

Dundee Township Board of Trustees – Regular Meeting
January 20, 2021

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

Supervisor Glees led the attendees in the Pledge of Allegiance.

Agenda:

Trustee Harney made a motion to approve the Agenda for the January 20, 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.

Minutes/Treasurer’s Report:

Trustee Ahrens made the motion to dispense with the reading of the minutes from the December 16, 2020 Board of Trustees regular meeting and approve the minutes as presented. Trustee Harney seconded the motion. Supervisor Glees called the motion to approve the minutes of the December 16, 2020 Board of Trustees regular meeting as presented 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 December 31, 2020 Treasurer’s Report and Financial Reports through January 19, 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:

Assessor: Assessor Bielak said that contrary to the previous month, his department has received a large number of building permits from the various villages and the staff is using these to prepare for upcoming field work. The department has rolled over their 2020 database into 2021. They are also working on the analysis of properties that have exemptions for home improvement projects. Assessor Bielak is meeting with the Kane County Assessor’s office and other local assessors to determine how to best address the Covid-19 impacts on the valuation of commercial property.

Highway Commissioner: Mr. Sinnett commented that it feels like his department is plowing snow every other day. In the off time, they are continuing work such as tree trimming along the right of ways. They are working on the budget preparation and the union negotiations. He also said that the 2004 truck has been prepped and ready for sale. Supervisor Glees asked Mr. Sinnett how the salt inventory is holding up. Mr. Sinnett replied that it is very good as they had to buy additional salt due to the commitment under the state purchase agreement.

708 Mental Health Board : Mr. Paul Setze, the chairman of the 708 Mental Health Board, noted that there was no report at this time.

Open Space: Supervisor Glees presented the Open-Space report as written. She noted that while the Open Space staff is not working directly with the volunteers at workdays, they are continuing to work to support the stewards and the volunteers in their work at each facility. The staff is continuing to herbicide and at Salamander Springs, the staff has added a new trashcan and a doggy waste station by the entrance.

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Trustee Johnson asked about the status of the proposal to rebuild the bridge at Dixie. Supervisor Glees replied that a meeting with the gentleman who was interested in doing the project has been scheduled for next week with her and Kirby.

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

- a) The Cares Act Allocation Committee has basically wrapped up their work and will be distributing the last of the \$92 million in Cares Act funds. The business grants are also being completed.
- b) In addition to the \$92 million initially allocated from the Cares Act fund, the County has applied and just received a \$15 million grant for rental assistance. The distribution will focus on low income families and mom and pop landlords. It is anticipated the distribution will begin in April 2021 however no distribution mechanism has yet been finalized.
- c) He noted that the County has not received enough vaccines from the federal government and the distribution has been slow. He estimated about 3% of the County has been vaccinated primarily those in group 1A such as hospital workers and other medical professionals. He expects that vaccinations will begin in March for the next group (the IB group) which includes seniors. He noted that individuals can sign up to receive information on the vaccination program either at the Kane County Connects website or at the Kane County Health Department site.

Trustee Johnson asked about a press article he had seen regarding physical improvements at the former Raging Buffalo Park Ski Resort and asked what is being done. Mr. Kious replied that the new structure will be located at the top of the hill - it will be smaller and contain a warming house and restrooms. He also said there are two parking lots and a new trailhead which will connect to the Forest Preserve trails at Brunner. Also, as part of the Longmeadow Parkway plan, 1,600 trees are scheduled to be planted. However, he noted that there is currently a shortage of trees and therefore, the County will plant smaller trees in a nursery and transplant them to their desired locations when they are larger.

Trustee Harney asked if the Dixie Briggs facility and the former Raging Buffalo site could be connected as it's very difficult to cross Route 31. She noted that there is a large culvert under the road which may allow the connection. Mr. Kious replied that the Forest Preserve is not exploring this option at the present time however he would be willing to bring it up to the committee. Their focus is currently on connecting the various bike trails and creating a loop where riders could go up one side of the river and return on the other.

