

## **SHERIFF, BUILDING AND GROUNDS COMMITTEE**

**FEBRUARY 18, 2009**

### **MINUTES**

**PRESENT:** Coatney, Vojas, Kiel, Novak, Quirk, Watson, Zippay and Sheriff Albrecht

### **AGENDA:**

1. Jail medical provider contract and update
2. Elevator inspections
3. Courthouse restoration project update
4. Historic district and possible tax credit financing for Courthouse
5. Personnel update
6. Update on contract negotiations
7. County Emergency Operations Center
8. Bonding Fee study and proposed increase\
9. Sheriff's sales (foreclosures)

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

Sheriff Albrecht discussed the contract with Health Professionals, LTD. The medical providers for inmates. The base annual amount to be paid by the County to HPL is \$74,225.00 annually, and each monthly payment will be \$6,182.42. The three years previous to hiring HPL, the County had expended approximately \$110,000.00 annually.

Sheriff Albrecht reported that the two elevators, one at the Courthouse and one in the Sheriff's building, are due for an inspection by the State Fire Marshall's Office.

Sheriff Albrecht then brought the Committee up-to-date on the Courthouse restoration project. Macoupin County should be receiving a grant in the amount of \$35,000.00 to help with this project.

The Sheriff then discussed the historic district and possible tax credit financing for the Courthouse. The Illinois proposed Historic Preservation Tax Credit would allow for credit on Illinois state income taxes equal to 25% of the qualified cost of a historic rehabilitation. The proposed credit may also be used in conjunction with the 20% federal tax credit. The proposed credit would be available for either residential or commercial properties. The County is a tax-free entity, but the County would be able to sell the credits through a broker at a rate of eighty cents on the dollar. Because this would be beneficial to the County, Sheriff Albrecht requested the Committee to support the city of Carlinville by offering to help financially for the study of the historic district which includes the Courthouse.

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The cost of the study will be \$20,000.00 if no grant is received. If a grant is received the cost will be \$5,000.00. The Committee discussed the matter, and the following motion was made:

**MOTION:** Motion was made by Kiel, seconded by Zippay, to support the city of Carlinville in its efforts to obtain a grant in the amount of \$15,000.00 for the study of the historic district. The County will give \$2,500.00 if the grant is received or \$5,000.00 if no grant is received. All in favor, **Motion Carried.**

Dr. Chapman and Attorney Watson, with the Lewis and Clark College, have offered their assistance in seeking financing for the Courthouse Restoration Project.

Sheriff Albrecht brought the Committee up-to-date on personnel.

The contract negotiations are proceeding very slowly.

The Sheriff reported that the County Board Room will be used for the Emergency Operations Center.

The Bonding Fee study was discussed, and the following motion was made:

**MOTION:** Motion was made by Watson, seconded by Vojas, to increase the Bonding Fee to \$33.50. All in favor, **Motion Carried.**

The Sheriff's foreclosure sales were discussed.

The meeting adjourned at 11:05 a.m.

Prepared by: Char Taylor

Prepared on: 02-20-09

# EMERGENCY MANAGEMENT COMMITTEE

FEBRUARY 18, 2009

## MINUTES

**PRESENT:** Manar, Lux, Dragovich, Long, Quirk, Zirkelbach, Thomas, Zippay, Jim Pitchford, Joan Schoen, Attorney Jim Sinclair and Aaron Bishop

**ABSENT:** Bellm and Nicholson

## AGENDA:

Discuss issues concerning the closing of the Mt. Olive Area Ambulance Service.

The meeting was called to order at 6:30 p.m. by Committee Chairman Lux

Committee Chairman Lux recognized and commended Joan Schoen, the Director of the Mt. Olive Area Ambulance Service, on her selfless and outstanding dedication to the service since its inception in 1988. Director Schoen, as well as her family, were applauded.

Upon the closing of the Mt. Olive area Ambulance Service, the City of Litchfield Ambulance and Gillespie-Benld Ambulance will be responsible to provide services to the area that Mt. Olive is covering:

Since Mt. Olive is a special taxing district, taxes paid in Macoupin County will be split between the two services. The Special Tax District #1 receives approximately \$90,000.00, and the City of Litchfield will receive 65% and Gillespie-Benld will receive 35%. The City of Litchfield will cover I-55 and I-55 East, and Gillespie-Benld will cover I-55 West

Macoupin County authorized the Special Tax District; therefore, an Intergovernmental Long-term Agreement must be signed by both providers prior to May 2009. Gillespie-Benld has signed both the Temporary Agreement and the Long-term Agreement. At this time the City of Litchfield has signed only the Temporary Agreement.

Draft copies of the agreement with the two providers were distributed for the members to review.

**MOTION:** Motion was made by Quirk, seconded by Frank, to submit both Agreements to States Attorney Moreth for his review. All in favor, **Motion Carried.**

The meeting adjourned at 7:45 p.m.

Prepared by: Char Taylor

Prepared on: 02-18-09



# LEGISLATION AND TECHNOLOGY COMMITTEE MEETING

FEBRUARY 17, 2009

## MINUTES

**PRESENT:** Pratt, Schwallenstecker, Bacon, Dragovich, Wieseman, Quarton, John Bresman, Bruce Pitchford, County Clerk Zippay and Scott Lepenske from Bruce Harris (GIS)

## AGENDA:

1. Update on Supervisor of Assessor's Office
2. Approve for consideration an ordinance to raise recording fees as directed by the State's Attorney.
3. Recommend to the Finance Committee that an employee in the Assessor's Office be paid out of the GIS Fund for the duration of the current fiscal year (instead of the General Fund).
4. Recommend monthly stipend for Plat Officer.
5. Recommend that Marilyn Galvin be allowed to remain as a part-time employee in the Assessor's Office through March 2009 at a salary of \$10.00 per hour.
6. Update on GIS request.
7. Other business

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

Committee Chairperson Pratt reported that the Supervisor of Assessor's Office, which was once backlogged, is now up to date. She commended everyone in the Assessor's Office for their hard work in accomplishing that feat.



Committee Chairperson Pratt received a letter of recommendation from State's Attorney Moreth regarding implementing an Ordinance to raise recording fees. State's Attorney Moreth is of the opinion that a cost study needs to be conducted for the fee increase. Bruce Harris and Associates offered to do the cost study.

