

## **REPORT OF ROAD & BRIDGE COMMITTEE MEETING – JULY 5, 2011**

**PRESENT:** Goodman, Nicholson, Novak, Pomatto, Schwallenstecker, Vojas, Wieseman, Reinhart, States Attorney Watson, and Les Hays.

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

Claims 7579 through 7618 totaling \$ 121,693.28 were read and approved.

Mr. Les Hays and States Attorney Watson were present to discuss the replacement of the crane beams in the Highway Department building at 21639 IL Route 4. The beams were removed before the Highway Department closed on the purchase of the building. Mr. Hayes offered to reinstall the original beams by welding them back on the stubs remaining in the building. Concerns were expressed about the structural integrity of the welded connection. Reinhart stated that a structural engineer should design the connection for the repair of the beams. Mr. Hays offered to replace the original beams with new beams connected in the same method as the original. The following motion was made:

**MOTION: Made by Wieseman, seconded by Novak to have the County Engineer coordinate with Mr. Hays to have new crane beams installed in the Highway Department building at 21639 IL Route 4 in lieu of the reinstalling the original beams All in favor. Motion Carried.**

### **PETITIONS:**

The following 50/50 project petitions were presented:

<u>Project</u>	<u>Cost</u>	<u>County Share</u>
Scottville #42	2,500.00	1,250.00
Scottville #43	2,000.00	1,000.00
Scottville #45	2,500.00	1,250.00
Scottville #46	<u>2,500.00</u>	<u>1,250.00</u>
TOTAL	\$ 9,500.00	\$ 4,750.00

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

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

The Committee discussed the possibility of leasing the property at 220 North Oak Street. The committee also discussed the need to construct a salt building to replace the current building at 220 North Oak Street. The following motion was made:

**MOTION: Made by Vojas, seconded by Novak to direct the County Engineer to move forward with a new salt storage facility at the Highway Department property at 21639 IL Route 4. All in favor. Motion Carried.**

Reinhart reported that the Litchfield Road project should be completed later this week. There is only some erosion repair, reseeding, and sign installation that needs to be done.

Reinhart also reported that the Illinois Department of Transportation will be releasing the second installment of the Illinois Jobs Now! capital bill program to local agencies in mid August 2011. The \$ 100 million distribution represents approximately 17% of additional funding beyond the normal annual MFT allotment. For Macoupin County the distribution is estimated to be \$ 159,021.

The meeting was adjourned at 10:05 a.m.

Prepared by: Tom Reinhart

## EXECUTIVE COMMITTEE MEETING

July 5, 2011

### MINUTES

**PRESENT:** Manar, Bacon, Coatney, Goodman, Pomatto, Quirk, Watson and Zirkelbach

**ABSENT:** Thomas

**GUESTS:** County Board Members: John Gay, Bill Harding, Frank Long, Bob Quarton, Ollie Schwallenstecker, Bob Vojas, Frances Wieseman, Tony Wiggins, County Clerk Pete Duncan, Chief Financial Officer Gabe Springer, Ross R. Adden, Macoupin County Republican Chairwoman Terri Koyne, Tom Stoecker, Jim Woods.

### AGENDA:

1. Approve timesheets
2. Approve agenda for the July 2011 meeting of the Macoupin County Board
3. Revolving Loan Fund Monthly Report – June
4. Resolution/Ordinance reducing County Board compensation
5. Resolution/Ordinance establishing 18 member County Board
6. Resolution/Ordinance for 2011 County Board redistricting

Chairman Manar informed the committee that since Executive Committee Chairman Thomas was able to attend the meeting because of an illness in his family and Vice Chair has not yet arrived, would the committee like for Manar to continue to preside over the meeting or elect another committee member to preside over meeting. Committee asked Manar to continue.

The meeting was called to order by Board Chairman Manar at 4:30 p.m.

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

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

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



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

CFO Springer presented the monthly Revolving Loan Fund report, discussion was held and Motion made by Pomatto and seconded by Quirk to place report on file. Motion Carried.

### **Resolution/Ordinance establishing 18 member County Board**

The Committee discussed the results of the 2008 advisory referendum to reduce the size of the county board from 27 members to 18 members. County Board Chairman Manar reminded the Committee that the board has to determine what size the board will be and the size of the districts. The Board has to say affirmatively make a decision on the size of the board following each census every ten years, whether a change is being made or not. Chairman Manar explained that if the Board chooses to do nothing, the County Clerk then becomes in charge of a re-apportionment commission – the commission is then given the duty of drawing a new county Board map. The commission cannot, however, take up the matter of changing the size of the Board. The commission can take up only a reapportionment plan. If it would come to the decision of a commission and the commission itself cannot agree on the drawing of a county board map, the result is then that every board member is forced to run at-large, county-wide.

