

## 2009 – 2013 TERM

Eugene Kohlmeier - Supervisor  
Robert Helms - Highway Commissioner  
Jackie (Bird) Provaznik - Assessor  
Kathy Long - Clerk

Arnold Buescher - Trustee  
Dennis Mueller - Trustee  
Jack Mitchell - Trustee  
Seth Joy - Trustee

### **August 16, 2012 - 7:30 p.m. – MINUTES - Regular Meeting of the Township Board 3700 Tosovsky Lane, Edwardville, IL 62025**

1. Meeting was called to Order by Supervisor.
2. The Pledge of Allegiance was recited.
3. Roll Call showed all board members present except Jack M.  
Introduction of Guests: Frank Provaznik, Fred Decker, John Sauer, Elmer Bugger, and Don Ballard
4. Minutes from July 19, 2012 were read by Clerk. Dennis made a motion to accept minutes as read. Arnold seconded. Hearing no opposition, minutes were approved as read.
5. Public Comments – Oak Land Hills Subdivision, off Staunton Road, had their Annual meeting and discussed road disintegration and cracks. They spoke with Bob H. on July 19<sup>th</sup> and asked for a review of their roads. They asked if Bob H. could come to one of their meetings to discuss repair options. Bob discussed the possibility of some sections that would have to be bored out and repaired and then oiled again. Discussion followed regarding the concrete roads and conditions. John Sauer was on the board during the first oiling and thought most people had been in favor of the repairs. Don Ballard complimented Bob H. on the winter service during snow removal and such. Don B. would like to discuss how to keep on top of the repairs and not let it get away from them. John S. had discussed the issue with IL Valley Repair and was advised to push for repairs. They plan to set a meeting time for a Saturday morning to discuss the issue.
6. Treasurer's Report was read by Supervisor. Dennis made a motion to accept the report. Seth seconded. Hearing no opposition, the Treasurer's Report was approved.
7. Township and Road District Bills were reviewed and approved by Trustees for payment by the Supervisor.
8. Reports
  - A. Supervisor's Report
    - AT&T bill for township was reviewed. Gene decided to stay with the same plan. Main number has local service only. Assessor's office has local and long distance service.
    - Gene signed paperwork to grant permission for the election to be held in our building.
    - Permission was also granted to the County to hold their quarterly township meetings in the Pin Oak building.
  - B. Highway Commissioner's Report – We're finishing up our project on Ridgeview. Ran into a bleeder, but we're patching it and will move on.
  - C. Assessor's Report – Quad year is in progress and residents may see someone in their yard, in the near future, checking on stats for the records.
  - D. Clerk's Report - Open Meeting Act online training needs to be completed by December 31, 2012. Certificate of Completion must be filed with Township Clerk. Dennis and Gene submitted their Certificates of Completion.
  - E. Trustee's Report

- Arnold would like to return an Assessor's Book from 1971, 72, 73, & 74. It was found in some of Betty Deppe's belongings.
- Arnold reported other items were found including Deeds to some property regarding Bartlett Cemetery. He has promised to get the paperwork to the Bartlett Cemetery Committee.
- More discussion followed regarding subdivisions in the area, septic systems, Wendell Creek contamination, and the hazards to our Township residents.
- Seth asked if the Supervisor had been notified of the ruling, signed by Gov. Quinn, to post township notifications online. (No.) Don Ballard offered possible assistance by his neighbor who designs websites. Seth explained the TOI availability for township websites.

9. Old Business

- A. Property / Building Repair / Updates – nothing at this time.
- B. Building Cleaning (Jackie & Seth)
  - Seth discussed the draft contract for possible use with janitorial service providers. He asked for a review of the form and suggestions from the Board. He would like move forward on this issue at the next meeting. Discussion followed. Suggestions were offered to Seth.
- C. Salt Shed (Bob) – nothing at this time.
- D. Webpage for Pin Oak Township (Jack) – nothing at this time.

