

REPORT OF ROAD & BRIDGE COMMITTEE MEETING – AUGUST 2, 2011

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

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

Claims 7619 through 7655 totaling \$ 121,390.99 were read and approved.

The following 50/50 project petition was presented:

<u>Project</u>	<u>Cost</u>	<u>County Share</u>
Shipman #32	25,000.00	12,500.00

The County's obligation for each project will be the "County Share" only.

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

The Committee considered a resolution appropriating County Motor Fuel Tax funds to pay the construction and construction engineering of the Shipman Road soil-cement base stabilization project (Section 10-00068-02-FP).

MOTION: Made by Wieseman, seconded by Vojas to approve the resolution appropriating \$ 367,000 in Motor Fuel Tax funds for construction and construction engineering of the Shipman Road project and recommend passage by the full board. All in favor. Motion Carried.

The real estate contract with Firm Foundations for the 220 North Oak Street property expired on July 25th. After discussion, the Committee agreed not to relist the property at this time. The property will remain on the MEDP website and the highway department will pursue selling or leasing the property. Chairperson Goodman will contact MEDP Executive Director Shari Albrecht about potential lessees or buyers for the property.

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

Prepared by: Tom Reinhart

COLLECTIVE BARGAINING COMMITTEE

July 12, 2011

MINUTES

PRESENT: Harding, Schwallenstecker, Manar, Clerk Duncan, Treasurer Boehm, Judge Diehl, Sheriff Albrecht, Assessor Bresnan, Chief Probation Officer Hammann, Lee Ross – Circuit Clerk's Office, CFO Springer

ABSENT: Thomas

AGENDA:

- 1) Executive Session: union negotiations

The meeting was called to order at 3:25 p.m. by Committee Chairman Harding.

It was discussed by the Committee and others in attendance that Board Member Thomas would not be present at today's meeting due to his father passing away.

There was a **motion** by Schwallenstecker, second by Harding to go into executive session at 3:28 p.m. Motion carried.

Schwallenstecker made a **motion**, second by Harding to come out of executive session at 4:13 p.m. Motion carried.

Harding made a **motion**, second by Schwallenstecker to refer the Blue Cross / Blue Shield renewal beginning September 1, 2011 to the Finance Committee for consideration. Motion carried.

Harding declared the committee adjourned at 4:14 p.m.

Prepared by Gabe Springer
July 14, 2011

FINANCE COMMITTEE MEETING

July 22, 2011

MINUTES

PRESENT: Thomas, Bacon, Harding, Pomatto, Coatney, Vojas, Judge Diehl, Coroner Targhetta, Chief Probation Officer -Hammann, Public Defender- Verticchio, Animal Control – Buzie Bertagnolli, County Clerk-Duncan, CFO Gabe Springer, Jeanette Baker, Donna Fritz

ABSENT: Watson

AMENDED AGENDA:

1. FY 11-12 Budget Requests
2. Blue Cross / Blue Shield Health Insurance

The meeting was called to order at 5:30 p.m. by Committee Chairman Thomas.

Budget presentations for FY 2011-2012 for the General Fund were as follows:

- Animal Control Administrator Bertagnolli presented the Animal Control Budget in the amount of \$150,475.10 which is an increase of \$17,275.10 over last year's budget request due to building loan payments, building insurance, and benefit package. Administrator Bertagnolli stated that the greatest majority of her budget comes from generated fees, fines and donations.
- County Coroner Targhetta presented a budget request in the amount of \$83,936.00 which represents no increase over last fiscal year's budget.
- Chief Probation Officer Hammann presented the Probation Department Budget in the amount of \$523,844.60 reflecting an increase of \$124,158.60 – primarily due to the 22% increase in insurance, purchase of computer software, and the filling of a new secretary position. Probation Fee Account: will pay the increase of \$90,000.00 for salaries, which does not come out of the general fund; also the purchase of computer software will come out of probation fees.
- Public Defender Verticchio presented the Public Defenders Budget in the amount of \$247,756.60 which is a requested increase of \$23,103.60. Verticchio proposal is to create a full time assistant public defender with a salary of \$36,000, plus benefits. (See memo attachments). The proposal would allow the public defender to have a full time assistant to help cover the day-to-day activities of the office due to the increase in the number of PD clients. Other increases to the budget included increasing the Chief Public Defenders salary to the state statutory rate and the 22% proposed increases to health insurance premiums. Verticchio stated that 2/3 of his salary is reimbursed by the State.

