

**Aurora Township**

**Board of Trustees Meeting**

**Main Offices, 80 North Broadway, Aurora, IL**

**4 p.m. Thursday, February 27, 2014**

**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, Juan Reyna and Juanita Wells.

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 13, 2014 made by Supervisor Catching, seconded by Trustee Moore. 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 Hicks to approve the Town bills in the amount of **\$59,551.80**. Motion passed by unanimous voice vote.

- b. Motion made by Supervisor Catching and seconded by Trustee Reyna to approve the Road & Bridge bills in the amount of **\$7,624.77** and Interfund Transfers in the amount of **\$110,626.85**. Motion passed by unanimous voice vote.
- c. Motion made by Supervisor Catching and seconded by Trustee Wells to approve the General Assistance bills in the amount of **\$5,112.91**. Motion passed by unanimous voice vote.
- d. Motion by Supervisor Catching and seconded by Trustee Moore to approve Mental Health Interfund Transfers in the amount of **\$272.10**. Motion passed by unanimous voice vote.
- e. Motion made by Supervisor Catching and seconded by Trustee Hicks to approve the combined IMRF and Road & Bridge IMRF bills in the amount of **\$11,164.87**. Motion passed by unanimous voice vote.
- f. 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 **\$5,122.49**. Motion passed by unanimous voice vote.

#### IV. Reports

- a. **Assessor's Report** – Davis Offutt. Report attached. Summary: Assessor Offutt reported that the reassessment process for the 2014 assessment year begins on March 3, 2014 and his office has entered in the 2013 Kane County Board of Review findings into the 500 parcels filed. Offutt also pointed out that 88% of the parcels in Aurora Township are residential.
- b. **Highway Commissioner's Report** – Jason Owens. Summary: Three snow storms are forecasted for the Township area over the coming weekend and the ATHD is preparing and repairing equipment ahead of their arrival. The new driver is preparing for his CDL exam and fitting in well.
- c. **Supervisor's Report** – Bill Catching. Summary: Supervisor Catching announced to the Board that an appraisal was received for the substation for approximately \$100,000. Catching suggests that Township's financial situation might require selling off the property.
- d. **Code Enforcement Officer's Report** – Hector Benavides. Report attached. Summary: Mr. Benavides reported that he has discussed a revision of the lawn service program with Supervisor Catching. Catching would like to explore the possibility of contracting out the senior lawn service program. Supervisor Catching said that in the past, the City of Aurora funded a grant to have high school students mow lawns, but the City no longer funds that program so we have switched to adults – primarily because they are easier to supervisor and take better care of our equipment. Mr. Benavides will do more research on costs with Supervisor Catching and report back to the Board.
- e. **General Assistance Manager's Report** – Suely Cabral. Report attached. Summary: Ms. Cabral noted that there were 15 active GA cases in January and 8 previous clients who

were sanctioned or terminated. She also noted that 4 applications were approved for emergency assistance. Ms. Cabral reported that the Aurora Housing Authority has joined the Salvation Army and the Interfaith Food Pantry as participants in the community service workfare program. Trustee Reyna asked if the work fare aspect of the GA program was a recent change. Supervisor Catching said it was his decision to re-implement that requirement. Ms. Cabral announced that Sable Handke from AID will be speaking at the Senior Citizens Service Committee meeting on February 28 at 9 am and that the Senior Social Hour is tentatively changed from Tuesdays to Mondays from 9:30-11:30am to accommodate tax preparation for seniors.

- f. **Financial Report** – Patty Richardson. Report Attached. Summary: In order to make payroll and other bills through the end of the fiscal year, the Township will be required to borrow \$100,000 from the Highway Department. Ms. Richardson will report on whether or not there are surplus funds in the Town funds which will allow for flexibility in the future. Ms. Richardson also reported that the Board members should be receiving monthly financial statements from this point forward, rather than quarterly reports.

Supervisor Catching said that PACE officials will be coming in for a meeting on March 3 to discuss the Ride-In-Kane program as a whole and he hopes to be able to continue to cut the expenses of the program which is essentially responsible for the budget deficits of the last several years. Trustee Hicks asked whether or not any GA funds could be utilized to fill in budget gaps. Catching said the funds can be transferred, but they must be declared “surplus” at the annual meeting first. Trustee Moore thanked Ms. Richardson for the transparency of the numbers being provided the Board as it allows him to better understand the actual financial situation the Township finds itself in. Trustee Wells asked if the Township can expect any additional TIF monies this year and Ms. Richardson explained that further funds would be nominal in this fiscal year. Supervisor Catching again thanks Ms. Richardson for her diligent efforts in figuring out the Township’s financial standing and cited her long hours and time spent in the office on weekends as examples of her dedication.

Trustee Wells asked why there was a need to borrow funds from the Highway Department. Supervisor Catching explained that the financial situation he and this Board inherited was not very strong and he has set the rebuilding of the Township’s financial reserves as a goal for this Board. Catching said he hopes that changes to the RIK program will help accomplish that goal.

