

REAL ESTATE TAX CYCLE COMMITTEE

Wednesday, February 12, 2020

PRESENT: P. Chapman, C. Hankins, K. Prenzler, M. King

ABSENT: K. Novacich-Koberna, M. Walters

OTHERS: D. Ming-Mendoza, J. Dauderman, P. Krome, K. Wathan, A. Meyer, P. Curtin, P. Taylor, T. Manoogian, S. Rolens, C. Slusser

TREASURER:

C. Slusser reported February 21st is the final date tax payers can make payments before the Tax Sale. He said they have made 14 real estate distributions this year and have distributed \$428,169,748.96 which is 97.81% of taxes extended. The next real estate distribution will be on March 12th. They have made 1 mobile home distribution this year and have distributed \$158,000.00 which is 78% of mobile home taxes extended. The final mobile home distribution will be on March 5th. Mr. Slusser said the Tax Sale will be on February 24th at 10am in the County Board Room.

Ms. Meyer inquired how an individual can register to be a tax buyer. Mr. Slusser said the deadline to register was February 7th (2 weeks before the Sale) but can register through the Treasurer's Office.

Mr. Chapman noted the Clerk from New Douglas has some issues with the sale and asked Mr. Slusser to reach out to her if he hasn't already spoken to her. He also praised the Treasurer on having the top investment portfolio in the state.

COUNTY CLERK:

D. Ming-Mendoza reported that data entry for the levies is complete and said the next step is to make sure all filings are in for the truth in taxation and treasurer's reports. She also mentioned notifications are going out to agencies that have levies extended over 5% for possible reductions.

COUNTY ASSESSOR:

J. Dauderman reported they continue to help process 2018 C of E's and that 2019 deeds, name changes and exemptions are all complete. He also mentioned they have been helping the Board of Review finish up their 2019 abstracts to be sent to the State. Mr. Dauderman said they are currently processing exemptions for 2020 and the 2020 quad work is currently taking place in Venice Township. He said once the field work is finished, it will be turned over to Venice Township for data entry that will be reviewed by the Assessor's Office.

BOARD OF REVIEW:

S. Rolens reported they published their intent to equalize on February 1st in the Edwardsville Intelligencer. They will publish their tentative multiplier on March 1st and will hold their multiplier hearing on March 9th at 9am. Ms. Rolens mentioned every township received a positive multiplier except for Venice Township which received a negative multiplier. They will continue to write 2018 bill corrections for omitted Senior Freeze and Home Improvement Exemptions until February 14th. Ms. Rolens said they continue to process applications for tax exempt parcels and are working on sending evidence to the Property Tax Appeal Board for properties that filed to PTAB.

INFORMATION TECHNOLOGY:

P. Krome reported they have been busy printing ballots and offering I.T. support.

P. Curtin mentioned how thankful the Recorder's Office is for the assistance the I.T. Department provided during 2 major server upgrades that lasted upwards of 5 hours.

PURCHASE REQUESTS:

The following purchase requests were presented:

1. ASSESSOR: HP DesignJet T1700dr Postscript – 44" Large-Format Printer and Five-Year Service Agreement. The cost is \$6,618.00.
2. ASSESSOR: ST Viewscan 4-14 Microfilm Scanner. The cost is \$8,990.00.
3. ASSESSOR/GIS FUND: ARCMAP to ARCGIS PRO Migration. The cost is \$5,600.00.

Mr. Hankins moved, seconded by Mr. Prenzler to approve the purchase requests as presented. The ayes and nays being called on the motion to approve resulted in a vote as follows: AYES: P. Chapman, C. Hankins, K. Prenzler NAYS: None. **MOTION CARRIED**.

Mr. Hankins moved, seconded by Mr. Prenzler to approve the Property Trustee Report as presented. The ayes and nays being called on the motion to approve resulted in a vote as follows: AYES: P. Chapman, C. Hankins, K. Prenzler NAYS: None. **MOTION CARRIED**.

Mr. Hankins moved, seconded by Mr. Prenzler to approve the bills for the month as presented. The ayes and nays being called on the motion to approve resulted in a vote as follows: AYES: P. Chapman, C. Hankins, K. Prenzler NAYS: None. **MOTION CARRIED**.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

None.

The minutes from the January meeting were approved by all members present.

*K. Prenzler left the meeting.

RECORDER:

P. Curtin passed out documentation on Vinegar Syndrome, also known as Vinegar Rot, to the committee. She explained that this is when acetate based microfilm that was made in the 1970's through the mid 1980's breaks down; a polyester based film started being made in the late 1980's. Ms. Curtin stated there is 10 years of land documents that are of acetate based film in the Recorder's Office that are showing early signs of Vinegar Syndrome. She has been in contact with Fidlar and is hopeful to digitize the plat and road records in addition to the 10 years of land records.

*M. King entered the meeting.

Ms. Curtin asked for the support of the Committee on the digitization of these records and passed around the test strips that were taken from a drawer containing reels of records.

It was noted that Chicago is spending \$5mil to save their documents.

The bid to digitize 10 years of land records would cost \$375,584.00 with an additional \$34,600.00 for the road and plat records totaling \$410,242.00. Ms. Curtin noted a savings of \$218,300.00.

Mr. Chapman asked for an update on the new fees and if they could help pay for the digitization. Ms. Curtin said the fees and the subscription services will certainly help. She noted that since 1985-1996 was put online, the subscription fees without Zillow, have had a 15.85% increase in revenue which is approximately \$318,785.00 in Recorder Fees, \$30,500.00 in GIS Fees and \$17,700.00 in Rental Housing Support for a total revenue amount of \$365,000.00 in 2019. It was noted that with Zillow, there was a 30.25% increase in subscription services.

It was noted the Automation Fund currently has \$745,000.00 and averages \$350,000.00 annually but is partly used for salaries and automation expenses.

It was reiterated that the digitization must be done as the film will not last. Ms. Meyer stated the Automation Fund is flush and this purchase will leave the fund with a healthy amount.

Ms. Curtin mentioned they will be meeting with Fidlar to discuss getting smaller machines. She said they will also have to index the documents; each roll has between 2,500-6,500 images totaling approximately 1.512 million images that will have to be indexed. The indexes would also be added online as well; Ms. Meyer said an individual can request an index by email for a fee.

Brief discussion was held on using Fidlar as the vendor for this project and the bidding process; it was noted that since the existing vendor is being considered, the bidding process is not necessary.

Ms. Curtin and Mr. Chapman spoke about receiving support from the Tax Cycle and Finance Committees.

Mr. Hankins moved, seconded by Mr. King to adjourn the meeting. **MOTION CARRIED.**

/mds