

ECONOMIC DEVELOPMENT COMMITTEE

MARCH 17, 2008

MINUTES

PRESENT: Watson, Wieseman, Goodman, Schwallenstecker, Bacon, Nora Feuquay, Chad Faller, Chris Williams, Brian Ury, David and Patty Ambrose, Rick Rosentreter, and Jeff Link

AMENDED AGENDA:

1. Review Revolving Loan Fund Application
2. Hear enterprise zone expansion request
3. Discuss private/public partnership for economic development
4. Discuss Christmas Market Grant

The meeting was called to order at 6:00 p.m. by Committee Chairperson Watson.

David Ambrose proposed supplemental funding from the Revolving Loan Fund to acquire needed equipment for Connexus, Inc., doing business as the South County News. The proposal breaks down into three basic components. Acquisition of two iMac 20-inch customized computer systems with associated software for graphic production at a total cost \$8,380.; acquisition of an RZ390 Risograph high speed printer/duplicator at a cost of \$17,750.00; and acquisition of Xante Illumina digital color press at a cost of \$8,000.00. Of these three components, acquisition of the two computer systems and software is critical. David and Patty Ambrose were excused while the Committee and those present discussed the loan. It was determined that, according to the DCEO Guidelines, the loan does not demonstrate eligibility. Therefore, the following motion was made:

MOTION: Motion was made by Bacon, seconded by Wieseman, to table the matter of approving the application from the Revolving Loan Fund to David and Patty Ambrose for the South County News. The application for this loan will be discussed after the \$250,000.00 is allocated to a County Revolving Loan Fund. All in favor, **Motion Carried.**

The next item on the agenda was the enterprise zone expansion request from Rick Rosentreter. At the Economic Development Committee Meeting held January 29, 2008, Nora Feuquay presented a proposal for expanding the Macoupin County Enterprise Zone to include a 120 acre plat north of the County Highway facility to allow Rick E. Rosentreter to expand an Illinois Family Farms' grain storage facility. This will include storage for approximately 1,250,000 bushels of grain at a cost of approximately \$1,400,000.00. It's estimated that this project will add approximately 4 or 5 jobs. This may include an additional storage bin project in 2009 which would add about another 10 jobs with a cost of approximately \$2,500,000.00. At that meeting the motion was dead due to a lack of a second. After the January Committee Meeting, Rick Rosentreter made a request to address the Committee tonight to answer any questions they may have. Mr. Rosentreter presented the committee with an explanation of his overall business and

ECONOMIC DEVELOPMENT COMMITTEE MEETING

MARCH 17, 2008

PAGE -2-

provided more detail on the his current project that is related to his request to include the 120 acre plat into the Enterprise Zone.. The following motion was made:

MOTION: Motion was made by Schwallenstecker, seconded by Watson, to recommend to the full Board the approval of including 120 acre plat north of the County Highway facility into the Enterprise Zone as requested by Rick Rosentreter. Roll Call was Taken: 3 Ayes, 1 Nay. Motion Carried.

A short discussion was held regarding the Private/Public Partnership for Economic Development.

At the March Macoupin County Board meeting Committee Member Schwallenstecker had questioned the Carlinville Christmas Market's \$3,000 donation to charities after the county had given the group a \$3,000 Tourism Grant. Christmas Market representative Jeff Link was present to answer any questions. Mr. Link reported that the \$3,000.00 County Tourism Grant, had been used for advertising, and that the \$3,000 to charities was a private donation earmarked for the charities. Schwallenstecker indicated that there was no donation to Bunker Hill, and he will no longer support the County granting funds to the Christmas Market. Mr. Link reported that Bunker Hill had not made a request for a donation.

The meeting adjourned at 7:20 p.m.

Prepared by: Char Taylor

Prepared on: 03-18-08

AGRICULTURE COMMITTEE MEETING

MARCH 18, 2008

MINUTES

PRESENT: Manar, Nicholson, Quarton, Harding, Herschelman, Long, Yowell, Zirkelbach, Asst. States Attorney Brent Cain and Rick Rosentreter

AGENDA:

1. Discuss renting County Farm Property
2. Discuss sale of some County Farm Property

The meeting was called to order at 10:00 a.m. by Committee Chairman Nicholson.

