

Troy Township
Finance Committee Meeting Minutes
Monday, March 20, 2023
5:45 p.m.

Committee Chairman Trustee Bryan Kopman called the meeting to order at 5:45 p.m.

The Pledge of Allegiance was recited, led by Assessor Kimberly Anderson.

Committee Members in Attendance:

- Chairman Trustee Bryan Kopman
- Supervisor Joseph D. Baltz
- Highway Commissioner Thomas R. Ward
- Vice-Chairman Trustee Jerry Nudera
- Assessor Kimberly Anderson
- Administrator Jennifer Dylik non-voting member (acting as Secretary)

A quorum is established.

Others in attendance: Township Employee – Janee Roedel, Commercial Deputy Assessor.

Chairman Kopman asked twice for any guests or citizen comments. No other guests were present, no comments made.

Chairman Kopman opened the meeting for the review and discussion of the 2023-2024 fiscal year annual budget, turning the meeting over to Administrator Dylik to begin.

Administrator Dylik distributed estimated year-end figures for the 2022-2023 fiscal year and the estimated months of reserve for each fund. In summary:

As proposed in the February 27, 2023, budget presentation:

	Budgeted Change in Fund Balance FY Ending March 31, 2023	Estimated Actual Change in Fund Balance FY Ending March 31, 2023	Estimated Ending Fund Balance FY Ending March 31, 2023	Months of Reserve Based on the Average Monthly Expenditures of the Three Fiscal Years ending March 31st 2020, 2021, and 2022
Town Fund	\$(597,101.00)	\$(268,123.41)	\$961,158.02	11.07
General Assistance Fund	\$(7,120.00)	\$9,093.83	\$36,092.99	8.92
Road & Bridge Fund	\$(723,479.00)	\$372,372.61	\$1,484,407.35	18.39

Updated figures as of March 20, 2023:

	Budgeted Change in Fund Balance FY Ending March 31, 2023	Estimated Actual Change in Fund Balance FY Ending March 31, 2023	Estimated Ending Fund Balance FY Ending March 31, 2023	Months of Reserve Based on the Average Monthly Expenditures of the Three Fiscal Years ending March 31st 2020, 2021, and 2022
Town Fund	\$(597,101.00)	\$(266,986.65)	\$962,294.78	11.09
General Assistance Fund	\$(7,120.00)	\$9,661.35	\$36,660.51	9.06
Road & Bridge Fund	\$(723,479.00)	\$457,644.82	\$1,569,679.55	19.45

Dylik further reported that the Township received the 2022 extended levy figures that morning. A value of approximately 6-6.5% was used when estimating the increase to existing property and based on the extended levy, that figure was closer to 5%. This change has caused the rate to increase instead of decreasing as originally expected. Rate history summary:

Town Fund Tax Rates						
Levy Year	2017	2018	2019	2020	2021	2022
Fiscal Year Paid	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Town Fund	0.0777	0.0763	0.0738	0.0731	0.0730	0.0741
GA Fund	0.0015	0.0014	0.0013	0.0012	0.0012	0.0003
Total Rate	0.0792	0.0777	0.0751	0.0743	0.0742	0.0744
PA 102 0519 Adjustment ¹	N/A	N/A	N/A	N/A	0.0001	0.0001
Total Rate	0.0792	0.0777	0.0751	0.0743	0.0743	0.0745
Change From Prior Year	-0.0009	-0.0015	-0.0026	-0.0008	0	0.0002
Percentage Change From Prior Year	-1.12%	-1.89%	-3.35%	-1.07%	0.00%	0.27%

R&B Fund Tax Rates						
Levy Year	2017	2018	2019	2020	2021	2022
Fiscal Year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
R&B Fund	0.0934	0.0916	0.0885	0.0876	0.0875	0.0878
PA 102 0519 Adjustment ¹	N/A	N/A	N/A	N/A	0.0001	0.0001
Total Tax Rate	0.0934	0.0916	0.0885	0.0876	0.0876	0.0879
Change From Prior Year	-0.0011	-0.0018	-0.0031	-0.0009	0.0000	0.0003
Percentage Change From Prior Year	-1.16%	-1.93%	-3.38%	-1.02%	0.00%	0.34%

Dylik then summarized the process for estimating general property tax revenue for the Township and reported that she is confident in the amounts that were used in the proposed budget.

Chairman Kopman asked if Dylik knew the dollar value impact these rate changes would have on a \$250,000 home. She had not done those calculations but did report that if the Township voluntarily lowered the rate to be equal the 2021 rate, the Township would receive approximately \$3,000 less than what was extended and the Road Fund would receive approximately \$5,600 less than what was extended, prior to the half-share being applied.