- Judge Deihl presented the budget for Law Library in the amount of \$30,000.00 which is the same as the previous year. Judge Deihl also presented the budget for the Circuit Court in the amount of \$80,000, which is a slight decrease from the previous year. Judge Deihl stated that as of June 30th he has spend just a little more than \$31,000 so he has 39% of his money remaining. The reasons for the savings are two things: fewer jury trials and amount money spent for court appointed services in juvenile proceedings and in guardianship where the law mandates that I give parents and the child representation.
- We have been fortunate the last few years because we have had fewer jury trials, sometimes they settle and sometimes they don't. The last year we only had 7-8 jury calls. I brought up last year to reduce the amount of money we pay our jurors, and take away some of the mileage, that it the big factor, the county is so large and it is so expensive to pay round trip mileage, and we currently continue to do that. They get \$15.00 per day for their service plus round trip mileage. The problem there is that for one day, on average we pay \$30-\$32.00. If you bring in 70 persons which are the typical number to pick a jury at \$30.00 a day you have just spent \$2,100.00. If we don't get the jury picked in one day we have to bring the panel back it will cost more. In August we are going to use the jury twice on the same day. Judge Meyer will pick a jury trial in the morning and then Judge Diehl will pick a jury in the afternoon. Then on Tuesday, Judge Meyer will try his case and on Tuesday afternoon or Wednesday Judge Diehl will try his case. Trying to get more bang for your \$2,100.00 for that day.
- Judge Diehl stated that they stayed fairly well in budget, but went over in court reporter services due to juvenile cases. One observation looking at Public Defender, Law Library, Probation, Circuit Court, when you reflect on the entire budget that is \$881,640.00 of that you are getting \$100,000.00 back in reimbursements for the Public Defender, Probation gets back \$188,000.00 and most of Probation if from fees, the Law Library is from fees, the Circuit Court averages back \$30,000.00 and on top of that \$10,000.00 back in Public Defenders fees; by his calculations it shows 40% of the \$881,640.00 was recouped in fees and reimbursements.
- Court Automation Fund- no information tonight because we are waiting on bids, they have to upgrade software which is required. Judge Diehl said that he will present later, that money whatever is appropriated all comes from court automation fees paid for by the litigants.

Blue Cross / Blue Shield Health Insurance

CFO Springer stated that Chairman Manar and he have been discussing the termination of insurance due to the 22% renewal increase, effective September 1st. CFO Springer passed out a draft termination letter to the committee for review. CFO Springer said that if Blue Cross / Blue Shield is terminated, the County would have an alternative type of plan to deal with health insurance for employees in place by September 1st and that there should not be a time period where employees were left without an option for coverage.

Motion made by Harding and seconded by Coatney that we recommend to the full board the letter be sent to Blue Cross / Blue Shield of Illinois notifying them of the county's intent to terminate the County's group health insurance effective September 1 of this year. Motion Carried.

Chairman Thomas requested that Annual Audit be put on the next Finance Committee agenda. A brief discussion was held regarding why this request was being made – in order to discuss a potential RFP for the annual audit in future fiscal years.

Motion made by Pomatto and seconded by Coatney to adjourn at 6:29 p.m. Motion carried.

The meeting adjourned at 6:30 p.m.

