

GRAFTON TOWNSHIP REGULAR BOARD MEETING
MONDAY, December 15, 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, Ziller and Zirk; Supervisor Kearns; Road Commissioner Poznanski; Assessor Zielinski; Clerk Hurley. Absent: None.

3. Pledge of Allegiance

The Pledge of Allegiance was said.

4. Approval of Agenda

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 November 17, 2014 Township Regular Meeting.

Motion by Trustee Ziller, second by Trustee Wagner to approve the minutes of the November 17, 2014 meeting.

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

Nays: None. Motion Carries.

B. Audit and payment of unpaid bills/Warrant check detail for Town Fund. (Exhibit I)
Supervisor Kearns pointed out that budget line 1751 Assessor's Office for Maintenance Service is at 122.6% YTD. He explained to Assessor Zielinski that the Township cannot exceed budget on any line item by more than 10% and offered to meet with him to help make adjustments since some things were added to that line item that should have gone on a different line.

There was a lot of discussion about the number of MLS licenses and why the township is paying for MLS's that are under the names of other businesses. Assessor Zielinski explained that he feels two licenses are needed and that the MLS system doesn't allow Townships access so therefore he has subscribed using the names of businesses that are allowed to have a subscription. The trustees agreed to table the discussion of MLS subscriptions in order to get more information. More questions followed about why the subscriptions had already been paid for and the Township is now asked to reimburse Assessor Zielinski and one of his staff. Motion by Trustee Ziller, second by Trustee Holtorf to approve the payment of bills as provided on the Unpaid Bills/Warrant check detail with the exception of PO's 20241 and 20242.

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

Nays: None. Motion Carries.

C. Review Road and Bridge Warrant check detail. (Exhibit II)

Trustee Ziller asked Road Commissioner Poznanski to indicate in future expenditure reports how many tons of salt we are purchasing. Road Commissioner Poznanski said that he would do so if possible.

Motion by Trustee Ziller, second by Trustee Holtorf to approve the Road and Bridge Warrant check detail.

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

Nays: None. Motion Carries.

6. Executive Session

None needed

7. Discussion and potential action of items as discussed during Executive Session

None.

8. Public Comment/Board Members Response to Public Comment

None. (Exhibit III)

9. New Business

A. Discussion and potential action to purchase a waste oil heater

Road Commissioner Poznanski let the Trustees know that he is looking into the purchase of a waste-oil heater. He said there is a lot of waste oil available nearby and that he could also draw from other places if needed. Trustee Ziller expressed concern about the quality of the oil. Road Commissioner Poznanski said he looked into it and will be careful to take needed measures. Trustee Ziller said that he could help him get into a farm sale where they could be purchased for much less than elsewhere.

B. 2015-16 Budget discussion preliminary preview

The trustees discussed the levy and how it impacts the budget. Supervisor Kearns said that he tried to check the levy amount the Township would get to inform the budget but that is not possible within the system.

Supervisor Kearns did a review of the 2014 budget and found that the Assessor's office is AT his whole budget number after giving his employees \$24,000 in bonuses.

Assessor Zielinski explained that his staff worked a lot so he gave bonuses rather than comp time. Supervisor Kearns said that the Trustees would talk about budget each month going forward. Trustee Holtorf reminded Assessor Zielinski that the Township is still in debt and that if there was money left at the end of the year that it could go to pay the debt. Trustee Ziller said that there is no money to be paying people bonuses.

10. Old Business

A. Adoption of Township tax levy

The trustees discussed the levy and determined they would levy 3%. Motion by Holtorf, second by Wagner to approve the adoption of the Township Levy.

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

Nays: None. Motion Carries.

B. Adoption Road District tax levy

Road Commissioner Poznanski explained that if he doesn't request the maximum levy as he can, he will not capture all growth and Motor Fuel Tax. He said that under recommendation from an attorney he will levy 4.99%. Motion by Trustee Holtorf, second by Trustee Zirk to approve the adoption of the Road District levy.

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

Nays: None. Motion Carries.

11. Committee and Officer Reports

Supervisor

Supervisor Kearns said that the land contract the Trustees agreed to sign has come in with an \$80,000 purchase price.

The Township awaits a decision by the Village on McRide which is supposed to happen on December 16th. He said that there is a "hold harmless" clause in the contract that was questioned by the Trustees. He said it basically says that PACE is not responsible for our riders. He said that he will ask TOIRMA about that.

Trustees

Audit Committee

Assessor

Assessor Zielinski provided some statistics about the assessments and the low rate of requested appeals. (Exhibit IV)

Road District

Clerk

12. Adjournment

Motion by Trustee Holtorf, second by Trustee Ziller to adjourn the meeting at 8:53 PM.

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

Nays: None. Motion Carries.

