

Dundee Township Board of Trustees – Regular Meeting  
February 17, 2021

Supervisor Glees called the February meeting of the Board of Trustees to order at 7:05 PM at the Dundee Township Meeting Room, 611 East Main Street, Suite #201, East Dundee, IL. Supervisor Glees read the notice regarding the modifications to the IL Open Meetings Act as contained in SB 2135 which modified the procedures necessary to conduct a meeting via remote access. As required in the Act, the meeting will be video recorded, and the recording will be made available to the public via the Township’s website.

**Roll call:** Supervisor Glees and Office Manager Block were in attendance at the Township office. Trustees Harney, Johnson, Schaffer, and Ahrens were participating in the meeting via remote access.

Assessor Bielak led the attendees in the Pledge of Allegiance.

**Agenda:**

Trustee Harney made a motion to approve the Agenda for the February 17, 2021 Board of Trustees meeting as presented with a second by Trustee Johnson. Supervisor Glees called the motion to approve the Agenda as presented and with a roll call vote Supervisor Glees, and Trustees Harney, Johnson, Ahrens, and Schaffer voted “aye”; the motion to approve the Agenda was approved.

**Bid opening:**

The bid opening for the Highway Department’s sale of the surplus 2004 Sterling dump truck with plow and spreader was scheduled for this evening’s meeting. However, the Highway Department did not receive any bids for the truck and the bid opening was canceled.

**Minutes/Treasurer’s Report:**

Trustee Ahrens made the motion to dispense with the reading of the minutes from the January 20, 2021 Board of Trustees regular meeting and approve the minutes as presented. Trustee Johnson seconded the motion. Assessor Bielak requested one correction in the minutes as presented.

Supervisor Glees called the motion to approve the minutes of the January 20, 2021 Board of Trustees regular meeting as corrected and upon roll call vote Supervisor Glees and Trustees Harney, Ahrens, Johnson, and Schaffer voted “aye” – motion carried.

Trustee Harney made the motion to accept the January 31, 2021 Treasurer’s Report and Financial Reports through February 16, 2021 as presented subject to audit – Trustee Johnson seconded the motion. Upon roll call vote, Supervisor Glees and Trustees Harney, Ahrens, Johnson, and Schaffer voted “aye” – motion carried.

**Reports:**

**Highway Commissioner:** Mr. Sinnett stated that his staff was still busy working with snow removal and checking the streets. The department has plenty of salt in inventory. He noted that he had received a letter from the Illinois Department of Labor stating that the OSHA case that had been filed has been closed as of November 9, 2020. Mr. Sinnett stated that he is looking for reimbursement from the Township for the wages of the employee who was on administrative leave and not working at the road district as well as the expense of the mediator. Supervisor Glees asked follow-up question on the salt inventory. Highway Commissioner Sinnett stated that they have good stock on hand and that they have more salt coming as part of their contract purchase. Trustee Ahrens asked follow-up question on the reimbursement for the employee and the mediator. Mr. Sinnett replied he is looking for \$43,000 to cover the employee’s wages paid during the leave and \$10,000 to pay for the mediator. He has reviewed the claims and has checked with his counsel. Trustee Schaffer added that he had spoken to the Highway Commissioner and that the Highway Commissioner has stated he did not process timecards for the employee during the leave period. After a brief discussion, the matter was tabled to later in the meeting.

Dundee Township Board of Trustees – Regular Meeting  
February 17, 2021

Trustee Harney asked a question on the mediator and the related charges. Supervisor Glees stated that she will review the matter with our counsel. Trustee Schaffer added that he would like the decision to be a Board decision.

**Assessor:** Assessor Bielak said that not a lot has changed with his department. The weather is continuing to hinder their field work. They are currently scheduling their required training for later in the year including an upcoming assessor's conference. They are reviewing building permits and have sent out letters to taxpayers regarding any permit issue. He is continuing to meet with fellow Assessors and Mark Armstrong of Kane County to review the adjustments that might be made on commercial property assessments due to the Covid 19 pandemic. The problem is it is not a one-size-fits-all situation, you can't do a blanket adjustment and each adjustment will have to be calculated individually. Working on a notice for the commercial accounts and he anticipates an increased number of commercial appeals. He and his staff have attended a webinar on the effect on hotels by the Covid virus. The webinar presented some excellent statistics.