The first item up for consideration following discussion on the 2008 advisory referendum and re-apportionment background was a proposal concerning County board pay. County Board Chairman Manar proposed a 5% reduction in pay for board members. Chairman Manar said it was a suggestion, a starting point and he was open for discussion on any other related options. Board Member Harding said that cutting by 5% would set a good precedent going into union negotiations. Board Member Vojas stated that 5% has been kicked around by the legislature in Springfield, and they took on 4.3% on their base salaries. The county board received a raise back in 2002 which was said to be the first raise in 18 years.

Macoupin County Republican Chairwoman Terri Koyne asked if the mileage reimbursement would stay the same. Chairman Manar said yes; in 2009, the Board placed a freeze on mileage. A question was then asked if the 5% included committee meetings in the proposed resolution before the committee. Chairman Manar said that as drafted it was not currently, but if the committee wanted to include the committee meetings, he would be open to doing so. Discussion was held by the committee and it was suggested that the 5% reduction should, in fact, be across the board. Chairman Manar then stated that the 5% reduction proposed ordinance would include board meetings and committee meetings and would apply to the incoming board following the 2012 November election. Statute states that you cannot change elected officials salary in the middle of a term.

Board Member Vojas stated that he supports the 5% reduction for board meetings and committee meetings; but he feels that the freeze on the mileage is unfair because it does not treat those who live further from Carlinville fairly.

**Motion was made by Pomatto and seconded by Zirkelbach to recommend to the full board a 5% reduction in pay for board meetings and committee meetings for the incoming county board following the 2012 November election. Motion Carried.**

#### **Resolution/Ordinance for 2011 County Board redistricting**

Chairman Manar presented to the committee a county map with proposed changes to some of the board districts. Chairman Manar explained that we have districts that are over-populated and we have district that are under-populated. The goal is to make them as equal in population as possible following the census every ten years. Chairman Manar's proposal on a map would seek to do so as much as is possible. Manar said that he made several assumptions. One assumption is District 1 (Staunton area) will continue to increase in population and the rural areas throughout the County will not continue to grow. The next assumption is that the county board does not want to split precinct boundaries when drawing a map; something we can do to try to achieve more equal population; this would cause the County Clerk to print additional ballots which would cost the County considerably money. Chairman Manar proposed the following:

- 1) Move Staunton 5 from District 1 to District 2;
- 2) Move Dorchester 2 from District 2 to District 4.
- 3) Move Cahokia 1 from District 4 to District 9

The Committee discussed the proposed changes to district lines to reflect the population shifts and a **Motion was made by Watson and seconded by Zirkelbach to present the map (with the above-noted changes) to the full board for approval. Motion Carried.**

A draft ordinance dealing with the size of the board (corrected 9 districts) was passed out.

Board Member Judy Bacon expressed her opposition to reducing board members in District 6, and would like for the committee to come up an alternative.

Board Member Bob Quarton also stated that he agrees with Board member Bacon. He feels that the voters did not understand the advisory referendum and were more concerned about cutting pay for the county board; not a cut in representation. Chairman Manar stated that we cannot interpret what the voters may have been thinking. Manar stated that the only concrete information we have to go by are the results of the referendum where the people voted in favor of reducing the size of the County Board from 3 members in each district to 2 members in each district.

Board Member Vojas asked if reducing the Board size would be done by a simple majority vote. Chairman Manar responded yes, and he stated that he suggested that a



recorded roll call vote would be taken on the proposed ordinance. He also stated that the three ordinances recommended by the Committee would not be discussed in Executive Session.

**Motion made by Zirkelbach and seconded by Quirk to present to the full board for approval to change the size of the county board from 27 members to 18 members. Motion carried.**

Motion made by Ollie Schwallenstecker and seconded by Beaver Coatney to adjourn at 5:30 P.M. Motion Carried.

## LIQUOR COMMISSION MEETING

**JUNE 27, 2011 10:00 A.M.**

### MINUTES

**PRESENT:** Nichelson G, Novak, Reiher, Vojas, Wieseman, Zirkelbach, County Clerk-Pete Duncan.

The meeting was called to order at 10:00 a.m. by Committee Member Zirkelbach.

The Committee Members reviewed and discussed the Liquor License Renewals, and the following motion was made:

MOTION was made by Nichelson, and seconded by Reiher to renew the following Liquor licenses. All in favor, Motion carried.

