

Aurora Township

Board of Trustees Meeting

Main Offices, 80 North Broadway

Aurora, IL.

Date: Thursday, March 13, 2014

Time: 4:00 P.M.

Minutes

- I. Call To Order**
 - Pledge of Allegiance**
 - Invocation**
 - Roll Call and Establish Quorum**

A meeting of the Aurora Township Board of Trustees was held at the Aurora Township office, 80 North Broadway, Aurora, IL, at 4 p.m. on Thursday, February 27, 2014. Notice was sent to all members of the Board as required by statute.

Aurora Township Supervisor Bill Catching called the meeting to order at 4:00 p.m. Supervisor Catching led the group in the Pledge of Allegiance. Trustee Hicks gave the invocation.

Aurora Township Deputy Clerk Jason Owens called the roll with the following Board of Trustees members present: Bill Catching – Supervisor; Trustees: Delores Hicks, David Moore and Juanita Wells. Trustees absent – Juan Reyna – excused absence.

Clerk Ken Christy – Excused Absence

Assessor Davis Offutt – Present.

Highway Commissioner John Shoemaker – Excused Absence.

Staff and Public present – see attached.

- II. Motion to approve the minutes of the regular Board meeting held on February 27, 2014 made by Supervisor Catching, seconded by Trustee Wells. Motion carried by unanimous voice vote.**

III. Approval and/or Audit of Township and Road District Bills.

- a. Motion made by Supervisor Catching and seconded by Trustee Moore to approve the Town bills in the amount of **\$16,950.99**. Motion passed by unanimous voice vote.
- b. Motion made by Supervisor Catching and seconded by Trustee Hicks to approve the Road & Bridge bills in the amount of **\$16,073.39**. Motion passed by unanimous voice vote.
- c. Motion made by Supervisor Catching and seconded by Trustee Hicks to approve the General Assistance bills in the amount of **\$2,024.77**. Motion passed by unanimous voice vote.
- d. Motion made by Supervisor Catching and seconded by Trustee Moore to approve the combined IMRF and Road & Bridge IMRF bills in the amount of **\$11,723.93**. Motion passed by unanimous voice vote.
- e. Motion made by Supervisor Catching and seconded by Trustee Wells to approve the combined Social Security and Road & Bridge Social Security bills in the amount of **\$5,436.89**. Motion passed by unanimous voice vote.

IV. Reports

- a. **Assessor's Report** – Davis Offutt. Report attached. Summary: Assessor Offutt reported that the review process for the 2014 assessment year has started and he anticipates this will continue through the end of June 2014.
- b. **Highway Commissioner's Report** – John Shoemaker. Summary: Commissioner Shoemaker is anticipating a labor intensive spring/summer repair season with shoulders being rebuilt and necessary road patching. This extra time spent repairing roads will reduce the resurfacing program, but we are very close to having all roads on a 15 year resurfacing cycle. Last snow storm brought our seasonal total to number 3 of all time.
- c. **Supervisor's Report** – Bill Catching. Summary: Supervisor Catching announced that the effort to make sure that all drivers have their DOT cards is progressing, with 2 remaining drivers needing to complete the process. During this initiative, it was discovered that one employee had a suspended license. This employee is currently unable to drive Township vehicles and is working on re-instating the license.
- d. **Ride In Kane Department Manager's Report** – Melissa Franks. Report attached. Summary: Ms. Franks reported that the weather is suppressing ridership. The Township has reopened the waiting list and is giving riders with medical needs first priority. Ms. Franks also said that Josue Chavez, a new hire, has been an excellent employee. Franks concluded by announcing that the Title XX audit was completed and that it went better than expected with only a few changes needed.
- e. **General Assistance Manager's Report** – Bill Catching. Report attached. Summary: Supervisor Catching noted that Mr. Thurman was unable to attend due to personal matters and offered an update in Mr. Thurman's place. Catching said that the after-school programs were seeing increased attendance. The grants from CIS and the Quad

City Urban League have increased the need for drivers at the Youth Center and to address this, Supervisor Catching has split off a RIK driver to help in the afternoon.

V. Unfinished Business

- a. **PACE Annual Contract Renewal** – Supervisor Catching reported that the meetings with PACE were progressing, but not at a point where he felt comfortable making a full presentation to the Township Board. Catching relayed several facts:
 - i. Aurora Township is one of the few entities acting as both a sponsor and a provider.
 - ii. Negotiating to increase the operating charge from \$48/hr to \$52/hr, but that our actual cost is \$73/hr. Catching suggested that the Board view the \$21/hr discrepancy as the Township's contribution to the program.

Supervisor Catching also reiterated that the aim of the Board is not to eliminate the program, but to limit the losses incurred by the program.

Motion made by Supervisor Catching and seconded by Trustee Moore to table the PACE Annual Contract Renewal discussion until the next Board meeting. Motion passed by unanimous voice vote.

VI. New Business

- a. **Budget Committee Update** – Patricia Richardson. Ms. Richardson said that she is setting up meeting with all of the department heads to go over expected funds available and departmental budget requests. Once the estimated budgets are aggregated into the overall Township budget, that budget must be on display for 30 days. The deadline for display is June 30. Ms. Richardson reported that she feels she has good data from this last fiscal year to be able to base budgets upon moving forward. Ms. Richardson is hoping to have the estimated budget ready for the second meeting in April 2014. Trustee Wells asked about budgetary cuts and how they will be addressed. Ms. Richardson said that any cuts will be as needed. Trustee Wells asked whether or not the money from the sale of the substation could be used to address any budgetary shortfalls. Supervisor Catching said that it could.
- b. **Adopt Agenda for Annual Town Meeting, Tuesday, April 8, 2014** - Motion made by Supervisor Catching and seconded by Trustee Hicks to adopt the agenda for the Annual Town Meeting. (Attached.) Motion passed by unanimous voice vote.
- c. **Request for Proposals for 2013-2014 Professional Audit Services** – Patricia Richardson. Ms. Richardson said that the Township Officials of Illinois recommends that audit services be performed by the same auditors no more than 5 years consecutively. Ms. Richardson recommends that the Township utilizes Brian LeFevre and Sikich LLP for the fiscal year ending March 31, 2014, but then to put out a request for proposal for fiscal years moving forward.

Motion made by Trustee Moore and seconded by Trustee Wells to contract with Sikich LLP for 2013-2014 Professional Audit Services. Motion passed by unanimous voice vote.

- d. **Request for Proposals for 2014 Lawn Services** – Supervisor Catching mentioned that in order for the Township to continue providing the lawn services in house, the lawn equipment would need to be replaced. Rather than incur that equipment expense on top of the personnel expense, Catching created a Request for Proposal for the lawn service program. (Attached.) In addition, Supervisor Catching also reported that he has sent out a letter and survey to all of the current 100 participants in the lawn service program to get a sense of their attitude toward the program. He will report back to the board when more surveys have been returned. To date, only 9 have. Trustee Wells asked about the qualifications for the program. Catching said there is a household income component (based on percentage of median income), an age component (at least 65) and the resident must own the home. Trustee Wells asked how residents can find out about the program. Supervisor Catching said that the program is not advertised and budgetary constraints probably won't allow for an increase in the number of participants, but the Township will create a waiting list for those seniors interested in the program. Trustee Moore asked if trimming is included in the program. Supervisor Catching said that we did not provide the service in the past, but the RFP calls for bi-monthly string trimming. He added that we would not offer or expect to offer tree or bush trimming. Commissioner Shoemaker offered that he would be willing to have the ATHD bid to take over the program as it would allow him to hire a fifth driver.

Motion made by Supervisor Catching and seconded by Trustee Moore to request proposals for the 2014 lawn services. Motion passed by unanimous voice vote.

VII. Public Comments - None.

VIII. Announcements

- a. Trustee Wells announced that the Water Well Safety Seminar will be held on Tuesday, April 8 from 7-8:30pm at the Youth Center after the annual meeting. Wells also said that Trustee Moore was able to find a cheaper testing alternative for residents.
- b. Supervisor Catching presented a "thank you" card sent in by Jo Fredell Higgins acknowledging her re-appointment to the Youth Commission.
- c. Trustee Moore reported that he spoke with former military colleagues in the Army Corps of Engineers and the consensus repair suggestion for the Youth Center gymnasium leak is to install a powered, or non-powered, ventilation fan.

IX. Adjournment – Motion for adjournment made by Supervisor Catching and seconded by Trustee Reyna. Motion passed unanimously by voice vote at 5:41 p.m.

Next meeting is scheduled for Thursday, March 27, 2014 at 4:00 p.m. at Aurora Township Office, 80 N. Broadway, Aurora, IL.

Respectfully submitted,



Jason Owens
Aurora Township Deputy Clerk



Aurora Township Assessor

Davis R. Offut

Certified Illinois Assessing Officer - Master #20
Real Estate Managing Broker - Realtor GAA GRI
State Certified General Real Estate Appraiser #553.000892



TO: Aurora Township Board

RE: Assessor Report

DATE: March 13, 2014

Feb 27-Mar 12, 2014

Permits processed: 79

Sales processed: 98

Divisions: 0

Parcel Count: 39,382

We have begun the review of the Aurora Township properties for 2014 payable 2013.

The bills presented for approval represent the typical expenses incurred during the general operations of the Assessor's Office.

As always, I will make myself available to answer any questions you may have.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Davis Offutt", is written over a series of horizontal lines.

Davis Offutt
Aurora Township Assessor