He noted that the construction of the new security wall in his office has been completed and the security camera has been moved to allow a better viewing angle. Mr. Bielak was asked if there were any formal plans for the former building on the intersection of Route 31 and Huntley road. Mr. Bielak responded that he had been contacted by Otto Engineering but at this time there are no firm plans for the structure.

**Open Space:** Supervisor Glees presented the Open-Space report as written. She said that staff is continuing to deal with the cold weather. Current activities to be highlighted are the continuing collection of seed from the various sites as well as the work on clearing areas at Library Springs and the fixup of areas at Wahoo Woods.

She also noted the need to salt the sloped drive at Jelke and that the department may go through additional amounts of salt if the winter weather continues.

Trustee Johnson asked for a progress report on the potential reconstruction of the bridge at the Dixie site.

Supervisor Glees replied that she and Open Space Foreman Dowiat met with the interested party and that he is doing a design for the bridge and will provide a written quote to the Township for the work.

Trustee Ahrens asked if we had a number on the number of deer taken during the chronic waste program this year. Supervisor Glees responded that the program is still in progress and that the Township does not have final numbers at this time.

**Kane County Board Member Chris Kious:** Mr. Kious updated the Board on several County programs including:

- a) KDOT will be holding a shareholder meeting this week online to discuss upcoming projects. There are currently 76 total projects on the schedule and interested shareholders can make comments or provide input on the projects during the online session.
- b) Longmeadow bridge is scheduled to be completed by July 2021.
- c) Kane County is distributing approximately 71% of the Covid vaccine doses available in the County. The vaccines are coming in slowly and currently the County has received 64,000 doses of the vaccine and administered approximately 53,000 doses.
- d) He stated that the County has received approximately \$13 million in grants earmarked to provide relief to low income families for rental expenses. The County will be going through the State of Illinois system to help distribute the money. The County has until the end of the year to distribute the funds.

Trustee Johnson asked about a press article he had seen regarding the Kane County Forest Preserve condemning private property for the construction of additional trails. Mr. Kious responded that no private property is being condemned rather it is a process where the County is acquiring an abandoned Union Pacific rail line property for uses a trail.

Trustee Harney complemented the work of the Forest Preserve for its conservation efforts and other recent projects.

Dundee Township Board of Trustees – Regular Meeting  
February 17, 2021

**708 Mental Health Board :** Mr. Paul Setze, the chairman of the 708 Mental Health Board, stated that the 708 Board has passed its budget which is to begin on March 1, 2021. He noted that as part of the budget the 708 Board has allocated funds to pay for the Ride in Kane program for individuals who will meet their criteria. The 708 Board is continuing to work on solicitations for services from mental health providers and others and he anticipates that this will be finalized in 6 to 8 weeks.

Trustee Johnson asked a question regarding the potential demand of the 708 Board for administrative services and how it is anticipated that this load will be managed without putting additional burdens on the existing Township staff. Mr. Setze replied that at this time the 708 Board really doesn't have a firm handle on the amount of administrative services the Board will need but he notes it is something they will need to keep an eye on.

Trustee Schaffer commented that with the budget apparently starting March 1 of this year he believes the requirement is to get the 708 Board's budget ready 30 days in advance. Mr. Setze stated he is aware of the requirement and is setting up the calendar for next year and the Board will work towards achieving that goal.

Trustee Ahrens asked a question regarding the Ride in Kane program and asked if it is all going to the 708 Board. Mr. Setze replied that the 708 Board has studied the history of the program and approximately 80% of the riders were classified as JARC (Job Access and Reverse Commute) riders. The 708 Board can provide funding for the JARC riders. The 708 Board then took 80% of the estimated Ride in Kane program cost and calculated their estimated contribution at \$112,000. Supervisor Glees further explained the JARC program and that the Township would continue to be responsible for the remainder of the riders.

