

GRAFTON TOWNSHIP REGULAR BOARD MEETING MINUTES

Grafton Township, McHenry County, Illinois
Grafton Township Office, 10109 Vine Street, Huntley, IL 60142

MONDAY, AUGUST 21, 2017

The Regular Township Board Meeting of the Grafton Township Board, McHenry County, Illinois was held on Monday, August 21, 2017 at the Township Offices.

1. **Call to Order** -7:30 p.m. Clerk Watson will be recording the meeting minutes.
2. **Roll Call** – Board Present: Trustee: Cratty, Cooper, Ziller, and Welch; Supervisor Ruth; Road Commissioner Poznanski; Assessor Zielinski; Clerk Watson.
3. **Pledge of Allegiance** was said.
4. **Approval of Agenda.** Supervisor Ruth requested the following changes to the Agenda:
 - A. Agenda Item 5. A: Discussion and potential action of Re-Appropriation of Funds be moved to New Business, Agenda Item 11.
 - B. Agenda Item 11. A. Discussion and possible action regarding 2016/2017 Annual Treasurer's Report was removed from the Agenda because it was not ready.
 - C. Executive Session, Agenda Item 8, moved to after New Business.A motion was made by Supervisor Ruth, 2nd by Trustee Cooper to accept the Agenda Items as corrected (noted above). Roll call vote taken, all ayes recorded, motion carried.
5. **Regular Business**
 - A. A motion was made by Trustee Ziller, 2nd by Supervisor Ruth to approve the Minutes of the Township Regular Board Meeting as presented, dated July 17, 2017. Roll call vote taken, all ayes recorded, motion carried.
 - B. A motion was made by Trustee Ziller, 2nd by Trustee Cratty to approve the unpaid/warrant check detail as presented for the Town Fund. Roll call vote taken, all ayes noted, motion carried.
 - C. A discussion ensued regarding PO #11781. A motion was made by Trustee Cooper, 2nd by Trustee Cratty to approve the unpaid/warrant check detail as presented for the Road District. Roll call vote taken, Supervisor Ruth-Aye, Trustee Cratty-Aye, Trustee Cooper-Aye, Trustee Ziller-Nay, Trustee Welch-Aye. Motion carried.
6. **PUBLIC COMMENT**

Mr. and Mrs. Eugene Buss, 9209 Arthur Street, Crystal Lake, thanked Road Commissioner Poznanski and Grafton Township for their quick response, "excellent follow-thru" dedication and persistence with their mosquito problem. Resident Colleen Hund, 9410 Linder, Crystal Lake, also thanked the Township for their efforts.

7. BOARD MEMBER RESPONSE TO PUBLIC COMMENT

Road Commission Poznanski's responded that larvicide treatment will continue.

8. NEW BUSINESS

- A. There was no discussion or action regarding the 2016/2017 Annual Treasurer's Report. This report will not be ready until September 1, 2017.
- B. Assessor Zielinski announced to the Board that he has accepted a position with Boone County effective January 1, 2018. He distributed the following reports:
 - i. Items of Special Relevance to the Illinois Property Tax Code
 - ii. Strengths-Weaknesses-Opportunities-Threats (SWOT) AnalysisBoth reports are attached as Exhibit IV and made a part of these meeting minutes.
- C. Assessor Zielinski offered 3 options for his replacement:
 - i. Appointment of a qualified, same political party as Assessor;
 - ii. Contract with anyone
 - iii. Do nothing and have the County take over. Assessor Zielinski strongly recommended to not taking this option.
- D. Board discussion ensued regarding this situation.
 - i. *Assessor Zielinski is listed on the Boone County Website as an employee.*
 - ii. *Trustee Cratty directly asked Assessor Zielinski if he is currently holding both the Boone County position and the Grafton Township Assessor position. Assessor replied that he was holding both positions. He added that he is currently splitting his time between both positions.*

9. EXECUTIVE SESSION

A motion was made by Trustee Cooper, 2nd by Supervisor Ruth to close the Grafton Township Board meeting to hold an Executive Session pursuant to State Statute 5 ILCS 120/2(c)(11) Open Meetings Act to discuss possible litigation and State Statute 5 IL CS 120/2(c)(3) Selection of a person to fill a public office. Roll call vote taken, all ayes noted, motion carried. Regular Board Meeting closed @ 7:58 p.m.

10. DISCUSSION AND POTENTIAL ACTION OF ITEMS AS DISCUSSED DURING EXECUTIVE SESSION

A motion was made by Supervisor Ruth, 2nd by Trustee Cratty to reconvene the Grafton Township Regular Board meeting. Roll call vote taken, all ayes noted, motion carried. The Regular Board Meeting reconvened @ 8:51 p.m.

