

*Note: These minutes are not official until approved by the Economic Development Committee at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.*

DeKalb County Government  
Sycamore, Illinois

**Economic Development Committee Minutes  
February 6, 2018**

The DeKalb County Economic Development Committee met on Tuesday, February 6, 2018 at 7:00 p.m., in the Administrative Building's Conference Room East in Sycamore, Illinois. Chairman Bagby called the meeting to order. Those Members present were Mr. Brown, Mrs. Emmer, Mr. Faivre, Mrs. Haji-Sheikh, Mr. Osland, and Chairman Bagby. A quorum was established with all six Members present.

Others present were Gary Hanson, Doug Johnson, Robin Brunschon, Diane Chappell, Chris Klein, Karen Cribben, Michelle Christensen, and Tim Hughes.

**APPROVAL OF THE MINUTES**

**It was moved by Mr. Faivre, seconded by Mrs. Emmer, and it was carried unanimously to approve the minutes from the January 9, 2018 meeting.**

**APPROVAL OF THE AGENDA**

Chairman Bagby noted that there was a request made to have the Chief County Assessments Officer Annual Evaluation Process before the County Tax Extension Process unless there were any objections.

**Hearing no objections on the matter of swapping the two items, it was moved by Mrs. Haji-Sheikh, seconded by Mr. Brown, and it was carried unanimously to approve the meeting agenda.**

**PUBLIC COMMENTS**

There were no public comments.

**CHIEF COUNTY ASSESSMENTS OFFICER ANNUAL EVALUATION PROCESS**

Chairman Bagby noted that this item was for a continuation of the discussions the Committee had at last month's meeting regarding conducting an evaluation of the Chief County Assessments Officer (CCAO) Robin Brunschon.

The Committee reviewed the potential survey that would be sent out to Township Assessors asking them questions about the CCAO and the Assessor's Office in general. Committee Members suggested adding a couple questions and eliminating some of the items that were on the survey that did not apply. It was additionally suggested that the Assessors put the year they took office as a way for the Committee to gauge how long they have interacted with the office while serving in their role.

Chairman Bagby additionally asked County Administrator Gary Hanson if he would come to their next meeting to help provide his feedback to the Committee as well.

The Committee came to a consensus that they would like to have the updated survey send out to all of the individual Township Assessors in order to have the responses back for review at their next meeting. Additionally they requested that Ms. Brunschon provide them a self-evaluation and Mr. Hanson be available to provide his assessment in Executive Session next month. Chairman Bagby noted that after the evaluation was completed, a week or so later, Mr. Hanson and he would meet with Ms. Brunschon to provide her with the results of her annual evaluation.

Lastly, as requested, the Committee was provided with the results of a salary survey that went out for salaries of County Assessors throughout the State of Illinois. The Committee briefly reviewed the salaries information.

### **COUNTY TAX EXTENSION PROCESS**

The Committee welcomed County Clerk & Recorder Doug Johnson to provide them with an overview of the County's Tax Extension Process. Mr. Johnson introduced Ms. Diane Chappell who is the Tax Extension Clerk for DeKalb County. He additionally shared that from his experience with Counties all around the State of Illinois, Tax Extension Clerks do a lot of work that no one ever really knows about. A large majority of the work is basic calculations and arithmetic as well as keeping track of numbers which can be a bit of an art form. Mr. Johnson shared that most County Clerks are scared to death of their Tax Extension Clerks walking out the door or falling ill, which he has seen happen in other Counties and it is not good at all.

Mr. Johnson provided a handout to the Committee which went into detail about the Tax Extension Process but he wanted to give a simple explanation that the Board Members can use in the instance that they were asked questions from members of the public. Mr. Johnson stated that the County Clerk's Office collects all of the budgets and levies from all of the taxing bodies in DeKalb County. They then receive the assessments and exemptions from the Assessor's Office. The Tax Extension Clerk then take those two items, calculates the tax rates for every taxing district in the County, and then they extend those rates to the County Treasurer's Office. The Treasurer mails out the property tax bills and collects tax revenues for all the taxing districts in the County. Mr. Johnson noted that that may seem simple and plain (which it isn't necessarily) but for a straight forward answer, that is the way the extension process works.

