

**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

Clerk

Trustee

Trustee

Trustee

Trustee