

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
November 7, 2017**

The DeKalb County Economic Development Committee met on Tuesday, November 7, 2017 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, and Chairman Bagby. Mr. Osland was absent. A quorum was established with five Members present and one absent.

Others present were Debbie Armstrong, Tim Hughes, Chris Porterfield, Robin Brunshon, Karen Cribben, Michelle Christensen, Chris Kanda.

APPROVAL OF THE MINUTES

It was moved by Mrs. Emmer, seconded by Mr. Faivre, and it was carried unanimously to approve the minutes from the October 3, 2017 meeting.

APPROVAL OF THE AGENDA

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.

DEKALB COUNTY CONVENTION & VISITORS BUREAU ANNUAL PRESENTATION

DeKalb County Convention & Visitors Bureau (DCCVB) Executive Director Debbie Armstrong joined the Committee to provide them with her annual presentation. Ms. Armstrong shared that the DCCVB's mission state was "To generate economic impact and promote DeKalb County as a premier destination for business and leisure travel." She reviewed the board and staff composition and reminded the Committee of the IHSA State Football Championship Event that is held on November 24 & 25, 2017 at the Huskie Stadium. The potential estimated impact of this event is \$800,000.

On another note, Ms. Armstrong shared that the State is cutting tourism funding by 10% which is very unfortunate. She also shared that the DCCVB focuses on marketing, advertising, and promotional efforts 50 miles outside DeKalb County to attract visitors and new dollars. 30,000 DeKalb County Visitors Guides have gone to print. In 2016, DCCVB's efforts resulted in record breaking results: \$93.88 million – direct visitor spending in DeKalb County, \$1.58 million – in DeKalb County tax receipts, \$6.31 million – in State tax receipts collected in DeKalb County, and 570 – DeKalb County tourism related jobs supported.

Ms. Armstrong reviewed the details of Nation Travel and Tourism Week that was held in May of 2017. She additionally shared with the Committee many public relations opportunities that the DCCVB has been a part of throughout the last year and the increased amount of visibility it has created for DeKalb County. Ms. Armstrong thanked DeKalb County for their continued support and annual investment to the DCCVB. She lastly explained that the organization was having an outside assessment done and interviews from all of the stakeholders were conducted. Those results will be coming in soon and she would like to return to the Committee to share those at a future date.

EXPLANATION OF PROPERTY TAX PROCESS – CHAPTER 2

Chief County Assessments Officer Robin Brunshon shared that the County Assessment Office is the second step in the Property Tax Cycle after the Township Assessors complete the first step of appraising the real property for tax purposes at one-third of market value. The County Assessment Office is required by the Property Tax Code to bring the valuation as made by the assessors to one-third of market value based on the three previous year's sales history compared to the assessed values.

Upon completion of the review of the assessments, the assessment books are then turned over to the Board of Review. The Board of Review, the third step in the process, hears complaints from property owners. The County Assessment Office provides staff for the Board in completion of their appeal process. The staff also reports to the Illinois Department of Revenue after completion of each step in the process for the equalization process by the department.

Within thirty (30) days after the publication of assessment changes, taxpayers may file an assessment complaint with the DeKalb County Board of Review. Complaint forms are available at the Board of Review in the DeKalb County Assessment Office, or may be downloaded on the County's website. A complaint form must be filed with the Board of Review, but the property owners should contact their Assessor to review the property and discuss their concerns as well.

Ms. Brunshon reviewed in detail the sections of the Notice of Property Assessment letter that is generated to those whose property assessments have changed. She additionally reviewed examples of Board of Review Appeal Forms and how they should be filled out by property owners. The appeal can be based on Comparable Assessments, Comparable Sales, Recent Sales, Recent Constructions Costs, or Recent Appraisal. The information gathered for the comps on the appeal forms are compiled by the property index cards located at the Township Assessor's Offices.

The Committee additionally discussed the recent issues that concerned citizens have brought to their attention in past meetings. Parts were due with issues with the Board of Review and Mr. Faivre additionally clarified that many concerns were not so much with the County but more with the Township Assessors and even more so the Township's lack in use of modern technology. Mr. Faivre shared that citizens are going as far as putting together a 501c3 to collect donations in order to build a database that would allow Property Record Cards to be viewed online to make the appealing process much easier for the public as well as make it easier to find inequities throughout neighborhoods.

