

# Minutes - Board of Town Trustees

STATE OF ILLINOIS,  
Kane County, ss.  
Town of Geneva,

THE BOARD OF TOWN TRUSTEES met at the

office of the Town Clerk at 2202 Gary Lane on July 21, 2005,  
PRESENT: Patrick Jaeger Supervisor  
Barbara E. Olson Town Clerk  
Richard Sharp Town Trustee  
Sharon Brazill Town Trustee  
Denise D. LaCure Town Trustee  
Mark Wissing Town Trustee

Mr. Patrick Jaeger acting as chairperson and Barbara Olson as clerk. The following official business was transacted:

Also Present: Aubrey V. Pratte Assessor

Supervisor Patrick Jaeger called the meeting to order at 7:00 p.m.

Steve Fox, St. Charles led the Pledge to the Flag.

Clerk Barbara Olson called the roll.

Trustees audited the bills presented for payment.

Minutes of the June 12, 2005 Public Hearing for 2005-2006 Budget and Appropriations, and the June 16, 2005 Board of Trustees Meeting were presented for approval. Motion by Trustee Brazill/second by Trustee Sharp to approve the Minutes as presented. Motion carried unanimously.

## CORRESPONDENCE:

Kane County Sheriff's Department Memo announcing "National Night Out" to be held Tuesday, August 2, 2005 at the Wasco Substation, 6:00-8:30 p.m. Clarke Mosquito Control provided a June, 2005 status report of operations in Geneva Township.

Supervisor Jaeger distributed a copy of the 2004 IMRF Comprehensive Annual Financial Report.

Supervisor Jaeger distributed copies of the Bark Associates Ltd, Certified Public Accountants, audited Financial Statements for Geneva Township for the year ending March 31, 2005. He asked the trustees to review the audit and take action at the August meeting.

**PUBLIC COMMENT:** Steve Fox, Mary Lane, St. Charles asked if the Board of Trustees had considered his request to form a citizens' committee to educate the public regarding real estate assessment practices. He asked about the Township's ethics ordinance and how it works. Trustee Richard Sharp asked why Mr. Fox was interested in Geneva Township when he lives in St. Charles, Mr. Fox stated that he owns real estate in Geneva. Supervisor Jaeger referred to the Minutes of the June, 2005 Board of Trustees Meeting and noted the Board would take it under advisement. Trustee LaCure noted that there are several ways for checking assessments and noted that there are many boards and committees whose purposes are assessments. Trustee Sharp gave his support to Assessor Aubrey Pratte and indicated that he did not understand Mr. Fox's concerns. He said that Mr. Pratte was elected by the residents and he is responsible for the assessment policies of Geneva Township.

Supervisor Jaeger indicated that regular assessment questions should go before the Kane County Board of Review. Trustee Sharp opposed setting up a committee to educate residents about the process of assessments. Trustee Brazill was open to providing a forum to learn about assessment practices, but she was opposed to having a permanent committee.

Supervisor Jaeger encouraged Assessor Aubrey Pratte to provide information regarding assessment policies to the public. Mr. Jaeger stated that if Mr. Fox would like to use the township meeting room for educational purposes, a written

request would be considered. It would be within the 30 days during the appeal process before cases go to the Kane County Board of Review.

SENIOR SERVICES COMMITTEE Chairman Pat Brazill suggested that some of the handicap signs planned for the senior center parking lot should be for those needing wheel chairs. Pat distributed a resume for Norm Hoube indicating his interest in acquiring and installing personal computers in the senior center.

He also would be available to help set up programs for seniors in the training and use of personal computers. October 10<sup>th</sup> is the date designated to provide flu shots to Geneva Township residents.

Supervisor Jaeger indicated his eagerness to begin the partnership with Senior Services Associates. They will staff the senior center five days a week and will be able to assist seniors with their concerns.

Clerk Barbara Olson noted a change in the township letterhead and the Agenda. It had been customary to include the names of the assessor, the highway commissioner and the clerk on stationery and on the agenda. This change was a surprise. Supervisor Jaeger stated he wanted the letterhead to reflect only the supervisor's name and the trustees names. Clerk Olson indicated that she would proceed to design and provide stationery for the Clerk's Office.

#### APPROVE BILLS FOR PAYMENT:

Town Fund	167,589.65
General Assistance Fund	00.00
Road & Bridge Funds	36,397.04
Total	\$202,986.69

Motion by Trustee Brazill/second by Trustee Wissing to pay the bills as audited.

