

**MINUTES OF THE
FEBRUARY 2, 2016 REGULAR MEETING
OF THE TOWN OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

CALL TO ORDER: Supervisor Rowe called the meeting to order at 7:00pm followed by the pledge of allegiance.

ROLL CALL was taken. Present were: Trustees Laurene Geary, and Scott Hester, Supervisor Tom Rowe, and Clerk Phil Silagi.

ALSO PRESENT: none

PUBLIC COMMENT: none

JANUARY 5, 2016 REGULAR MEETING MINUTES: Trustee Geary motioned, and Trustee Hester seconded the motion to approve the January 5, 2016 meeting minutes. Trustees Hester, and Geary, and Supervisor Rowe voted aye. 0 nays. Motion carried.

ACCOUNTS PAYABLE:

TOWNSHIP: Trustee Geary motioned, and Supervisor Rowe seconded the motion, to review and approve the January Town accounts payable as presented. After discussion, Trustees Hester, and Geary, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Township checking account as of January 31, 2016 is \$402,440.94.

ROAD & BRIDGE: Trustee Geary motioned and Trustee Hester seconded the motion to review and approve the January Road and Bridge accounts payable. Supervisor Rowe informed the Board that check 10098 was reimbursement to Dustin Huggins for insurance he purchased for a newborn son after failing to notify Land of Lincoln of the birth within 30 days. The reimbursement was for 90% of the cost and will not be necessary after the baby is enrolled during the open enrollment period. After review and discussion, Trustees Geary, and Hester, and Supervisor Rowe voted aye. 0 nay. Motion carried. The balance in the Road & Bridge checking account as of January 31, 2016 is \$158,182.36.

PAYROLL REPORT: Supervisor Rowe pointed out that the report reflected Bob Bosma's last check, however, he may have additional paid time off that will have to be paid out when that is determined.

PROFIT & LOSS REPORT

REPORTS:

SUPERVISOR'S REPORT: Supervisor Rowe presented a written report of his activities during the last month and highlighted the following: The Sugar Grove Senior Living Center is having an Open House on 2/6/16 that the Township will be participating in. We have had several complaints about the condition of the Hanks Rd. Bridge over Rt. 56. There is still an ongoing disagreement over who is responsible for maintenance. IDOT and the Township feel that the Village is responsible and the Village is of the opinion that IDOT is. It has been suggested that the Village

and Township enter into an IGA for temporary maintenance of the surface. Commissioner Huggins has no objection to this approach. The Park District has received a request from a for-profit group for rental of the senior center to conduct ACT Prep classes. Supervisor Rowe asked the Board if they would consider changing their policy of allowing only non-profit groups, the use of this facility. Trustees Hester and Geary both pointed out that there were a number of options for this group to rent space nearby and that they would prefer to continue the policy of non-profit group use. Jim Kreitz has inquired about an annual pay increase for 2016. After discussion, the Board agreed to approve a \$1 per hour increase bringing him to \$19 per hour through the end of the Board's term in May of 2017. Supervisor Rowe pointed out to the Board that they should file their Statement of Economic Interest which is due May 1st. Finally, Supervisor Rowe informed the Board of TOI training that will take place March 18th in Lisle.

ASSESSOR: Assessor Ross was not present, however, she submitted the attached written report that will be filed with these meeting minutes.

ROAD & BRIDGE: No report.

CLERKS REPORT: No report.

TRUSTEES REPORT: Trustee Geary reported that she attended the 708 Board Strategic Plan and Budget meeting. She stated that she was impressed with the way they combined the strategic plan and budget processes at the same time and suggested we adopt a similar approach. Trustee Hester reported that the airport Board discussed various marketing efforts and that he spoke to the Park District with regard to possibilities for developing the ball field property when the airport was ready to sell.

UNFINISHED BUSINESS:

1. Approval of Updated Aurora/Sugar Grove Township Transportation IGA: Supervisor Rowe informed the Board that the first invoice from Aurora for Transportation Services for a 3 month period was \$3000. In light of that experience, Supervisor Rowe stated that he would not recommend any expansion of the service at this time. He did however, recommend changing the amount of our commitment from \$10,000 to \$12,000 or \$15,000 with the increase in funding coming from contingency funds. After discussion, Trustee Geary motioned, seconded by Trustee Hester to approve a change in the Sugar Grove/Aurora Township Senior Transportation IGA increasing our budget commitment from \$10,000 to \$15,000. Trustees Geary, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.
2. Approval of Updated Fire, Disaster & Emergency Assistance Guidelines: Supervisor Rowe presented the Board with some minor changes to the language of the guidelines approved last month. The changes more specifically address qualifications for the program, but does not change the basic benefits for rent and utility assistance. After discussion Trustee Geary motioned, seconded by Trustee Hester, to approve the Updated Fire, Disaster & Emergency Assistance Guidelines. Trustees Geary, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.