Motion was made by Francis Wieseman and seconded by Mark Dragovich for the cost study. Motion carried unanimously for the cost study to be conducted by Bruce Harris and Associates.

Discussion was made for a recommendation to the Finance Committee that an employee from the Supervisor of Assessor's Office be paid from GIS Fund instead of General Fund for the duration of this fiscal year. In State's Attorney Moreth's letter, he cited that there is a State Statute in support of that recommendation.

Motion was made by Judy Bacon and seconded by Robert Quarton that a recommendation be made to the Finance Committee for an employee from the Supervisor of Assessor's Office to be paid from GIS Fund instead of General Fund for the duration of this fiscal year. Motion carried unanimously.

Discussion was made in regards to a recommendation to the Finance Committee that a stipend be given to the Plat Officer in the Supervisor of Assessor's Office.

Motion was made by Ollie Swallenstecker and seconded by Francis Wieseman to make a recommendation to the Finance Committee that a stipend be given to the Plat Officer in the Supervisor of Assessor's Office. Motion carried unanimously.

A recommendation was made that Marilyn Galvin be allowed to remain as a part-time employee in the Supervisor of Assessor's Office through March 2009. After discussion, it was decided that it would be better that she be allowed to work part-time through April 2009 at the rate of \$10.00 per hour.

Motion was made by Judy Bacon and seconded by Robert Quarton that Marilyn Galvin be allowed to work part-time in the Supervisor of Assessor's Office at a rate of \$10.00 per hour through April 2009. Said motion passed unanimously.

Scott Lepenske with Bruce Harris and Associates gave an update as to what his company is doing to update the Macoupin County's mapping records (GIS) (i.e. aerial photography). He explained that this will help to better define ownership and area of each parcel of land in Macoupin County. He stated that his company is doing everything they can to keep Macoupin County as up to date as possible and after discussion the Committee was satisfied with his report.

In closing, Mr. Schwallenstecker noted that Rule changes were brought up at the full Board Meeting and thought that it should have been directed to the Legislation and Technology Committee first. No action was taken.

The meeting adjourned at 10:20 a.m.

Prepared by: Lee Ross

Prepared on: February 17, 2009

## FINANCE COMMITTEE MEETING

FEBRUARY 23, 2009

### MINUTES

**PRESENT:** Manar, Thomas, Lux, Coatney, Harding, Pratt, Watson, Zippay, Judge Deihl, County Clerk Zippay, County Treasurer Boehm, Larry Pfeiffer, Josh Meyer, Sheriff Albrecht and Wanda Hammann

### AGENDA:

1. GIS Fee
2. Regional Office of Education
  - a. Update on Inter-fund Loan
  - b. Greene County
3. General Fund Budget Adjustments
  - a. County Administration
  - b. Circuit Court
  - c. Real Estate Tax Stamps
4. Update on Audit
5. Update on Health Insurance Audit
6. Non-Union & Appointed Officials Salaries for FY 2008-2009
7. Law Library Fees - Circuit Court
8. Other Business
9. Discuss a stipend for the Plat Officer
10. Discuss the Benefits Manager

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

Judge Deihl requested \$52,850.00 for the Circuit Court Fund, \$10,000.00 for the Law Library Fund, and \$160,000.00 for the Public Defender and Conflict PD's Program. A letter to the Finance Committee and the County Board explaining in detail the reasons for the requests is attached. The Committee held a discussion regarding from where the increases for the Circuit Court and the Public Defender and Conflict PD's Program would be taken, and County Board Chairman Manar reported that the increases would have to come from the County's reserves. The following motions were made:

**MOTION:** Motion was made by Lux, seconded by Coatney, to recommend to the full Board the approval of \$52,850.00 for the Circuit Court Fund. All in favor, Motion Carried.

**MOTION:** Motion was made by Pratt, seconded by Watson, to recommend to the full Board the approval of \$10,000.00 for the Law Library. The Traffic Violations Fee Fund, as much as that fund allows, will be used as well as the General Fund. The amount from the General Fund must be repaid. All in favor, Motion Carried.



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**MOTION:** Motion was made by Harding, seconded by Pratt, to recommend to the full Board the approval of \$116,000.00 to meet salary requirements, for the remainder of the year, for the Public Defender & Conflict PDs Fund. All in favor, Motion Carried.

Attached is the letter to the County Board, from States Attorney Moreth, regarding the utilization of the GIS Fees and raising the fees. The Committee discussed the matter, and the following motions were made:

**MOTION:** Motion was made by Watson, seconded by Pratt, to recommend to the full Board the approval of paying the salary for the temporary Supervisor of Assessments from the GIS Fund. All in favor, Motion Carried.

**MOTION:** Motion was made by Pratt, seconded by Harding, to recommend to the full Board the approval of directing Bruce Harris to do a cost study regarding the increase of fees. All in favor, Motion Carried.

Supt. of Schools Larry Pfeiffer reported that the loan from the County in the amount of \$100,000.00 to meet payroll has been re-paid. He also reported that Greene County has paid their portion through the month of May.

Board Chairman Manar requested that a line item "Macoupin County Economic Development Partnership" be added to the County Administration budget. The \$80,000.00 that the County contributed will be used for salary and dues. IMRF and Health Insurance will be reimbursed to the County.

**MOTION:** Motion was made by Watson, seconded by Lux, to recommend to the full Board the contribution of \$80,000.00 to the Public Private Partnership. All in favor, Motion Carried.

County Clerk Zippay requested an increase of \$125,000.00 in the Real Estate Tax Stamps Fund which is a Special Fund.

**MOTION:** Motion was made by Harding, seconded by Coatney, to recommend to the full Board an increase of \$125,000.00 to the Real Estate Tax Stamps Special Fund. All in favor, Motion Carried.

Chairman Manar gave an update on the audit. He reported that in the last audit, the County was approximately \$300,000.00 in the red, and according to the current audit, the goal of the Committee has been achieved. The Chairman thanked the members on a job well done.

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The next item on the agenda was an update on the Health Insurance Audit. After discussion, the following motion was made:

**MOTION:** Motion was made by Pratt, seconded by Harding, to table the discussion concerning the Health Insurance Audit until the next Finance Meeting. All in favor, Motion Carried.