The Committee and Mr. Johnson additionally discussed the timeline of the property tax process and how long the Clerk's Office had before rolling to the Treasurer. Generally the Assessor's Office has rolled to the Tax Extension Clerk in March and the goal they have had is to roll to the Treasurer by April 1<sup>st</sup>.

Mr. Johnson shared that last year DeKalb County Clerk's Office hosted a meeting with several of the area Tax Extension Clerks and they networked, went over laws, and had a few experts come in from the Department of Revenue. He noted that it was very beneficial for the group to get together and discuss different situations that they face and learn from one other's experiences.

Mr. Johnson lastly added that DeKalb County works very well with the surrounding Counties and even within the County, the Assessor's Office, the County Clerk's Office, and the Treasurer's Office all communicate very well with one another which is extremely helpful and keeps the property tax process running smoothly.

#### **COMMITTEE MEMBER COMMENTS**

Mrs. Haji-Sheikh shared that her husband is a Professor at the College of Engineering and Engineering Technology at Northern Illinois University and he runs a Clean Room. She explained that most residents of the County don't even know that this Clean Room exists. Mr. Haji-Sheikh has invited the Committee to come and tour the facility. In doing this though, the Committee would potentially have to have their meeting location at NIU or have a special meeting which could be accommodated Mrs. Haji-Sheikh shared. Chairman Bagby noted that this is something they would work on in the upcoming months and would let the Committee know when they may be able to tour the Clean Room at NIU.

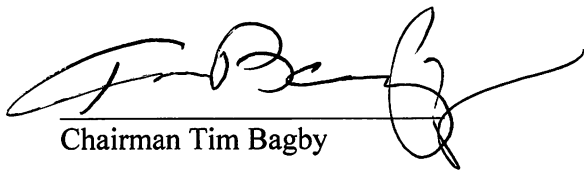
Chairman Bagby additionally provided some upcoming dates to Committee Members for some free webinars and economic development-related events. Additionally he briefly mentioned that he was going to be talking with the Board Chairman to possibly have an Illinois Bicentennial celebration at the Egyptian Theatre later this year to help add to the exposure of the theatre.

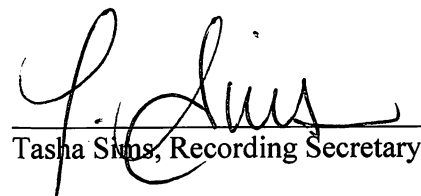
Lastly, Chairman Bagby noted that next month Christine Johnson, the County Treasurer would be there to provide her role in the property tax process and the Committee will also go into Executive Session for the CCAO's annual evaluation.