The Committee Members along with Rick Rosentreter discussed cash rental to Illinois Family Farms for 26.04 tillable acres for three years – 2009, 2010, 2011. The farm ground is located north of the Highway Department building. Mr. Rosentreter reported that a drainage problem exists on the property, and he will be willing cover expected expenses to have the problem corrected which would cost approximately \$2,000.00. The Committee also discussed, with Mr. Rosentreter, the possibility of using one acre if an Animal Control facility is built in the future. Mr. Rosentreter agreed, and Assistant States Attorney Brent Cain will include this in the Lease Agreement. After further discussion, the following motion was made:

MOTION: Motion was made by Quarton, seconded by Long, to recommend to the full Board the approval of a three-year lease with Mr. Rosentreter beginning March 1, 2009 at the rate of \$280.00 per acre plus Mr. Rosentreter, at his expense of approximately \$2,000.00, will improve and tile the property in question. All in favor, **Motion Carried.**

Further discussion was held regarding the lease with Richard Lippold for 13 tillable acres of County farm property located near the landfill. The Committee discussed the matter and directed Assistant States Attorney Brent Cain to approach Mr. Lippold to determine if he is interested in making a purchase of the property which is the subject of his current Farm Lease to determine if the County should attempt to sell same. In the event the property is sold, the sale would have to be conducted through a bidding process. Brent Cain will then report back to this committee.

The meeting adjourned at 10:55 a.m.

Prepared by: Char Taylor
Prepared on: 03-24-08

FINANCE COMMITTEE MEETING

MARCH 19, 2008

MINUTES

PRESENT: Manar, Thomas, Lux, Coatney, Harding, Pratt, Watson, Zippay, Sheriff Albrecht, County Clerk Zippay, County Treasurer Boehm, Sarah Oswald and Jackie Pollard

AMENDED AGENDA:

Old Business:

1. Update on County Audit
2. Co-pay Reimbursement for Employees
3. Responses from County Officials regarding Special Funds

New Business:

1. General Fund budget adjustments
2. Special Fund budget adjustments
3. MCCCHC Fund Adjustment
4. Benefits Manager position
5. Animal Control Fee Proposal
6. Recording Fee Proposal
7. Review County's Investment Policy
8. Work sharing agreement letter between county offices
9. Set date of next committee meeting
10. Establishment of an appropriation to enable the transfer of \$250,000.00 into the Revolving Loan Fund

The meeting was called to order at 6:00 p.m. by Committee Chairman Thomas.

Board Chairman Manar reported that last year's audit will be available in a couple of weeks.

The co-pay reimbursement for employees was discussed. Chairman Manar read the following motion from the minutes of a Joint Meeting with the Finance Committee and the Special Committee on Health Insurance which was held October 23, 2006: **Motion by Lux second by Zippay to reimburse employees in the 2006-2007 insurance year for the increased co-pays as compared to the unexpected change that occurred in the 2005-2006 insurance year. All in favor, motion carried.** Since no Resolution was passed at that time regarding the motion, the following motion was made:

MOTION: Motion was made by Lux, seconded by Pratt, to recommend to the full Board the adoption of a Resolution as a result of the above motion. All in favor, **Motion Carried.**

Several General Fund Budget adjustments will be discussed at the next Finance Committee Meeting after County Clerk Zippay has provided additional information.

**FINANCE COMMITTEE MEETING
MARCH 19, 2008
PAGE -2-**

The Insurance Line Item of the General Fund Budget was discussed, and the following motion was made:

MOTION: Motion was made by Watson, seconded by Coatney, to recommend to the full Board the approval of decreasing the appropriation of the Insurance Line Item by \$100,000.00. The current appropriation is \$750,000.00. All in favor, **Motion Carried.**

The Assessor's G.I.S. Special Fund appropriation was discussed. The County Clerk reported that when the funds were consolidated (per a previous resolution by the Board) a larger balance existed in the fund. In order to provide for a smooth consolidation of the two GIS funds, the following motion was made:

MOTION: Motion was made by Pratt, seconded by Lux, to increase the appropriation of the Assessor's G.I.S. Special Fund from \$360,000. to \$369,040. All in favor, **Motion Carried.**

The County Clerk's G.I.S. Special Fund appropriation was discussed in the same manner. The following motion was made:

MOTION: Motion was made by Pratt, seconded by Lux, to increase the appropriation of the County Clerk's G.I.S. Special Fund from \$50,000.00 to \$112,500.00. All in favor, **Motion Carried.**

A letter was received from Public Health Administrator Kent Tarro requesting an increase in the appropriation of the Macoupin County Community Care Health Center Special Fund to \$433,000.00.

MOTION: Motion was made by Watson, seconded by Pratt, to increase the appropriation of the Macoupin County Community Care Health Center Special Fund to \$433,000.00. All in favor, **Motion Carried.**

Other Special Funds will be discussed at the next Finance Meeting.

