

GRAFTON TOWNSHIP REGULAR BOARD MEETING
MONDAY, January 20, 2014 7:30 p.m.

1. Supervisor Kearns called the meeting to order at 7:30 p.m.

2. Roll Call

Present: Trustees Holtorf, Wagner, Zirk and Ziller; Supervisor Kearns; Road Commissioner Poznanski; Assessor Zielinski; Clerk Francis. Absent: None.

3. Pledge of Allegiance

The Pledge of Allegiance was said.

4. Approval of Agenda as posted

Motion by Trustee Zirk, second by Trustee Holtorf to approve the agenda as posted.
Ayes: Trustees Zirk, Holtorf, Wagner, Ziller; Supervisor Kearns
Nays: None. Motion Carries.

5. Regular Business

A. Approval of Minutes of December 16, 2013 Township Regular Meeting.

Motion by Trustee Ziller, second by Trustee Holtorf to approve the minutes of the December 16, 2013 Regular Meeting with the correction in item #7 Old Business to clarify that the levy is a 4% *increase* on new construction.

Ayes: Trustees Ziller, Holtorf, Wagner, Zirk; Supervisor Kearns
Nays: None. Motion Carries.

B. Audit and Payment of unpaid bills/Warrant check detail for Town Fund.

Motion by Trustee Holtorf, second by Trustee Wagner to approve the unpaid bills/warrant check list for payment, with the exception of Otteson-Britz \$42,869.68 which is on hold, and MDC Environmental for \$39.14. Exhibit I

Ayes: Trustees Holtorf, Wagner, Ziller and Zirk; Supervisor Kearns
Nays: None. Motion Carries.

C. Review Road and Bridge Warrant check detail.

Motion by Trustee Ziller, second by Trustee Holtorf to approve the Township Road and Bridge bills as detailed in the warrant list. Exhibit II

Ayes: Trustees Ziller, Holtorf, Wagner, Zirk; Supervisor Kearns
Nays: None. Motion Carries.

6. Public Comment/ Board Members Response to Public Comment

None.

7. Old Business

A. Discussion and approval of Township paying a monthly share of the garbage collection bill.

Motion by Trustee Holtorf, second by Trustee Ziller to approve that The Township Town Fund will pay 25% of the cost of the monthly garbage collection bill.

Ayes: Trustee Holtorf, Ziller, Wagner, Zirk; Supervisor Kearns
Nays: None. Motion Carries

Supervisor Kearns requested that the Trustees return to the Township unpaid bills list/warrant check detail to approve payment of the MDC Environmental bill for \$39.14. Motion by Trustee Ziller, second by Trustee Holtorf to approve payment of the MDC Environmental bill of \$39.14.

Ayes: Trustees Ziller, Holtorf, Wagner, Zirk; Supervisor Kearns
Nays: None. Motion Carries.

8. New Business

A. Discussion about acquiring auditor services for fiscal year ending March 31, 2014. Supervisor Kearns stated that George Roach and Associates sent a letter with a contract for the audit of FY ending on March 31, 2014 at a quoted a price of \$8,000.

Motion by Trustee Wagner, second by Zirk to appoint George Roach as the Township auditor for FY 2014 and approve the contract dated January 10, 2014.

Ayes: Trustees Wagner, Zirk, Holtorf, Ziller; Supervisor Kearns

Nays: None. Motion Carries.

9. Executive Session if needed.

None.

10. Committee and Officer Reports

Supervisor

Supervisor Kearns wants to put on February agenda to look at the budget as it exists and amend it so that in March we can approve the budget line item adjustments. The bottom line will not be adjusted, just the line items. The adjustments are necessary to accommodate the \$200,000 spent to re-purchase the property from the Road District. TOIRMA: Doing an asset review of all of the offices.

Supervisor Kearns would like to discuss moving the safe deposit box from BMO Harris Bank to American Community in the February meeting.

Otteson Britz Case update: Joe Gottemoller has answered their letter with a motion to dismiss, which will be heard January 23rd.

Supervisor Kearns asked Clerk Francis to include on the February meeting agenda a discussion to change the date of the April Township Regular Meeting to April 14.

Trustee

None.

Audit Committee

A draft was given to Joe Gottemoller prior to board review. Supervisor Kearns asked that the Assessor's Office and the Road District Office review and provide input.

Assessor

New Supervisor Al Zielinski provided a report and a proposed budget for FY 2014. Exhibit III.

