

Regular Meeting Minutes
of the Board of Trustees
Downers Grove Township
4340 Prince St, Downers Grove, IL
May 21, 2020

Regular Board Meeting of the Supervisor and Board of Trustees of Downers Grove Township held on Thursday, May 21, 2020, 7:30 PM at 4340 Prince Street, Downers Grove, Illinois.

1. Call to Order:
Supervisor Thoman called the meeting to order at 7:30 PM.
2. Pledge of Allegiance:
Supervisor Thoman invited everyone to stand for the Pledge of Allegiance.
3. Roll Call:
Clerk Grimsby called the roll. Present were Trustee Art Donner and Supervisor Mark Thoman.

Pursuant to the Governor's Executive Orders issued as a result of the COVID-19 pandemic. The Governor's Executive Order 2020-07, issued on March 16, 2020, suspends the Open Meetings Act provision relating to in-person attendance by members of a public body. Specifically, the Governor's Order: (1) suspends the requirement in Section 2.01 that "members of a public body must be physically present;" and (2) suspends the limitations in Section 7 on when remote participation is allowed.

Trustees present via telephone: Trustee Abby Ferguson, Trustee Karen Kelly and Trustee David Van Der Laan. A quorum was present.

Elected and Appointed Officials present: Clerk Lorraine Grimsby, Assessor Boltz and Attorney Allan Alongi.

Staff and others present: One staff member and 0 residents.

4. Public Comment:
Supervisor Thoman asked if there was anyone in the audience who had comments to make.

Assessor Boltz provided an update of policies and procedures for the Assessor's office during the Covid-19 Pandemic. Assessor Boltz stated that after the Governor's Executive Order from March 2020 and since the Assessor's office was deemed essential, he and Attorney Alongi prepared a telehome policy which allows staff to work remotely, although 2-3 personnel have continued to work in the office. There have been no walk ins and all inquiries were handled via telephone or emails. Call

volume was initially high with the recent disbursement of tax bills. Currently there are only external field inspections being done. It is anticipated that the Assessor's office is ahead of schedule for tax closing. The Assessor's office is exploring curb side service since senior freeze forms will be disbursed soon by the County. Appeal statistics have been provided by the County and our percentage of appeals is at a 10-year low. Plexaglass dividers have been installed to help with social distancing. Overall, the Assessor's team has done a wonderful job. Staff working in the office have maintained social distancing.

Trustee Donner asked Assessor Boltz if there has been an enormous amount of intake because many of the agencies that he works with has shifted their flex time whereby people can work different hours and weekend. Assessor Boltz stated that his team continues to do a good job and provide services in a timely manner.

5. Motion to Approve the Minutes of the Regular Board Meeting from April 16, 2020 as presented.

Clerk Grimsby presented the Minutes of the Regular Board Meeting from April 16, 2020 for review and approval. A motion was made by Supervisor Thoman to Approve the Minutes of the Regular Board Meeting from April 16, 2020 as presented with a second by Trustee Donner. Motion carried by unanimous voice vote.

6. Trustee Audit and Approval of Bills and Claims.

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|--------------------|------------------|--------------|
| General Town Fund | 5/21 to 5/21/20 | \$ 77,317.41 |
| General Road Fund | 5/19 to 5/19/20 | \$152,896.06 |
| General Assistance | 4/01 to 04/30/20 | \$ 2,407.89 |
| Road Insurance | 5/21/20 | \$ 70,866.20 |

A motion was made by Supervisor Thoman to Approve the Trustee Audit and Approval of Bills and Claims. The motion was seconded by Trustee Donner and unanimously approved by voice vote.

7. Motion to Approve Applying for the 2020 State of Illinois Fast Track Public Infrastructure Program.

A motion was made by Supervisor Thoman to Approve Applying for the 2020 State of Illinois Fast Track Public Infrastructure Program. The motion was seconded by Trustee Donner.

Supervisor Thoman stated this announcement was made on Tuesday, whereby there are some separate funds for a Fast Track Infrastructure Grant funding opportunity. Because of the timing of our project, Supervisor Thoman will be applying for the grant in the amount of 2.2M. Resolution No. 05212020-1, Resolution Committing Local Funds, was distributed to the board.

Attorney Alongi asked if the \$2,752,232 amount stated on Resolution No. 05212020-1 is the budgeted amount in our public records up to now? Supervisor Thoman the

amount represents the bid packet and engineers estimate and the orders contract that we signed for the orders representation by the engineer and architect overseeing the project.

Attorney Alongi asked if this represents the 2.4M plus the Village of Downers Grove monies which is part of their redevelopment and TIF district monies and does not reflect any monies raised by FFDGTS and funds raised by the FISH Food Pantry.

To clarify, Attorney Alongi stated that the Board should not be confused that the out of pocket monies for this project from Downers Grove Twp is \$2.7M because it is \$2.4M on your public record books. Attorney Alongi stated the resolution does not acknowledge the outside monies from the Village of Downers Grove. This resolution is a tool for obtaining a grant, not a plan for spending Township monies. Supervisor Thoman agreed.

Trustee Donner stated that this is an opportunity to go after monies that is wonderfully sourced for the project that we are building. This project has been vetted for a year and is close to our hearts for the seniors and the food pantry. Trustee Donner asked about the timing of the set aside. What is the timing of this? Supervisor Thoman stated the Fast Track money is available until June 15, 2020 and applications are on first come-first serve basis.

Supervisor Thoman stated that bills for the construction will be submitted on a monthly basis, the order reps will be vetting them, therefore if we receive the grant money, the monthly bills will be submitted to the grant agency for reimbursement.

Attorney Alongi reiterated that the engineers will vet the bills from the contractor and present those vetted bills to the Township board for approval as part of the audit packet.

Trustee Donner reconfirmed that if we obtain the grant monies, then the set aside funds of \$522,232 would be reversed out.

Roll call vote: Trustee Donner, Aye; Trustee Ferguson, Aye; Trustee Van Der Laan, Aye; Trustee Kelly, Aye; Supervisor Thoman, Aye. Motion passed. Vote: 5-0.

8. Supervisor's Report.

Supervisor Thoman reported that beginning June 1, 2020 that the Township office will be back to normal business hours. We are looking forward for the Illinois General Assembly to take positive actions on getting Illinois moving forward again. We are following the County Human Services department lead on walk in traffic.

9. Old Business.

No Old Business was brought forward.

10. New Business

Trustee Kelly: Requested that a monthly tabulation, Excel format, of expenses for the Multi-Purpose Town Center be prepared and distributed to Board members. The expenses should include all draw requests and preconstruction expenses and any credits.

Trustee Kelly asked: Last month there was an expense for removing 7 trees and why was the expense was not allocated to the capital projects for the multi-purpose center?

Trustees concurred with the request for an excel spreadsheet and requested prior year expenses for the project also be included.

Trustee Donner asked: With the enormous amount of rainfall recently, has there been an enormous amount of expenses regarding storm water management? Supervisor Thoman reported very few calls from residents.

Supervisor Thoman provided an update on the Meals on Wheels frozen meal giveaways for seniors that are 60 years old or older. Another giveaway will be scheduled in June.

11. Motion to Adjourn

There being no further business to come before this Board, Supervisor Thoman made a Motion to Adjourn. The Motion was seconded by Trustee Donner. Motion carried by voice vote. Meeting adjourned at 8:14 PM.

Respectfully Submitted,
Lorraine Grimsby, Clerk