## V. Unfinished Business

- a. **Youth Center Roof Repairs** – Kevin Ream, an architect and principal of Ream Hauser Architects, presented and discussed a couple options to address the condensation issue at the Youth Center. Mr. Ream’s current recommendation is for the installation of poly-iso tiles in two layers which would create a vapor barrier in the gym and hopefully eliminate the dramatic amount of condensation. The installation of these tiles would

significantly increase the insulation (R-rating) and increase the brightness in the gym as an additional benefit. He said he will be meeting with a metal roof installer next week and hopes to have a better sense of the possible fixes available. Trustee Moore asked if it was possible to install roof vents to eliminate the condensation and offered to speak to the Army Corps of Engineers to discuss fixes for metal structures. Mr. Ream said that the roof provider wasn't sure that roof vents would solve the problem. Trustee Reyna asked about a possible mold issue. Mr. Ream said it wasn't likely that mold exists, but the roof would be checked for mold. Motion made by Supervisor Catching and seconded by Trustee Reyna to table the Youth Center Roof Repair discussion until the next Board meeting. Motion passed by unanimous voice vote.

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

#### **VI. New Business**

- a. **Resolution 2014-01 Town Fund Borrowing Funds from Road & Bridge Fund** - Motion made by Supervisor Catching and seconded by Trustee Reyna to pass the resolution for the Town Fund to borrow **\$100,000.00** from the Road& Bridge Fund. Motion passed by unanimous voice vote.
- b. **Resolution 2014-02 Appointment of Youth Commission Members** - Motion made by Supervisor Catching and seconded by Trustee Moore to appoint Youth Commission Members. (Appointment attached.) Supervisor Catching stated that all prior appointments to the commission had formally lapsed. Staggered terms of 1 to 3 years were chosen at random for new and old commission members. Motion passed by unanimous voice vote.
- c. **Amendments to Aurora Township Employee Handbook** - Motion made by Supervisor Catching and seconded by Trustee Hicks to approve the amendments to the Aurora Township Employee Handbook regarding an increased probationary period (from 30 to 90 days), DOT physical requirement for drivers of non-employees and possible daily RIK scheduled route elimination. Supervisor Catching stated that the Employee Handbook allows the Supervisor to make changes on his own but wanted to bring them before the board for their approval. 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 said that a representative from the Kane County Health Department will be on hand to speak to the

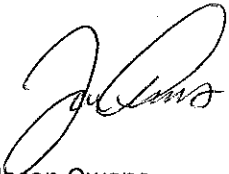
residents and to provide a water collection bottle and shipping box for residents interested in testing their wells.

- b. Supervisor Catching offered his condolences to Vicki Marques as well as her husband "Ben" Maravilla on the passing of Vicki's brother and announced that the Township has sent flowers to her.

- 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 13, 2014 at 4 p.m. at Aurora Township Office, 80 N. Broadway, Aurora, IL.**

Respectfully submitted,



Jason Owens

Aurora Township Deputy Clerk

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

MEETING DATE: 2-27-2014

NAME	ORGANIZATION	ADDRESS	PHONE
Jason Owens	ATHD		
Kevin Peam	RHA		
Patricia Richardson	AT-staff		
Suely Cabral	AT-staff		
Hector Benavides	AT-staff		



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: February 27, 2014

Feb 13-Feb 26, 2014

Permits processed: 72  
Sales processed: 90  
Divisions: 0  
Parcel Count: 39,382

The Assessor's Office has entered the 2013 Kane County Board of Review findings into the 500 parcels filed.

Our Visual Pams software has been "rolled" over to the 2014 assessment year. The reassessment process will begin March 3, 2014.

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", written over a horizontal line.

Davis Offutt  
Aurora Township Assessor

**Aggregate Assessed Value According to Property Class  
Aurora - 15 2013**

<b>Property Class</b>	<b>Aggregate Assessed Value</b>	<b>Parcel Count</b>
0011 Farm Land with Buildings	\$1,635,521	27
0021 Farm Land without Buildings	\$600,380	168
0030 Residential Vacant Land	\$4,226,719	1,920
0032 Residential Developers Relief 10-30	\$148,023	196
0040 Residential	\$1,149,177,446	32,077
0050 Comm Res More than 6 Units	\$71,749,026	220
0060 Commercial	\$266,619,865	2,017
0062 Commercial Developers Relief 10-30	\$441,892	51
0070 Commercial Office	\$14,179,593	35
0072 Comm Office Developers Relief 10-30	\$42,983	10
0080 Industrial	\$243,220,877	928
0082 Industrial Developers Relief 10-30	\$163,741	22
8000 Exempt	\$0	1,598
8040 Residential Partial Exempt	\$72,596	2
8060 Commercial Partial Exempt	\$317,464	6
8070 Comm Office Partial Exempt	\$75,386	1
8080 Industrial Partial Exempt	\$2,529	1
8260 Commercial Leasehold	\$2,482,602	1
9000 Railroad	\$0	102
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	\$1,755,156,643	39,382