in addition to currently offered health & dental insurance benefits. Trustee Nichols moved to approve Resolution 20-02-R and Trustee Mitchell seconded. Resolution 20-02-R was approved 5-0 per roll call vote.

**7.2 Discussion/Approval of Tax Levy Ordinance 20-04-O Town Fund Tax Levy**

Trustee DeRango moved to approve Tax Levy Ordinance 20-04-O and Trustee Mitchell seconded. Ordinance 20-04-O Town Fund Tax Levy was approved 5-0 per roll call vote.

**7.3 Discussion/Approval of Tax Levy Ordinance 20-05-O Road District Fund Tax Levy**

Trustee DeRango moved to approve Tax Levy Ordinance 20-05-O and Trustee Rotkis seconded. Ordinance 20-05-O Road District Fund Tax Levy was approved 5-0 per roll call vote.

**7.4 Discussion/Approval of 2021 Health Insurance**

Supervisor Holscher shared information about available Health Insurance plans this year. The Board reviewed additional plan being considered by the Township. The new plan has a slightly higher premium (4.9% increase compared to the current plan), but it comes with reduced deductible and lower out of pocket expense. Current plan has \$8,500 out of pocket maximum per family and the new one has \$4,500 out of pocket maximum per family. Highway Commissioner Alstrom explained that he will consider health insurance cost and include it in the total compensation package calculation for his staff without increasing Road District's budget due to higher premiums. Employees will be able to choose the options that fit their needs. Trustee Mitchell moved to approve Health Insurance plans and Trustee DeRango seconded. 2021 Health Insurance options were approved 5-0 per roll call vote.

**7.5 Discussion/Approval of 2021 ICRMT Insurance versus Corkill's IPRF**

Supervisor Holscher reminded the Board that by switching to ICRMT (Illinois Counties Risk Management Trust) Insurance (Workers Compensation) earlier this year, Township saved \$3,000. They also provided access to required training for the Township staff. Following the discussion, Trustee Rotkis moved to approve using ICRMT Insurance instead of Corkill and Trustee Mitchell seconded. ICRMT Insurance for 2021 was selected and approved 5-0 per roll call vote.

**7.6 Discussion/Approval of 2021 Holiday Schedule**

The Board reviewed and discussed Holiday schedule. Trustee DeRango moved to approve 2021 Holiday Schedule in its current form and Trustee Mitchell seconded. 2021 Holiday Schedule was approved 5-0 per roll call vote.

**7.7 Discussion/Approval of 2021 Board Meeting Schedule**

Trustee Rotkis moved to approve proposed 2021 Board Meeting Schedule and Trustee Mitchell seconded. 2021 Board Meeting Schedule was approved 5-0 per roll call vote.

**7.8 Discussion on open area in previous Admin office space**

Supervisor Holscher described office area changes taking place as part of the renovation and inquired the Board if there is a need to build additional room in the back of the building that can also be used by the public. Will revisit this subject at some later date.

**8. APPROVAL OF BILLS AND CLAIMS**

**8.1 Approval of 10/9/2020-11/12/2020 Town and Road District Fund Bills & Claims:**

Trustee Mitchell moved to approve the Town, Park, Assessor, Road & Bridge, Special Hard Road and Cemetery Funds bills and Trustee Rotkis seconded. Bills in the amount of \$257,313.69 were approved 5-0 per roll call vote.

**9. REPORTS**

**9.1 SUPERVISOR (DEB HOLSCHER)**

- Building renovation continues. New counter got installed and it will have a separation glass screen (sneeze guard). Double glass door at the entrance will have security access and serve as a climate control. Heater in the hallway ceiling is installed and will be controlled by its own thermostat. Entrance door on the East side will be a functioning entrance. Some additional masonry work will be required to fit in a new door because current one is not a standard size door.

**9.2 HIGHWAY COMMISSIONER (BILL ALSTROM)**

- Finishing off Summer/Fall drainage work. After that, will be transitioning to Winter season and prepare for snow removal activities

**TRUSTEES:**

**TRUSTEE (COLLEEN ROTKIS)**

- Exploring options related to Wheatland Park and checking land value. Wheatland Athletic Association and village of Plainfield are being considered for partnership

**TRUSTEE (RAQUEL MITCHELL)**

- Senior Committee meeting was held. Discussed potentially getting Poinsettias at cost and giving them away to senior citizens for the holidays via drive through. Contacted Caputo's store manager and he is looking into partnership possibility.

- Got elected to Will County Board and will be resigning from the Township Board

**TRUSTEE (JEFFREY DERANGO)**

- Fall Newsletter was sent out

**TRUSTEE (GREGORY NICHOLS)**

- No new updates

**9.4 TOWNSHIP CLERK (JACOB SNITKO)**

- 6 FOIAs this month: 3 related to different properties (permits, violations, etc.); 1 from Foundation for Fair Contracting (Motor Fuel Tax Program, Referendums, Financial Audits, etc.); 1 request for copies of Resolution 20-01-R & 20-02-R; 1 inquiry about donation requests from Chris Hudson / Hasle House organization

**9.5 COLLECTOR/CEMETERY (BEN PETERSON)**

- P. Scavetta withdrew his request to be a Cemetery Trustee. Dave Jacque asked to become a Cemetery Trustee

- Began receiving solicited donations. \$3,900 is deposited to 'Gift/Donation' account and tracked by donor's designated purpose

- Sold 2 graves and handled one funeral

**9.6 ASSESSOR (CHUCK KERN)**

- Visited Will County office and was advised that they are closing the building to the public for some unknown period due to COVID-19 restrictions

**10. ADJOURNMENT:**

Trustee Mitchell moved to adjourn the meeting and Trustee Rotkis seconded; the meeting was adjourned on a voice vote at 8:36 PM.

**Next meeting December 10, 2020**

Approved as presented:

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Prepared by Jacob Snitko, Township Clerk