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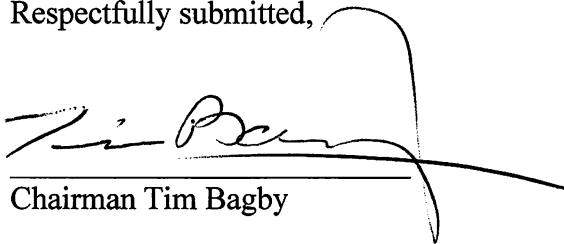
The Committee thanked Ms. Brunshon for her further explanation regarding the property tax process.

Ms. Haji-Sheikh shared that Maureen Little is no longer going to be the County Board designee on the DeKalb County Convention and Visitors Bureau Board and that she will be accepting the appointment to be the new County designee.

ADJOURNMENT

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

Respectfully submitted,



Chairman Tim Bagby



Tasha Sims, Recording Secretary



Visit DeKalb County

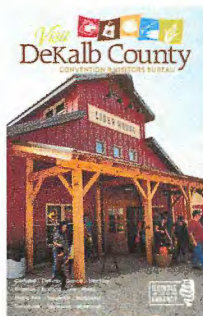
CONVENTION & VISITORS BUREAU

STRONG ECONOMIC IMPACT, SMART INVESTMENT

Our mission is to generate economic impact and promote DeKalb County as a premier destination for business and leisure travel.

The DeKalb County Convention & Visitors Bureau is the official first point of contact for meeting planners, tour operators, special event planners, and leisure travelers.

We focus our marketing, advertising, and promotional efforts 50 miles outside DeKalb County to attract visitors and new dollars.



30,000

DeKalb County
Visitors Guides Printed

In 2016, DCCVB's efforts resulted in record breaking results:

\$93.88 MILLION

Direct Visitor Spending
in DeKalb County

\$1.58 MILLION

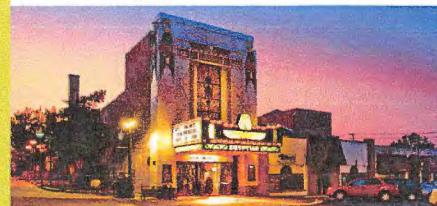
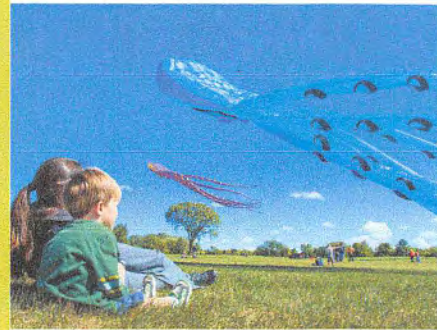
In DeKalb County
Tax Receipts

\$6.31 MILLION

In State Tax Receipts
collected in
DeKalb County

570

DeKalb County
Tourism Related
Jobs Supported





Benefits to DeKalb County provided by the DeKalb County Convention & Visitor Bureau

- The DCCVB is the official first point of contact for meeting planners, sports tournament directors, tour operators, special event planners, and leisure travelers. And provides direct representation to the Illinois Office of Tourism (IOT)
- Increased hotel revenue and sales tax from meetings and events the DCCVB brings in
- Hotel room nights from annual events the DCCVB provides services for: MS Bike Ride, IESA State Wrestling Championships, IHSA State Football Championships, Reunions, Weddings, 4-5 cheer groups per year; baseball/softball tournaments; Jehovah Witness Convention, NIU groups that come to our area for educational purposes, Midwest Pop Warner Football, WRO, and more.
- Leads as appropriate from all inquiries
- Representation in the DCCVB DeKalb County Visitor Guide
 - 30,000 printed; 7,500 direct to NIU
 - Online digital interactive guide – which may be embedded on your website(s) and your attraction’s website(s).
- Visitor guides provided to DeKalb County municipalities, hotels, attractions, chambers and businesses as needed at no cost
- Placement and distribution of visitor guides and marketing materials to locations outside DeKalb County:
 - Paid distribution at an annual cost of \$11,400:
 - CTM visitor kiosks at major attractions, hotels, etc. throughout Chicagoland and Quad Cities, Illinois, Iowa, and Wisconsin.
 - 4 Oasis Tollway visitor kiosks (Belvidere, DeKalb, O’Hare, Hinsdale)
 - 9 Tourist Information Centers throughout Illinois (free because the DCCVB is certified)
 - Chicago’s Union Station Amtrak kiosks– 1,000 guides per month (free thanks to a partnership forged by Illinois Office of Tourism)
- Attractions and events included on our website
 - Attractions are also listed on our Interactive Map
- Qualifying attractions and events listed on the Illinois Office of Tourism (IOT) website, EnjoyIllinois.com