Dylik gave a brief overview of the budget presentation sections that discussed population, organization charts, projected changes in fund balance, etc. She further reported that the two loans for the Road District would both be retired in the 2023-2024 fiscal year.

Regarding the Town Fund Budget, Dylik reported that fiscal year 2022-2023 will perform better than budgeted and briefly reviewed some of the major reasons for this improvement. Increased revenue in Corporate Personal Property and coming in under budget on expenses for capital outlay, senior services out of house, and the Assessor's Budget being under budget on salaries, health insurance, and capital outlay all contributed to this fact.

Dylik reviewed the 2023-2024 Town Fund budget and each expenditure highlighted on pages 32 to 35 of the budget presentation.

Clerk Ryan arrived at 6:06pm.

Dylik continued with providing additional detail on the capital outlay budget of \$170,000 which will cover expenses for final payments on the interior renovations, completing the exterior renovations, community center enhancements, and funds for any copier, server, or computer equipment

repairs/replacements. Dylik also highlighted a budget line item totaling \$20,000 for a possible transfer to General Assistance, if needed.

Income for 2023-2024 as proposed in the budget totals \$1,460,129.00 with proposed expenses totaling \$1,453,990.00 (\$1,046,165.00 Town Fund; \$407,825.00 Assessor's Department) leaving a net positive increase in fund balance of \$6,139.00.

Chairman Kopman also asked for confirmation that, should the 2022 tax levy rate be reduced to the 2021 rate, the proposed net positive increase in fund balance of \$6,139.00 would be enough to cover any loss in revenue from the reduced rate. Dylik confirmed that is correct.

Supervisor Baltz thanked Administrator Dylik along with Assessor Anderson and Highway Commissioner Ward for their hard work on this budget and complimented Dylik on the overall presentation.

Chairman Kopman asked for any other questions. No questions were raised.

Assessor Anderson reviewed the proposed expenditures for her budget as highlighted on pages 44 – 45 of the budget presentation. Assessor Anderson discussed her proposed capital outlay budget of \$35,000 and the purchase of a new property assessment system. Assessor Anderson reported that the current system was purchased in 2011 and operates on a Microsoft Access database. Getting service on the program is becoming increasingly more difficult. The new program is a powerful solution and tool for assessing property. It not only has standard reports, but you can also attach documents to a property. A productivity feature is also built in to monitor each user's performance. The drawing program with the current system is old, outdated, and is no longer supported. There is a much more usable and powerful drawing program in the new system. GIS and mapping are integrated into the new program. There are currently three individuals who can service the new program, all of whom have the ability to remote access the program.

Clerk Ryan asked about the feedback from fellow Assessor's on the new program. Assessor Anderson reported that the feedback is very favorable. Trustee Nudera questioned if the \$26,000 includes licensing and support. Assessor Anderson confirmed that it does and reported that there is a yearly fee after the first year. Deputy Commercial Assessor, Janee Roedel, commented that she was very pleased with the new program presentation and that the current assessing program is very difficult to service and update. Concerns were also raised about the existing program only being able to be serviced by one individual. Supervisor Baltz asked for an implementation timetable. Assessor Anderson expects to move forward with the new program after the quadrennial assessments are done; so likely winter 2023 and spring 2024. Assessor Anderson answered questions about the compatibility of the new program with our current server and equipment. She was able to confirm that what we currently have is adequate.

No additional questions regarding the Assessor's budget were raised.

Administrator Dylik then reviewed the General Assistance Fund Budget reporting that the GA Fund for the 2022-2023 fiscal year will perform better than budgeted. It is estimated that the GA Fund will end the 2022-2023 fiscal year with a carry-over balance of approximately \$36,000.00. Because of this carry-over balance, funds directed to GA via the Township levy were reduced from \$20,000 in the 2021 levy to \$5,000 in the 2022 levy. Reducing the funds allocated in the levy to GA will help to use up some of the carry-over balance. However, should the need arise, the Town Fund has budgeted a potential transfer of \$20,000 to GA.

Dylik discussed the Emergency Assistance Program and reported that the Board will be asked to vote at the March board meeting to increase the grant amount from \$450 to \$600 for a single person household and to increase the income limits from 250% of the 2022 federal poverty levels to 300% of the 2023 federal poverty level in an effort to try and assist more people.

Dylik then reviewed the General Assistance expense line items highlighted on page 52 of the budget presentation.