NEW BUSINESS:

1. Review of Assessor's 2016-17 Preliminary Budget: Supervisor Rowe presented the Board with the Assessor's Budget and commented that at \$250,000, it was only \$1000 over the pre quad budget and that it included AT&T expenses that were previously shared with the Township. After discussion, the Board had no questions or objections to the Assessor's Budget as submitted.
2. Review of 2016 Lawn Mowing Specs: Supervisor Rowe informed the Board that he recently spoke to Teddy of Teddy's Lawn Service who offered to extend his 2015 contract for lawn mowing to include 2016 with no increase in rates. Supervisor Rowe recommend that we extend his contract which would expire near the end of the Board's term. After discussion, Trustee Geary motioned, seconded by Trustee Hester, to extend the contract of Teddy's Lawn Service for lawn mowing through the end of 2016 with no increase in pricing. Trustees Geary, and Hester, and Supervisor Rowe voted aye. 0 nays. Motion carried.
3. 34th Annual Township Topics Day – Wednesday, April 6, 2016 in Springfield: Supervisor Rowe reminded the Board of the TOI topics day in Springfield and invited them to pass along any issues they would like discussed with legislators if they were not planning on attending.

ADJOURNMENT: Trustee Geary motioned, Trustee Hester seconded the motion and the Board unanimously approved adjourning the regular meeting at 8:02pm.

To: Sugar Grove Township Board of Trustees & Supervisor Rowe

From: Laura Ross, Assessor

Date: February 1, 2016

Re: Assessor Report

Permits Processed: as of January 1, 2016: 59

Sales Processed as of January 1, 2016: 36

2015 Equalized Assessed Value before BOR changes: \$ 593,510,652

2015 Properties assessed for the 1st time: \$ 5,524,224

Parcel Count: 9,182

The Assessor's office has received the final notices of changes from Board of Review on Friday, January 29th. All hearings are final and we have rolled-over to the 2016 assessment year and are in process of running both sale ratio & uniformity studies to proceed with revaluing for the properties that need review or that were lowered by the Board of Review or Property Tax Appeal Board in previous year(s). We anticipate starting the assessment process beginning of March, 2016.

At the November 2015 Township meeting, it was noted in the minutes that Trustee Geary referenced a notice she received from property she owns in Henderson County explaining reason for change and where to call for questions and thought the Assessor should consider a similar notice system in Sugar Grove. Sugar Grove Assessor's Office has a similar system in place since 1998 and Kane County also sends out notices, however; notices are only mailed if a change was made by the Assessor not by equalization. I have attached with this memo an example of both the Assessor's change in value notice and Kane County. Keep in mind, an extremely costly expenditure for both offices but I do believe notice should be provided to the taxpayer. Quickly explained; the letter from the Assessor's office only goes out when a property owner contacts us for review of their assessment. If you refer to the attached, the letter from the Assessor does not include the state & county multipliers as it is not made available until after the books are closed and certified. Any assessment change from the Assessor's office **automatically** generates a change notice from the County that is mailed to the taxpayer. Unfortunately, we have found it too be confusing to the taxpayer when they get 2 separate notices with different values. This is not only confusion, but duplication of efforts and extra added expense locally at the Assessor's office. Again, a notice **only goes out** if it is a change made by the Assessor's office, and every tax payer is mailed one, if it is only a multiplier change, no letter goes out from the County, that is Kane County ruling. The expense to send every tax payer a notice every year, with or without a change in value is colossal, so the Assessor's office currently only sends out notices if a property owner calls and we follow-up with a tentative value subject to equalization and this also applies to Kane County. Mark Armstrong has elected not to send out notices to all properties even in a quadrennial year where as some jurisdiction such as Lake County does.

Trustee Geary at the December 1, 2015 meeting reported she was concerned with the Assessor's Handbook language given she felt that a recent claim by a former employee was a result of a similar policy. The Assessor's office policy handbook has been reviewed by her Attorney, Bond & Associates and unfortunately, regardless of either policy if it be that of the Township of Sugar Grove or of the Assessor's office; neither manual will prevent any former or current employee from filing with the Department of Labor. Additionally, as recalled, the Assessor's handbook held up at the hearing and the former employee lost her case.

Expenses: The bills presented for approval in December represent the typical expenses incurred during the general operations of the Assessor's Office which include continuing education courses with IPAI along with Professional Development Courses Township Officials of Illinois.

Equipment: We were able to repair a shelved laser printer in place of buying a replacement for the office area, and the Assessor's Brother Printer that was not repairable (cost exceeded new purchase) has been replaced with an HP color laser printer at a fraction of the cost versus repairing the older model in her office.

As of 2-1-2016: Our field log consists of the following:

Properties needing updated photos:	54	
New Construction:	67	
Home Improvement Additions:	25	
Properties needing measuring:	134	
Properties needing inspection only:	6	Total: field work to be completed: 286

Unfortunately, the Assessor's office has lost a full-time employee as of 1/28/2016. The Assessor will need to replace this position but may split it into 2 part-time positions which would allow better coverage in the field/and office and as a cost effective measure. The Assessor will try and hold off in the hiring process until March at the very latest, April 1st, 2016. The Assessor is working with the Attorney on the final paperwork and final vacation/pto time.

Lastly, the Assessor has presented a tentative budget in your meeting packets with this memo to also be included and made part of the minutes. The budget presented includes an increase in telephone charges as the Township has generously picked up the monthly cost since the conversion from Vonage to AT & T. There will be an increase in the PAMS s/w license and I've included the correspondence from Cirone Computer Consulting indicating a 10-15% increase. There is a slight increase in office supplies essentially because of the increased number of printers currently in use. Lastly, added this year is unemployment that was not included in the previous 2 years budgets.

Please review and certainly contact me with any specific questions you may have that I would be happy to explain or answer questions to or any specific line item.

As always, I will make myself available to answer any questions you may have at my office or by cell phone as provided below.