

## **Wheatland Township Board Meeting Thursday, January 12, 2023**

**1. CALL TO ORDER**

The meeting was called to order by Supervisor Crowner at 7:31 PM.

**2. PLEDGE OF ALLEGIANCE**

Supervisor Crowner led the Pledge of Allegiance.

**3. ROLL CALL AND ESTABLISHMENT OF A QUORUM**

Board Members: Trustees Hickey, Jones, Bansal and Rotkis attended the meeting.

Board Officers: Supervisor Crowner, Assessor Kern, Highway Commissioner Wieser, and Clerk Liskey attended the meeting. Cemetery/Tax Collector Scriven-Young was absent.

**4. PUBLIC COMMENT**

4.1 n/a

**5. APPROVAL OF MINUTES**

**5.1 Approve December 08, 2022 – Regular Meeting Open Session Minutes**

-Trustee Jones moved to open discussion and approval of the Regular Meeting Open Session Minutes. Trustee Hickey seconded. Minutes for the December 8, 2022, Regular Meeting Open Session were approved 4-0 per roll call vote, with Trustee Rotkis who was not in attendance at the December meeting abstaining.

**6. OLD BUSINESS**

6.1 n/a

**7. NEW BUSINESS**

**7.1 Discussion/Approval of the 2023 Budget Timeline**

-Trustee Bansal motioned to open discussion of the 2023 Budget Timeline. Trustee Rotkis seconded the motion.

- Supervisor Crowner announced he would schedule a budget workshop on Wednesday, January 26, at 7:30 p.m., in which the Board would receive an overview of expectations for fiscal year 2023 and have an open discussion on a budget proposal for the year including a review of specific line items. Following the workshop, he confirmed the 2023 budget would be presented for Board approval to hang at the February 9 board meeting, with a vote for final approval to take place at the March Board meeting.

- The Board approved the proposed timeline for completing the 2023 budget 5-0 via rollcall vote.

## **8. APPROVAL OF BILLS AND CLAIMS**

### **8.1 12/08/22- 01/12/23 Town and Road District Fund Bills & Claims:**

- Trustee Rotkis moved to open discussion to approve the Town, Park, Assessor, Road & Bridge, Special Hard Road and Cemetery Fund bills, and Trustee Hickey seconded the motion.
- Bills in the amount of \$230,884.77 were approved by the Board 5-0 in a roll call vote.

## **9. REPORTS**

### **9.1. ASSESSOR (CHUCK KERN)**

#### **9.1. ASSESSOR (CHUCK KERN)**

- Provided an overview of budget allocations to be included the 2023 Assessors Office budget proposal which will include a recommendation for a 4 percent increase and will be submitted for Board approval at the February Board meeting, noting his objective is to ensure Wheatland Township wages are more competitive and in line with those of nearby townships. The report included a presentation/discussion of financial comparisons of Wheatland Township Assessor's Office operating budget/expenses with those of other surrounding townships providing similar assessing functions including Naperville, Lisle, DuPage, Plainfield, and Oswego. The operating expenses of Wheatland Township's Assessor's Office is substantially lower than those of surrounding townships, particularly compared to Oswego assessor's budget is 60 percent higher. The report also highlighted pay discrepancies between assessor employee salaries.
- Supervisor Crouner asked how much part-time assessors were paid and how the number of Wheatland Township parcels compared to those of the other townships. Assessor Kern to provide part-time pay-rate information in follow up. He informed Wheatland Township has jurisdiction for approximately 30k land parcels; Plainfield Township has an estimated 20k, DuPage 20-30k parcels and Oswego about 20k parcels. He also noted that given their significantly larger commercial districts, Naperville and Lisle Townships required more experienced, highly credentialed and higher compensated assessors.
- Flagged salaries and healthcare costs as the primary drivers of 2023 budget increases, Assessor Kern explained these were due to rising premiums and plans to fill a full-time assessor position that had been vacated last year. Filling the open position which is needed to manage workloads and return staffing levels in the Assessor's Office to full capacity will require in an \$8k increase, that will be partially offset by a reduction in part-time/temporary help.
- Noted that aside from software license renewals required for operations, the majority of the Assessor's Office budget would remain relatively flat with no or minimal increases for travel, training or computer hardware.
- In response to a question from Supervisor Crouner, Assessor Kern confirmed the Quadrennial Assessment Review, an Illinois State mandate requiring all properties be assessed for tax record accuracy every four years, would begin on Monday, February 6 and would be completed by early June 2023.