Prepared by: Jeanette Baker

Prepared on: July 22, 2011

MACOUPIN COUNTY FINANCE COMMITTEE MEETING

July 27, 2011

MINUTES

PRESENT: Thomas, Bacon, Harding, Pomatto, Coatney, Vojas, Circuit Clerk Mathis, County Treasurer-Boehm, County Assessor-John Bresnan, EMA Director-Pitchford, County Clerk-Duncan, CFO Gabe Springer, Jeanette Baker, Donna Fritz

ABSENT: Watson

AGENDA:

1. FY 11-12 Budget Requests
2. Annual Audit

The meeting was called to order at 5:30 p.m. by Committee Chairman Thomas.

The Fiscal Year 2011-2012 Budget Presentations were as follows:

- Circuit Clerk Mike Mathis presented his FY 2011-2012 Budget request for all funds in the amount of \$667,602.00. This amount represents an increase of \$12,591.00 which is related to the proposed 22% health insurance increase. The only other issue relates to salaries, the salaries haven't changed; Mathis stated that he thought the issue of longevity was going to be discussed in upcoming negotiations so he did not account for longevity or raises/increases related to any contract. The amount being requested currently in his budget documents for the upcoming year is flat with this year – if an adjustment needs to be made after union negotiations, then that will be done at a later appropriate point.
- County Treasurer Boehm presented the Treasurers Budget for 2011-2012 in the amount of \$189,610.00; Tax Sale Indemnity Fees Fund \$2,000.00; Treasurers Automation Fund - \$15,000.00 and Tax Sale in Error Interest Fees Fund - \$8,000.00.
- Boehm referred to table 2, salaries stayed the same. The only increase is for the 22% increase in health insurance. Tax Assessment & Collections request is \$83,800.00 which is higher than last year; Boehm said we had to have money transferred in from last year because we were short for tax collections. The increase of \$10,799.00 reflects increase in postage, tax bill paper, software, training and printing and publications.
- County Emergency Management Agency Coordinator Pitchford presented his budget for FY 11-12 in the amount of \$55,325.20 which is no change in his budget this year from last year other than the insurance changes that was listed on budget form. Pitchford stated that this is the 26th year in a row he has asked for no

**FINANCE COMMITTEE MEETING
JULY 27, 2011
PAGE -2-**

- additional funds and is operating off the same budget he was in 1986 when he first started. The insurance cost that is shown in this budget, that wasn't there a couple of years ago, has made a difference in what the total budget is but he had no bearing on that. Board Member Harding asked how his vehicle is working. Pitchford reported that he has 128,000 miles, it came from the sheriff's department and it was a confiscated vehicle through a drug raid.
- Supervisor of Assessments Bresnan – presented his budget for FY 11-12 in the amount of \$389,030.00. Bresnan stated that there is not much change in his budget; there was a mix up in where salaries came from last year. There will be money left over in the GIS side which can be transferred to the general. The only thing he would like to add on the GIS side is a part time GIS clerk. A person is needed to work on the backlog; doing legal description, and GIS things. Bresnan stated that there is a possibility that one of his office workers is looking at retiring next year, if that happens the GIS clerk could become a full time position. Committee stated that we have to be concerned about the number of hours a part time employee can work; if the number of hours is over 600 then that employee has to be put on IMRF.
- County Clerk Duncan presented his budget for FY 11-12 in the amount of \$828,425.40. Table 1 Real Estate Stamp Special Fund has a budget of \$60,000 and next year is going away.

The Grant fund budget has a balance of \$50,000.00, **Help America Vote Act** grant which was not spent this current fiscal year and has to be spent by next fiscal year. Duncan stated that it must be spent on helping the disabled to have access to voting.

Vital Record Automation Fund – staying the same at \$3,000.00 which is used to purchase special vital record paper.

Recorder's Microfilm requesting an increase of \$10,000.00 which is to cover some of the cost of running the recorder's office that which previously was paid for from RE Tax Stamp fund, which is a special fund.

Copy room – increase of \$4,080.00 which is an increase due to the Atrix Copy Tracking system which was previously paid for from the Real Estate Stamp Special Fund.

Real Estate Stamp General Fund – increase of \$48,000.00 which is basically taking the money we transfer into elections to help cover the cost of the April election which was not budgeted for, as well as the \$8,000 that was given to the State's Attorney office.