Road District

Road Commissioner Poznanski reported that the salt loads are running toward limits and plans to ask the county for help if they run too low. Supervisor Kearns complimented the Road District on a job well done with the roads this year, as challenging as it has been.

Clerk

Clerk Francis reported that she is starting work on the Public Meeting scheduled for April 8, 2014. She has secured a room at the Park District.

11. Adjournment

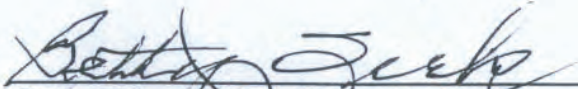
Motion by Trustee Ziller, second by Trustee Holtorf to adjourn meeting at 8:24 pm. All Ayes. Meeting Adjourned.

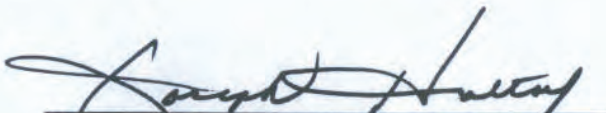
Submitted,
Grafton Township Clerk Kathryn Francis

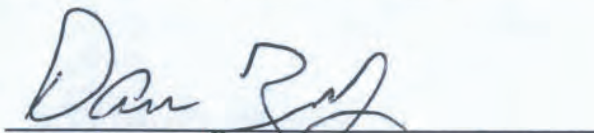
Exhibit I

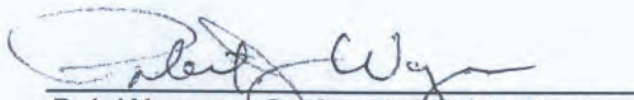
GRAFTON TOWNSHIP TOWN FUND WARRANT LIST FOR JANUARY 20, 2014 MEETING

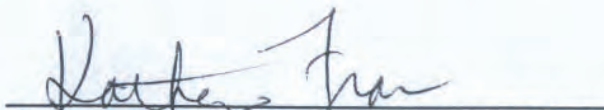
With my signature below, I hereby approve of the invoices listed on the following pages being submitted for payment.


Betty Zirk - Grafton Township Trustee


Joe Holtorf - Grafton Township Trustee


Dan Ziller Jr. - Grafton Township Trustee


Bob Wagner - Grafton Township Trustee


Kathryn Francis - Grafton Township Clerk


Jim Kearns - Grafton Township Supervisor


Exhibit II


GRAFTON TOWNSHIP ROAD DISTRICT
VOUCHER LIST FOR JANUARY 20, 2014 MEETING

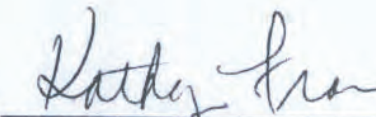
With my signature below, I hereby approve of the invoices listed on the following pages being submitted for payment.

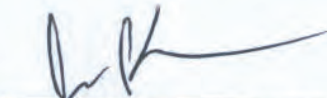

Betty Zirk - Grafton Township Trustee

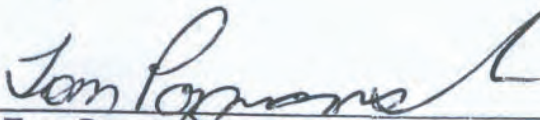

Joe Hoffer - Grafton Township Trustee


Dan Ziller Jr. - Grafton Township Trustee


Bob Wagner - Grafton Township Trustee


Kathryn Francis - Grafton Township Clerk


Jim Kearns - Grafton Township Supervisor


Tom Poznanski
Grafton Township Highway Commissioner



Grafton Township Assessor

Report to the Board of Trustees at the Regular Monthly Meeting: January 20, 2014

2013 Property Assessment Appeals

- 51 remaining appeals to be resolved on 1/28 and 1/30/2014. *Divided*
Divided up according to subdivision.
Incomplete submissions will be rejected.

2014 Assessments

- Tentatively scheduled for publishing the township books to the CCAO the second week of June.

Personnel

- 2014 staffing plan and the staff test results are available in Executive Session if desired.
- The Employee Handbook was reviewed with the staff. It's going back to ZRFM for final review, discussion and finalization and will be submitted to the Clerk well in advance of the 4-month deadline requirement of 35 ILCS 200/2-65.
- Discussion about not using an attorney other than the Township att'y.

