

**REGULAR MEETING OF THE DUPAGE
TOWNSHIP SUPERVISOR AND THE
BOARD OF TRUSTEES**

251 Canterbury Lane
Levy Center – Bolingbrook, IL

December 13, 2022
Minutes

CALL TO ORDER: Meeting was called to order at 7:01 PM

PLEDGE OF ALLEGIANCE: Pledge of Allegiance was recited by all and lead by Trustee Tom Braxton.

ROLL CALL FOR QUORUM: Trustees Braxton, Ransom, Savage, Townsend, and Supervisor Marschke were present via roll call vote, so a quorum was determined.

APPROVAL OF AGENDA: A motion was made by Trustee Braxton and seconded by Trustee Savage to approve the agenda as submitted. Upon roll call vote agenda approval passed.

APPROVAL OF REGULAR BOARD MEETING MINUTES: A motion was made by Trustee Savage and seconded by Trustee Townsend to approve the Regular Board meeting minutes of November 15, 2022 with typo correction. Upon roll call vote, motion carried.

APPROVAL OF THE SPECIAL BOARD MEETING MINUTES: A motion was made by Trustee Townsend and seconded by Trustee Braxton to approve the Special Board meeting minutes of November 15, 2022, as submitted. Upon roll call vote, motion

PUBLIC COMMENTS: Willie Pole spoke on behalf of F.O.C.U.O.S. Norman Brown and Patty Droogan also spoke on behalf of the organization. Lori Marschke said just let everyone give their opinion.

SUPERVISOR'S REPORT:

Congratulations to Jackie Traynere, Destinee Ortiz and El Costa for being elected to Will County Board. Jackie was elected as Leader of the Democratic Caucus of the Will County Board. Also, congratulations to Rachel Venture on being elected as State Senator. We have increased the GA and EA threshold for residents. Holiday Party at the Levy Center is this Friday, December 16th beginning at 12:00 noon. We expect 275 seniors. We have invited some of our elected officials. Congressman Bill Foster, Jackie Traynere and Dee Avelar have accepted the invitation. Still waiting to hear from the others. Show will start at 1:00 pm. We were able to sell the old truck for \$4,800.

ACTION ITEMS:

- **DISCUSSION AND APPROVAL OF THE 2023-2024 TOWNSHIP LEVY:** Supervisor Marschke discussed the Levy and answered the Assessor's question. No further questions, a motion was made by Trustee Braxton and seconded by Trustee Townsend to approve the 2023 Levy as presented. Upon roll call vote, the following voted yes: Trustees Braxton, Ransom, Savage, Townsend, and Supervisor Marschke. Motion passed.
- **DISCUSSION AND APPROVAL OF THE 2023 HEALTH INSURANCE PROPOSAL:** After some discussion and questions answered, a motion was made by Trustee Savage and seconded by Trustee Ransom to approve the 2023 Health Insurance Proposal as presented. Upon roll call vote, the following voted yes: Trustees Braxton, Ransom, Savage, Townsend, and Supervisor Marschke. Motion passed.
- **DISCUSSION & POSSIBLE APPROVAL OF THE 2023 HOLIDAY CALENDAR:** A motion was made by Trustee Townsend and seconded by Trustee Braxton to approve the 2023 holiday calendar as presented. Upon roll call vote, motion carried.
- **DISCUSSION & POSSIBLE APPROVAL OF THE 2023 BOARD MEETING AND COMMITTEE SCHEDULE:** A motion was made by Trustee Ransom and seconded by Trustee Savage to approve the Board and Committee Schedules as presented. Upon roll call vote, motion carried.
- **EMERGENCY REPAIR OF FOOD PANTRY REFRIGERATOR:** After some discussion and questions answered, a motion was made by Trustee Savage and seconded by Trustee Braxton to approve the emergency repair of the food pantry refrigerator. Upon call vote, motion carried.
- **EMERGENCY REPAIR OF FURNANCE BLOWER MOTOR AT LEVY CENTER:** After some discussion, a motion was made by Trustee Braxton and seconded by Trustee Savage to approve the emergency repair of the blower motor at the Levy Center. Upon roll call vote, motion carried.
- **APPROVAL OF EMERGENCY REPAIR OF WINDOWS:** After some discussion a motion was made by Trustee Ransom and seconded by Trustee Braxton to approve the emergency repair of the windows. Upon roll call vote, motion carried.
- **DISCUSSION AND APPROVAL OF EMERGENCY TRUCK REPAIRS:** After some discussion, a motion was made by Trustee Savage and seconded by Trustee Braxton to approve the emergency truck repairs. Upon roll call vote, motion carried.
- **DISCUSSION AND APPROVAL TO SIGN INTERGOVERNMENTAL AGREEMENT FOR AMERICAN RESCUE PLAN ACT FUNDING FROM WILL COUNTY:** After some discussion, a motion was made by Trustee Braxton and seconded by Trustee Townsend to authorize the Supervisor to sign the necessary forms to receive the funding. Upon roll call vote, motion carried.
- **DISCUSSION AND APPROVAL TO DISPOSE OF MEETING RECORDINGS FROM**