The Committee then discussed the salary increases for the non-union employees. The County Highway employees, covered by Teamster's Contract, were given salary increases of 1%, 4%, 4%, and 4%. The employees, covered by the AFSCME Contract, were given salary increases of 2%, 3% and 4%. After discussing the matter, the following motion was made:

**MOTION:** Motion was made by Harding, seconded by Zippay, to recommend to the full Board the approval of granting a 2% salary increase for non-union employees retroactive to September 2008. Roll Call taken: 5 Ayes, 2 Nays. Motion Carried.

Board Chairman Manar requested that the County hire a lobbyist who could lobby for road funds and lobby for Federal prisoners to be housed the County jail.

**MOTION:** Motion was made by Pratt, seconded by Watson, to proceed with hiring a lobbyist to be paid out of the Farm Account which is a Special Fund. All in favor, Motion Carried.

The next item to be discussed was a stipend for the Plat Officer. A very lengthy discussion was held regarding a stipend of \$200.00 a month for the Plat Officer, and the following motion was made:

**MOTION:** Motion was made by Pratt, seconded by Lux, to recommend to the full Board the approval of granting a \$200.00/month stipend for the Plat Officer. Roll Call taken: 4 Ayes, 3Nays, Motion Carried.

The position of a Benefits Manager was discussed at length, and the following motion was made:

**MOTION:** Motion was made Coatney, seconded by Watson, to recommend to the full Board the hiring of a Benefits Manager. The position, with the qualifications, will be advertised. Roll Call taken: 6Ayes, 1 Nay. Motion Carried.

The meeting adjourned at 8:30 p.m.

Prepared by: Char Taylor  
Prepared on: 02-25-09



February 23, 2009

Finance Committee  
Macoupin County Board

Re: Budget Requests--Circuit Court Fund & Public Defender & Conflict PD's

Dear Members:

First, thank you for allowing us the opportunity to make this presentation. Our needs are mainly similar to those expressed during last summer's budgeting process. Respectfully, we request \$52,850 for the Circuit Court Fund, \$10,000 for the Law Library Fund, and \$160,000 for the Public Defender and Conflict PD's Program.


**Key Points to Reconsider**


- The Circuit Court was given less than 40% of its request. This fund is drained in less than 45 days.
- The Law Library Fund has always required \$10,000 above filing fee revenue. Several bills are past due.
- The Public Defender/Conflict PD Program was based day one on a budget of \$275,000. \$115,000 was budgeted. \$8,700 remains. Payroll can't be made.

Second, please be assured that the foregoing is presented based on our best estimates. Our management philosophies are identical—for above all else, we put forth what we truthfully feel that it takes, minimally, to run our respective departments. Should the future produce cost factors that vary from our enclosed 2-page proposals, it will be because of fate and *not* because of a lack of honest initiative.

Lastly but most importantly, we deeply appreciate your time and consideration of the following matters. We are also keenly aware of the County's declining revenue picture, and, so, whatever your decisions rest assured, we pledge to work with you to achieve the best for our citizens.

Very truly yours,

  
Kenneth R. Deihl, Presiding Judge

  
Josh Meyer, Chief Public Defender



### Circuit Court

#### Summary of Budgets<sup>1</sup>

FY 06-07 (Actual)	FY07-08 (Actual)	FY 08-09 (Requested)	FY 08-09 (Received)	FY 08-09 (Actual YTD) <sup>2</sup>	FY 08-09 (\$ Remaining) <sup>3</sup>
\$263,312 <sup>4</sup>	\$136,792 <sup>5</sup>	\$106,500	\$43,000	\$28,000	\$15,000

The authorized budget of \$43,000 might have been a scrivener's error because it is exactly the same amount swiped from the Circuit Court Fund by Resolution last August. I believe that the Board intended to fund 90% of my original request, and so, I am proposing that the Court be given an additional \$52,850 so as to bring its budget to \$95,850.

Also, as part of the August Resolution, the Board directed that the Court's July/August bills be paid from and by spending down the Traffic Fee Violation Account, however, said Account balance was, in fact, too minimal and woefully insufficient for our needs. Thus, many July/August bills were not paid until FY 08-09.<sup>6</sup> This in turn put a serious drain on the \$43,000 budgeted, and, so, by mid-September, most FY 08-09 funds were paid out for the prior fiscal year's bills.

Budget planning is always a difficult task. There are so many variables when it comes to calculating the Court's anticipated expenses.<sup>7</sup> My best guess is that it will take about \$100,000, and, so, the \$95,850 seems realistic and, hopefully, manageable.

In furtherance of my request for more monies, please take time to examine the above Summary of Budgets. Hopefully, you will agree it reflects my commitment to reduce costs and expenses wherever possible. In closing, I respectfully ask for an additional \$52,850 for FY 08-09. Thank you.

### Law Library

#### Summary of Budget Sources

Civil Suit Filing Fees	\$20,000
General Fund Deposit	<u>\$10,000</u>
Budgeted Amount:	\$30,000

This fund has had a budget of \$30,000 for the past several years. It is funded, in part, by about \$20,000 in fees assessed by civil suit filings, and the balance from the Board's general fund. Some bills have gone unpaid since December because the additional \$10,000 hasn't been deposited from the general fund. We are in the process of evaluating all filing fees, not just the library fees, and hope to present a proposal to the Board in the next few months for increasing all fees. In the meantime, an additional \$10,000 needs to be deposited to this account to avoid possible bill collection against the county.

<sup>1</sup> Calculations include expenses paid from Traffic Fee Violation Account.

<sup>2</sup> Rounded

<sup>3</sup> Rounded

<sup>4</sup> This included 3 full-time employees (\$75,000 plus benefits). All 3 retired or quit and none were replaced.

<sup>5</sup> This included 1 full-time employee at \$30,000 plus benefits who quit and wasn't replaced.

<sup>6</sup> We experienced a large volume of bills for the months of July and August, especially in terms of Court Appointed Attorney fees.