- Promotion, distribution, and inclusion in IOT guides that solicit attraction information from DCCVB: Wine Guide; Antiques Guide and Brewery guide: 50,000 of each are printed and distributed at all 9 Tourist Information Centers.
- The IOT seasonally asks the DCCVB to select and submit 5 of our major events to be considered for promotion in their public relations outreach efforts. This including television and radio interviews, as well as being featured on Enjoyillinois.com and IOT social media channels.
- Representation at Tourism events and professional trade shows attended by the DCCVB
- Promotion for attractions, dining, etc. with tour groups, meetings/event coordinators
- Inclusion in IOT TV, Radio and other marketing promotions as available
- Inclusion in DCCVB tours given to IOT staff showcasing attractions to be promoted at the state level
- Inclusion in press releases and public relations efforts as appropriate
- Access to IOT state photographers as available
- Promotion to travel media as appropriate (TV, radio, print, digital/bloggers)
- Access to DCCVB Photo Library for all your attractions
- Inclusion in DCCVB print/digital ads and marketing videos as appropriate
- Events promoted in quarterly leisure/event newsletters: 6,297 opt-ins
- Events/Attractions spotlights as appropriate in quarterly partner newsletters: 486 opt-ins
- Posts on our social media outlets (Facebook, Twitter, Instagram, Pinterest, Blog) as appropriate
- All your attractions can submit events to publish on our Calendar of Events at no charge
- Logo included in all our e-communications, including both partner and leisure/event quarterly newsletters
- Partner link provided on our DCCVB website
- Logo included in all DCCVB presentations

DEKALB COUNTY BOARD OF REVIEW
 ADMINISTRATION BUILDING
 110 E SYCAMORE ST., SYCAMORE, IL 60178
 TELEPHONE: (815) 895-7120

BOR DOCKET NO.: _____
 100K? _____
 RECEIVED BY: _____
 DOCKETED BY: _____
 (FOR OFFICE USE)

RESIDENTIAL ASSESSMENT APPEAL FOR 2017 ASSESSMENT YEAR

County Property Index Number: 01-10-100-010

Property Address: 1000 Holiday Ln. Happy Town IL 60000
 Street City State Zip Code

Appellant's Name (Owner) Robin Brunson
Same as Above.
 Mail to _____

Attorney and license number or Agent for Appellant (if applicable)

City 815 895-7120 State Zip Code
 Telephone Email Address brunsonr@dekalbcounty.org

Address _____
 City State Zip Code
 Telephone Email Address

If represented by an agent, a separate Authorization Form is required (See attached form)

Do you own contiguous or multiple parcels? Yes No

PLEASE SELECT THE TYPE OF HEARING YOU WOULD LIKE: *If neither box is checked or if both boxes are checked, the Board of Review will NOT schedule a hearing.*

- I would like the Board of Review to make its decision based on the evidence provided (no oral hearing necessary).
- I would like to present my case in person at a hearing. (Note: Location, date, and time will be determined by the Board of Review. Due to time restrictions, the hearing day or time cannot be rescheduled)

In your opinion, what is the market value of your property as of January 1st? \$100,000

Was there a Board of Review appeal or State appeal filed on this parcel in the previous year? Yes No

THE APPELLANT'S CLAIM OF ASSESSED VALUE MUST BE COMPLETED IN ORDER TO PROCESS THE APPEAL.