FINANCE COMMITTEE MEETING
JULY 27, 2011
PAGE -3-

Elections decrease \$40,294.30; dropped back down to what it was two years ago when we only had one election, next year will probably have to come back for more because of two elections. Also, will have the cost of redistricting this year, the County Clerk's Office will have to send out voter cards to all residents, which will be a 10-15 thousand dollar expense.

County Clerk budget of \$339,931.40- an increase of \$34,917.40 due to the 22% insurance increase as well as budgeting for a new hire in the Records Office which would come from the general fund.

Annual Audit

Finance committee discussed putting out a request for audit proposals. Committee Chairman Thomas said that a recommendation from the committee to the full board to put out an RFP because they probably won't come in until October, if the board does it at the August meeting would have a recommendation at our September meeting, plenty of time if we decided to go with somebody else to have them on board after our September meeting.

Motion made by Harding and seconded by Vojas to recommend to the full board to request proposal for annual audit for the fiscal year. Motion carried.

Chairman Manar said at the next finance meeting we need to pass a temporary budget and needs to be place on the agenda.

**Motion made by Pomatto and seconded by Coatney to adjourn at 6:10 PM
Motion carried.**

Prepared by Jeanette Baker
7.28.11

EXECUTIVE COMMITTEE MEETING

August 1, 2011

MINUTES

PRESENT: Thomas, Bacon, Coatney, Goodman, Pomatto, Quirk, Watson and Zirkelbach

ABSENT: Manar

COUNTY OFFICIAL: County Clerk Duncan

AGENDA:

1. Approve July timesheets
2. Approve agenda for the August 2011 meeting of the Macoupin County Board
3. Revolving Loan Fund Monthly Report – July

The meeting was called to order by Committee Chairman Thomas at 5:30 p.m.

The Agenda for the August 2011 County Board Meeting was reviewed, discussed and the following motion was made:

MOTION: Motion was made by Pomatto, seconded by Coatney to approve (with additions and corrections) the Agenda for the August 2011 County Board Meeting. All in favor, Motion Carried.

The Revolving Loan Fund report was reviewed and discussed and the following motion was made:

MOTION: Motion was made by Goodman, seconded by Quirk to accept the Revolving Loan Fund Report as presented. Motion Carried.

The July 2011 Time Sheets for Non-union personnel were reviewed, discussed and the following motion was made:

MOTION: Motion was made by Bacon, seconded by Zirkelbach, to accept the July 2011 Time Sheets for Non-union Personnel. All in favor, Motion Carried.

Fran Goodman said NBS Systems outside of Mt Olive recently received a grant which they used on lighting replacement project, invited the county board members to tour his facility and Fran wanted to know where to bring it up in the agenda. Chairman Thomas stated that she could bring up the invitation under unfinished business, we have talked about it before, they got that grant, and they can set something up.

MOTION made by Coatney and seconded by Pomatto to adjourn at 5:50 P.M. Motion Carried.

FINANCE COMMITTEE MEETING

AUGUST 3, 2011

MINUTES

PRESENT: Thomas, Coatney, Bacon, Harding, Pomatto, Vojas, Watson, County Clerk Duncan, CFO Springer, Sheriff Albrecht, County Engineer Reinhart, Public Health Administrator Tarro, State's Attorney Watson, other County employees from County Clerk and Treasurer's Office

AGENDA:

1. FY 11-12 Budget Requests
2. FY 11-12 Temporary Budget
3. FY 10-11 Supplemental Appropriations

Finance Committee Chairman Thomas opened the meeting at 5:30 p.m. The first order of business was to listen to FY 11-12 budget requests from Public Health, State's Attorney, Sheriff, and Highway.

The State's Attorney presented first presented her budget request of \$448,449.80 which represents a 3.9% increase over last year's budget. According to Watson, however, because of the fact that her predecessor had to ask for additional funding mid-year in previous fiscal years, this request actually represents a decrease. The State's Attorney is requesting to increase postage by \$2,315 which she believes will amount to a more realistic level. The budget request does not include any new money for raises, but does include a request to make one employee a full-time employee (that employee now works part-time on an hourly basis). Lastly, Watson discussed how the amount of fines / fees her office collects, in effect making her office "self-sufficient" to a large degree.