1993-2021 THAT HAVE BEEN TRANSCRIBED AND PUBLISHED: After some discussion, a motion was made by Trustee Savage and seconded by Trustee Townsend to dispose of the meeting recordings from 1993-2021. Upon roll call vote, motion carried.

- **EXECUTIVE SESSION** - A motion was made by Trustee Savage and seconded by Trustee Braxton to enter executive session at 7:56 pm. Upon roll call vote, motion carried.
- **RETURN FROM EXECUTIVE SESSION** – A motion was made by Trustee Ransom and seconded by Trustee Braxton to return to regular board meeting at 8:21 pm. Upon roll call vote, motion carried.
- **ACTIONS FROM EXECUTIVE SESSION:**
 - A motion was made by Trustee Townsend and seconded by Trustee Savage to authorize the Supervisor to sign a contract to purchase land. Upon roll call vote, the following voted yes: Trustees Braxton, Ransom, Savage, Townsend, and Supervisor Marschke. Motion passed.
 - A motion was made by Trustee Braxton and seconded by Trustee Savage to authorize the Supervisor to issue a \$10,000 earnest money check to go with the contract to purchase of land. Upon roll call vote, the following voted yes: Trustees Braxton, Ransom, Savage, Townsend, and Supervisor Marschke. Motion passed.
 - A motion was made by Trustee Braxton and seconded by Trustee Townsend to authorize the Supervisor to begin negotiations for a mortgage for the purchase of land. Upon roll call vote, the following voted yes: Trustees Braxton, Ransom, Savage, Townsend, and Supervisor Marschke. Motion passed.

APPROVAL OF TOWNSHIP BILLS & CLAIMS ((for 11/11/2022-12/09/2022))

a. Open Payables	\$ 19,652.48	b. Paid Payables	\$ 302,913.49
Town	\$ 6,712.25	Town	\$ 284,312.70
Banquets	\$ 12,096.69	Banquets	\$ 11,803.17
General Assistance	\$ 843.54	General Assistance	\$ 6,797.62

A motion was made to approve bills and claims by Trustee Savage and seconded by Trustee Ransom Upon roll call vote, the following voted yes: Trustees Braxton, Ransom, Savage, and Supervisor Marschke. Motion passed.

REPORTS FROM ADMINISTRATIVE STAFF AND CONTRACTORS

Legal Report – None

Administrator: Anti-Harassment training is due. Can do it online and when time permits. This is

yearly training. Kitchen is now complete. Passport room has been painted. Handled 20 marriage licenses, 8 passports and 9 discount license plate stickers. Downspout on assessor's side of building needed repairs and added heat spot so we have no icicles forming. Reorganized tool room Newsletter is at printers. Volunteered at the food pantry last Saturday and we are seeing more customers. Planning for our pancake breakfast fundraiser for the food pantry will take place on February 26th.

Levy Center: Christmas party is on Friday and working on next year's events.

General Assistance: See Attached

ELECTED OFFICIALS' REPORTS:

Assessor – See attached report.

Clerk – Very rewarding experience volunteering at the food pantry. We helped so many families in our township. Food pantry staff is great to work with – very helpful and appreciate everything that you do. Special thanks to all the pantry staff and volunteers for their dedication to our township families. Wishing everyone a happy and healthy holiday season.

Trustees:

Braxton: Echo what Barbara said. Nice to see families get what they need. Christmas party on Friday and my wife and I will be there to help. Newsletter is at the press. Happy holidays and happy new year.