Supervisor Glees and Mr. Kious spoke about recent complaints about collisions between bikers and walkers at the Raceway Woods site. Supervisor Glees stated that she had reached out to Mr. Kious along with Monica Meyers, the Executive Director of the Kane County Forest Preserve, to place additional signs at the site to better establish boundaries and locations where biking is permitted as well as better controlling pets. Supervisor Glees complimented Mr. Kious on doing a good job at helping get this item resolved.

Supervisor: Supervisor Glees reported that due to the Covid-19 pandemic, the Assessor's office added a new wall with glass windows on their intake counter to create a better barrier between the Assessor's staff and individuals who come into the office. She noted that the construction of this wall will require the Township to either move one of the security cameras to provide better coverage or add an additional camera to the system.

With regards to the Ride in Kane program, there are a few more riders coming back to the system. Pace will continue to maintain one rider per vehicle during the pandemic. The riders have been notified that maintaining only one rider per vehicle may cause some minor changes to their schedule and to be sure to add additional time to their rides to ensure on-time arrivals.

Supervisor Glees also noted that she has been appointed to the Pace Paratransit Transportation Board which works to ensure that paratransit riders have an equal opportunity to use mass transit.

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With regards to the upcoming primary election, the Kane County Clerk's office is accepting request for mail in ballots, but this must be done by February 18th at the latest.

With regards to the social media platforms, the Township now has 404 regular readers of their monthly newsletter as well as 3,739 people following on Facebook. Top Google searches are things such as fun activities for kids, where to ride my bike, where to find dogwood, and Dixie Briggs.

Trustee Johnson asked for additional details regarding the accident between a biker and a pedestrian at Raceway Woods. Supervisor Glees responded the event happened sometime between Christmas and New Year's. The pedestrian had a child in a stroller and they were hit by a biker riding a fat-tire bike just off of Doane's corner. The individual that was hit did not request or call 911. The bike rider did not have a driver's license with him. The individual (walker) suffered some minor scrapes and had called the Township to inquire if the Township could help. Supervisor Glees has reminded the stewards and staff to instruct visitors to call 911 should future incidents occur. Supervisor Glees would like to get additional signs and noted that the problem is not with the CAMBr bikers but rather visitors from either out-of-state or out of the area. She believes it's not a lack of respect just individuals that see lots of opportunities for different challenges. She as stated earlier will continue to work with Chris Kious to get additional information out. Currently, there is no fence which separates the Kane County Forest Preserve portion and the Dundee Township side. She will be looking into implementing barricades or natural barriers like logs to stop the use of dangerous trails by bikers.

Finally, Supervisor Glees noted that Carol Winehammer has accepted the position of co-steward at Dixie. She stated the stewards will now work together and will not have a steward for the Dixie East and one for Dixie West. The Board shared positive comments on Ms. Winehammer's acceptance of the position.

Trustees: Trustee Schaffer expressed concerns over a letter that had been sent out to individuals regarding Open Space issues. He wants to clarify that he was not involved in the letter and that the Board of Trustees did not approve the content of the letter. Supervisor Glees responded that the letter expressed what the Township had said previously including comments which came from Trustees. Mr. Schaffer reiterated that the letter was generated outside of an open meeting and should have gotten formal agreement or approval from the Board at a meeting. Supervisor Glees stated that there was an opportunity for Trustee comments and for them to review the letter. Mr. Schaffer reiterated that he would appreciate that future letters would just come under Supervisor Glees signature and not include the Board in the signature part of the letter.

Public Comments: Supervisor Glees opened the Public Comment period. No members of the public wished to make a comment and Supervisor Glees closed the public comment period.