County Board Chairman requested County Clerk Zippay bring a proposal regarding the Benefits Manager to the next Finance Meeting.

Board Chairman Manar informed the Committee that Danny Phipps of Scheffel & Company quoted a cost of \$3,000.00 to do a cost fee study for the County.

MOTION: Motion was made by Pratt, seconded Coatney, to table the matter of hiring Scheffel & Company to do a cost fee study for the County. Chairman Manar was directed to contact other auditing firms to obtain additional quotes for a cost fee study. All in favor, **Motion Carried.**

The Committee then discussed the attached Animal Control Fee Increases which were submitted by Animal Control Administrator Bertagnolli, and the following motion was made:

MOTION: Motion was made by Pratt, seconded by Watson, to recommend to the full Board the approval of the attached Animal Control Fee Increases which will be effective June 1, 2008. All in favor, **Motion Carried.**

The County's Investment Policy will be discussed at the next Finance Meeting.

The committee discussed a work sharing agreement letter between the County Offices, and the following motion was made:

MOTION: Motion was made by Pratt, seconded by Zippay, to direct Board Chairman Manar submit a letter to AFSCME to begin discussions in regards to a work sharing agreement among offices in the Courthouse. All in favor, **Motion Carried.**

The next item to be discussed was the establishment of an appropriation to enable the transfer of \$250,000.00 into a new Revolving Loan Fund as referred by the Economic Committee. Watson explained that the Economic Development Committee is finalizing new guidelines for the new revolving loan fund. She explained that if an appropriation is established, funds would be transferred as needed into the new fund as applicants are approved.

MOTION: Motion was made by Watson, seconded by Coatney, to recommend to the full Board the establishment of an appropriation to enable the transfer of \$250,000.00 into a new Revolving Loan Fund as funds are necessary. All in favor, **Motion Carried.**

Sheriff Albrecht discussed with the Committee (and distributed a memo) regarding how a 2% / 4% (\$60,000.00) budget cut really affects the Sheriff's Office. The Sheriff's presentation was very informative.

The next Finance Meeting will be held March 27, 2008, at 6:00 p.m.

The meeting adjourned at 8:25 p.m.

AD-HOC COMMITTEE ON ASSESSMENTS

MARCH 26, 2008

MINUTES

PRESENT: Manar, Nicholson, Novak, Zippay, Lux, Pratt, Bacon, Goodman and Coatney

ABSENT: Thomas, Wiggins, and Pomatto

AMENDED AGENDA:

1. Plat Officer
2. Field Assessor Job Description
3. Disband Ad-Hoc Committee
4. Executive Session
Discuss Personnel

The meeting was called to order at 9:00 a.m. by Board Chairman Manar.

Chairman Manar opened the meeting. The committee discussed ways to assign additional responsibilities to employees to fulfill many of the final recommendations of the Countywide Task Force on Assessments as well as the discussions that have taken place to see that the assessment process in the county runs smoothly.

MOTION: Motion was made by Pratt, seconded by Nicholson, to go into Executive Session at 9:37 a.m. to discuss personnel. All in favor, **Motion Carried.**

MOTION: Motion was made by Novak, seconded by Lux, to come out of Executive Session at 10:00 a.m. All in favor, **Motion Carried.**

Following executive session, the following motions were made:

MOTION: Motion was made by Novak, seconded by Lux to recommend to the full Board the approval of eliminating the Field Assessor position upon appointment of an Assistant Supervisor of Assessments. All in favor, **Motion Carried.**

The following items were discussed in detail regarding the job description of the proposed position of Assistant Supervisor of Assessments. The following represents the changes made by the committee.

Job Description for Assistant Supervisor of Assessments

A. Assessing

- 1. Negotiate contracts with townships related to assessing*
- 2. Assessing and assessment related activities on behalf of townships where a contract between the County and the township is approved*
- 3. Develop agreements between townships to form multi-township assessing districts*

4. *Where no contract exists with a township, adjust assessments on property where the assessment is inaccurate and recoup assessing costs where possible*

B. Subdivision Ordinance / Planning & Subdivision Committee:

1. *Meet with developers or other parties wishing to subdivide property to explain the regulations of the Subdivision Ordinance and the approval process of the Planning & Subdivision Committee, the Macoupin County Board and other entities in county government*
2. *Advise and make recommendations to the Planning and Subdivision Committee (or the appropriate committee) of the Macoupin County Board as requested by either the Chairman of the Committee or Chairman of the Board*
3. *Periodically review and recommend changes to the Subdivision Ordinance*
4. *Maintain an accurate record of the Subdivision Ordinance, both in written form and electronic form on the website of Macoupin County government*