**Supervisor:** Supervisor Glees reported that the Township has received two checks from Kane County for the Covid Cares Funds. The two checks total approximately \$76,000. Supervisor Glees also noted that she has been appointed to serve on the Regional Transportation Authority's Advisory Board on paratransit and one of the items the committee has determined is that the areas north of Elgin are "public transportation barren". The committee has questioned why various bus stops have been removed.

Finally, Supervisor Glees thanked Assessor Bielak and Highway Commissioner Sinnott for getting their budget worksheets in on time. She also thanked the Trustees for reviewing the worksheets and getting their comments in in a timely fashion. She believes this process will help in the final review of the Township budget.

**Public Comments:** Supervisor Glees opened the Public Comment period.

Mr. Chris Kempf of Algonquin Shores commented that he objects to the continuation of the virtual Township Board meetings and he believes that the meetings can be conducted safely in an "in-person" setting. No other comments were made, and Supervisor Glees closed the public comment period.

**New Business:** No items of new business were on the agenda for tonight's meeting.

## **OLD BUSINESS**

**Presentation/Review of slides on the breakdown of expenses for FY 2021:** The updated slides showing the expenses through February were presented. The slides will continue to be prepared and presented monthly.

### **Review, Discussion and Approval of the Budget for FY 2021-22:**

The Board of Trustees reviewed the proposed budgets for the Township, the Cemetery, and the Road District as presented. During the review the following items were highlighted:

- a) Bank 10-Dundee Township Cares does not represent an actual bank account - the money received for this program is included in the town fund accounts. The proposed budget had an error in that \$1896 was received in the form of a grant for food purchases and should be included on line 686 of the budget.

Dundee Township Board of Trustees – Regular Meeting  
February 17, 2021

- b) The State of Illinois Capital Grants Fund (Bank 11) has been reduced from the initial grant of \$1,500,000 to \$900,000. Apparently, the Elgin Community College District 509 underestimated their capital requirements to complete a new facility at their campus. To provide enough funding for the community college, the State of Illinois has reduced the grants to all other agencies that are part of the ECC 509 district. This change is shown on line 716 of the proposed budget.
- c) The Board reviewed the amount of State Replacement Tax received by the Township and reviewed historical trends on this funding (line 11).
- d) Covid Cares Funds - the Board reviewed line items 18, 88, 89, and 100 which deal with the potential transfers of the Covid Cares Act funding from the town fund to other accounts such as general assistance. Trustee Harney commented that when that we put money into the next year's budget, we are really not deficit spending. The Board discussed how to better handle the labeling of these transfers and suggested terms such as rollover instead of transfer.
- e) The Board requested a review of all salary related expenses to ensure that proper amounts are included to cover all of the employee benefits.
- f) The Board discussed the telephone and communication cost for the Township shown on line 62 of the budget. Supervisor Glees explained that this account covered the mobile phone service, the Internet, and VOIP phone service for a number of the Township accounts. The Board requested that these costs be broken out and charged to each individual department beginning with the March bills.
- g) Trustee Schaffer requested that the Board review the amounts allocated for travel and training (lines 65 & 66) as the Township will potentially be having new officials coming on Board after the April elections and as part of the recently adopted officials compensation packages, the Township may be picking up additional travel and training expenses for those officials who wish to attend conferences during their term. The Board tentatively agreed to increase these line items to \$5000 each.
- h) The Board reviewed the Township's legal expenses (line 75) and suggested that this budget be reduced to \$25,000.
- i) Capital expenditures for the Township (lines 112 & 113). Supervisor Glees noted these items included potential replacement of the HVAC units at the office and the replacement of the Township's server which is approaching its "end of life" estimate.
- j) The Board reviewed many of the items on the proposed budget for the Open Space division. It was discussed that many of the projects planned to be completed during the past fiscal year were limited or totally put on hold due to the Covid 19 pandemic and the inability to find individuals or companies willing to complete the work last year. It was suggested that the maintenance of Open Space land be limited to \$5000 per site. Trustee Johnson also suggested moving more of the Open Space salary expense to the Open Space fund. Trustee Harney strongly objected and the Board reviewed the overall salary issue. Trustee Johnson pushed the idea that the Open Space projects need to get done. Trustee Ahrens questioned what types of firms would be needed to complete the planned projects. Trustee Harney replied that bid specs have to be developed and that a landscape architect would be needed to develop the proper plan and specs for the sites. Trustee Johnson asked if we have these plans in place. Supervisor Glees and Trustee Harney reviewed their proposed plans for the trails and repeated the need to have the trail work re-engineered and properly maintained. The Board suggested that it may