- a. Full Throttle - 15875 Shipman Rd Carlinville
- b. Gillespie Country Club - 14060 Rt 4. Gillespie
- c. Carlinville Country Club - 18908 Rt 4 Carlinville
- d. Plainview Vineyard - 10456 2<sup>nd</sup> Rd Plainview
- e. Wild Pickins -14223 Rt 111, Chesterfield
- f. Timber Lakes Golf Course -3120 Forest Lake Lane, Staunton
- g. Staunton Country Club -3283 S Country Club Lane, Staunton
- h. Lota Balls LLC, Bowlero Lanes – 12470 Rt 108 Carlinville, IL
- i. 16 West - 16797 Illinois Route 16, Gillespie, IL

Committee Members reviewed an application for a new liquor license and the following motion was made:

MOTION was made by Wieseman and seconded by Novak to issue a Liquor License to Last Chance Saloon – 24720 N Standard City Rd. Girard. All in favor, motion carried.

Motion was made by Reiher and seconded by Zirkelbach to adjourn at 10: 06 A.M.

Prepared by: Jeanette Baker  
Prepared on: 6.27.11

## **FINANCE COMMITTEE MEETING**

**JULY 6, 2011**

### **MINUTES**

**PRESENT:** Manar, Coatney, Bacon, Harding, Pomatto, Vojas, County Clerk Duncan, County Treasurer Boehm, Regional Superintendent of School Pfeiffer, CFO Springer, Danny Phipps and Crystal Bock from Scheffel and Co.

**ABSENT:** Thomas, Watson

### **AMENDED AGENDA:**

1. MEDP Quarterly Dues
2. Special Audit
3. Annual Audit
4. UCCI Membership
5. West Central Development Council Annual Dues
6. Otter Lake Water Commission (ADGPTV) Audit 2009-2010
7. FY 11-12 Budget Hearings
8. Recommendations for ROE budget following Governor's veto

Finance Committee Chairman Thomas was absent from the meeting. Finance Committee Vice-Chairman Bacon and Board Chairman Manar were also absent at the beginning of the meeting – both came to the meeting shortly after the meeting was called to order by Committee member Coatney.

Board Member Coatney reported to the committee that Chairman Dave Thomas would not be here nor would committee member Julia Watson. Coatney requested that the Committee pass over items #1 and #2 on the agenda so that the auditors from Scheffel and Co. who were present could discuss the annual audit with the committee.

- Danny Phipps with Scheffel & Company passed out three items pertaining to the 2009-2010 Annual Audit to the committee members. Mr. Phipps stated that there is a separate letter, which is required communications, reference whether or not there are any significant audit findings, difficulties, encountered any



disagreements with management or any other issues. Mr. Phipps stated that there were no significant audit findings or issues with management.

- Mr. Phipps went over the three opinion letters; the first being the independent auditor report, which is where Scheffel's overall opinions on the financial statement are located. He noted that the County received an unqualified opinion which is a clean opinion demonstrating no major issues.
- Mr. Phipps went over Exhibit A within the audit showing total assets of \$32 million and net assets which is equity/ retained earnings of \$31.2 million. Of that total equity what the county has invested in capital assets net of debt is equal to \$15.8 million and unrestricted net assets are equal to \$15.4 million.
- Governmental fund statements: Two year comparisons- total receipts \$17.8 million for 2010 versus 16.9 million for 2009; a total increase of 111,000.00.
- Mr. Phipps noted that while many of our categories appear to be down, the amount of taxes receipted is actually shown to increase by \$1.8 million – this, however, was only due to timing of tax distributions during the fiscal year. Other changes that were noted relate to intergovernmental state revenues: such revenues decreased by \$726 thousand from \$5.5 million to \$4.8 million – this was said to be largely due to decreases in highway fund projects. With respect to the General Fund, income taxes and sale taxes are down due to current state of the economy and due to slow down in payments received from state.
- Mr. Phipps also provided a summary of the General Fund. Showing total receipts of \$6.8 million versus \$6.9 million the year before. Governmental funds were similar, property taxes were up because of the timing of receiving property tax payments, while various other categories were held flat or down slightly.
- Mr. Phipps said overall the County received a positive audit, but it will continue to be in a challenging position try to monitor and trim as needed to maintain a positive position. He noted that there have been efforts and success in cutting expenditures when necessary.
- Board Chairman Manar asked the auditors for an assessment of how the County stands in comparison to other units of local governments? Mr. Phipps responded that for the size of Macoupin County, the county is fortunate to not have a great amount of debt; many counties today are not in such a position. He also noted that most everybody today is similar to Macoupin County in the respect that most are in a "cash-flow crunch." Mr. Phipps said that the County has been able to keep the budget in check by monitoring expenditures.
- Committee Member Harding asked if overall the county is on sound footing? Mr. Phipps responded by stating that the County will have to continue monitoring its

expenditures as there is little room for error. Again, Mr. Phipps noted that the County having a smaller amount of debt is a strong positive.

