

**WAUCONDA TOWNSHIP
REGULAR BOARD MEETING
MAY 15, 2019**

Call to Order: Supervisor Swanson called the meeting to order at 7:05 p.m.

Roll Call: Clerk Rowe proceeded with roll call. Answering present was: Trustee Lindberg, Trustee Ringel, Trustee Stiller, Trustee McKernan, and Supervisor Swanson. Also present were Assessor Oaks, Highway Commissioner Weisbruch, and Administrator Maioriello,

Pledge of Allegiance: The Pledge was led by Trustee Stiller.

Approve the Agenda: Trustee Stiller motioned and Trustee McKernan seconded to approve the agenda. All were in favor. Motion carried.

Approve Minutes: April 17, 2019 Regular Board Meeting: Supervisor Swanson asked Trustee Lindberg about how many townships were in the budget class she attended at TOI. Trustee Lindberg stated around 12-15. Supervisor would like that number put in the minutes for the public to understand how many townships were represented. Supervisor Swanson motioned to approve the minutes with the addition of number of attendees at the budget class. Trustee Ringel seconded. A voice roll call was taken. Motion carried.

Approve April 17, 2019 Executive Session Minutes: Litigations: Trustee Stiller motioned and Trustee Ringel seconded to approve the minutes. Roll call was taken. Motion carried.

Public Participation: None

Vote: Adopt General Town Fund Budget Ordinance# 05-15-19-01: Supervisor Swanson motioned to adopt the General Town fund budget with the exception to the personnel section of the Assessor's office, which he wants to be reduced to \$184,000.00 from \$217,785.00. Trustee Stiller seconded to open the floor for discussion. Trustee Stiller would like to put a number in the Assessor's budget for temporary help. Trustee McKernan is uncomfortable with coming up with a number out of the blue and would like to hear a more concrete number. Assessor Oaks stated that before she took over the office there were 5 employees, one Assessor, and two part time people. Since she took over, there are 3 full time employees, one Assessor, and two part time people. She has decreased the number of employees and feels she has proved to the Board that she has done a good job for the property owners and the Township. She stressed the amount of time involved and work during appeal time and this new software conversion. Supervisor stated he is not in opposition of a temporary employee to help with the conversion but does not agree with a hiring of another employee. Trustee Ringel stated that Assessor does a great job with the office and would like to put money in her account for temporary help. Trustee McKernan said he would be glad to put money in for a temporary employee as well. Supervisor Swanson read information on some other Townships employee count and parcels in their townships and how much it takes to assess a parcel. He stated Wauconda Township is on the high end.

Administrator Maioriello commented that the figure would also have to include IRMF and taxes to the salary amount.

Trustee Lindberg stated she would like to move the \$33,000.00 difference down to contractual services for the temporary employee, as it won't change the bottom line.

Supervisor Swanson amended his motion to adopt the General Town budget with the following changes: the \$184,000.00 for the Assessor's salaries would go to \$197,785.00 and a line item for contractual services would be added for \$20,000.00 to be used for the hiring of a temp person from a temp agency for the Assessor's office. Trustee Stiller seconded. Voice roll call was taken. All were in favor. The Town Budget Ordinance# 05-15-19-01 was adopted.

Vote: Adopt Road District Budget Ordinance#05-15-19-02: Trustee Stiller motioned, and Supervisor Swanson seconded to adopt the Road District Budget Ordinance# 05-15-19-02. Roll call was taken. All were in favor. Ordinance was adopted.

Approve Payment of General Town Fund Bills: April 18, 2019 to May 15, 2019:

Trustee Stiller motioned and Trustee McKernan seconded to approve the payment of the General Town Fund bills. Trustee Lindberg had some questions regarding the bills for the alarm system of the Historical house, about the TOIRMA bill and how is divided into the different departments and about the multiple tax bills. Supervisor Swanson stated the multiple tax bills are for the Slocum Lake drainage system in Williams Park. A voice roll call was taken. All were in favor. Motion carried.

Approve Payment of Road District Fund Bills: April 18, 2019 to May 15, 2019:

Supervisor Swanson motioned and Trustee Stiller seconded to approve the payment of the Road District bills. A voice roll call was taken. Motion carried.