Technology

- No real anti-virus software was running on any assessor's office computer. Kaspersky Internet Security was installed on a trial basis and will be finalized within its 30-day evaluation period on all functional/useful computers. Estimated cost of \$500 for 8 workstation and 2 server licenses.
- No real backup and/or imaging software was running on any assessor's office computer. AX64 Time Machine was installed on a trial basis and will be finalized within its 30-day evaluation period on all functional/useful computers. Estimated cost of \$500 for 12 workstation and 2 server licenses (versus ~\$3,000 for Acronis).
- No uninterruptible power supply (UPS) software was running on any assessor's office computer. The appropriate software was found, installed and is operational.
- The four finalists for time-keeping/time-tracking software are in the final stage of analysis. Estimated cost will be less than \$1,000 and implementation achieved by 3/1/2014. In the interim, the attached spreadsheet is being used with its task codes.
- Centralized scheduling, e-mail and file sharing software was installed and is being evaluated during its 30-day evaluation period. Estimated cost of \$600 for 8 workstation licenses.
- Passwords for the workstations, servers and router are being deciphered and secured.
- Multiple, competing domains and workgroups were resolved. Peer-to-peer file sharing will be achieved by the end of this month.

2014-2015 Budget

- Respectfully submitted per 35 ILCS 200/2-30.
- No historical files could be found as to how previous budget amounts were determined.

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1		Finalize 2013 appeals	21 days	Sun 1/5/14	Fri 1/31/14		
2		Input new construction	45 days	Mon 2/3/14	Fri 4/4/14		
3		Subdivision sales ratio analysis	35 days	Mon 3/3/14	Fri 4/18/14		
4		Aggregate township analysis	10 days	Mon 4/21/14	Fri 5/2/14		
5		First-run assessments	10 days	Mon 5/5/14	Fri 5/16/14		
6		Neighborhood re-evaluation	5 days	Mon 5/19/14	Fri 5/23/14		
7		Second-run assessments	10 days	Mon 5/26/14	Fri 6/6/14		
8		Publish books	2 days	Mon 6/9/14	Tue 6/10/14		

S	S	M	T	W	T	F
Jan 5, '14						

- Task
- Split
- Milestone
- Summary
- Project Summary
- External Tasks
- External Milestone
- Inactive Task
- Inactive Milestone
- Inactive Summary
- Manual Task
- Duration-only

ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	Finalize 2013 reports	21 days	Mon 1/27/14	Fri 1/31/14		
2	Input new construction	45 days	Mon 2/3/14	Fri 4/4/14		
3	Subdivision permit analysis	35 days	Mon 3/3/14	Fri 4/18/14		
4	Aggregate inventory analysis	10 days	Mon 4/21/14	Fri 5/2/14		
5	Friction assessments	10 days	Mon 5/5/14	Fri 5/16/14		
6	Neighborhood re-evaluation	5 days	Mon 5/19/14	Fri 5/23/14		
7	Second-rin apartments	10 days	Mon 5/26/14	Fri 6/6/14		
8	Publish books	2 days	Mon 6/9/14	Tue 6/10/14		



GRAFTON TOWNSHIP ASSESSOR'S BUDGET REQUEST

For the fiscal year beginning April 1, 2014 and ending March 31, 2015, pursuant to 35 ILCS 200/2-30.