Dundee Township Board of Trustees – Regular Meeting  
February 17, 2021

need to use a subcommittee to move the project forward. The Board reviewed several other line items in the Open Space budget but decided to make no additional changes.

- k) The Board reviewed the GA portion of the budget especially the areas involving the transfer of funds both from the town fund and the transfer of the Cares Act money. After discussion, it was decided not to make any additional changes to the GA budget at this time.
- l) The Board next reviewed the proposed Cemetery budget. The Board reviewed the revenue estimates especially concerning the proposed volume of Cemetery lot sales as well as the columbaria niche sales. The Board also reviewed the capital projects planned for the cemetery and noted that the paving project shown on line 370 would only be completed if the Illinois Funds grant was approved for this project. The planned capital equipment purchase is shown as a replacement of the cemetery's older Kubota ATV. No additional changes were proposed for the Cemetery budget.
- m) The Board next began the review of the Highway Department budget. The Board briefly reviewed the proposed personnel cost and the planned maintenance work on the cold storage building which would include residing portions of the building that have begun to severely deteriorate.

Due to the length of the meeting and the amount of review that remained to be done on the budget, Board of Trustees elected to table further discussion on the budget and to schedule a special budget meeting on Saturday, February 20<sup>th</sup> at 11 AM to complete the review of the budget.

**Audit/Approve Bills and Payrolls:**

Audit Bills – Pending Town Fund Bills \$30,017.94; Pre-Paid Town Bills \$350.32; Payrolls \$31,745.03 & \$30,752.42; Pending General Assistance Bills \$195.01; Prior Month's General Assistance Costs \$4,712.52; General Assistance Payrolls - \$622.22 & \$658.81; Pending Cemetery Fund Bills \$7,155.90; Pre-Paid Cemetery Bills \$0; Payrolls \$8,593.52 & \$8,096.81; Pending Road & Bridge Fund Bills \$57,128.01; Pre-Paid Road & Bridge Bills \$383.07; Payrolls \$16,283.05 & \$17,339.89; Road IMRF/FICA Payrolls of \$2,611.49 & \$2,859.47; Road & Bridge Equipment Fund Pending Bills \$53,695.00.

Office Manager Block presented the bills that had been added to the payables since the packet was sent to the Trustees. The Board briefly reviewed the bills. Trustee Harney made a motion to approve the bills as audited with a second by Trustee Ahrens. Supervisor Glees called the motion and upon roll call vote Trustees Harney, Ahrens, and Johnson and Supervisor Glees voted "aye" – Trustee Schaffer voted "nay" - motion passed.

**Budget Transfers:**


Budget Transfers #12 - 22 were presented for approval. After a brief discussion, Trustee Harney made the motion to approve the requested budget transfers as presented with a second by Trustee Johnson. Supervisor Glees called the motion and upon roll call vote Trustees Harney, Ahrens, Schaffer and Johnson and Supervisor Glees voted "aye" - motion passed.

**Executive Session:**

The Board did not go into executive session.

Dundee Township Board of Trustees – Regular Meeting  
February 17, 2021

Supervisor Glees asked if there were any additional items that needed to be brought before the Board and hearing none, she asked for a motion to adjourn. Trustee Harney made the motion to adjourn with a second by Trustee Johnson. Upon voice vote, all present voted “aye” – motion carried, and the meeting was adjourned at 10:17 PM.

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

Robert Block  
Dundee Township Deputy Clerk