

**STATE OF ILLINOIS**

*Diane Wolfe Marlin, Chair*

**CUNNINGHAM TOWNSHIP**

*Charles A. Smyth, Township Clerk*

**CUNNINGHAM TOWNSHIP BOARD**

**Monday November 4, 2019**

The Cunningham Township Board met in Regular session Monday, November 4, 2019 at 7 p.m. in the Council Chambers at the Urbana City Building, 400 S. Vine Street, Urbana, Illinois.

**ELECTED OFFICIALS PHYSICALLY PRESENT:**

**Chair:** Diane Wolfe Marlin

**Trustees:** Bill Brown, Dean Hazen, Shirese Hursey, Eric Jakobsson, Jared Miller, Dennis Roberts, Maryalice Wu

**Town Clerk:** Charles A. Smyth

**Supervisor:** Danielle Chynoweth

**Assessor:** Wayne Williams

**ELECTED OFFICIALS PRESENT VIA TELECONFERENCE:** None

**ELECTED OFFICIALS ABSENT:** None

**OTHERS PRESENT:** Frederic Grosser, Sheila Dodd, Nick Hanson, Lorrie Pearson

**1. ROLL CALL**

Chair Marlin called the meeting of the Cunningham Township Board to order at 7:00 pm.

**2. APPROVAL OF MINUTES OF PREVIOUS MEETING**

Trustee Roberts made a motion to approve the minutes from the meeting held on October 7, 2019, seconded by Trustee Hazen. With no corrections, the motion carried by unanimous voice vote.

**3. ADDITIONS TO THE AGENDA**

Chair Marlin asked that staff from City of Urbana be provided time to follow up to last month's report on Housing Quality. Trustee Jakobsson moved to add the Urbana Staff response to Reports of Officers, seconded by Trustee Wu, and passed by unanimous voice vote.

**4. PUBLIC PARTICIPATION**

There was none.

**5. COMMITTEE TO VERIFY BILLS**

The following items were presented in omnibus fashion:

1. Town Fund
2. General Assistance Fund

Supervisor Chynoweth noted bills for the Town Fund for \$47,082.55 and the General Assistance Fund for \$52,154.65. In response to Trustee Wu, Assessor Williams explained the entry for Microsoft training from the City of Bloomington Township staff for assessment staff.

Trustee Miller made a motion to approve the Town Fund for \$47,082.55 and the General Assistance Fund for \$52,154.65. Motion was seconded by Trustee Jakobsson. With no further discussion, the motion carried by unanimous voice vote.

**6. REPORTS OF OFFICERS**

Sheila Dodd, City of Urbana Grants Manager, provided a brief response to the supervisor's report on housing quality given in October. She noted several improvements that could be made based on the report and wanted to clarify that the data is all inclusive including grades from the past. She indicated that they will work with IT staff to provide more clarity and provided a new chart in her

memo. She also noted that last year was the first time a rental registration was denied and working with the township, has identified many ways to improve the process. She does not recommend changes to the rental registration ordinance at this time but noted that rent burden is an issue across the country, that they will work to look at employment data with respect to students, and agree that affordable housing is a concern. Questions from Trustees followed.

Trustee Hursey indicated that she needed more information regarding compliance for her own edification and arranged with Ms. Dodd to schedule a meeting. Chair Marlin responded to compliance issues describing many of the issues and noted that last year was the first time in 12 years that the city used the option of not renewing a registration for a chronic non-complier. She noted that it was a learning experience but that the goal is to get people into compliance. There are 10,500 units registered.

In response to Trustee Wu asking for clarification of the inspection process and grading, Building Inspector Nick Hanson noted that the grade is based on the initial inspection and doesn't change until the next systematic inspection. Trustee Roberts commented that if we are saying the grade isn't corrected until the next inspection, it could be many years and a long time to have a bad score. Mr. Hanson noted that when they reran the analysis, properties either stayed the same or even moved downward. Trustee Roberts stated that it doesn't seem fair to not regrade. Trustee Brown added that he thought that if a property got a D or F they get re-inspected within a year, and can they request an inspection? Mr. Hanson noted that the re-inspection was at the property owner's request and an inspection can be requested at any time. Chair Marlin added that there might be a way to show that corrections and compliance has been done stating that this is a good point and will look at the issue.