Sheriff Albrecht next presented his budget for FY 11-12, requesting an overall increase of \$62,473 or 2.1%. The increases he is requesting for his office include funding to help defray the costs of paying monthly purchase costs of the clinic building to Goodman Real Estate which has always come out of his budget. Additionally, increases are being requested for equipment and maintenance agreements, employee uniforms, and medical expenses of inmates among other lines. No salary increases are being requested. However, the Sheriff discussed the fact that his employees have not received a raise for the duration of the past contract and the county is still waiting for the outcome of the arbitrator's decision. He noted that the arbitrator's decision could obviously have a considerable impact on his overall budget.

County Engineer Reinhart presented the Highway budget next, requesting an overall decrease of \$800.0 dollars under last fiscal year when accounting for all funds (County Highway, County-Twp Bridge, Matching, County MFT, Township MFT, and Township Bridge-Bond). Highway receives no General Fund appropriation. Reinhart said that he

built union raises into his request and also assumed a parity-raise for non-union employees in his request.

Public Health Administrator Tarro presented his Public Health budget for FY 11-12 and gave copies of other budget requests under his department's control to the committee. Overall, his Public Health budget projected expenses exceed projected revenues by just over \$231,000. Tarro then presented a sheet to all committee members detailing options that he and his management team have considered to close that gap. Of the options he discussed, he believed as much as \$120,000 could be reduced if all were taken into account. Even though he has recently run a deficit, he would like to do everything possible to balance and run in the black. The last option he discussed with the committee was the option to consider cutting programs that are high-cost to the Department as several counties across the state have begun to do.

Administrator Tarro next addressed a current FY 10-11 issue regarding the amount of dollars that were budgeted to his Public Health fund. Currently, it is budgeted \$1,863,971.00. It is Tarro's belief that earlier in the fiscal year that his budget was based on expected revenues, rather than expected expenses inadvertently. Tarro mentioned that he had not noticed the figure was incorrect until recently and he was requesting that the Committee seek to increase his appropriation authority to \$2,406,000 so that he could continue to spend out of the fund with available revenues. He noted to the Board that he had a payroll due tomorrow. Finance Chairman Thomas said that he did not believe the Committee had the power to act or authority to allow spending out of that fund until its appropriation level was raised by Board resolution.

Chairman Thomas noted that ROE Pfeiffer could not attend due to family considerations.

The committee next moved to discuss a resolution needed to increase supplemental appropriations for special funds for the current fiscal year. The Sheriff requested an increase in the Court Security Serv. Fees Account in order to enable him to finish out the fiscal year and make payroll. In addition, several other lines appropriation authority amounts were increased in order to comply with a previously adopted resolution transferring funds into the General Fund in June (Resolution 2011.34). Per Administrator Tarro's request, the Public Health spending authority is also being increased in the proposed resolution.

Motion made by Bacon and seconded by Harding to recommend to the full Board the resolution regarding FY10-11 special fund supplemental appropriations. Motion carried.

A resolution making transfers was next discussed by the committee. The balance of the Real Estate Stamp Fund is being requested to be transferred into the General Fund as part of this resolution. Clerk Duncan asked that language also be included with this particular transfer in the resolution that notes the fund is being officially abolished – this is for auditing purposes.

Motion made by Watson and seconded by Pomatto to recommend to the full board a resolution regarding transfers between funds in the County Treasury. Motion carried.

A resolution regarding General Fund supplemental appropriations was next discussed. The committee discussed that since certain appropriation levels were increased in the special fund budget in order to give the Sheriff spending authority, his Jail budget must be increased in a General fund resolution. The Sheriff asked the committee if the resolution could also include language enabling him to spend interchangeably between his Jail and Courthouse accounts to finish out the FY 10-11 fiscal year only.