#### **ADJOURNMENT**

**It was moved by Mr. Faivre, seconded by Mrs. Haji-Sheikh and it was carried unanimously to adjourn the meeting.**

Respectfully submitted,

  
Chairman Tim Bagby

  
Tasha Sims, Recording Secretary

**Supervisor of Assessments  
Salaries as of 12/31/2017**

<b>Assessor Name</b>	<b>County</b>	<b>Base Salary</b>	<b># of 2016 Parcels</b>	<b>2016 Assessed Value</b>
Georgene Zimmerman	Adams	\$63,332.00	37,036	1,351,064,670
Leslie Matlock	Alexander	\$39,500.00	6,079	49,997,015
Georgia Shank	Bond	\$59,800.00	13,678	253,537,654
Pat Elder	Boone	\$72,047.00	24,137	1,045,226,218
Kathy Boyd	Brown	\$37,536.00	5,042	107,495,400
Thomas Sweeney	Bureau	\$57,319.00	25,079	716,118,835
-	Calhoun	-	5,791	86,824,000
Annette Gruhn	Carroll	\$54,636.00	13,236	382,956,193
Theresa Cooper	Cass	\$57,443.00	11,375	188,628,995
Paula Bates	Champaign	\$73,242.00	73,687	4,339,436,000
Chad Coady	Christian	\$62,797.00	24,295	640,568,958
Lisa Richey	Clark	\$55,000.00	15,708	251,045,199
Kindal Eastin	Clay	\$55,533.00	18,161	190,189,241
Linda Mensing	Clinton	\$70,067.00	26,546	738,269,548
Karen Biddle	Coles	\$55,000.00	26,166	794,963,667
Hope Webber	Crawford	\$58,830.00	27,438	502,560,388
Mckenzie Easton	Cumberland	\$48,153.00	11,701	174,073,352
Robin Brunschon	DeKalb	\$83,220.80	40,941	2,092,048,380
Sandra Schlosser	DeWitt	\$41,500.00	10,308	604,359,906
Renee Hettinger	Douglas	\$27,300.00	14,220	443,606,832
Craig Dovel	DuPage	\$131,717.82	326,002	38,662,079,498
Deena Hasler	Edgar	\$42,933.80	17,498	375,596,117
Sheila Schnepfer	Edwards	\$41,600.00	8,426	98,031,368
Pamela Braun	Effingham	\$56,896.00	24,594	848,174,020
Cinda Lotz	Fayette	\$59,120.00	23,959	284,476,173
Patricia Langland	Ford	\$53,000.00	10,062	317,488,250
Cynthia Huhm	Franklin	\$62,703.00	34,204	455,473,866
Richard O Regnier	Fulton	\$76,725.00	26,244	558,289,521
Lori Hise	Gallatin	\$53,110.00	11,083	83,957,368
Jill Waldheuser	Greene	\$57,268.12	10,885	226,868,347
Thomas Hougas	Grundy	\$81,600.00	26,119	2,126,116,197
Mark Becker	Hamilton	\$45,689.18	18,701	136,979,811
-	Hancock	-	19,128	385,410,314
-	Hardin	-	5,160	39,853,483
Sheila Forbes	Henderson	\$49,793.00	7,353	159,216,668
Lindi Kernan	Henry	\$74,431.00	29,444	1,067,102,764
Robert Yeargler	Iroquois	\$59,797.00	25,918	585,502,375
Maureen Berkowitz	Jackson	\$63,872.00	31,437	844,384,141
Paul Woods	Jasper	\$48,000.00	19,051	230,043,640
Lee Ann Crunk	Jefferson	\$55,000.00	29,607	545,752,179
Crystal Perry	Jersey	\$56,689.00	13,363	423,470,480
Donna Berlage	Jo Daviess	\$58,631.34	21,827	755,666,067
Danell Mott	Johnson	\$50,000.00	11,881	165,116,029
Mark Armstrong	Kane	\$127,773.43	185,806	14,090,757,790
Erich Blair	Kankakee	\$70,000.00	53,804	2,054,303,429
Andrew Nicoletti	Kendall	\$84,700.00	52,477	3,095,321,296
Christina Gray	Knox	\$69,164.00	31,432	872,169,730
Martin Paulsen	Lake	\$160,020.04	267,289	26,484,507,524
Stephanie Kennedy	LaSalle	\$87,870.00	66,688	2,900,626,745
Linda Kissel	Lawrence	\$29,600.00	18,530	156,333,673