Discussion ensued as to an invoice submitted by Assessor Pratte for services provided by Mark Rake. Mr. Pratte stated that his staff is smaller than most assessors' offices and he must use consultants to support his staff. He indicated that he knew how long it would take for Mr. Rake to complete the project. Supervisor suggested that the invoice be redesigned to itemize the work that was done.

Trustee Brazill was concerned about persons working alone in the building at night, with access to the whole computer system. Trustee LaCure thought another full time employee should be added to the staff. Motion to approve the bills as presented carried unanimously.

#### OLD BUSINESS:

1. Reconsideration of 06-16-05 approval of computer purchase.
2. Reconsideration of 06-16-05 approval of file cabinet purchase.
3. Reconsideration of 06-16-05 approval of pre-meeting procedures.

Motion by Trustee Brazill/second by Trustee Sharp to reconsider the three items as voted on in violation of the Open Meetings Act at the June 16, 2005 Board of Trustees Meeting. Trustee Sharp stated that the items presented and voted on were not intended to be in violation. Since the items were presented earlier in the month, it was thought they would be on the agenda.

Supervisor Jaeger asked Mr. Pratte if he had asked <sup>no.</sup> that the request for computer purchases be on the agenda. Mr. Pratte said that it was not specified. Mr. Jaeger asked Clerk Olson if she requested the purchase of the file cabinet be placed on the agenda. She stated that her written request for the purchase required that it be on the agenda for approval for purchase by the board. She said the wording of the written request did not specifically ask for it to be placed on the agenda. *Corrected 8/18/05*  
*Corrected 8/18/05*  
The Clerk said "no."

Trustee Sharp asked why only one item was referred to the Kane County State's Attorneys Office. Supervisor Jaeger said he only knew of the one item to purchase the computers by the Assessor. Trustee LaCure asked about the house keeping issues and why should votes be taken on certain items that were already approved in the budget. Motion carried to rescind the prior votes carried unanimously.

Motion by Trustee Sharp/second by Trustee Brazill to approve the purchase of new computers by Assessor Aubrey Pratte. Trustee LaCure thought that since the

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township office was close to moving to the new facility at the end of August, the Assessor should wait and have his system coordinated with the whole system.

**Trustee Sharp**

thought if the assessor's equipment is in danger of crashing, he should get the computers at this time. Supervisor Jaeger noted the approach would be piecemeal and he would like a global approach to purchasing a complete computer system for the township. Assessor Pratte was concerned about the failure of the hard drive. The contract with the virus software had expired and was causing problems in the system. Supervisor Jaeger authorized Mr. Pratte to purchase Norton Antivirus software and authorized the purchase of a new hard drive for approximately \$400.00. Supervisor Jaeger asked Assessor Pratte to provide the trustees with a detailed description of the computer system components needed for his system.

Motion to amend the original motion to postpone the purchase of the Assessor's new computer system until the August meeting. Motion to amend carried unanimously.

Motion to purchase the computer system as amended carried unanimously.

Motion by Trustee Sharp/second by Trustee Brazill to rescind the purchase of a four drawer Fire King locked cabinet for the Clerk's Office. Motion carried unanimously. Motion by Trustee LaCure/second by Trustee Sharp to purchase a four drawer Fire King locked cabinet for the Clerk's Office. Motion carried unanimously.

Trustee Wissing asked for a list of all furniture to be purchased and asked if there is a budget for those purchases.

Motion by Trustee LaCure/second by Trustee Brazill to rescind the pre meeting procedures. Motion carried unanimously.

Motion by Trustee LaCure/second by Trustee Brazill to approve pre meeting procedures to include the following: Minutes to be provided the Friday before the monthly board meeting, Agenda to be provided the Monday before the board meeting, and copies of the bills to be made available for viewing the Monday before the board meeting. Trustee LaCure indicated her wish to view the bills before the meeting to give more time to analyze them. Supervisor Jaeger said he would work with the bookkeeper to have the bills prepared at the earlier date.-

Motion carried unanimously.

Trustee Brazill introduced Debra Quackenbush to the newly elected trustees. She will be the consultant for the Senior Services Center. Miss Quackenbush described the work she plans to do for the center. She reviewed her background and ways to determine the kinds of programs needed for the center. Trustee Wissing asked for a schedule or timeline for a marketing plan.

No other business was brought before the Board of Trustees.

Motion by Trustee Wissing/second by Trustee Brazill to adjourn.

Motion carried.

Meeting adjourned at 9:30 p.m.

Respectfully submitted,

Barbara E. Olson  
Township Clerk