<sup>7</sup> There will continue to be some cases that require appointment of outside counsel, and those usually are complicated ones requiring fees of \$55-\$65/hour. Another big unknown is jury fees. It cost on average \$34 per day (juror stipend plus mileage) per juror last year. We had 6 juries last year; none so far this fiscal year. Several major civil/criminal cases *should* go to jury trial starting in April; one civil case is docketed for a 3 week trial which I estimate will cost \$17,000 in juror fees!

# LAW LIBRARY

## Unpaid Invoices

(02/23/09)

<u>Vendor</u>	<u>Purpose</u>	<u>Amount Owed</u>	<u>Billing for:</u>
Illini Tech	Computer Service	\$0,138.00	Dec
IICLE	Books/Supplements	\$1,425.44	Oct/Nov
Thomson-West	Internet Research	\$1,715.52	Oct/Nov
Thomson-West	"	\$1,582.00	Dec
Thomson-West	"	\$1,582.19	Jan
Thomson-West	Books	\$0,478.54	Jan/Feb
Thomson-West	"	\$0,229.52	Jan
Watts	Copier Service	<u>\$0,075.00</u>	Feb
<b>Total:</b>		<b>\$7,226.21</b>	

### Public Defender & Conflict PD's

We are making a plea for Josh's budget to be adjusted effective immediately. His annual budget is \$115,000 and doesn't take into account that his statutory salary exceeds that amount. The balance is \$8,700 and that's not enough to cover the February 28<sup>th</sup> payroll.

Last summer Judge Deihl estimated and presented a budget of \$275,000. Now, the precise breakout is:

#### Budget Summary

<u>Line Item</u>	<u>Requested</u>
Full time PD Salary (Meyer)	\$150,000
Secretary (Brunetto)	\$022,000
Benefits (Meyer/Brunetto)	\$030,000
Conflict PD (Verticchio)	\$036,000
Conflict PD (Frericks)	\$012,000
Office Expenses	\$010,000
Expert Fees/Costs	\$012,000 <sup>8</sup>
Seminars/CLE	\$003,000
Total Budget Request:	\$275,000
Less Actual Budgeted:	-115,000
Additional Amount Requested:	\$160,000

Under the old plan, we had 3 part time PD's. Their salaries, benefits and outside office expenses totaled \$179,000. These expenses were offset by a State reimbursement equaling 2/3's of the Chief Public Defender's salary, or \$29,000. The County's net cost of the old plan was \$150,000.

The new plan has 2 paid employees with benefits. The old plan carried 3 paid employees with benefits plus \$20,000 of outside office expenses. Under the new plan, the 2 conflict PD's are strictly independent contractors and they receive no benefits or outside office expense reimbursements. With the new plan, the State reimburses nearly \$99,000 of the full time public defender's salary<sup>9</sup> plus there is an additional savings resulting from \$30,000 in GAL fees collected by the Court for services provided by the 2 conflict PD's. While the new plan calls for a higher budget than the old one, the actual cost outlay to the County is about breakeven (\$1,000 savings).

The old and new plans compare, as follows:

#### Comparison of Plans (before reimbursements)

<u>Old</u>	<u>New</u>	<u>Differences</u>
\$179,000	\$275,000	\$96,000

#### Comparisons of Plans (after reimbursements)

<u>Old</u>	<u>New</u>	<u>Differences</u>
\$150,000	\$149,000	\$1,000 (savings)

According to the State's Attorney, Sheriff, Clients and Judges, most everyone seems to think that the new plan is working well—it is a tremendous asset to the County's judicial system. We encourage the Board to adjust the PD budget by \$160,000 to match the original budget estimate. Thank you.

<sup>8</sup> The Court and Circuit Clerk donated office furniture, file cabinets, computers, etc. so we moved \$12,000+/- to expert fees and seminars/continuing legal education.

<sup>9</sup> Josh is working closely with Treasurer Anne Boehm to submit timely reimbursement vouchers to the State.



**VINCENT MORETH**  
State's Attorney of Macoupin County

Douglas R. Goings  
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Brent A. Cain  
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*Crime Victims Coordinator*

Telephone 217-854-6101  
FAX 217-854-5001

January 26 2009

Macoupin County Board

RE: Utilization of GIS fees

After reviewing the GIS fee statute 55 ILCS 5/3-5018, it is my opinion that GIS fees that are collected may be utilized for payment of salaries of employees whose duties include utilization of the equipment materials, and computers necessary for maintaining the GIS system.

Further, with regards to the raising of the fees, the statute provides that the fees allowed by the section are the maximum fees that may be collected from any officer, agent, departments, or other instrumentality of the State. The County Board may however, by ordinance, increase the fees allowed by this section and collect such increased fees from all persons and entities other than officers, agents, departments, and other instrumentality of the State if the increase is justified by an acceptable cost study showing that the fees allowed by this section are not sufficient to cover the cost of providing the service. Therefore, it is my opinion further that in order to increase the fees set forth by statute, there has to be a cost study performed showing that the fees allowed by the section are not sufficient to cover the cost of providing the service. Obviously this information would have to be obtained from the recorders office and/or the assessors office or maybe both to determine how much expenditures are required to provide the service as set forth in the aforementioned statute.

Respectfully submitted,



Vince Moreth  
Macoupin County State's Attorney

VM/cmh

**FILED**  
JAN 28 2009  
*Michelle J. J. J.*  
MACOUPIN COUNTY CLERK



other suitable building provided at the county seat by the county for which he is recorder and shall keep his office open except as hereinafter provided and attend to the duties thereof in counties of the first and second classes from 8 o'clock A.M. to 5 o'clock P.M. of each working day, except Saturday, and in counties of the third class from 9 o'clock A.M. to 5 o'clock P.M. of each working day, except Saturday, and except in each county of all classes such days as under any law are or may be legal holidays in any part of the county, as regards the presenting for payment, acceptance, maturity, protesting, or giving notice of the dishonor of bills of exchange, bank checks, promissory notes, or other negotiable or commercial paper or instruments: Provided, however, that the hours of opening and closing of the office of the Recorder may be changed and otherwise fixed and determined by the county board of any county. Any such action taken by the county board shall be by an appropriate resolution passed at a regular meeting. The office of the recorder shall accept instruments for recordation at all times during which the office is open.

P.A. 86-962, Art. 3, § 3-5016, eff. Jan. 1, 1990.

Formerly Ill.Rev.Stat.1991, ch. 34, § 3-5016.