2017 EQUALIZED ASSESSED VALUE

Farm Land:	
Farm Bldg:	
Urban Land:	10,000
Urban Bldg:	31,663
Total:	41,663

APPELLANT'S CLAIM OF ASSESSED VALUE AS OF JANUARY 1, 2017

Farm Land:	
Farm Bldg:	
Urban Land:	10,000
Urban Bldg:	23,330
Total:	33,330

Are you requesting a decrease in assessed value of \$100,000 or more? Yes No

This appeal is based on (Check one or more boxes.): Comparable Assessments Comparable Sales Recent Sale
 Recent Construction Costs Recent Appraisal Other _____

SECTION I - RECENT SALE INFORMATION

Complete this section if your residence was recently purchased

Full Consideration (Sale Price) \$ N/A Date of Sale / /
 Recorded Document Number _____ Date Recorded / /
 Was this a Contract Sale? Yes No. If Yes, provide complete copy of contract.

SECTION II - RECENT CONSTRUCTION INFORMATION ON YOUR RESIDENCE

If your residence was constructed or remodeled within the past two (2) years a detailed listing of all costs must be provided.

Date Construction completed: N/A

OATH: I have read and understand the DeKalb County's Board of Review Rules. (<http://dekalbcounty.org/BoardofReview/pdfs/RulesProcedures.pdf>) I do solemnly confirm that, to the best of my knowledge, the statements and facts set forth in the foregoing appeal are true and correct.

Owner/Agent Signature: Robin L. Brunson Date: 11-7-17
 (Original Signature)

**DEKALB COUNTY BOARD OF REVIEW
2017 ASSESSMENT APPEAL**

Comparable Sales/Assessment Equity Grid Analysis

This form was developed to assist the taxpayer when filing an appeal based on Fair Cash Value or Assessment Equity. When completing the grid, use only properties that are similar to the subject property in size, story type, age, condition, etc.

It is not necessary to complete this grid if you are submitting an appraisal report.

	Subject (your property)	Comp #1	Comp #2	Comp #3
Parcel Number	01-10-100-010	01-10-100-011	01-10-100-012	01-10-100-013
Address	1000 Holiday Ln.	1001 Holiday Ln.	1002 Holiday Ln.	1003 Holiday Ln.
Proximity to Subject		Next Door	2 Door Down	3 Doors Down
Lot Size	75x120	75x120	75x120	75x120
Design/Number of Stories	Ranch	Ranch	Ranch	Ranch
Exterior Construction	Frm / Brk	Frm / Brk.	Frm / Brk	Frm. Brk
Age of Property	20 yrs.	20 yrs.	20 yrs.	20 yrs.
Condition of Property	Avg.	Avg	Avg.	Avg.
Number of Bathrooms (full bath/half bath)	2 Full	2 Full	3 Full	2.5 Baths
Number of Bedrooms				
Living Area (Square Feet) (at or above grade)	11600 [±]	11600 [±]	17000 [±]	11650 [±]
Basement (Y or N); Walk-out/Look out (Y or N) Finished Area (Sq Ft)	Y Full N N	Y Full NO NO	Y Full NO 485-900 [±]	Y Full N N
Air Conditioning	Yes	Yes	Yes	Yes
Fireplace	No	1	1	No
Garage or Car Port	440 [±]	440 [±]	450 [±]	445 [±]
Other Improvements	Patio = 200 [±]	Deck 220 [±]	Patio 200 [±]	Deck 200 [±]
Date of Sale				
Sale Price				
Sale Price Per Square Foot				
Land Assessment	10,000	10,000	10,000	10,000
Building Assessment	31,663	23,330	28,000	23,645
Total Assessment	41,663	33,330	38,000	33,645
Assessment per sq foot= (Bldg Asmnt/Bldg sq ft)	19.79	14.59	16.47	14.33

2
Avg = 15.13
Median = 14.59

DEKALB COUNTY BOARD OF REVIEW
 ADMINISTRATION BUILDING
 110 E SYCAMORE ST., SYCAMORE, IL 60178
 TELEPHONE: (815) 895-7120