Treasurer's Report: Supervisor Swanson read the following Treasurer's Report:

General Town Fund	\$ 68,137.43
General Assistance	5,087.05
Insurance Fund	25,084.00
Social Security/IMRF Fund	7,497.23
Senior Services Fund	7,665.73
Road & Bridge Fund	9,675.27
Permanent Road Fund	<u>35,441.65</u>
Total:	\$158,588.36

Historical House Report: The Historical Society is looking for a way to secure the merry go round to make it stationary. Painter should be starting soon.

Public Participation: None

Vote: Service Point Agreement: Cost of this agreement is \$185.00 annually with Lake County. It is a service that puts people, who require help, to get in touch with an agency that could provide the assistance they need. It is also a great tracking device. Nine other townships

into the agreement for one year, Trustee Ringel seconded. Voice roll call was taken. Motion carried.

Resolution: Freedom of Information # 05-15-19-01: Trustee Stiller motioned and Trustee McKernan seconded to adopt this resolution. All were in favor. This resolution was adopted.

Township Reports: Highway Commissioner Weisbruch stated that he finally got through to Com Ed for the LED lights. The Township is working with an engineer on the property adjacent to the road district, behind the department, that goes to Main Street. He needs to find out if it is a designated wet land and then get an appraisal. Trustee Lindberg asked what the land be used for. The Highway Commissioner stated it would be used for the road district entrance and exit. It would also save the money to avoid going for an easement on the side of the building.

Assessor Oaks stated that residents received their tax bills. The first payment is due June 6th. She reminded everyone to look over their bills to make sure they are getting their correct exemptions. Due to the new Tyler program, a lot of exemptions have been removed. There is a new chief county assessor. She thanked the Board for approving the budget.

Trustee Lindberg thanked everyone for the budget discussions and hopes that the timing and thoroughness can be improved.

Trustee McKernan stated that the Memorial Day parade in a week and a half. Supervisor Swanson stated the Township will have two trucks in the parade.

Clerk Rowe attended a municipal clerk luncheon regarding FOIA laws and the Open Meeting Act. A more recent law passed is that if an employee or contractor is terminated for sexual harassment or sexual discrimination, within 72 hours of any severance agreement approval, it must be published on their website. Also, executive session meetings do not have to be published beforehand. It can be called during a regular meeting after a vote by the Board.

Trustee Stiller demonstrated the use of a Deterra pouch that neutralizes medicine that is placed in the bag for disposal. You fill the pouch with water, place up to 45 pills inside the bag, seal it, and then throw it away in your regular garbage. Supervisor Swanson stated that they are working on getting some free bags from the FBI. The Supervisor wants to be careful and make sure that residents don't bring their medicines to the Township.

Attorney Ridgway stated that the police department will also destroy medicines.

Administrator Maioriello attended a fire extinguisher demonstration. She attended an administrator's lunch regarding signatures for the clerks. Some new laws are being considered.

Supervisor Swanson stated the recycling extravaganza is June 1st. It is a very large event. Police and CERT are all lined up.

Future Leaders of America students did a presentation of their accomplishments at the State conference before the meeting was called to order.

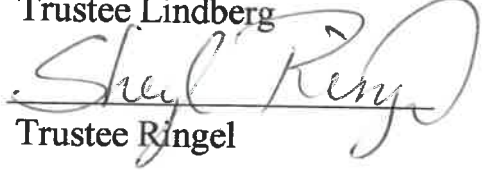
Executive Session; Litigation: Trustee Stiller motioned and Trustee Ringel seconded to move into executive session.

Upon returning at 9:15 pm., Supervisor stated that no action was taken in executive session. Trustee Stiller motioned to adjourn. Trustee McKernan seconded.

Submitted this 19th day of June 2019


Supervisor Swanson


Trustee Lindberg


Trustee Ringel


Clerk Rowe


Trustee McKernan


Trustee Stiller

**PUBLIC HEARING MEETING MINUTES
WAUCONDA ROAD DISTRICT
BUDGET ORDINANCE #05-15-19-02
MAY 15, 2019**

Supervisor Swanson called the Road District budget meeting to order at 7:03p.m., in Wauconda Township Hall, County of Lake, State of Illinois.

Trustee Stiller asked about information on Commonwealth Edison and the LED lights. Highway Commissioner stated we were on track for 2020 or 2021.

Supervisor Swanson asked about the delivery of the new truck. Highway Commissioner stated around February 2020.

Supervisor Swanson opened the floor up for discussion. Having none, Trustee Stiller motioned to adjourn. Supervisor Swanson seconded. Meeting was adjourned.