### 5/3-5017. Time for opening and closing of office

§ 3-5017. Time for opening and closing of office. When "An Act to provide for the standardization of time and providing penalties for violations thereof", approved April 29, 1959<sup>1</sup> is in effect at the county seat in which the recorder's office is situated, the time for opening and closing of the office, and the receiving instruments for recordation, shall conform with that Act.

P.A. 86-962, Art. 3, § 3-5017, eff. Jan. 1, 1990.

Formerly Ill.Rev.Stat.1991, ch. 34, § 3-5017.

<sup>1</sup> 5 ILCS 440/0.01 et seq.

### 5/3-5018. Fees

§ 3-5018. Fees. The recorder elected as provided for in this Division shall receive such fees as are or may be provided for him by law, in case of provision therefor: otherwise he shall receive the same fees as are or may be provided in this Section, except when increased by county ordinance pursuant to the provisions of this Section, to be paid to the county clerk for his services in the office of recorder for like services.

For recording deeds or other instruments \$12 for the first 4 pages thereof, plus \$1 for each additional page thereof, plus \$1 for each additional document number therein noted. The aggregate minimum fee for recording any one instrument shall not be less than \$12.

For recording deeds or other instruments wherein the premises affected thereby are referred to by document number and not by legal description a fee of \$1 in addition to that hereinabove referred to for each document number therein noted.

For recording assignments of mortgages, leases or liens \$12 for the first 4 pages thereof, plus \$1 for each additional page thereof. However, except for leases and liens pertaining to oil, gas and other minerals, whenever a mortgage, lease or lien assignment assigns more than one mortgage, lease or lien document, a \$7 fee shall be charged for the recording of each such mortgage, lease or lien document after the first one.

For recording maps or plats of additions or subdivisions approved by the county or municipality (including the reading of the same of record in map case or other proper

books) or plats of condominiums \$50 for the first page, plus \$1 for each additional page thereof except that in the case of recording a single page, legal size 8 1/2 x 14, plat of survey in which there are no more than two lots or parcels of land, the fee shall be \$12. In each county where such maps or plats are to be recorded, the recorder may require the same to be accompanied by such number of exact, true and legible copies thereof as the recorder deems necessary for the efficient conduct and operation of his office.

For certified copies of records the same fees as for recording, but in no case shall the fee for a certified copy of a map or plat of an addition, subdivision or otherwise exceed \$10.

Each certificate of such recorder of the recording of the deed or other writing and of the date of recording the same signed by such recorder, shall be sufficient evidence of the recording thereof, and such certificate including the indexing of record, shall be furnished upon the payment of the fee for recording the instrument, and no additional fee shall be allowed for the certificate or indexing.

The recorder shall charge an additional fee, in an amount equal to the fee otherwise provided by law, for recording a document (other than a document filed under the Plat Act<sup>1</sup> or the Uniform Commercial Code<sup>2</sup>) that does not conform to the following standards:

(1) The document shall consist of one or more individual sheets measuring 8.5 inches by 11 inches, not permanently bound and not a continuous form. Graphic displays accompanying a document to be recorded that measure up to 11 inches by 17 inches shall be recorded without charging an additional fee.

(2) The document shall be legibly printed in black ink, by hand, type, or computer. Signatures and dates may be in contrasting colors if they will reproduce clearly.

(3) The document shall be on white paper of not less than 20-pound weight and shall have a clean margin of at least one-half inch on the top, the bottom, and each side. Margins may be used for non-essential notations that will not affect the validity of the document, including but not limited to form numbers, page numbers, and customer notations.

(4) The first page of the document shall contain a blank space, measuring at least 3 inches by 5 inches, from the upper right corner.

(5) The document shall not have any attachment stapled or otherwise affixed to any page.

A document that does not conform to these standards shall not be recorded except upon payment of the additional fee required under this paragraph. This paragraph, as amended by this amendatory Act of 1995, applies only to documents dated after the effective date of this amendatory Act of 1995.

The county board of any county may provide for an additional charge of \$3 for filing every instrument, paper, or notice for record, (1) in order to defray the cost of converting the county recorder's document storage system to computers or micrographics and (2) in order to defray the cost of providing access to records through the global information system known as the Internet.

A special fund shall be set up by the treasurer of the county and such funds collected pursuant to Public Act 83-1321 shall be used (1) for a document storage system to provide the equipment, materials and necessary expenses incurred to help defray the costs of implementing and maintaining such a document records system and (2) for a system to provide electronic access to those records.

*Michael J. Appa*  
HARRISON COUNTY CLERK



The county board of any county that provides and maintains a countywide map through a Geographic Information System (GIS) may provide for an additional charge of \$3 for filing every instrument, paper, or notice for record (1) in order to defray the cost of implementing or maintaining the county's Geographic Information System and (2) in order to defray the cost of providing electronic access to the county's Geographic Information System records. Of that amount, \$2 must be deposited into a special fund set up by the treasurer of the county, and any moneys collected pursuant to this amendatory Act of the 91st General Assembly and deposited into that fund must be used solely for the equipment, materials, and necessary expenses incurred in implementing and maintaining a Geographic Information System and in order to defray the cost of providing electronic access to the county's Geographic Information System records. The remaining \$1 must be deposited into the recorder's special funds created under Section 3-5005.4. The recorder may, in his or her discretion, use moneys in the funds created under Section 3-5005.4 to defray the cost of implementing or maintaining the county's Geographic Information System and to defray the cost of providing electronic access to the county's Geographic Information System records.

The recorder shall collect a \$10 Rental Housing Support Program State surcharge for the recordation of any real estate-related document. Payment of the Rental Housing Support Program State surcharge shall be evidenced by a receipt that shall be marked upon or otherwise affixed to the real estate-related document by the recorder. The form of this receipt shall be prescribed by the Department of Revenue and the receipts shall be issued by the Department of Revenue to each county recorder.

The recorder shall not collect the Rental Housing Support Program State surcharge from any State agency, any unit of local government or any school district.

One dollar of each surcharge shall be retained by the county in which it was collected. This dollar shall be deposited into the county's general revenue fund. Fifty cents of that amount shall be used for the costs of administering the Rental Housing Support Program State surcharge and any other lawful expenditures for the operation of the office of the recorder and may not be appropriated or expended for any other purpose. The amounts available to the recorder for expenditure from the surcharge shall not offset or reduce any other county appropriations or funding for the office of the recorder.