- A. Supervisor Ruth noted the Board of Trustee's disappointment in the Assessor for taking on a new position with Boone County, and working both positions at the same time. They asked Assessor Zielinski for his resignation of his Grafton Township Assessor position.
- B. Assessor Zielinski noted that nothing precludes him from performing both positions.
- C. A Board discussion ensued regarding this situation.

11. DISCUSSION AND POTENTIAL ACTION OF RE-APPROPRIATION OF FUNDS

- A. Assessor Zielinski requested a re-appropriation of \$6,000. The full request is attached as Exhibit V and made a part of these meeting minutes.
- B. A Board discussion ensued.
- C. There was no action taken on this request.

12. COMMITTEE AND OFFICER REPORTS

- A. SUPERVISOR REPORT: None.
- B. FACILITY UPDATE COMMITTEE:
 - i. Flooding in Assessor's Office /entry have been corrected.
 - ii. Railings are up.
- D. TRUSTEE REPORT: None.
- E. ASSESSOR'S REPORT
 - i. Working with Entre on back up. Back up started on 7.31.17 and still running.
 - ii. Appeals will be closing 8.20.17.
- F. ROAD DISTRICT REPORT:
 - i. Drain issues resolved.
 - ii. Considering parking lot resealing or new parking lot.
 - iii. Considering building repairs.
 - iv. Provided sandbags for Grafton resident during recent flooding.
- G. CLERK REPORT: None

13. ADJOURNMENT

Being no further business, a motion was made by Trustee Welch, 2nd by Trustee Cooper to adjourn the Regular Board Meeting. Voice vote taken, all ayes noted, motion carried. Meeting adjourned @ 9:32 p.m.

Respectfully submitted,
Kathleen M. Watson
Grafton Township Clerk

Attachments: Exhibit IV, Assessor's Report on Office Realignment
 Exhibit V, Assessor's Request for Township Transfer of Appropriation

35 ILCS 200/2: Township Assessment Officials

35 ILCS 200/2-45: Selection and eligibility of township and multi-township assessors.

35 ILCS 200/2-60: Vacancies

(a) When any township or multi-township assessment district fails to elect an assessor or when an assessor's office becomes vacant for any reason specified in Section 25-2 of the Election Code, the township or multi-township board of trustees shall fill the vacancy in townships or multi-township assessment districts by appointing a person qualified as required under Section 2-45 or as revised by the Department under Section 2-52. A person appointed to fill a vacancy under this Section must be a member of the same political party as the person vacating the office if the person vacating the office was a member of an established political party, as defined in Section 10-2 of the Election Code, that is still in existence at the time the appointment is made. The appointee shall establish his or her political party affiliation by his or her record of voting in party primary elections or by holding or having held an office in a political party organization before the appointment. If the appointee has not voted in a party primary election or is not holding or has not held an office in a political party organization before the appointment, then the appointee shall establish his or her political party affiliation by his or her record of participating in a political party's nomination or election caucus.

(b) In the alternative, a township or multi-township assessment district shall contract with a person qualified as required under Section 2-45 or as revised by the Department under Section 2-52 to do the assessing at a cost no greater than the maximum salary authorized for that township or multi-township assessment district under Section 2-70.

35 ILCS 200/9-230

(b) If the supervisor of assessments determines that the township or multi-township assessor has not completed the assessments as required by law before returning the assessment books under this Section, the county board may submit a bill to the township board of trustees for the reasonable costs incurred by the supervisor of assessments in completing the assessments. The moneys collected under this subsection may be used by the supervisor of assessments only for the purpose of recouping costs incurred in completing the assessments.

Recommendations for a Seamless Transition to the new Grafton Township Assessor

1. Contract Marty Kinczel to be the Grafton Township Assessor from 1/1/2018 through 12/31/2021.
2. Allocate the elected Assessor's 2018 through 2021 salary of \$30,000 per year as follows:
 - a. Assessor
 - i. guaranteed existing salaried compensation of \$60,000 for four years and
 - ii. guaranteed contract fee of \$15,000 for four years to serve as Assessor.
 - b. Deputies
 - i. guaranteed compensation increase to \$27.95 per hour upon obtaining their CIAO-S designations and maintaining that pay rate through 12/31/2021.
 - ii. guaranteed compensation increase to \$30 per hour upon James and David obtaining their CIAO-M designations and maintaining that pay rate through 12/31/2021.
(The above rates are consistent with those presented in the Assessor's FY 2016 and FY 2017 budgets, i.e., expense-neutral.)
3. Guarantee the entire staff a minimum of two CE classes each year to maintain or elevate their CIAO status. This will allow them to reserve relevant classes when they become available in January of each year as well as fulfilling their mandatory CE requirement (60 hours) for each four-year cycle.