New Business:

Review, Discussion and Approval of Tighe, Kress & Orr proposal to complete the FY 2020-21 Financial Audit:

The proposal from Tighe, Kress and Orr for the fiscal year 2020-21 financial audit was presented. After a brief discussion, Trustee Johnson made a motion to approve the proposal from Tighe, Kress and Orr for the fiscal year 2020-21 financial audit as presented with a second by Trustee Schaffer. Supervisor Glees called the motion to approve the proposal from Tighe, Kress and Orr for the fiscal year 2020-21 financial audit as presented and upon roll call vote, Supervisor Glees and Trustees Harney, Ahrens, Johnson, and Schaffer voted "aye" – motion carried.

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

Supervisor Glees presented the draft budget proposal for fiscal year 2020 – 22. Trustee Harney stated that she believes the Board has to limit the planned expenditures to no more than the projected revenue for the coming year. She also recommended the use of the percentage of expenditures shown on the monthly pie charts to

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allocate funds to each department. Trustee Johnson commented that his list of guiding principles include - a) not spending more than we take in and b) restricting the use of the money in the open space fund to open space expenditures.

The Board discussed the need to see a detailed line item budget prepared by each department head for the upcoming fiscal year. The Board expressed that they would like to see the detailed data 2 to 3 weeks before the next Board meeting to give them adequate time to review the information. Also, the Board wanted to see a presentation of the estimated revenues and to use the percentage data shown on the pie charts to separate the allocation of funds to each department.

Trustee Schaffer commented that with the 30-day advanced notice required before the Board can hold its annual budget hearing, the Board needs to move quickly.

After a brief discussion, Supervisor Glees asked that Assessor Bielak and Highway Commissioner Sinnett to prepare and turned their tentative budgets into her office no later than Wednesday, February 3rd. Supervisor Glees will then work to prepare the unified budget and supply that data to the Board no later than Friday, February 5th.

Supervisor Glees tabled further discussion of the budget to the February meeting.

OLD BUSINESS

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

Audit/Approve Bills and Payrolls:

Audit Bills – Pending Town Fund Bills \$51,624.90; Pre-Paid Town Bills \$787.13; Payrolls \$31,917.45 & \$30,818.00; Pending General Assistance Bills \$353.73; Prior Month's General Assistance Costs \$6,473.27; General Assistance Payrolls - \$750.32 & \$622.22; Pending Cemetery Fund Bills \$6,655.96; Pre-Paid Cemetery Bills \$101.93; Payrolls \$8,182.68 & \$8,404.32; Pending Road & Bridge Fund Bills \$31,918.92; Pre-Paid Road & Bridge Bills \$382.72; Payrolls \$17,022.16 & \$17,738.36; Road IMRF/FICA Payrolls of \$2,723.70 & \$2,871.70; Road & Bridge Equipment Fund Pending Bills \$3,113.63; Road & Bridge Insurance Fund Pending Bills \$137.28.

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 Schaffer. Supervisor Glees called the motion and upon roll call vote Trustees Harney, Ahrens, Schaffer and Johnson and Supervisor Glees voted "aye" - motion passed.

Budget Transfers:

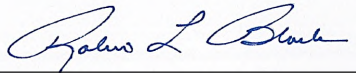
Budget Transfers #9,10 & 11 were presented for approval. Transfers 9 & 10 involve the Cemetery fund. Budget Transfer #9 sought to transfer \$250 from the Maintenance of Grounds account to the Communication\Telephone account and Budget Transfer #10 sought the transfer of \$450 from the Maintenance of Grounds account to the Garbage-Disposal account. Budget Transfer # 11 involves the town fund and sought to transfer \$2,000 from the Accounting\Audit Expense account to the Communication-Telephone account. 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.

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Executive Session:

The Board did not go into executive session.

Supervisor Glee 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 Johnson made the motion to adjourn with a second by Trustee Harney. Upon voice vote, all present voted “aye” – motion carried, and the meeting was adjourned at 8:50 PM.

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

Robert Block
Dundee Township Deputy Clerk