On the 15th day of each month, each county recorder shall report to the Department of Revenue, on a form prescribed by the Department, the number of real estate-related documents recorded for which the Rental Housing Support Program State surcharge was collected. Each recorder shall submit \$9 of each surcharge collected in the preceding month to the Department of Revenue and the Department shall deposit these amounts in the Rental Housing Support Program Fund. Subject to appropriation, amounts in the Fund may be expended only for the purpose of funding and administering the Rental Housing Support Program.

For purposes of this Section, "real estate-related document" means that term as it is defined in Section 7 of the Rental Housing Support Program Act.

The foregoing fees allowed by this Section are the maximum fees that may be collected from any officer, agency, department or other instrumentality of the State. The county board may, however, by ordinance, increase the fees allowed by this Section and collect such increased fees from all persons and entities other than officers, agencies, departments and other instrumentalities of the State if the increase

is justified by an acceptable cost study showing that the fees allowed by this Section are not sufficient to cover the cost of providing the service. Regardless of any other provision in this Section, the maximum fee that may be collected from the Department of Revenue for filing or indexing a lien, certificate of lien release or subordination, or any other type of notice or other documentation affecting or concerning a lien is \$5. Regardless of any other provision in this Section, the maximum fee that may be collected from the Department of Revenue for indexing each additional name in excess of one for any lien, certificate of lien release or subordination, or any other type of notice or other documentation affecting or concerning a lien is \$1.

A statement of the costs of providing each service, program and activity shall be prepared by the county board. All supporting documents shall be public record and subject to public examination and audit. All direct and indirect costs, as defined in the United States Office of Management and Budget Circular A-87, may be included in the determination of the costs of each service, program and activity. P.A. 86-962, Art. 3, § 3-5018, eff. Jan. 1, 1990. Amended by P.A. 86-1028, Art. II, § 2-17, eff. Feb. 5, 1990; P.A. 86-1353, § 2, eff. Jan. 1, 1991; P.A. 87-1197, Art. 6, § 1, eff. Jan. 1, 1993; P.A. 88-691, § 7, eff. Jan. 24, 1995; P.A. 89-160, § 3, eff. July 19, 1995; P.A. 90-300, § 5, eff. Jan. 1, 1998; P.A. 91-791, § 5, eff. June 9, 2000; P.A. 91-886, § 10, eff. Jan. 1, 2001; P.A. 91-893, § 20, eff. July 1, 2001; P.A. 92-16, § 44, eff. June 28, 2001; P.A. 92-492, § 40, eff. Jan. 1, 2002; P.A. 93-256, § 5, eff. July 22, 2003; P.A. 94-118, § 90, eff. July 5, 2005.

Formerly Ill.Rev.Stat.1991, ch. 34, ¶ 3-5018.

1 765 ILCS 205/0.01 et seq.

2 810 ILCS 5/1-101 et seq.

### 5/3-5019. Monthly list of conveyances

§ 3-5019. Monthly list of conveyances. Immediately following each calendar month, the recorder, in counties with less than 1,000,000 inhabitants shall, upon their request, transmit copies of all documents, plats and deeds conveying real property to the county clerk, the county treasurer, the tax map department, the supervisor of assessments and the township assessor for which he shall be paid by the county the usual and customary fee charged by the recorder for furnishing such documents.

P.A. 86-962, Art. 3, § 3-5019, eff. Jan. 1, 1990.

Formerly Ill.Rev.Stat.1991, ch. 34, ¶ 3-5019.

### 5/3-5020. Information to accompany conveyance documents

§ 3-5020. Information to accompany conveyance documents.

(a) In counties of the first and second class no recorder shall record any conveyance of real estate unless the conveyance contains the name and address of the grantee for tax billing purposes.

(b) In counties with 3,000,000 or more inhabitants, the county recorder shall not accept for filing any deed or assignment of beneficial interest in a land trust in a transaction which is exempt from filing a real estate transfer declaration under the provisions of Section 4 of the Real Estate Transfer Tax Act,<sup>1</sup> unless the deed or assignment of a beneficial interest is accompanied by,

(1) a sworn or affirmed statement executed by the grantor or his agent stating that, to the best of his knowledge, the name of the grantee shown on the deed or



## **REPORT OF ROAD & BRIDGE COMMITTEE MEETING – MARCH 3, 2009**

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

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

The meeting was called to order at 9:05 a.m..

Claims 6378 through 6421 totaling \$ 79,179.54 were read and approved.

### **APPROVED AND RECOMMENDED:**

Agreement with the Illinois Department of Transportation and the Union Pacific Railroad Company to improve grade crossing warning signal devices at the railroad crossing across County Highway 10 in Plainview. The County would have no obligation other than to provide traffic control.

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

### **DISCUSSION:**

The committee discussed, at length, the sale of the Highway Department property at 220 N. Oak Street and the need to replace the facilities at that location. Committee members expressed concerns that the revenue from the sale of the property would not offset the cost of constructing a replacement salt storage structure and an equipment storage building. The following motions were made:

**MOTION: Made by Novak, seconded by Vojas to table a decision on the sale on the property until the committee has more specific cost information on a salt storage structure and an equipment storage building. All in favor. Motion Carried.**

**MOTION: Made by Schwallenstecker, seconded by Nicholson to have an appraisal of the 220 North Oak Street property done. All in favor. Motion Carried.**

A discussion on a plan to increase employees at the Highway Department was tabled pending receipt of additional information.

The Committee considered the Village of Sawyerville's inquiry about replacing of one of its drainage structures with County funds.

**MOTION: Made by Wieseman, seconded by Vojas to have the County Engineer investigate the structure's eligibility for county funds. All in favor. Motion Carried.**

In other business, Reinhart reported that the sale of the surplus equipment at Konneker-Brown consignment auction brought \$ 6,985.00 with one fuel tank yet to be added to the total. This total does not have the commission removed from it.