C. Building Permits

1. *Maintain an accurate list of building permits and make available information regarding building permits on the website of Macoupin County government*
2. *Take appropriate measures, with approval of the Planning and Subdivision Committee (or appropriate committee of the County Board), regarding the enforcement of building permits*
3. *Make recommendations to the Planning and Subdivision Committee (or appropriate Committee of the county board) regarding building permits*

D. Education

1. *Maintain appropriate qualifications and training, seek continuing education, and comply with State requirements for assessors*
2. *All training expenses shall be reimbursable upon the approval of the recommendation of the Legislative and Technology Committee and approval by the Board*

E. Other

1. *All other duties as assigned by the Chairman of the Macoupin County Board*

MOTION: Motion was made by Nicholson, seconded by Bacon, to recommend to the full Board the adoption of the Proposed Job Description for Assistant Supervisor of Assessments with changes suggested by the Committee Members. All in favor, **Motion Carried.**

MOTION: Motion was made by Nicholson, seconded by Watson, to recommend to the full Board the approval of appointing Bruce Pitchford as the Assistant Supervisor of Assessments for a two-year term with compensation to be determined by the full Board at the April 8, 2008, Board Meeting. The compensation is to be determined by taking into consideration the additional duties/responsibilities of the position. All in favor, **Motion Carried.**

The meeting adjourned at 10:25 a.m.

FINANCE COMMITTEE MEETING

MARCH 27, 2008

MINUTES

PRESENT: Manar, Thomas, Coatney, Harding, Lux, Pratt, Watson, Zippay, County Clerk Michele Zippay, Treasurer Anne Boehm, Chief Probation Officer Wanda Hammann, Mari Scheiter, Trish Baum and Jackie Pollard

The meeting was called to order by Chairman Thomas at 6:00 p.m. in the County Board Conference Room.

The purpose of the meeting was discuss General Fund Budget Adjustments, Special Fund Adjustments, Probation Department Budget/Probation Fees Special Fund, Benefit Manager Position and Employee Retirement/Severance Measures.

The Committee discussed the Courthouse Budget in the General Fund and the expenses related to the property purchased in October. The revenue was accounted for but the expenditures were not.

MOTION: Motion made by Pratt, seconded by Harding to recommend to the full Board for approval an increase from \$123,000 to \$195,000 in the Courthouse Budget within the General Fund for the remainder of the current fiscal year. All in favor, Motion Carried.

County Clerk Zippay advised the Committee that the Tort Liability, a Special Fund, needed to be increased by \$70,000 for some expenses until the fund is reimbursed by other funds. Zippay noted that the fund has the cash balance available.

MOTION: Motion made by Coatney, seconded by Watson to recommend to the full Board for approval an increase from \$350,000 to \$420,000 the Tort Liability, a Special Fund, for the remainder of the current fiscal year. All in favor, Motion Carried.

Chief Probation Officer Hammann sought clarification regarding whether the two percent reduction will be included in the total amount to be spent from the special fund versus the general fund. Chairman Manar explained to the committee that because of the approval process that has to be sought in order to seek new expenditures from the Probation fees Fund, the Board would be willing to work w/ Hammann and Judge Day and Deihl to see that the end decision does not account for both increased spending from the special fund as well as a 2% reduction.

MOTION: Motion made by Lux, seconded by Zippay to table discussion on the Probation Department Budget/Probation Fees Special Fund Budget until the next meeting. All in favor, Motion Carried.

Treasurer Boehm explained the Investment Policy used by the County Treasurer's office and that money is invested in most banks around the county.

Manar explained a possible Employee Retirement/Severance offer to employees who are eligible to retire. Manar will draft a letter to the unions regarding the proposal and the committee agreed to move forward to offer the incentive prior to the end of the fiscal year..

The Committee discussed the Benefit Manager Position and discussed taking the benefits for an employee who is paid from special funds out of the special fund. Board Chairman Manar and County Clerk Zippay will work on a job description and the number of hours per week expected on the job.

Coatney informed the Committee he met with Howard Shultz from Monterey regarding the bids received for the Coal mine. Exxon would like to complete the process by the end of April.

The meeting adjourned at 7:25 p.m.