Township Supervisor Danielle Chynoweth provided a written report to the board. She noted that GA participation is at 92 individuals this month and noted that 160 clients have been served since last July. She noted that rental assistance was 19 households, a high number, with 2 move in cases and 17 eviction preventions. 71 households since July. The program has served 523 individuals since inception of which 222 were children. She noted the Harvest Party with about 100 guests but rained forced the event indoors. She noted discounted food from Baldarotta's and the campaign by H2O encouraging angel fund donations. She noted that all of the donations are used for helping clients and that a list donors and expenditures is on the web site where donations can be made.

Assessor Wayne Williams reported that his office is tracking Board of Review items noting that many are due to IDOT related issues and 49 are related to OSF. The overall uptick is in commercial properties. He added that if anyone has questions about their assessment, to call the township assessor's office.

Chair Marlin noted that the Harvest Party was a wonderful celebration, that the garden is a tremendous success, and useful at filling food gaps in the community. Supervisor Chynoweth noted that Sola Gratia donated food post-farmer's market to the township and all the food was given away without spoilage. Trustee Roberts asked about clothing drives and Ms. Chynoweth provided information on acceptance of coats, hats, and gloves again this year noting that they're in the process of getting more donations after giving everything away during the recent cold. She stated that clothing can be donated to Empty Tomb. Trustee Brown and Ms. Chynoweth noted that the Unitarian-Universalist youth group is going door to door to collect coats in the West Urbana neighborhood. Ms. Chynoweth added that there will soon be a bin outside the office for donations.

**7. UNFINISHED BUSINESS**

There was none.

**8. NEW BUSINESS**

- a. **Resolution No. T-2019-11-018R:** A Resolution Determining the Amounts of Money Necessary to be Raised by the Tax Levy for the Tax Year 2019, Collectible in 2020

Chair Marlin introduced resolution T-2019-11-18R and Supervisor Chynoweth noted that the Township is limited by tax caps but that the amount requested is in case Carle and OSF properties are returned to the tax rolls. She added that she will bring a breakdown of the levy by line item for the final vote next month. Trustee Miller moved to put the Tax Levy on file and forwarded Resolution T-2019-11-18R to the next meeting. The motion was seconded by Trustee Roberts. With no discussion, the motion passed by roll call vote (7-0): Brown – Aye; Hazen – Aye; Hursey – Aye; Jakobsson – Aye; Miller – Aye; Roberts – Aye; Wu – Aye.

- b. **Resolution No. T-2019-11-019R:** Resolution Authorizing the Township Assessor/Supervisor to Establish a Fleet Credit Card for Cunningham Township

Chair Marlin introduced Resolution T-2019-11-109R. Assessor Williams reported that due to the quadrennial assessment ongoing, the township vehicle is in daily use and that they can no longer use their Mobil credit card as Circle K has replaced the brand. He is seeking authority to select a new Fleet card for Township use. Trustee Brown asked about odometer and process as well as use for personal cars. Assessor Williams indicated that he is still researching the issue noting many options including use of odometer and pin number. He and Supervisor Chynoweth noted that it would not be used on private vehicles and would be subject to the same monthly audit of as the Township Credit Card. Ms. Chynoweth also noted that credit card policies are the same as the city's. Mr. Williams noted several cost savings through use of Fleet cards and Trustee Miller provided additional information. Ms. Chynoweth noted that as the car is in heavy use by the Assessor's office, staff may need to use mileage again for deliveries and other errands using their personal vehicles. With no further questions or discussion, a motion to approve Resolution T-2019-11-019R was made by Trustee Roberts and seconded by Trustee Wu. The motion passed by roll call vote (7-0): Brown – Aye; Hazen – Aye; Hursey – Aye; Jakobsson – Aye; Miller – Aye; Roberts – Aye; Wu – Aye.

## 9. **ADJOURNMENT**

There being no further business to come before the Cunningham Township Board, Chair Marlin declared the meeting adjourned at 7:31 pm.

Charles A. Smyth  
Township Clerk

This meeting was taped and broadcast on cable television.

Website link for this meeting: <https://www.urbanaininois.us/node/7701>

**Minutes Approved: December 9, 2019**