The drainage situation at the railroad crossing just off the Brighton- Bunker Hill Road curve at Brighton was discussed. Residents on the inside of the curve were flooded multiple times during 2008. The County Engineer has contacted the Illinois Commerce Commission in an effort to get the Union Pacific railroad to replace undersized culvert under the railroad. The plans for the Brighton-Bunker Hill Road include necessary drainage improvements to the location. Reinhart will write a letter to the residents updating them on the County's efforts to improve drainage conditions at the site.

The meeting was adjourned at 10:30 a.m..

Prepared by: Tom Reinhart

## **EXECUTIVE COMMITTEE**

**MARCH 2, 2009**

### **MINUTES**

**PRESENT:** Manar, Bacon, Coatney, Goodman, Lux, Pomatto, Pratt and Watson

**ABSENT:** Thomas and Novak

### **AGENDA:**

1. Approve Agenda for the March 2009 Board Meeting
2. Approve Time Sheets for non-union employees

The meeting was called to order by the Executive Committee Vice-Chairman Bacon.

Board Chairman Manar discussed the function of the Executive Committee which was to help the County Clerk prepare the agenda for the monthly County Board Meetings. All of the Committee Minutes were discussed as well as the Resolutions, Appointments, etc. that were approved by the Committees.

**MOTION:** Motion was made by Lux, seconded by Pomatto, that the agenda items should not be changed, with the exception of the Road and Bridge Committee, less than 48 hours before the Board Meetings. This Executive Committee shall meet the Monday before the Monday prior to the Tuesday Board Meetings. All in favor, **Motion Carried.**

The Committee discussed the minutes of the Sheriff's Committee Minutes and unanimously agreed that the Bonding Fee be tabled until the April Board Meeting in order to prepare a Resolution.

**MOTION:** Motion was made by Pratt, seconded by Lux, to approve the Minutes of the Road and Bridge Committee Meeting. All in favor, **Motion Carried.**

Emergency Management Committee Chairman Lux read a letter from Attorney Sinclair regarding the Mt. Olive Area Ambulance Service, and that letter is attached. The Committee unanimously agreed that the letter be forwarded to States Attorney Moreth for his opinion.

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**EXECUTIVE COMMITTEE MEETING  
MARCH 2, 2009  
PAGE -2-**

The Committee Members were given Time Sheets for the non-union employees dating from September 2008 through January 2009, and the following motion was made:

**MOTION: Motion was made by Lux, seconded by Coatney, to approve and put on file the Time Sheets of non-union employees. All in favor, Motion Carried.**

The meeting adjourned at 7:25 p.m.

Prepared by: Char Taylor  
Prepared on: 03-10-09

**STOBBS & SINCLAIR**  
*Attorneys and Counselors at Law*  
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P.O. Box 336  
Alton, IL 62002-0336  
618-465-6978  
618-465-7022 (Facsimile)  
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February 26, 2009

Mr. Larry Lux  
704 Klondike Street  
Staunton, IL 62088

Re: Mt. Olive Area Ambulance Service

Dear Mr. Lux:

Subsequent to our meeting with the Macoupin County Emergency Services Committee on February 18, 2009, I have had occasion to talk with Mr. Andrew S. Ritchie, the City Administrator for the City of Litchfield. In talking with him, he indicates that one issue which has apparently arisen in connection with the proposed agreement between Macoupin County and Litchfield, which I drafted, is the term of the contract. In the document I drafted, the contract does not have a fixed term, but rather it can be terminated by either party upon 180 days' notice to the other party. Thus, at any time it could be terminated with a six month notice. Mr. Ritchie indicates that some members of the City Council want the agreement to have a fixed one year term which would be renewable annually. Apparently, this is the arrangement which the City currently has with Montgomery County in connection with its EMS activities. I wanted to share this with you so that you could be aware that this may be an item in the contract which should be considered.

In my discussions with Mr. Ritchie, we concluded that it would probably be best to bring this issue back to the City Council at its April meeting. I do not know if it will be feasible for your Committee to have considered the agreement and be in a position to go forward by that date, but if so, that seems to be the appropriate time for Litchfield to revisit the matter. Mr. Ritchie indicates that the meeting of the Council is preceded by a Committee of the Whole meeting on April 2, 2009 which the matter would be taken up.

I will be pleased to discuss this, or any other aspects of the proposed agreement with you. I will be out of the office until March 9, 2009, but available after that date to talk to you or to meet with your entire Committee.

Thank you.

Sincerely,

STOBBS & SINCLAIR

By: *James S. Sinclair/mep*  
James S. Sinclair

JSS:mlp

cc: Ms. Joan Schoen  
Mt. Olive Area Ambulance Service



MACOUPIN COUNTY INTER-AGENCY  
MEETING  
January 14, 2009

The Macoupin County Inter-Agency Team met on Wednesday, January 14, 2009, at the West Central Development Council/Job Center Meeting Room, located at 116 South Plum Street, Carlinville, Illinois. The meeting was called to order by President/Chairperson Reggie Byots at 9:00 a.m. Prior to member reports, representatives from the National Children's Study were allowed to make a presentation to the group. The National Children's Study is a nationwide initiative that will begin in 2010. Macoupin County was selected as one of the 105 locations across the United States as a rural study area. The presenters (Amanda Harrod, Karen Tucker, and Vetta Thompson) outlined how the study will target twelve sections of the County with an estimated 28 childbirths per year per section. Families with new babies will be asked to participate in the 20 year study where they will be asked to take part in surveys, home visits, medical exams, telephone follow-up, etc., during the study period. Participants will be paid for their cooperation. Data from the study will be used to examine how environmental circumstance like air, water, diet, lifestyles, etc., have an effect on health. In closing, the presenters stated that they will be opening an office in the Carlinville area sometime in the summer of 2009 and hope to employ 15-20 workers during the 20 year period. After numerous questions from the attendees, the members began their reports.

**Mike Sherer**, The Job Center [Michael.sherer@west-central.org](mailto:Michael.sherer@west-central.org) reported that Lincoln Land Community College would be offering IWN Advisor Training on Friday, February 20, 2009, at their campus in Litchfield. Anyone interested in attending should contact the Job Center at 217-845-9753. The US Census Bureau is beginning to recruit workers for 2010 and applications and testing is being held at the Litchfield Job Center and the Carlinville Job Center. For more information, contact your Local Job Center or call 1-866-861-2010.