	2011-2012 ¹	2012-2013	2012-2013 ²	2013-2014	2014-2015	2014-15
	Actual	Adopted	Actual	Adopted	Budgeted	Notes
PERSONNEL						
Salaries	257,455	330,000	272,516	300,000	330,000	3
Unemployment Insurance	0	0	0	0	0	
Social Security & Medicare Contribution	23,615	26,000	0	23,532	26,000	
Health Insurance	42,079	65,000	52,164	72,602	76,000	4
Retirement Contribution	22,985	33,000	24,733	32,800	33,000	
Workers Compensation	0	0	0	0	0	
Total Personnel	346,134	454,000	349,413	428,934	465,000	
CONTRACTUAL SERVICES						
Maintenance Service-Equipment	0	0	0	0	0	
Maintenance Service-Vehicle	0	0	0	0	2,400	
Vehicle Operating Expense	0	0	0	0	2,400	
Maintenance Service	6,563	7,000	2,743	9,700	2,500	
Copier lease	0	0	0	0	1,300	
Postage	0	450	22	400	6,200	5
Telephone	2,243	4,000	3,060	2,700	2,400	
Publishing	0	200	0	200	500	
Printing	0	300	0	300	500	
Dues	85	150	0	150	0	
Travel Expenses	2,192	8,000	3,047	5,000	2,500	
Training	1,870	3,600	1,660	4,000	8,000	
Publications	212	2,800	260	4,000	500	
Legal Fes	0	20,000	0	5,000	5,000	
Outside Appraiser	0	7,000	0	100	7,000	
Software	0	20,000	36,745	14,000	25,000	6
MLS dues and fees	0	0	0	0	900	
Payroll Service	0	5,000	1,317	0	0	
Total Contractual Services	13,165	78,500	48,854	45,550	67,100	
COMMODITIES						
Office Supplies	3,536	7,000	4,370	4,400	4,400	
CAPITAL OUTLAY						
Equipment	5,534	8,000	2,014	3,000	2,500	7
Vehicle	0	0	0	0	0	
Office Renovation	0	15,000	0	0	15,000	
Total Capital Outlay	5,534	23,000	2,014	3,000	17,500	
OTHER EXPENDITURES						
Miscellaneous Expense	0	1,000	0	200	200	
Uniforms	50	500	38	300	0	
Total Other Expenditures	50	1,500	38	500	200	
	368,419	564,000	404,689	482,384	554,200	

^{1,2} Expenses are only through March (11 out of 12 months) which are the latest public data available.

^{3,4} Takes into account the addition of one certified appraiser to the staff.

⁵ One mass mailing (Third Class postage) to all property owners explaining the upcoming quadrennial assessment.

⁶ Adds anti-virus, timecard, local RAID & off-site backup and centralized scheduling software.

⁷ Three refurbished computers at \$700 each and replacement batteries for all UPSs.

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For the fiscal year beginning April 1, 2014 and ending March 31, 2015, pursuant to 35 ILCS 200/2-30.

	2011-2012 ¹	2012-2013	2012-2013 ²	2013-2014	2014-2015	2014-15
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Adopted</u>	<u>Budgeted</u>	<u>Notes</u>
Direct Variable Costs						
Maintenance Service-Equipment	0	0	0	0	0	
Maintenance Service-Vehicle	0	0	0	0	2,400	⁴
Vehicle Operating Expense	0	0	0	0	2,400	
Total Variable Costs	0	0	0	0	4,800	
Direct Fixed Costs						
Maintenance Service	6,563	7,000	2,743	9,700	2,500	
Copier lease	0	0	0	0	1,300	
Postage	0	450	22	400	6,200	
Telephone	2,243	4,000	3,060	2,700	2,400	
Publishing	0	200	0	200	500	
Printing	0	300	0	300	500	
Dues	85	150	0	150	0	⁵
Travel Expenses	2,192	8,000	3,047	5,000	2,500	
Training	1,870	3,600	1,660	4,000	8,000	
Publications	212	2,800	260	4,000	500	
Legal Fes	0	20,000	0	5,000	5,000	
Outside Appraiser	0	7,000	0	100	7,000	
Software	0	20,000	36,745	14,000	25,000	
MLS dues and fees	0	0	0	0	900	
Payroll Service	0	5,000	1,317	0	0	
Office Supplies	3,536	7,000	4,370	4,400	4,400	
Miscellaneous Expense	0	1,000	0	200	200	⁶
Uniforms	50	500	38	300	0	
Total Direct Fixed Costs	16,751	87,000	53,262	50,450	66,900	
G & A Fixed Costs						
Salaries	257,455	330,000	272,516	300,000	330,000	
Unemployment Insurance	0	0	0	0	0	
Social Security & Medicare Contribution	23,615	26,000	0	23,532	26,000	
Health Insurance	42,079	65,000	52,164	72,602	76,000	
Retirement Contribution	22,985	33,000	24,733	32,800	33,000	⁷
Workers Compensation	0	0	0	0	0	
Total G & A Fixed	346,134	454,000	349,413	428,934	465,000	
Capital Expenditures						
Equipment	5,534	8,000	2,014	3,000	2,500	
Vehicle	0	0	0	0	0	
Office Renovation	0	15,000	0	0	15,000	
Total Capital Expenditures	5,534	23,000	2,014	3,000	17,500	
Total Assessor Expenses	<u>368,419</u>	<u>564,000</u>	<u>404,689</u>	<u>482,384</u>	<u>554,200</u>	

^{1,2} Expenses are only through March (11 out of 12 months) which are the latest public data available.

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