**REAL ESTATE TAX CYCLE COMMITTEE**

Wednesday, June 12, 2019

**PRESENT:** P. Chapman, M. King, C. Hankins, K. Novacich-Koberna, M. Walters

**ABSENT:** None

**OTHERS:** A. Meyers, S. Coles, C. Slusser, P. McRae, B. Davis, R. Becker, S. Rolens, T. Soland, P. Taylor, J. Dauderman, D. Ming-Mendoza

The May meeting minutes were approved by all members present.

**TREASURER:**

C. Slusser reported the real estate tax bills were mailed on June 3rd and the installment due dates are July 10th, September 10th, October 10th and December 10th. Mr. Slusser said mobile home bills were mailed on June 7th. The first distribution date for the 2018 real estate taxes will be June 13th and they will distribute $3,454,545.24 which is .078% of the adjusted tax extension. The next distribution will be on June 25th. Mr. Slusser said several schools asked to withhold their distributions to help with accounting. There has been some interest in the paperless billing starting next year.

**RECORDER:**

A. Meyer provided her monthly graphs to the Committee; Deeds of Conveyance are down, Judicial Deeds are consistent with last month, Les Pendens increased slightly and Total Transaction are up due to rejected documents. She also provided a graph of how Transfer Taxes have averaged out over the last several years and explained what they are. Ms. Meyer said the current Transfer Taxes are down. Ms. Meyer mentioned the computers in her office have been updated and the old computers were donated to the Alternative School in Troy. Ms. Meyer said the Maps and Plats website has been updated which in return will help assist patrons of the Recorders Office.

Mr. Chapman commended Ms. Meyer on including rejected documents in the total transaction number. He explained they will possibly reject a document due to not being completed/filed correctly which takes up a lot of staff time at no additional charge. Ms. Meyer said they continue to educate their customers and currently have not changed any fee structures. Mr. Chapman spoke of an added fee that is anticipated when the fee study concludes and the new fees go into effect.

Ms. Meyer spoke about possible fraudulent activity she has been made aware of pertaining to Property Transfer Taxes.

**COUNTY ASSESSOR:**

J. Dauderman reported that 608 corrections have been made so far on 2018 tax bills. He said of the 608 corrections, 460 corrections were for exemptions, mostly Senior Exemptions, and then there were 40 miscellaneous corrections. They are finalizing values for 2019 in the quad and will publish those values in June. Mr. Dauderman said they had their 2020 Farmland Review meeting on June 4th and farmland values will be increasing by 10% of the median which amounts to about $26/acre. He goes on to say that quad preparation has started for 2020; he has been notified by Nameoki and Venice Townships that they want the County to do the field work. Mr. Dauderman briefly spoke about the revamped website for Maps and Plats; there is now more information on how to correctly file deeds in the Recorder’s Office. Mr. Dauderman said there are currently no claims for relief from major flood damage per the proclamation discussed last month. He said there has been discussions with the GIS Mapping System vendor on how to offer more GIS information to other departments and also online. Mr. Dauderman said they have been working to completely remove the Laser Fish software in his office. He explained that the software keeps track of all parcels, FEMA flood letters, property transfers, monuments that were placed around the County and much more. Please refer to the audio for Mr. Dauderman’s report in detail.

**INFORMATION TECHNOLOGY:**

B. Davis reported the IT department provided general assistance to various offices.

**BOARD OF REVIEW:**

T. Soland reported they have been busy with 2018 tax bill corrections and said they are also working on exemptions for 2019. She said they continue to work on State Exempt Applications for the Property Tax Appeal Board and have been preparing for appeal time. Ms. Soland said they have been working with I.T. to implement a new State Exempt docket and a new Senior Freeze docket.

**COUNTY CLERK:**

D. Ming-Mendoza reported that since tax bills are out, the tax extension is now complete. She said they are now working on abstracts and reports for the TIF, Enterprise and Railroad Districts. Otherwise, Ms. Ming-Mendoza said they have been taking phone calls and assisting with questions.

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

Mr. Walters moved, seconded by Mr. Hankins 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, M. King, C. Hankins, K. Novacich-Koberna, M. Walters NAYS: None. **MOTION CARRIED**.

**OLD BUSINESS:**

P. Chapman inquired of any updates on the GIS Fees and if there has been word from the Surveying Company since their last meeting on May 14th.

Ms. Novacich-Koberna moved, seconded by Mr. Walters to adjourn the meeting. **MOTION CARRIED.**

/mds