**Supervisor of Assessments  
Salaries as of 12/31/2017**

<u>Assessor Name</u>	<u>County</u>	<u>Base Salary</u>	<u># of 2016 Parcels</u>	<u>2016 Assessed Value</u>
Wendy Ryerson	Lee	\$67,271.60	27,841	822,948,953
Shelly Renken	Livingston	\$59,500.00	25,611	770,884,062
Denise Martinek	Logan	\$47,600.00	18,109	586,071,119
Tammy Camp	McDonough	\$52,711.00	17,157	508,374,806
Robert Ross	McHenry	\$119,153.83	144,420	8,250,270,270
Robert Kahman	McLean	\$91,803.92	69,145	4,231,431,432
Joshua Tanner	Macon	\$79,597.00	54,761	1,862,837,842
John Bresnen	Macoupin	\$60,216.24	37,529	707,851,286
Joseph Dauderman	Madison	\$100,339.20	131,078	5,837,364,971
Mark Miller	Marion	\$62,000.00	34,950	481,289,865
Patricia Heath	Marshall	\$53,407.00	12,303	309,508,454
Kristi Poler	Mason	\$68,735.00	15,230	235,644,043
Gary Hamm	Massac	\$50,000.00	10,116	219,392,892
Jason Lemar	Menard	\$65,270.00	11,481	307,187,809
Mary McCellan	Mercer	\$48,244.00	12,319	324,267,538
Carl Wuertz	Monroe	\$72,687.55	18,696	909,032,705
Lewis Durston	Montgomery	\$60,698.00	25,189	504,087,215
Allen Vogt	Morgan	\$68,989.00	21,245	639,198,525
Lori Barringer	Moultrie	\$50,000.00	10,040	311,559,553
James Harrison	Ogle	\$77,494.01	29,750	1,695,427,683
David Ryan	Peoria	\$83,347.04	84,875	3,941,333,450
Rebecca Winter	Perry	\$57,000.00	17,165	247,330,461
Sandra Schlosser	Piatt	\$41,500.00	11,438	471,709,245
Cindy Shaw	Pike	\$52,616.00	20,049	281,504,292
Maureen Stafford	Pope	\$48,125.47	7,108	58,066,752
-	Pulaski	-	6,427	48,392,496
Tamara Mehalic	Putnam	\$51,105.00	7,474	205,095,691
Wayne Voss	Randolph	\$70,104.43	23,297	549,993,581
Timothy Hahn	Richland	\$45,384.00	13,820	260,823,720
Larry Wilson	Rock Island	\$76,912.72	63,911	3,015,018,696
Sheryl Pearce	Saline	\$65,766.00	22,900	309,639,885
Byron Deaner	Sangamon	\$89,000.00	99,911	4,563,960,483
Suzette Rice	Schuyler	\$50,076.78	8,502	136,938,246
Lorrie Koch	Scott	\$43,808.00	6,405	82,644,445
Marlene Waggoner	Shelby	\$56,430.00	20,822	427,223,630
Renee Johnson	Stark	\$39,113.00	5,664	150,308,051
Ronald Kane	Stephenson	\$68,000.00	26,210	754,743,636
Gary Twist	Tazewell	\$91,020.00	65,338	3,049,738,661
Tammy Robinson	Union	\$60,000.00	11,518	236,413,488
Matthew Long	Vermilion	\$68,650.00	53,396	1,052,369,252
Deborah Gittings	Wabash	\$36,000.00	16,811	176,119,530
Kathleen Elliott	Warren	\$50,681.00	13,313	372,956,023
Sharron Mewes	Washington	\$56,700.00	22,474	346,062,304
Shirley Walters	Wayne	\$48,579.22	23,237	220,659,773
Terry Abell	White	\$52,522.00	31,280	243,468,696
Robin Brands	Whiteside	\$78,000.00	35,329	965,825,468
Rhonda Novak	Will	\$134,450.94	267,855	21,152,127,441
Jeffrey Robinson	Williamson	\$78,934.00	48,785	1,289,913,232
Tom Walsh	Winnebago	\$105,228.24	121,329	4,276,381,453
Mary Bell	Woodford	\$61,435.69	24,876	996,828,294

**Tax Extension** – DeKalb County is a Ptell County and has been since the April election in 1999. Ptell does not cap individual tax bills, it caps how much a Taxing District can receive at Extension time. Ptell Districts may receive the CPI (Consumer Price Index) which is certified to us by the Dept. of Revenue plus the percentage of new construction within the District, over last year's dollars or the highest in the last 3 years.

- Collect Budgets, Levies and various reports from all taxing bodies in DeKalb County.
- Maintain the Bond Schedules for Districts, mainly Municipalities and School Districts.
- Collect any new Industrial Tax Abatements.
  - a. 2 are active in the City of Genoa
  - b. 2 are active in the City of DeKalb
- Maintain Drainage Districts, TIF Districts, Annexations
- Collect State Assessments for Railroads and Pollution from Dept. of Revenue.
- Gather Overlapping Counties values, new construction and Annexations within overlapping Districts.
- Certify the Assessor's Abstract PTAX 260's to Dept. of Revenue.
- We receive the assessments and exemptions from the Assessor's office.
  - a. Calculate the tax rates for every fund for each levy and making sure the rate doesn't go over any Maximum Rates per fund.
  - b. Calculating the Ptell Limited Rate for each Ptell District within the County.
  - c. We verify these rates with all the Taxing Districts and make any reapportionments as necessary.
- After balancing several reports, we roll all this information to the Treasurer's Office.
- After tax bills are mailed out, the County Clerk certifies the PTAX 250's to the Dept. of Revenue.