- Committee Member Harding then asked what debts the County does have? Mr. Phipps then detailed and explained a page from the audit that lists all of the County's outstanding long-term debt (page 36).

**Motion made by Pomatto and second Coatney to recommend the audit to the full board. Motion Carried.**

Discussion of quarterly dues for MEDP- Board Chairman Manar said the dues for MEDP were set up on a quarterly basis and went through the Chairman and were later paid by the Clerk. This year, with the help of the CFO, it was decided that these quarterly dues should be brought before and approved by the committee. The County gives MEDP quarterly dues for membership and then receives reimbursement for payroll and benefits for the two employees of MEDP. Total paid in yearly dues is \$90,000.00. The County receives approximately \$25,000 in reimbursement from MEDP for salaries and benefits. Committee members also received a schedule developed by the CFO that details the process by which both the County and MEDP will invoice and pay / reimburse one another on a quarterly basis.

**Motion made by Harding and seconded by Vojas to pay the quarterly dues for MEDP in the amount of \$22,500.00. Motion carried.**

Special Audit: Discussion on payment for the Special Audit to Scheffel and Company in the amount of \$7,900.00. Manar said the question is what line the County should pay for the audit out of. He recommended the committee should approve the payment place the item on the full board agenda for discussion before sending to the County Clerk with a solution on which line to pay from. Harding suggested that it be taken from the same line item that the regular audit comes from. In order to do so, Manar stated that we would have to put additional money into that line item as it was only originally budgeted for the amount due for the annual audit.

**Motion made by Pomatto and seconded by Coatney to approve the special audit payment and to recommend to the full board. Motion carried.**

UCCI (United Counties Council of Illinois) Membership-Manar said that counties typically pay the membership up front later rebate it back to the counties. Manar believes that they are more so in the business of selling insurance. There are also several educational things that the UCCI does for board members. Manar stated that we did not budget for such a membership this year and we have only two months left in the fiscal year. If the County is going to join, he believes the Board should consider joining in the new fiscal year and look at whether or not to become a member surrounding budget discussions.

**Motion made by Harding and seconded by Bacon to recommend the UCCI membership to the full board for discussion. Motion carried.**



West Central Development Council Annual Dues – Manar stated that the County has annual dues budgeted in the amount of \$9,536.00 for 2010.

Committee Member Coatney asked what the County is in the arrears on this payment (i.e. why it was not paid proactively). Manar said that he has made it his recent practice to gauge how well the service provided has been prior to paying the bill. In this case, Manar stated that he is pleased with the job that West Central Development Council is doing. They were very aggressive on Hurricane Ike disaster grant applications, preparing more than two dozen in two months for every municipality in the county and for the county itself. They work now with MEDP and coordinate with Shari Albrecht on a fairly regular basis. Shari is also actively utilizing West Central by referring potential grantees to West Central.

**Motion made by Coatney and seconded by Pomatto to refer to full board. Motion carried.**

Otter Lake Water Commission (ADGPTV) Audit 2009-2010 – The Board had this at its last meeting and referred it to the Finance Committee. Manar said that he has read though the audit and does not see any significant issues. The audit is something that they Commission is required to send to the County Board for review.

**Motion made by Harding and seconded by Vojas to refer to full board for approval and place on file. Motion carried.**

FY 11-12 Budget Hearings – Manar stated that the County is starting the FY 11-12 Budget cycle very soon. Last year, county officials did not turn in uniform budget requests. In recent years prior to last year, a process had been started where everybody was given an electronic file and they filled it out so they were all uniform. Manar asked the committee if they would rather have the uniform budget request look the same or let them submit something they normally would. Committee was agreeable to go back to the uniform budget file and the CFO will send the file out tomorrow with a request that it is to be returned by Monday, July 18<sup>th</sup>. Manar proposed a block of dates for the officials to sit down with the committee to discuss the new budget; those dates are included in the memo to be sent out by CFO Springer.

Discussed health insurance – Manar also reminded the committee that the health insurance premiums will increase 22% effective September 1. Manar said that in his opinion, the County should not remain with Blue Cross because the County cannot simply come up with \$180,000.00 for additional premiums. Manar stated that he believes there are other options that weren't available last year: Health Link and Health Alliance have joined a network which is a big plus; we also have the ability to pool with other municipal and county governments which was part of the Fair Health Care Law.

Recommendations for ROE budget following Governor's veto



Larry Pfeiffer stated that he had three items that he wanted to bring the committee up to speed. