

AURORA TOWNSHIP

BOARD OF TRUSTEES MEETING

MAIN OFFICES, 80 NORTH BROADWAY

AURORA, IL

DATE: THURSDAY, AUGUST 22nd, 2013

Time: 4:00 P.M.

MINUTES

I. CALL TO ORDER

PLEDGE OF ALLEGIANCE

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, August 22nd, 2013. 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 P.M. Supervisor Catching led the group in the Pledge of Allegiance. Trustee Hicks gave the Invocation.

II. Aurora Township Clerk Ken Christy called the roll with the following Board of Trustees members present: Bill Catching – Supervisor, Trustees: Dolores Hicks, Juan Reyna, David Moore. Juanita Wells was an excused absence.

Assessor – Davis Offutt – Present

Highway Commissioner – John Shoemaker – Present

Staff & Public present – as attached.

III Motion to approve the minutes of the Regular Board Meeting on Aug. 8th made by Supervisor Catching, seconded by Juan Reyna . Motion carried by Voice Vote.

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

A. Motion made by Supervisor Catching and seconded by Trustee David Moore, to approve the Town Bills in the amount of \$103,739.73. Motion passed by Voice Vote.

B. Motion made by Supervisor Catching and seconded by Trustee David Moore, to approve Road District bills in the amount of \$406,102.84. Motion passed by Voice Vote.

C. Motion made by Supervisor Catching and seconded by Trustee Juan Reyna, to approve General Assistance bills in the amount of 3,268.44. Motion passed by Voice Vote.

- D. Motion made by Supervisor Catching to pay Mental Health Bills in the amount of \$63,363.48, Seconded by Trustee Reyna. Motion passed by Voice Vote.
- E. Combined Motion made by Supervisor Catching to pay IMRF AND Road and Bridge IMRF bills in the amount of \$10,701.57, Seconded by Trustee Hicks. Motion passed by Voice vote.
- F. Combined motion by Supervisor Catching to approve SOCIAL SECURITY and R&B SOCIAL SECURITY bills of \$6,733.65. Seconded by Trustee Hicks. Motion passed by Voice Vote.

V. REPORTS

- A. Assessor's Report - As Attached. - Summary: The new equalized assessment from the court will be published around the first week in September. Mark Armstrong will be having a special tax clinic for the City of Aurora at the request of Mayor Weisner on September 25th, in the Council chambers. Also explained the website for the Kane County supervisor assessments.
- B. Highway Commissioner's Report -- by John Shoemaker -- Highway department is finishing Landscaping and patching. They will be working next on drainage. Also working on repairing trucks and equipment. Shoulder stone is ongoing on new streets.
- C. Supervisor Report -- Supervisor Bill Catching - Supervisor Catching reported that he met with an appraiser sent by the City of Aurora to determine the appraised value of our Township building. The City of Aurora has talked in the past about purchasing our building. Supervisor Catching discussed the Ride in Kane program. We may have an applicant for our CDAP funds. If we do, it will be reviewed by a consultant who will make a recommendation to the Board. The Youth center will be closed next week for building renovations and cleaning. A mailing was sent to all known addresses of the closing as well as new fees for our programs. We have received some complaints about some of the changes to our programs. If board members receive any complaints, Supervisor Catching asked board members to forward them to him or Scot Thurman for a reply.
- D. Code Enforcement Officer's Report -- by Hector Benavides -- As Attached. Summary -- Discussed pending cases and compliances. We have had problems with home-based businesses such as scavengers, used car sales, etc. These are zoning violation which we report to the County for enforcement. Road Commissioner Shoemaker pointed out that we could potentially pass our own ordinance for licensing of these businesses.

E. General Assistance Manager's Report- by Priscilla Leggs – As Attached – Summary – Ms. Leggs discussed the cost of medications for the general assistance clients. We have entered into a partnership with Provena Mercy Center's pharmacy. She further discussed job training programs and is looking for partnerships with such groups as DOORS and others. She responded to comments by Trustee Reyna and Peggy Hicks about the need for a list of qualifications or dis-qualifications for general assistance funds and emergency assistance.

F. Finance Department Report - by Patricia Richardson – by Labor Day auditing will begin in earnest. The regular audit should be done by the end of September.

Miss Richardson has been working on:

- 1.) Sage accounting system for payroll.
- 2.) Employee benefits.
- 3.) Audit schedules.

Trustees Moore, Hicks, Reyna, Supervisor Catching and Clerk Christy all spoke of the positive work accomplished by Miss Richardson.

VI – UNFINISHED BUSINESS

A. IT Project Status Report – Update – We are seeking another proposal other than proposal submitted to the board at the last meeting. Assessor Offutt has offered to share space for our server in his office, which will provide a secure location that is not easily accessible to the public. The server for the Supervisor's division is currently just off a hallway accessible to the clients.

B. Board Orientation/Training Session Update - With the absence of Trustee Wells, Supervisor Catching will call her for dates she will be available.

VII – NEW BUSINESS – NONE

VIII – PUBLIC COMMENT: - David Heeg asked for an explanation of the police investigation mentioned in the previous board meeting's minutes. Supervisor Catching stated that the Aurora Police Department is investigating the loss of approximately \$10,000 in cash from the Ride-in-Kane program during the past fiscal year. The police investigation is continuing.

IX – ANNOUNCEMENTS: - Trustee Hicks thanked the Board for use of the Township bus to take a group of township senior citizens to the State Fair and a lunch hosted by Governor Quinn. The Highway Department was thanked for the use of its tent at Martin Luther King Park for a back to school program hosted by City of Aurora Alderman at large Richard Irvin.

X EXECUTIVE CLOSED SESSION - At 4:50 p.m.

XI. RECONVENE TO OPEN SESSION - at 5:33 p.m. Roll call by Clerk – Ken Christy
In attendance Supervisor Catching Trustees: Hicks, Moore, Reyna, - Wells-excused absence.

XII. ACTION RESULTING FROM EXECUTIVE SESSION Motion by Catching – Seconded by Trustee Hicks to authorize the Supervisor to terminate one employee as discussed in the Executive session. Date of dismissal to be determined. Supervisor Catching will update the board at next meeting. Passed unanimously by Voice Vote.

XIII. ADJOURNMENT Motion to Adjourn by Supervisor Catching, seconded by Trustee Hicks, At 5:38 p.m. Passed by Voice Vote.

NEXT MEETING: THURSDAY, SEPTEMBER 12, 2013 at 4:00 p.m. at Aurora Township Office, 80 N. Broadway, Aurora, IL.

Respectively Submitted,

A handwritten signature in black ink, appearing to read 'Ken Christy', written over a horizontal line.

Ken Christy –
Aurora Township Clerk

AURORA TOWNSHIP
Regular BOARD OF TRUSTEES' MEETING
 ATTENDANCE - SIGN-IN

MEETING DATE: August 22, 2013

NAME	ORGANIZATION	ADDRESS	PHONE
DANNY HERRY		523 KINGSWAY	
DELA GOMEZ		1342 WALNUT RIDGE DR	630- 906-0575
J Taly			
Peggy A			
Patricia Richardson			
Priscilla Leggs			
Hector Benavides			



Aurora Township Assessor

Davis R. Offutt

Certified Illinois Assessing Officer - Master #20
State Certified General Real Estate Appraiser #553.000892



TO: Aurora Township Board

RE: Assessor Report

DATE: August 22, 2013

Aug 08-Aug 21, 2013

Permits processed: 184

Sales processed: 94

Divisions: 2

Parcel Count: 39,390

The new equalized assessment from the count will be published around the first week in September.

Also, Mark Armstrong will be having a special Tax Clinic for the City of Aurora at the request of Mayor Weisner on September 25, 2012 in the council chambers. See attachment.

Attached is a copy of a 24 hour website hit for the Kane County Supervisor of Assessments.

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,

Davis Offutt
Aurora Township Assessor



Kane County Board of Review Offers Property Tax Workshops

- Tuesday, July 2
- Tuesday, July 16
- Tuesday, July 30
- Tuesday, August 6
- Tuesday, August 13
- Tuesday, August 20
- Tuesday, September 3
- Tuesday, September 10
- Tuesday, September 17
- Tuesday, October 1
- Tuesday, October 8
- Tuesday, October 15
- Tuesday, October 29

Time: 6 p.m. to 8 p.m.

Location:

**Auditorium of Building A
Kane County Government
Center, 719 South Batavia
Avenue, Geneva, Illinois.**

**Kane County Board of Review
719 South Batavia Avenue
Geneva, Illinois (60134-3000)
(630) 208-3818**

The Kane County Board of Review will offer up to 13 *Property Tax Workshops* for Kane County taxpayers in 2013. The workshops will:

- Help taxpayers understand how property taxes work, including how government spending affects property taxes.
- Dispel myths about assessments and their relationship with property taxes.
- Explain the assessment complaint process, and provide the necessary forms and rules for filing complaints.
- Provide an opportunity for taxpayers to make sure they have all homestead exemptions to which they are entitled.

The workshops are not forums to discuss any specific individual assessments; these questions are best directed to the Assessor of the Township in which the property is located.

Both Taxpayers and practitioners (attorneys, appraisers, brokers, etc.) are welcome to attend. For more information, call the Board of Review office at (630) 208-3818.

www.KaneCountyAssessments.org

Davis Offutt

Subject: FW: E-mail analytics

Subject: E-mail analytics

After 24 hours, I have the following statistics:

Action	Number	Percent
Sent	4,399	100.00%
Email opened	2,182	49.60%
Recipient clicked at least one link	154	3.50%
Bounces (address no longer good)	133	3.02%
Recipient opted out of list	18	0.41%
Recipient reported as spam	5	0.11%
Recipient forwarded e-mail	2	0.05%

INTERESTING OBSERVATION #1: The number of e-mails opened more than doubles the industry average of 23%.

INTERESTING OBSERVATION #2: The number of recipients clicking at least one link is well below the industry average of 6%.

For the links, the following unique click-throughs were recorded:

Email Link	Unique Click-Throughs	Click-Through Distribution
List of Township Assessor Web Sites	52	27.50%
Board of Review Forms	37	19.60%
Explanation of Equalization Factors	28	14.80%
Board of Review Progress	15	7.90%
Homestead Exemptions	14	7.40%
Kane County Supervisor of Assessments	9	4.80%
Kane County Treasurer	7	3.70%
Illinois Property Tax Code	6	3.20%
List of Township Assessor Telephone Numbers	6	3.20%
Board of Review Rules	6	3.20%
Kane County Government	4	2.10%
Kane County Clerk	4	2.10%
Illinois Department of Revenue	1	0.50%
Total Click-throughs	189	100%

Taking web sites and telephone numbers together, the number of people moved to seek out their township assessor accounted for nearly a third of all click-throughs, a clear plurality of the total. This means that many of the recipients are getting the message to talk to the Township Assessors first.

Please let me know if you have any questions.

Mark

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Mark D. Armstrong, CIAO
Kane County Supervisor of Assessments
719 South Batavia Avenue, Building C
Geneva, Illinois 60134-3000
(630) 208-3818