Ransom: Turkey giveaway was an awesome experience. Toys for Tots event on Sunday. Come out and help. Happy holidays. Supervisor Marschke have a safe trip.

Savage: Flu/covid is still here and numbers are going up. All ages going to hospital. Get your flu and covid vaccines. Wish everyone a happy holiday season.

Townsend. Echo what everyone else is saying.

Collector: Merry Christmas and happy new year. Great serving our township residents. Santa will look cute on Sunday.

ADJOURNMENT: A motion was made by Trustee Ransom and seconded by Trustee Townsend to adjourn the meeting. Upon roll call vote, motion carried. Meeting adjourned at 8:49 pm.

Respectfully submitted,

Barbara Ann Parker
Township Clerk

General Assistance Report

REGULAR MEETING OF TOWNSHIP SUPERVISOR AND BOARD OF TRUSTEES — DECEMBER 13TH, 2022

- As of last month, eight households have applied for Emergency Assistance, five were approved for assistance, two for their IL American water bill and two for their rent at Riverstone Apartments. Two households have pending applications and needing to submit additional documentation and one was denied for non-cooperation in verifying eligibility in addition to no longer being a “life-threatening” situation.
- One of our current GA recipients will reach their 12 month max in February and I will be working with them on how they can move forward once their 12 months are up. They still have a pending SSI case and they have not heard anything new in months.
- Since last month, 73 households have come to the office to apply for LIHEAP
- 6 households have applied for assistance for their IL American water bill through the H2O program.
- 1 household applied for assistance with their Nicor bill through the Nicor Energy Aide Program.
- Winter coat drive: 17 households have picked up coats for their family. Some families were given \$25 vouchers to Goodwill so help supplement for the coats as well. I also worked in collaboration with the Red Hat Ladies at the Levy Center in obtaining 12 coats and 10 Goodwill vouchers for students and families in need at Oak View Elementary School.
- A few weeks back, Jackie and I met with representatives from Rapid Healthcare, which is a new walk-in medical clinic currently serving our community. We heard a lot about their services and the possibility of having them at next year’s Tools for School event to help since one area that they saw that was lacking was the large number of students who have not had their school physical done or vaccines completed because of the lack of access to those services.
- Finally, as Supervisor Marschke mentioned in his report, starting January 1st the income disregard, or income limit, will be raised for the next calendar year. There will be no change to the asset disregard or payment levels. Again, this change only applies to EA.



Office of the Assessor

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Date: December 9, 2022

To: Gary Marschke
Township Supervisor
Kenneth Harris

From: Kenneth Harris, CIAO
Township Assessor

Subject: Assessor Monthly Report to Supervisor – December 2022

I attended the 2-day International Association of Assessing Officers (IAAO) legal seminar held in Austin, Tx. This seminar was financed in part from a scholarship that was awarded to me. The seminar was very enlightening, educational, and much needed as we prepared for the 2023 Will County Quadrennial Reassessment (Quad Year). The primary focus of the seminar was preparing to be an expert witness. The attendees included a mix of assessors, attorneys, and tax payer representatives from various parts of the country.

We have one employee that in the process of completing one remaining class that's needed to obtain their Certified Illinois Assessing Officer (CIAO) designation. The "CIAO" is the premier designation for property assessment professionals in Illinois. The CIAO designation not only instills industry best practices but shows an understanding of the laws and statutes governing property assessment within the state of Illinois.

We have one property schedule for a Property Tax Appeal Board (PTAB) hearing in January 2023. The hearing will be held in Springfield. We're working with the property tax owner and their representative to see if we can settle, thereby precluding the need for a hearing.

We completed our 2022 assessment cycled and received a copy of the 2022 Tentative Abstract for our township, summarized as follows:

	Parcels	%	Assessed Value	%
Residential	27,185	94.550%	2,445,404,016	61.7755%
Farm	29	0.101%	2,145,756	0.0542%
Commercial	720	2.504%	369,679,781	9.3388%
Industrial	818	2.845%	1,141,302,712	28.8315%
Total	28,752	100.000%	3,958,532,265	100.0000%

Property owners are encouraged to reach out to the DuPage Township Assessor if they have questions regarding their assessment. They can call, visit our website (www.dupagetownshipassessor.com), or stop in.

Our Township property owners are vital to our municipal operations, and we will continue to see that our assessment process is fair and equitable in accordance with State statute.