Submitted,
Clerk Kathryn Hurley

Exhibit I

**GRAFTON TOWNSHIP TOWN FUND
WARRANT LIST FOR December 15, 2014 MEETING**

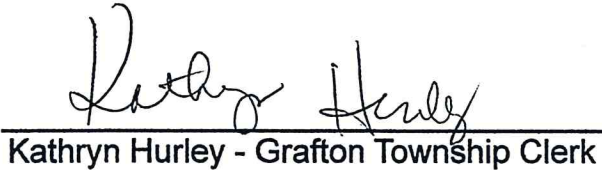
With my signature below, I hereby approve of the invoices listed on the following pages being submitted for payment.

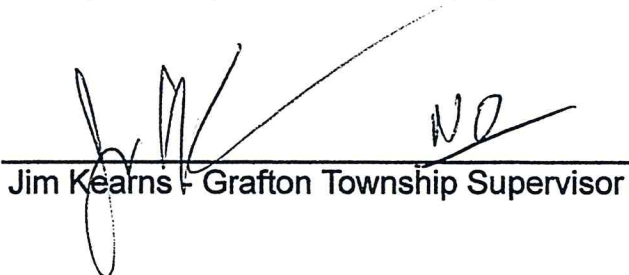

Betty Zirk - Grafton Township Trustee


Joe Holtorf - Grafton Township Trustee


Dan Ziller Jr. - Grafton Township Trustee


Bob Wagner - Grafton Township Trustee


Kathryn Hurley - Grafton Township Clerk


Jim Kearns - Grafton Township Supervisor

EXHIBIT

**GRAFTON TOWNSHIP ROAD DISTRICT
VOUCHER LIST FOR DECEMBER 15, 2014 MEETING**


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

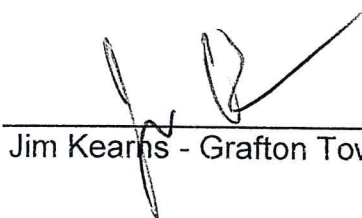

Betty Zirk - Grafton Township Trustee


Joe Holtorf - Grafton Township Trustee


Dan Ziller Jr. - Grafton Township Trustee


Bob Wagner - Grafton Township Trustee


Kathryn Hurley - Grafton Township Clerk


Jim Kearns - Grafton Township Supervisor


Tom Poznanski
Grafton Township Highway Commissioner

Exhibit III

**GRAFTON TOWNSHIP
BOARD MEETING
PUBLIC REQUEST TO ADDRESS BOARD**

Date: December 15, 2014

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**GRAFTON TOWNSHIP
BOARD MEETING
SIGN-IN SHEET
Date: December 15, 2014**

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Grafton Township Assessor
10109 Vine Street, Unit C
Huntley, IL 60142

2014 Assessment Book Enhancements

- 1) Creating 100+ neighborhoods based on similar property characteristics, e.g., site size, dwelling size, caliber of housing, etc. permitted homogeneous assessments (and therefore uniformity). Also constrains appeals to comparables from only the subject's neighborhood.
- 2) Site value versus \$/sf for land values utilized the Principle of Surplus Land to simplify and more accurately assess land. Created five site ratings based on view: Standard, Superior, Superior Plus, External and External Minus. Applies to all residential land except Crystal Lake lakefront and commercial/industrial which remain on a \$/sf basis.
- 3) Use of statistics and regression analysis versus the Cost Approach utilizes sales from the last three years to predict current market values within the neighborhoods. Addresses both mandates of the Property Tax Code: fair cash value (market value not depreciated value) and uniformity (assessment consistency of similar properties).
- 4) Providing the Board of Review with detailed synopses of each neighborhood in an attempt to minimize appeals and Board of Review changes to our assessments. When successful, will maintain the uniformity created by the regression models.
- 5) Aggressively defending our assessments.
 - a. Requesting the Board of Review adhere to its rules I(c) "*Failure to Follow Board Rules,*" II(A) "*All applicable items on the form must be completed*" and II(c)(1) "*Incomplete Forms.*" This will be implemented using our enhanced web property search and comparison grid creation tool.
 - b. Developing appraisals, the best evidence per the Board's rule III(c)(3), instead of comparable grids.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Alan D. Zielinski".

Alan Zielinski
Grafton Township Assessor



Grafton Township Assessor
10109 Vine Street, Unit C
Huntley, IL 60142

2014 Assessments: **Year One of Improvement**

**Thank you to the Board for equipping the
Assessor's Office with the requisite
technology, training and personnel!**

Performance Metric\Year	2013	2014
Parcels changed	709	15,167
Appeals	1,308	630
Appeals as % changed	184%	4%
Appeals as % parcels	6.2%	3%
Interactions (walk-in/phone/e-mail)	Unknown	1,035
Equalizer variance from 1	.008	.011
Deputy knowledge tests	0	4