Grafton Township Assessor's Office: Team

Strengths-Weaknesses-Opportunities-Threats (SWOT) Analysis

Strengths	<ul style="list-style-type: none"> • Decades of experience • Among the most highly-designated IPAI offices in the state • Assessment accuracy leader in McHenry County and most of Illinois • Assessment fairness (uniformity) leader in McHenry County and most of Illinois • Near Six-Sigma assessment book submittal audit system and performance • Fundamental working knowledge of regression analysis (residential parcels) • Strong knowledge of PAMS database operation • Compliant with Uniform Standards of Professional Appraisal Practice Standard Six • Workstation computer power and reliability (hardware and software)
Weaknesses	<ul style="list-style-type: none"> • Marginal staff size • Staff size severely restrains operational efficiency via any time off (planned or illness) • Aging workstation components with no replacement budget contingency • Apprehension based on past treatment by the township Boards • Crippled, unreliable network operation • Cloud backups take literally months to perform using the current architecture • As of 1/1/2018, no in-house technical (computer hardware and software) expertise
Opportunities	<ul style="list-style-type: none"> • Continued operations at no additional taxpayer expense • Continued excellence in assessment accuracy and fairness • Measured CE compliance (guaranteed two classes each year) • Six Sigma Green Belt designations for interested personnel • Transparent transition to a new Assessor
Threats	<ul style="list-style-type: none"> • <u>Any</u> staff departure will cripple the office below an operational level and beyond repair • Shutdown of appeal defense if the PAMS export to Excel issue cannot be resolved • Potential catastrophic office shutdown should the backup RAID fail beyond recovery



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

TO: Grafton Township Board of Trustees
FROM: Alan Zielinski, Grafton Township Assessor
DATE: August 16, 2017
SUBJECT: Assessor's Request for a Township Transfer of Appropriation

Gentlemen:

Attached is my request for a Township Transfer of Appropriation effective after your approval at the upcoming August 21, 2017 town meeting.

The request is financially sound and well-founded on good business practices for the following reasons among others.

1. The request complies with all applicable state statutes.
2. The line item excess funds are available.
3. Grafton Township compliance with the Illinois Property Tax Code specifically 35 ILCS 200/2-80 and 35 ILCS 200/4-10.
4. The Assessor's training and travel budgets for 2017-2018 were inadequate from the onset and further exacerbated by the unfounded actions of the IPAI. This transfer rectifies that matter.

If you have any questions or concerns, please contact me. I look forward to your approval.

Sincerely,


Alan Zielinski

Grafton Township Assessor
(v) 847.669.3383

DCEO #4 (Revised 08/17)

ASSESSOR'S REQUEST FOR TOWNSHIP TRANSFER OF APPROPRIATION

WHEREAS there was adopted on the 16th day of March, 2017 by the Board of Trustees of Grafton Township, McHenry County, Illinois, a Budget & Appropriation Ordinance for the fiscal year beginning April 1, 2017 and ending March 31, 2018, and

WHEREAS it now appears that certain adjustments between appropriated line items in the Assessor's Budget of the Grafton Township Town Fund in said ordinance are desirable and necessary, and

WHEREAS Section 3 of the Illinois Municipal Budget Law (50 ILCS 330/3), as approved July 12, 1937, as amended, authorizes transfers between the various line items within any fund in such Appropriation Ordinance not exceeding 10% of the total amount appropriated in such fund by such ordinance, now therefore

BE IT RESOLVED by the Board of Trustees of Grafton Township, McHenry County, Illinois that there is hereby transferred from the unexpended balances of the Grafton Township Town Fund 1511 the sum of (\$6,600) which transferred sum is hereby added to line items 1756 (Software), 1760 (Travel) and 1761 (Training) of the Assessor's Budget in the same fund, making the adjusted appropriation for the first line item aforesaid One Hundred Forty-Three Thousand Four Hundred Dollars (\$143,400) and for the following aforesaid line items:

1750 Software.....	\$15,240 (versus the budgeted \$13,400)
1760 Travel.....	\$2,900 (versus the budgeted \$1,000)
1761 Training.....	\$2,800 (versus the budgeted \$2,000)

This transfer shall be in full force and effect from and after this date.

ADOPTED this 21st day of August, 2017 by the Board of Trustees of Grafton Township, McHenry County, Illinois.

Town Clerk

Chairman