Dated: June 19, 2019




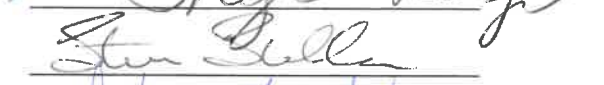
SUPERVISOR

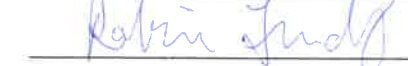



CLERK

TRUSTEES









**WAUCONDA TOWNSHIP
GENERAL BUDGET AND APPROPRIATION
ORDINANCE NO. 05-15-19-01
MEETING MINUTES MAY 15, 2019**

Supervisor Swanson called the meeting to order at 6:17 P.M. in Wauconda Township Hall, County of Lake, State of Illinois and opened it with the Pledge of Allegiance.

Clerk Rowe took the roll call. Answering present were Trustee McKernan, Trustee Ringel, Trustee Lindberg, Trustee Stiller, and Supervisor Swanson. Also present were Assessor Oaks, Highway Commissioner Weisbruch, Administrator Maioriello and Attorney Ridgway.

Supervisor Swanson opened the floor for discussion on the general town fund budget. Supervisor Swanson stated that he met with all the Trustees, 3 in person and one via telephone. The one situation that he has is the proposed \$33,785.00 increase in the Assessor's salaries. The Assessor would like to add a part time employee. The Supervisor passed out an excel spread sheet showing eight other township's number of parcels, EAV's, population, and number of employees. There is only one township in the Lake County area higher in costs per parcel, than Wauconda. Larger townships are at \$9.64 per parcel, Wauconda is at \$16.29. Wauconda township has 11,137 parcels. Conversion to the Assessor's new Tyler program has incurred a lot of overtime. He talked with the Chief County Assessment Officer at Lake County who stated that with the new software, there should be less stress and work on the office staff. Also, right now, the Township currently has 19 employees. If the number goes to 20 employees, full or part time, the employees on Medicare would then go back to the Townships health care insurance. That would incur a lot more costs. Supervisor Swanson would like to see the Assessor hire a temp person to avoid extra costs. He has given the Assessor an employee for two hours a day to help with the conversion. He feels it would cost around \$30,000.00 per year for the extra employee. Money could be put into a contractual line item to be used to hire a temp person. He stated that her budget last year was \$184,000.00 and she spent \$172,463.00. There is money left to help cover her overtime.

Trustee Lindberg asked the Supervisor if the parcels are all the same size when he compared the townships. She feels that all townships are run differently. She stated that the \$33,000.00 is not just for the one part time employee but also for raises to the other employees and overtime. She also asked Assessor Oaks if the increase in her salaries is necessary to perform her assessor functions for the taxpayers. Regarding the extra employee to total 20 employees, the Assessors office would not bear the whole cost of the insurance costs. She stated that by law, the Board is supposed to make sure that the Assessor office is funded sufficiently to do their jobs. The person in the best position to make that decision is the Assessor, as she answers to the taxpayers.

Trustee Stiller asked how much of the conversion is done. Assessor Oaks said $\frac{3}{4}$ of residential properties. He asked if properties must be inspected and if information is acquired through permits. Assessor said yes.

When Trustee Ringel asked how long this part time person would be needed, she figured that the amount needed would be around \$15,000.00. She would like to work with a figure that would help the Assessor without incurring all the extra costs.

Trustee McKernan asked the Assessor why she would want a part time instead of hiring a temp.

Assessor Oaks stated that a temp person would cost around \$21 to \$22 per hour and she would need that person for about 6 months. She had heard that one of her employees is planning on retiring and this part time person could move into that position whereas a temp probably would not. It would be a long-term decision. When the Assessor asked about the average of number of Township employees for insurance purposes, Administrator Maioriello stated that seasonal employees are not included in the insurance number and the Township stays under the 20-employee limit. Assessor Oaks stated that in her amount requested, there was overtime figured to help with the conversion. She also stated that each Township is doing the conversion differently. Since this is a quad year, her office is taking the extra steps to be more accurate instead of a hit miss by reports. This new software program does not do permits or sales ratio studies. She has stated that she is retiring, and she would like to have a well-trained staff in place when she leaves at the end of her term.

Public Comment: None

Supervisor Swanson motioned to adjourn. Trustee Stiller seconded. All were in favor. Meeting was adjourned.

Dated this 19th day of June 2019



Supervisor



Trustee



Trustee



Clerk



Trustee



Trustee