- Noted the majority of the Assessor budget will be relatively flat to 2022, with no or minimal increases for training, travel, hotel, computer software/hardware and additional increases for software licenses, cloud storage, antivirus, etc.

## **9.2 HIGHWAY COMMISSIONER (TOM WIESER)**

- Reported that road crew and all snow removal equipment is ready for the winter season. So far, there have only been two storms requiring snow removal.
- Updated on the bird infestation remediation efforts. Unfortunately, the contractor the repair materials the contractor had ordered would not work on a metal roof. He was in the process of getting the correct materials and is scheduled to return the week of Jan. 21 to install the fix to prevent birds from nesting in the Wheatland Township roof.
- In response to an inquiry from Trustee Jones, Highway Commissioner Wieser confirmed that the HVAC issues within the office had been addressed and that the office environment had improved.
- At the request of Assessor Kern, Highway Commissioner Wieser provided an update re a reoccurring leak in the assessor's office after snowstorms. The local construction company that built building had been contacted and would be submitting a quote/proposal to address the issue and reseal the roof.

## **9.3 TRUSTEES:**

### **TRUSTEE (MEGHNA BANSAL)**

- Reported that 18 seniors attended the December 14 Senior Luncheon, which was catered by Vai's Italian Restaurant at a cost of \$854 (plus minor additional expenses for ancillary items).
- No Senior Committee Meeting in December. 2023 Senior Luncheons have not yet begun for the year.

### **TRUSTEE (KELLY HICKEY)**

- Notified the PACE meeting scheduled for December was moved to January. Working to get another Wheatland Township rider approved for the Uber supplemental services offered by PACE.
- Updated on clerical work being done by students from the Neuqua Valley High School Transition Program, which had begun again following the holidays. Students continue to assist with the document/records clean up and disposal initiative and are available for other clerical projects.

### **TRUSTEE (COLLEEN ROTKIS)**

- n/a

### **TRUSTEE (TERRY JONES)**

- n/a

## **9.4 TOWNSHIP CLERK (ANITA LISKEY)**

- Updated that one FOIA had been received and responded to during December.
- Announced the new shared file site would soon be available for Wheatland Staff and Officers and that training would be scheduled in January.
  - Reminded the annual Statement of Economic Interest for 2023 would be due soon, with communications/details to be emailed in February.

**TAX COLLECTOR/CEMETERY (DAVID SCRIVEN-YOUNG)**

- On behalf of Tax Collector/Cemetery Scriven-Young who was absent, Supervisor Crowner read out the report that a total of 20 burials had taken place during 2022. In December, 2 burials had taken place and four grave sites had been sold.

**9.5 SUPERVISOR (MICHAEL CROWNER)**

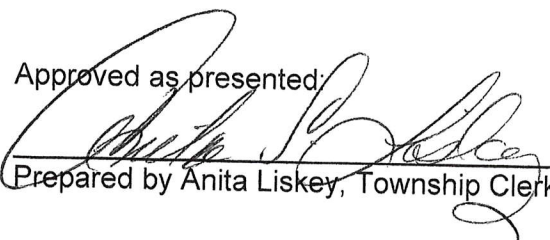
- Reiterated focus on finalizing budget notes for Board discussion on Jan 26, and then finalizing the budget to bring for approval to hang at the Feb Board meeting.
- Noted he will attend the upcoming Plainfield intergovernmental meeting later this month.
- In response to inquiry from Trustee Jones, he confirmed a few outstanding items were being finalized at the Wheatland Park this month before it officially transferred to the Plainfield Park District, per the agreement approved in the December 2022 Board meeting.
- Administrator/Deputy Clerk Green provided additional project updates, including:
  - Updated that a proposal for a new fire extinguisher program will be submitted at the Feb Board meeting.
  - Confirmed a recently revised Wheatland Township newsletter would relaunch later this month, with initial copy nearly complete. Publication/distribution is holding for inclusion of the final brush pick up schedule.
  - Informed local high schools about the availability of TOI scholarships for graduating seniors.
  - Scheduled CPR training for Wheatland Township Board and Staff on Tuesday, Jan. 17.
  - Announced that he and Carolyn Rominger would attend the Illinois Association of Township Administrators on Jan 18.
  - Reported that efforts to begin offering passport services from Wheatland Township were on hold and that he continued to determine what initiatives could be eligible for SAM.gov funding.

**10. ADJOURNMENT:**

- Trustee Jones moved to adjourn the meeting and Trustee Hickey seconded the motion. The meeting was adjourned on a voice vote at 8:22 PM.

**Next meeting February 9, 2023**

Approved as presented:

  
Prepared by Anita Liskey, Township Clerk