10. New Business

- A. Pin Oak Bridge (Bob) – We need to move forward on a decision to replace Pin Oak Bridge. Some residents were in favor of not replacing it, but there are some who are waiting for the bridge. Fire District, School District, and others need to be heard. Suggestion: **place the Bridge topic on the Annual Town Meeting Agenda** to be publicized and allow Pin Oak residents, businesses, and public service companies the chance to be heard.
- B. Assessor Discussion (Jackie) –
 

Ten years ago, when Jackie inquired about the Assessor's position, she found out the board was not clear on the duties involved. Jackie enlightened us. Pin Oak is made up of over 17,000 acres and approximately \$126 million in assessments. Township money starts here in the assessments of properties. The Assessor's office is the beginning of the money. If you don't have an Assessor to represent you, there is not a vested interest in the Township. For instance, a house was found that has been in the Township for over 5 years and was never taxed. Sometimes, buildings are put up without permits and that is not fair to other township residents. You need an assessor who is familiar with the area, knows the rules, and who would be fair.

It would be beneficial to provide a reasonable wage, maybe benefits and such, to make it worthwhile for the person to work as an assessor. We were recently told the new computer system is finally in place and will hopefully go into effect in September.

What does the Assessor do? I measure buildings, take pictures of buildings and place them with the coordinating information. The office is trying to bring closure to some items with the end of the quad coming up. We send out the senior freeze forms and follow up to with the recipients to make sure they understand. We follow up on complaints and justify the findings. Often times, we get papers with wrong addresses, incorrect parcel ID numbers, and have to deal with pets that are loose. We continue to increase our knowledge through education, tests, and such. When we find a building that is not on any

assessments, we contact the county to request a building inspector pay a visit to the property to verify when it became valid.

At this time, I would like to inform you that I do not plan to run for re-election and want to let you know that the Assessor's position is a valid and viable position in this township. My current term will end December 31, 2013. If I choose to retire early, Mickey, my assistant, is not interested or qualified to run for the assessor's position, but after checking with the county, they would work with her and assist her in completing some of the work required. Some duties would have to be completed by the county in the absence of an Assessor. Currently, Assessor's must complete 60 hours of education within the four year term.

A pay raise would have to be discussed as the current Assessor position is part-time pay for about \$630.00 per month. My assistant currently makes more than I do. I feel strongly that the Board should consider providing funds for a full time Assessor to make it fair for anyone interested in running in the election. The option to hire the County to take over the Assessor duties will not benefit Pin Oak or its' residents in the future. If you don't have someone with Pin Oak's best interests in mind, you may be placing it in jeopardy.

**Questions and Answers were heard:**

Q – What percentage of our tax money comes back to the Township?

A – Gene, I don't know, but I can look it up. Hamel Township currently does not have an Assessor and their fee is \$6,000.00.

Q – Doesn't the county end up setting the assessment anyway?

A – No, the assessor's office visits the property and compares it to other properties in the neighborhood. Many factors are taken into consideration.

Q – How does the information get to the county?

A – We send the information to the county via computer and they review it. The county has the authority to override our conclusions. If a resident calls to state their taxes are not correct, the assessor's office can review the information and make justification. You can save money for the board by allowing the county to take over, but you won't be helping everyone in the township. There are decks that have been built and then should zero out in value after 10 years.

More discussion followed regarding farms, homesteads, and more.

Don B. – Pin Oak will experience a great loss with Jackie leaving. She has been a great help to me and other residents in the area and we thank her.

Seth – Requested a copy of Jackie's notes and request the Assessor position be added to next month's agenda.

C. Discuss Setting Wages

- Assessor position and Board wage discussion and determinations to be tabled until next month.
- Seth J. asked for discussion on attendance, absences, and method of payments. Discussion followed. Seth commented on the need to be sure to provide a good review and to be on par with salaries for the Supervisor, Assessor, and Clerk, who are on the front lines and provide a good service to our residents.
- Seth suggested we continue this discussion next month, when Jack may be present to voice his opinion and vote.
- Bob H. may not be here next month.

D. Next Township meeting to be held September 20, 2012.

11. Executive Session – not required.
12. Seth made motion to adjourn meeting at 9:07 pm. Dennis seconded. Meeting adjourned.

Respectfully Submitted by Kathy Long, Clerk