Motion made by Watson and seconded by Coatney to recommend to the full Board a resolution regarding the FY 10-11 General Fund supplemental appropriations and also that the Sheriff be allowed to spend interchangeably between his Jail and Courthouse budget for the remainder of the current fiscal year. Motion carried.

The last resolution that the committee discussed related to an interim budget for FY 11-12 so that county offices had the authority to spend during the first two weeks of September prior to the Board meeting where a full year budget would be discussed. A resolution was drafted by the CFO that represented each General Fund line being appropriated at 1/10 of the current year's level after the 2% reduction.

Motion made by Harding and seconded by Vojas to recommend to the full board a resolution establishing a General Fund interim budget for FY 11-12. Motion carried.

Chairman Thomas brought up a question for Clerk Duncan regarding the payment of bills by county officeholders leading up to the end of the fiscal year. He asked the Clerk when the last date the officeholders could bring bills for payment this fiscal year. Clerk Duncan replied that officers must bring bills to him by August 25th in order for them to be considered for payment this fiscal year. Chairman Thomas noted that the committee should consider requesting the full board give them the power-to-act concerning the payment of bills following the August 9th Board meeting. The committee would then meet at a later date to consider such bills if given the power-to-act by the Board.

Motion made by Vojas and seconded by Pomatto to request from the full board the power-to-act concerning the payment of bills after August 9th. Motion carried.

Motion made by Pomatto and seconded by Harding to adjourn the meeting at 7:03 p.m.

SHERIFF, BUILDING AND GROUNDS COMMITTEE

August 3, 2011

MINUTES

PRESENT: Coatney, Long, Novak, Quirk, Vojas, Watson, Sheriff Albrecht, CFO
Springer

AGENDA:

- 1) Possible FY10-11 Budget Request
- 2) Courthouse Renovation Proposal
- 3) Executive Session
 - a. *Dispatching Contract from ETSB*

The meeting was called to order at 9:35 A.M. by Committee Chairman Coatney who then turned the meeting over to Sheriff Albrecht.

FY 10-11 Budget Request: Sheriff Albrecht gave an overview of his FY 10-11 Budget; Sheriff Albrecht stated that his budget will be about \$155,000.00 short at end of the year. Sheriff Albrecht requested transferring \$117,000.00 from the Court Security Fund to supplement his regular fund and requested \$40,000.00 to be used from the Public Safety Fund for the remainder of the shortfall till end of the year. Any funds not used would be transferred back to the general fund.

Sheriff Albrecht gave two reasons which caused the short fall at the end of the year:

- Two retirements with a cash pay out of \$34,000.00.
- Secondly, County Board reduced his budget by 5 percent, knowing at that time that the Sheriff's Department would run short.

Committee members discussed his budget request and CFO Springer will work on a resolution to make FY 10-11 transfer happen.

Courthouse Renovation Proposal:

Mr. Tom Deters with Morrissey Construction gave a lengthy presentation on funding sources for courthouse restorations; his presentation included possible grant funding opportunities as well as possibility of private loans. Mr. Deters included a basic report on phasing of the project in over a period of time. Deters/Morrissey would propose a contract to do a comprehensive study for a fee of \$125,000.00. It was the general consensus of the committee that there is no money available to pay for a contract of that nature. No Action Taken.

10:00 A.M. – Chairman Coatney had to leave the meeting; Vice Chairman Vojas then presided over the meeting.

Sheriff Building and Grounds Committee

Page -2-

Executive Session:

Motion made by Quirk and seconded by Long to go into executive session to discuss the potential contract with 9-1-1 at 10:31 A.M. Motion Carried

Motion made by Quirk and seconded by Long to leave executive session at 11:00 A.M. Motion Carried

Motion made by Kiel and seconded by Novak to send the potential 911 Dispatching Contract to the full board for approval. Motion Carried.

Motion made by Novak and seconded by Kiel to adjourn at 11:02 A.M. Motion Carried.

(Due to a malfunction of the recorder, no audio recording was made of executive session minutes.)

Prepared by Jeanette Baker
8.4.11