

## JUDICIAL SERVICES COMMITTEE

JANUARY 10, 2008

### MINUTES

**PRESENT:** Manar, Zippay, Thomas, Watson, Pratt, Pomatto, Judge Deihl, Circuit Clerk Mike Mathis and Jackie Pollard from AFSCME

**ABSENT:** Novak, Yowell

**AGENDA:**

1. Discuss personnel
2. Discuss budget

The meeting was called to order by committee Chair Pomatto at 6:00pm.

Judge Deihl updated the Committee on the retirement of his employee, Linda Stewart, as well as the Court's budget. The Committee discussed how the clerical duties in the Court could be covered without employees.

The Committee discussed the manner in which Ms. Stewart's resignation was tendered to the County. The County did not have ample time to train a new employee.

Chairman Manar explained that he is concerned that in the future union contracts, the County ask that employees give ample notice of resignation or retirement so that the County is not hurrying to reassign duties or train employees.

Circuit Clerk Mathis offered to the Committee his help in having his office overseeing the duties in the Court formerly assigned to employees in the Court. By not filling the position left vacant in the Court, this could help contribute to the budget challenges the County faces.

Judge Deihl indicated that the County Clerk offered to help administer the bills for the Court that needs to be paid.

The Judge also discussed his year-to-date budget. Thomas noted that as of 12-31-07, the Circuit Court's line in the County budget had a balance of approximately \$72,000 out of the annual \$83,000 budget. The Committee commended the judge for his work with his budget.

Several questions were posed regarding Ms. Stewart's resignation including the following: 1) was the resignation tendered in compliance with the current AFSCME contract, 2) is there a need for a bargaining unit without employee, 3) how should the request for payment of vacation days be handled by Judge Deihl. The Judge asked for the Board's assistance in determining the correct course of action.

**MOTION:** Motion was made by Zippay, seconded by Watson, to direct Jack Knuppel to coordinate AFSCME contractual issue from the resignation of Linda

**Stewart with Owen Dratler (with the Administrative Office of the Courts) and Judge Deihl. All in favor, Motion Carried.**

The meeting adjourned at 7:30 pm.

## PLANNING AND SUBDIVISION COMMITTEE

JANUARY 15, 2008

### MINUTES

**PRESENT:** Bacon, Kiel, Goodman, Lux, Pratt, Schwallenstecker, Wiggins, Aaron Bishop, Craig Bussmann, Brent Cain, Dan McCandless, Larry McDaniel, Tom Reinhart, Julia and Bob Watson, and Ron and Ryan Spickerman

### AGENDA:

1. Power-to-Act: approval of ordinance regarding easements for large plots
2. Discuss Building Permit.

The meeting was called to order at 9:00 a.m. by Committee Chairperson Bacon.

The first item on the agenda was the discussion of a possible amendment to the Subdivision Act concerning definitions of a Minor Subdivision. This Committee was previously given the Power-to-Act by the full Board.

At a previous Planning and Subdivision Committee Meeting held November 5, 2007, Ron and Ryan Spickerman addressed the Committee regarding their desire to purchase approximately 40 acres from Gary Rull in Dorchester Township. Rull has not been able to sell the property because of a lack of an existing 60 foot easement required by County Ordinance. At that time, Mr. Spickerman presented the Committee with a copy of an easement signed by Rull and Eleanore Foppe in 1998 that was never recorded. Ms. Foppe has since passed away. The easement's width at its shortest point is 20 feet. County Board Chairman Manar and Committee Chairperson Bacon offered, at this Committee Meeting, to discuss this matter with Assistant States Attorney Brent Cain to determine if the Planning and Subdivision Ordinance can be amended to allow for an easement less in width provided a minimum number of acres.

A very lengthy discussion was held by those present regarding the proposed Amendment to the Subdivision Act concerning definitions of Minor Subdivisions. The purpose of the amendment is to allow for large parcels of land to have an easement width that is less than the current 60 foot requirement. Assistant State's Attorney Brent Cain and County Assessor Larry McDaniel were of the opinion that a proposed language is most likely not in compliance with the Plat Act, but upon further discussion the Committee voted as follows;

**MOTION:** Motion was made by Pratt, seconded by Goodman, the approval of a revision to Section 2.02 of the Minor Subdivision which reads as follows:

#### **Section 2.02 Definitions Subdivision, Minor**

**The division of land in two, but not more than four lots, all of which front upon an existing road and not involving any new right-of-ways, easements or other provisions for public areas and facilities;**

**OR**

**(MOTION CONTINUED)**

**The division of land in two lots, both of which are 20 acres or more in size which involve only a single private easement of access and a utility easement, but no provision for new right-of-ways, public areas, or facilities. Roll Call Taken: 6 Ayes, 1 Nay. Motion Carried.**

The Building Permit was discussed and Committee Chairperson Bacon requested that Supr. of Assessments McDaniel and Field Assessor Pitchford submit a Draft of a Building Permit that can be discussed at the next meeting.

Information from Kent Tarro, Craig Bussmann and Larry McDaniel regarding the Plat Officer Job Description were distributed. Chairperson Bacon suggested that the Committee Members should also submit suggestions.