**Gayle Struble**, Addus Health Care [gstruble@addus.com](mailto:gstruble@addus.com) updated the members on the services provided through Addus Health Care and the various state/federal agencies that help support their programs. The intent of Addus Health Care is to ensure elderly individuals in the area receive adequate homemaker and health service assistance so they can remain in their homes. For more information on Addus Health Care services contact the Carlinville Office at 1-217-854-4471.

**Laura Snyder**, Mid-State Special Education [laura.snyder@midstatespec.org](mailto:laura.snyder@midstatespec.org) reviewed the various services offered in the Carlinville, Litchfield, Hillsboro and

Raymond to help students with disabilities and/or special needs transition from school to work.

**Aaron VanDyke**, Social Security Admin [aaron.vandyke@ssa.gov](mailto:aaron.vandyke@ssa.gov) updated the group on the various services of the Social Security Administration, including disability benefits, retirement benefits, survivor benefits, replacement of a Social Security Card, etc. He reported that the SSA is encouraging individuals to take advantage of the services provided on the internet to help streamline filing for retirement benefits and disability.

**Donna McLeese**, Girard First Steps, [dmcleese@girardschools.org](mailto:dmcleese@girardschools.org) presented a brief summary of the Girard First Steps Program which provides early childhood learning (ages birth to three) initiatives for families.

**Don Albrecht**, Macoupin County Sheriff's Dept. [daalbrecht@frontiernet.net](mailto:daalbrecht@frontiernet.net) updated the group on recent activities with regard to submitting grant proposals to acquire funds to upgrade the Courthouse. He reported that the County has seen a rise in crimes that are related to the sluggish economy, including telephone scams, online scams, and burglaries.

**Carrie Moore**, Alternative Education Center [cmoore@roe40.com](mailto:cmoore@roe40.com) updated the group on activities at the Macoupin County Safe School and the Alternative Education Center. Both learning centers have been busy with 8 new GED students and 15 students currently in the Safe School. GED testing will increase from \$35.00 to \$50.00 beginning in July, 2010.

**Paula Robinson**, U of I Extension [probinso@illinois.edu](mailto:probinso@illinois.edu) reported that they had received a grant from the Elks Organization that will help low income families with nutrition. Each month a meeting will be held which will include a free lunch and a class on food preparation. The grant will provide this activity to 30 people during the next 12 months along with the purchase of two freezers to be located at the local food pantry. Teen Parenting Classes will begin in Carlinville on March 24, 2009 and in Gillespie on April 21, 2009.

**Marilyn Lowe**, Macoupin County Safe Families [mlowe@mcphd.net](mailto:mlowe@mcphd.net) reported that she has seen a rise in violence in recent weeks, most likely due to the stresses of the economy and inclement weather, with 11 new cases during the past month.

**Peggy Dunn**, Macoupin County Public Health [pdunn@mcphd.net](mailto:pdunn@mcphd.net) provided an update on the progress of putting together the Macoupin County Transportation Grant. Meetings continue and the two working committees are hoping to meet their goals so the program can begin in 2010. Surveys were sent



out with over 14,000 returned and of those who responded, 75% reported their support and their planned use of the program. She also updated the group on the Seniors on the Go Program.

**Johanna Gillandeorozco**, Lewis and Clark Community College [jgillan@siue.edu](mailto:jgillan@siue.edu) announced that she would be leaving LCCC – Project Read, to accept a new position with Illinois Coalition for Community Services. This organization/agency provides assistance to families in need in the counties of Montgomery, Macoupin, Greene, and Jersey. She will continue to work with the regional immigrant population.

**Jennifer DeLong**, Love and Learn – Carlinville School District [jdelong98@hotmail.com](mailto:jdelong98@hotmail.com) discussed the Love and Learn Program which provides services to families with special needs, those who are low income, or are teen parents with children birth-age 3. Her responsibilities include regular home visits, linking families to services, and assisting children transition into the school district. Currently, there are 20 families enrolled in the program.

**Gloria Plummer**, Area Agency on Aging [gplummer@aginglinc.org](mailto:gplummer@aginglinc.org) provided information on the twelve county area where services are provided. She discussed senior services, working with senior care givers, the Lunch and Learn Program, home safety, etc. Information on senior services can be obtained at the Locust Street Resource Center in Carlinville.

**Paula Campbell**, Macoupin County Health Department [pcamb@mcphd.net](mailto:pcamb@mcphd.net) updated the group on various activities/programs including the upcoming Teen Survival Program scheduled for March 7, 2009 at Blackburn, the Teen Parent Services Program offered by the ROE, and the upcoming Anti-Meth Coalition “3 on 3” Basketball Tournament scheduled for March 28, 2009 at the Demuzio Sports Center.

**Janie Ashworth**, Our Town Hospitality [janieashworth@frontiernet.net](mailto:janieashworth@frontiernet.net) reminded the group about the Welcome Center in Carlinville, where she contacts/visits new families and new babies in the community. The phone number is 217-556-1551.

**Reggie Byots**, Macoupin County Housing Authority [regina@teamhousingcenter.com](mailto:regina@teamhousingcenter.com) addressed the group with information on the recent hiring of a consulting firm to complete a study on the possible development of a Mentally Disabled Center next to Morse Farms. Currently all public housing in Macoupin County is full; there are 20 Section 8 families in the County who are losing their homes; and the County may received \$1.5 million in federal funds to help build new homes, and/or refurbish existing homes. These



funds are intended for qualified individuals, who are either low income or veterans.

**Vicki Lubrant**, West Central Development Council/Job Center [Vicki.lubrant@west-central.org](mailto:Vicki.lubrant@west-central.org)

updated the group on recent activities of the WCDC and the Job Center. The Job Center will be holding a "New Year-New Career" event during the week of January 19-23, 2009, with various employment activities planned. U of I Extension will assist Job Center Staff with a youth activity, Welcome to the Real World, a simulation that teaches youth about earning and spending money, and representatives from various businesses and vocational schools will be stopping by the Job Centers during the week to meet with customers.

**NEXT MEETING DATE:** The next meeting of the Macoupin County Inter-Agency Team will be held on Wednesday, April 8, 2009, at the WCDC/Job Center, 116 South Plum, Carlinville, IL