Chairman Kopman asked for questions on General Assistance. No questions were raised.

Dylik and Highway Commission Ward then reviewed the Road and Bridge Fund budget noting that the R&B Fund will end the 2022-2023 fiscal year with a net positive change in fund balance of approximately \$457,644.00 compared to a budgeted change in fund balance of (\$723,479.00). The major cause of this positive increase in fund balance is from increased receipts for Corporate Personal Property and the exterior renovation project budgeted for in 2022-2023 was delayed until the new 2023-2024 fiscal year.

Dylik reviewed the proposed 2023-2024 R&B Fund expenses as detailed on pages 60-61 on the budget presentation. Additional details were provided on the category of Capital Outlay – R&B with a budget of \$500,000. A portion of that budget is for the Ron Lee Estates Storm Sewer Replacement Project at a cost of \$298,585.00. A portion of that expense will be offset by ARPA funds totaling \$198,585.00 as reflected under revenue in the R&B budget.

Chairman Kopman inquired if any bridge projects would be under construction this year. Highway Commissioner Ward confirmed that the Shepley Road Bridge project is targeting construction for the 2024 and 2025 construction seasons. Highway Commissioner Ward complimented Administrator Dylik on her work regarding the bridge, its jurisdictional boundaries, and identifying a portion of the project that is under the jurisdiction of the Village of Channahon.

Clerk Ryan inquired about the limit of cash reserves. Dylik reported that the limit is 2.5 times the average annual expenditures of the last three fiscal years.

Trustee Wheeler arrived at 6:42 p.m.

No additional questions were raised regarding the Road and Bridge Fund budget expenditures.

Chairman Kopman inquired about what steps were necessary for the Township to voluntarily lower the 2022 extended levy rate. Dylik reported that the Supervisor would need to adjust the extended rate downward, sign off on the paperwork, and send it to the County Clerk's office. She further reported that calculations were just done for taxes paid on a \$250,000 home. 2021 taxes would have been \$61.92 with 2022 taxes totaling \$62.08 for the Town Fund. 2021 taxes would have been \$73.00 with 2022 taxes totaling \$73.25 for the Road Fund. For a \$300,000 home, 2021 taxes would have been \$74.30 with 2022 taxes totaling \$74.50 for the Town Fund. 2021 taxes would have been \$87.60 with 2022 taxes totaling \$87.90 for the Road Fund. Dylik reported that she would not recommend lowering the Road Fund rate because of the Road District's need to levy to the maximum allowable rate for County Aid to Road and Bridge. Should the Town Fund rate be lowered, she is still comfortable with the dollar value used for general property tax revenue in the Town Fund budget and no change would be needed to the proposed budget.

The group discussed the logistics of lowering the rate, what the financial impacts would be to the Township if the Township voluntarily lowered the rate, the impacts on the taxpayer based on the tax

rate increase, etc. Chairman Kopman stated that he would like to see the Town Fund rate be the same as it was last year. Additional research will be done on the logistics of lowering the rate and Supervisor Baltz will take this into consideration.

Chairman Kopman asked for any additional questions on the proposed budget. No questions were raised.

Trustee Johnnie Greenwood arrived at 6:51 p.m.

Highway Commissioner Ward motioned to recommend the approval of the Town Fund budget including Assessor's Budget to the Township Board; seconded by Trustee Nudera. Chairman Kopman – Aye; Vice-Chairman Nudera – Aye; Supervisor Baltz – Aye; Assessor Anderson – Aye; Highway Commissioner Ward – Aye. 5 Aye's. 0 Nays. Motion carried.

Highway Commissioner Ward motioned to recommend the approval of the General Assistance Fund budget to the Township Board; seconded by Trustee Nudera. Chairman Kopman – Aye; Vice-Chairman Nudera – Aye; Supervisor Baltz – Aye; Assessor Anderson – Aye; Highway Commissioner Ward – Aye. 5 Aye's. 0 Nays. Motion carried.

Supervisor Baltz motioned to recommend the approval of the Road and Bridge Fund budget to the Township Board; seconded by Assessor Anderson. Chairman Kopman – Aye; Vice-Chairman Nudera – Aye; Supervisor Baltz – Aye; Assessor Anderson – Aye; Highway Commissioner Ward – Aye. 5 Aye's. 0 Nays. Motion carried.

Chairman Kopman confirmed there is no need to schedule another meeting at this time.

Motion made by Assessor Anderson; seconded by Highway Commissioner Ward to adjourn the meeting at 6:53 p.m. Motion carried.

Submitted:

Jennifer Dylik
Secretary