Committee Member Schwallenstecker reported that he had been requested to obtain Lot Frontage information from other counties, and he has the information available. Char Taylor was directed to make copies of the information and distribute into the Committee Members' mailboxes.

It was agreed that Land Usage Ordinance be discussed at the next meeting.

The meeting adjourned at 11:10 a.m.

Prepared by: Char Taylor  
Prepared on: 01-17-08

## **FINANCE COMMITTEE MEETING**

**JANUARY 22, 2008**

### **MINUTES**

**PRESENT:** Manar, Thomas, Lux, Coatney, Harding, Pratt, Watson, Zippay, Larry Pfeiffer, County Clerk Zippay and County Treasurer Boehm

### **AGENDA:**

1. Late state payments for grant funded projects – taking out loans to meet payroll obligations
2. SAS 112 – Financial impact for the ROE and possibly other local units of government
3. Discuss Plat Officer Position (as referred by the Planning and Subdivision Committee)
4. Discuss Fringe Benefit Tax
5. Discuss the cost of Audit
6. Measures regarding General Fund Budget
7. Special Funds Budget
8. Discuss raises to non-union employees
9. Discuss time keeping software
10. Courthouse Holidays
11. Discuss Courthouse Budget
12. Old Business
13. New Business

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

Regional Supt. of Schools Larry Pfeiffer reported that the State was four months in arrears in making payment for two of the largest grants that fund Safe Schools operations and Truancy Reduction Programs. Pfeiffer reported that payments were received less than one week before the January payroll date. Arrangements had been made to borrow funds to make employee payroll if funds had not been received.

The second item to be discussed by Pfeiffer was the SAS 112. He presented the Finance Committee with a copy of SAS 112, a new auditing requirement that will impact Regional Offices of Education and possibly County units of government. SAS 112, briefly explained by Pfeiffer, as a new auditing association recommendation to bring in auditing firms to prepare for the audits. Larger counties, with County Auditors, will be exempt from hiring outside firms to satisfy the requirements of SAS 112. Pfeiffer expressed concerns over the costs of implementing additional auditing requirement for the office in order to comply with SAS 112.

The next item on the agenda to be discussed was the Plat Officer Position as referred by the Planning & Subdivision Committee. Board Chairman Manar gave an update of the progress of the Ad-Hoc Committee on Assessments regarding the position. That Committee referred this issue to the Finance Committee since there will be a minimal impact to the County budget. Manar reported that this is a work in progress, and several items must be agreed upon

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before the issues can be brought before the full board for approval. Board Chairman Manar and members of the Committee were of the opinion that the Field Assessor has done an incredibly good job and that it would be a good time to expand the positions responsibilities provided a funding could be determined.

County Clerk Zippay then discussed the Fringe Benefit Tax, and the issue will be discussed at a later date after more information is available.

County Clerk Zippay reported that a request had been made from Kent Tarro to increase the appropriation of the Macoupin County Community Care Health Center, a Special Fund, from \$153,088.00 to \$182,288.00. After discussing the matter, the following motion was made;

**MOTION:** Motion was made by Watson, seconded by Pratt, to increase the appropriation of the Macoupin County Community Care Health Center, a Special Fund, from \$153,088.00 to \$182,288.00. All in favor, **Motion Carried.**

A copy of a letter from Danny Phipps, of Scheffel & Company, P.C., was distributed to those present. A copy of same is attached. After discussing the matter, County Treasurer Boehm offered to pay the additional \$1,900.00 for the additional audit costs. She indicated that she may possibly be able to pay for the additional costs from the Treasurer's Automation Special Fund, and the following motion was made:

**MOTION:** Motion was made by Coatney, seconded by Pratt, to recommend to the full Board that the additional \$1,900.00 for the Audit be paid by the Treasurer. Roll Call Taken 6 Ayes, 2 Nays. **Motion Carried.**

The next item to be discussed was the raises for non-union employees. Committee Chairman Thomas reported that the Board does not have the authority to direct County Officials the manner in which to spend the amount approved by the Finance Committee. However, it must be made perfectly clear, that the no additional/supplemental funds will be approved to County Offices.

The Committee then discussed the Time Keeping Software, and it was again decided that though the Board cannot require all the Officials to use the same software, it would be very beneficial to do so. The Treasurer's office and the Court do not use the time keeping software that was purchased.

The Committee Members were then made aware of the fact that the County Treasurer's Office closed early on Christmas Eve. Chairman Manar stated that as co-signers of the Union Contract, such a practice executed by the Treasurer would put the Board in a compromising position when negotiating the next union contract. Chairman Manar also stated that it was the Treasurer as to how to run her office.

The Courthouse budget was discussed briefly and will be addressed at a later date.

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The committee discussed the need to send a memo to all county officials and department heads to gather specific information on what special funds can and cannot be used.

Chairman Manar explained that the uses of special funds are defined in State statute and several are defined by County ordinance. Manar distributed a sample memo for the Committee to review.

Committee Chairman Thomas told the committee that it was important that all options, including the use of special funds where possible, were on the table as the County seeks ways to deal with a large shortfall in revenue due to the mine closures.