Prepared by Michele Zippay

REPORT OF ROAD & BRIDGE COMMITTEE MEETING – APRIL 1, 2008

PRESENT: Goodman, Nicholson, Novak, Pomatto, Schwallenstecker, Vojas, Wieseman and Reinhart.

PURPOSE OF THE MEETING: Audit March claims and other business.

The meeting was called to order at 9:00 a.m..

Claims 5907 through 5943 totaling \$ 78,899.00 were read and approved.

APPROVED AND RECOMMENDED:

The Committee considered a Local Agency Agreement for Federal Participation for the construction of the Julian Avenue Bridge in Royal Lakes, (Section 04-00001-00-BR). This is an agreement between the County and the Illinois Department of Transportation to fund 80% of the construction costs with federal bridge funds.

MOTION: Made by Pomatto, seconded by Vojas to approve the agreement and recommend passage by the full board. All in favor. Motion Carried.

The committee reviewed the results of the March 27th MFT oil letting. The following motion was made:

MOTION: Made by Schwallenstecker, seconded by Novak to accept the bids and recommend awarding contracts to the low bidders. All in favor. Motion Carried.

A resolution giving the Road and Bridge Committee Power-to-Act to accept the low bids and award a contract from the April 17, 2008 letting for the Windy Hill Road Bridge over Cahokia Creek in Dorchester Road District was considered. The following motion was made:

MOTION: Made by Wieseman, seconded by Novak to approve the resolution and recommend passage by the full board. All in favor. Motion Carried.

DISCUSSION:

1. The Committee continued a discussion, begun at the March meeting, about the frequency of the Road and Bridge Committee meetings. The Committee agreed that it would be unnecessary to have the regular monthly meeting if there are no actionable items on the agenda. This situation occurs occasionally. If there is no monthly meeting, the Claims Report could be reviewed and signed at the County Board meeting. Chairwoman Goodman and County Engineer Reinhart would determine each month if a meeting is necessary. Reinhart would then send notices to the Committee each month indicating whether there

would be a meeting or not. Special meetings would still be called as needed. Chairwoman Goodman will contact Chairman Manar about the proposed changes.

2. Reinhart will check with E911 about the Renken Road sign on IL Route 4 in Staunton.
3. A level 3 claim meeting for Shipman Cutoff Road was held on March 17th at the Illinois Department of Transportation's central office in Springfield. A decision is still pending.

The meeting was adjourned at 9:45 a.m..

Prepared by: Tom Reinhart

ECONOMIC DEVELOPMENT COMMITTEE

APRIL 3, 2008

MINUTES

PRESENT: Watson, Wieseman, Goodman, Schwallenstecker, Bacon, Yowell and Nora Feuquay

ABSENT: Coatney

AGENDA:

1. Finalize policy for new County Revolving Fund
2. Consider application for County Revolving Fund

The meeting was called to order at 10:00 a.m. by Committee Chairperson Watson.

Economic Development Coordinator Nora Feuquay reported that she and Committee Member Schwallenstecker worked together to combine the Macoupin County Revolving Fund Policy and Recapture Strategy into one document to be used for the new Macoupin County Revolving Fund. Ms. Feuquay and Committee Members reviewed and discussed the entire document and made minor changes. The committee also reviewed a revamped Macoupin County Revolving Loan Fund Application and approved with minor changes. The following motion was made:

MOTION: Motion was made by Bacon, seconded by Goodman, to recommend to the full Board the approval of the Macoupin County Revolving Fund Policy and the Macoupin County Revolving Fund Application (with the agreed upon changes to both documents). All in favor, **Motion Carried.**

The second item on the agenda was to consider application for the Macoupin County Revolving Fund. At the last Economic Development Committee Meeting, David and Patty proposed funding to acquire needed equipment for Connexus, Inc., doing business as the South County News. The proposal broke down into three basic components. Acquisition of two iMac 20-inch customized computer systems with associated software for graphic production at a total cost of \$8,380.00; acquisition of an RZ 390 Risograph high speed printer/duplicator at a cost of \$17,750.00; and acquisition of Xante Illumina digital color press at a cost of \$8,000.00. Of these three components, acquisition of the two computer systems and software was most critical. The Committee Members discussed the matter, and the following motion was made:

MOTION: Motion was made Wieseman, seconded by Schwallenstecker, to recommend to the full Board the approval of an application from the

Macoupin County Revolving Fund to David and Patty Ambrose for the South County News in the amount of \$8,380.00. All in favor, Motion Carried.

The meeting adjourned at 11:40 a.m.

Prepared by: Char Taylor
Prepared on: 04-03-08