BOR DOCKET NO.: _____
 100K? _____
 RECEIVED BY: _____
 DOCKETED BY: _____
 (FOR OFFICE USE)

RESIDENTIAL ASSESSMENT APPEAL FOR 2017 ASSESSMENT YEAR

County Property Index Number: 01 - 10 - 100 - 010

Property Address: 1000 Holiday Ln. Happy Town IL 60060
 Street City State Zip Code

Robin Brunson
 Appellant's Name (Owner)

Attorney and license number or Agent for Appellant (if applicable)

Mail to Same as above

Address

City 815-895-7120 State IL Zip Code 60060
 Telephone Email Address

City State Zip Code
 Telephone Email Address

If represented by an agent, a separate Authorization Form is required (See attached form)

Do you own contiguous or multiple parcels? Yes No

PLEASE SELECT THE TYPE OF HEARING YOU WOULD LIKE: *If neither box is checked or if both boxes are checked, the Board of Review will NOT schedule a hearing.*

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THE APPELLANT'S CLAIM OF ASSESSED VALUE MUST BE COMPLETED IN ORDER TO PROCESS THE APPEAL.

2017 EQUALIZED ASSESSED VALUE

Farm Land:	
Farm Bldg:	
Urban Land:	10,000
Urban Bldg:	33,329
Total:	43,329

APPELLANT'S CLAIM OF ASSESSED VALUE AS OF JANUARY 1, 2017

Farm Land:	
Farm Bldg:	
Urban Land:	10,000
Urban Bldg:	23,330
Total:	33,330

Are you requesting a decrease in assessed value of \$100,000 or more? Yes No
This appeal is based on (Check one or more boxes.): Comparable Assessments Comparable Sales Recent Sale
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SECTION I - RECENT SALE INFORMATION

Complete this section if your residence was recently purchased

Full Consideration (Sale Price) \$ N/A Date of Sale 1/1/
 Recorded Document Number N/A Date Recorded 1/1/
 Was this a Contract Sale? Yes No. *If Yes, provide complete copy of contract.*

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OATH: I have read and understand the DeKalb County's Board of Review Rules. (<http://dekalbcounty.org/BoardofReview/pdfs/RulesProcedures.pdf>)
 I do solemnly confirm that, to the best of my knowledge, the statements and facts set forth in the foregoing appeal are true and correct.

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Address	1000 Holiday Ln.	999 Holiday Ln.	1005 Holiday Ln.	1010 Holiday Ln.
Proximity to Subject		Next Door	5 houses down	Same St.
Lot Size	75x120	75x120	75x120	75x120
Design/Number of Stories	Ranch	Ranch	Ranch	Ranch
Exterior Construction	Fr. / Brk.	Fr. / Brk.	Brick	Fr. / Brk.
Age of Property	20 yrs.	20 yrs.	19 yrs.	22 yrs.
Condition of Property	Avg	Avg.	Avg.	Avg.
Number of Bathrooms (full bath/half bath)	2 Full	2 Full	2.5 Baths	2 Full
Number of Bedrooms				
Living Area (Square Feet) (at or above grade)	1600 sq	1600 sq	1700 sq	1600 sq
Basement (Y or N); Walk-out/Look out (Y or N)	Y-Full N	Y-Full N	Y-Full N	Y-Full N
Finished Area (Sq Ft)	N	N	4-800 sq	N
Air Conditioning	Yes	Yes	Yes	Yes
Fireplace	No	No	1	No
Garage or Car Port	440 sq	440 sq	445 sq	440 sq
Other Improvements	Deck 200 sq	Deck 200 sq	Deck 225 sq	Deck 210 sq
Date of Sale	N/A	12-15-2016	11-20-2016	11-30-2016
Sale Price	130,000 per AU.	100,000	112,500	97,500
Sale Price Per Square Foot	81.25	62.50	66.18	54.69
Land Assessment	10,000	10,000	10,000	10,000
Building Assessment	33,329	36,663	30,000	31,000
Total Assessment	43,329	36,663	40,000	41,000
Assessment per sq foot= (Bldg Asmnt/Bldg sq ft)				

130,000 M.V.

2
Avg= 100,000
Median 100,000