**MOTION: Motion was made by Harding, seconded by Zippay, to direct the Board Chairman to distribute to all department heads and elected officials a memo regarding definitions and uses of special county funds. Motion Carried.**

The meeting adjourned at 7:45 p.m.

Prepared by: Char Taylor  
Prepared on: 01-25-08

**Economic Development Committee meeting 1-29-2008**

A meeting of the Economic Development Committee was called to order by Vice Chair Francis Wieseman at 10:00 AM in the County Board Conference room. Attendees: Judy Bacon, Aaron Bishop, Raymond Coatney, Nora Feuquay, Fran Goodman, Ollie Schwallenstecker, Julia Watson, Francis Wieseman, and Chris Yowell

**AGENDA:**

1. Enterprise Zone Expansions
2. Revolving Fund Review Committee-new appointment; update on RF
3. Consideration of Blackburn intern for Economic Development Dept.
4. Job Seminar for Monterey workers/general update on mine situation
5. Christmas Market grant reimbursement

Vice Chair Wieseman turned the meeting over to Nora Feuquay, who presented a proposal for expanding the Carlinville area Enterprise Zone to include a 7.5 acre plat near to the Carlinville Plaza to allow the Gwilliam Trucking Company to build warehouse space.

Chairwoman Julia Watson assumed the gavel.

This is proposed to be an approximate \$1,000,000.00 project that will add a full time mechanic and about a 10% increase of their truck drivers. Moved by Ollie Schwallenstecker, Seconded by Fran Goodman to recommend to the full Macoupin County Board the adding of the 7.5 acre Gwilliam Trucking Plat to the existing Carlinville Enterprise Zone. Roll Call Vote: Five committee members voting; Aye and two committee members voted no

Nora Feuquay then presented a proposal for expanding the Carlinville area Enterprise Zone to include a 120 acre plat north of the County Highway facility to allow Rick E. Rosentreter to expand an existing area grain storage facility. This will include storage bins 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 about 4 to 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. Moved by Ollie Schwallenstecker, to recommend to the full Macoupin County Board, the adding of the 120 acre plat to the Carlinville Enterprise Zone. Chairman Watson declared the Motion dead, for a lack of a second.

Motion by Fran Goodman, Seconded by Raymond Coatney, to seat Chris Williams on the Revolving Loan advisory board. Motion carried

Nora Feuquay then presented a proposal for obtaining a Blackburn work-study Intern to assist with the Economic Development Office. An intern may be available at a 50% subsidy by the college or may be available at no cost to the Economic Development Office. Moved by Francis Wieseman, Seconded by Judy Bacon to allow Nora Feuquay to obtain a Blackburn Intern to assist with the Economic



**Development Office as long as any costs are paid from the Economic Development budget.**

**Nora Feuquay then presented and explained a flyer describing the "Career, Employment & Job Skills Workshop" scheduled for Thursday, February 21, 2008 at the Lake Williamson Christian Activity Center.**

**Nora Feuquay then presented documentation from the Carlinville Christmas Market showing that all bills were paid and requesting a check for \$3,000.00 as had been appropriated by the County Board.**

**Chairman Watson declared the meeting Adjourned 11:16 AM**

**Attachments: "Career, Employment & Job Skills Workshop flyer**

**Minutes by Ollie Schwallenstecker**

## **REPORT OF ROAD & BRIDGE COMMITTEE MEETING – FEBRUARY 5, 2008**

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

**PURPOSE OF THE MEETING:** Audit January claims and other business.

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

Claims 5823 through 5863 totaling \$ 283,786.57 were read and approved.

### **APPROVED AND RECOMMENDED:**

The Committee considered two engineering contracts:

1. Preliminary engineering services agreement with Hutchison Engineering Inc., Jacksonville for design of replacement structures carrying Palmyra Road over Hicks Creek and Joe's Creek in an amount not to exceed \$173,500.00 (Section 07-00090-00-BR)
2. Preliminary engineering services agreement with Hutchison Engineering Inc., Jacksonville for design of a replacement structure carrying Nine Mile Road over Sugar Creek in an amount not to exceed \$95,500.00 (Section 07-00091-00-BR)

**MOTION: Made by Nichelson, seconded by Novak to approve both agreements and recommend passage by the full board. All in favor. Motion Carried.**

### **DISCUSSION:**

The Committee discussed 2008 Seasonal Employees.

In response to questions from the Committee, Reinhart stated that there has been no lawsuit filed by the County against the contractor. Rather, Reinhart refused to accept the road upon its completion due to the roughness and has withheld full payment on the contract. The contractor, as is his right, is proceeding through the Illinois Department of Transportation's (IDOT) claim process to receive full payment on the contract. The Contractor has rejected the Illinois Department of Transportation's Level 2 claim proposal to credit the county \$30,000 on the contract. This means the contractor will likely proceed with a Level 3 claim. A Level 3 claim is presented to the Director of Highways at the Illinois Department of Transportation.

The meeting was adjourned at 10:10 a.m..

Prepared by: Tom Reinhart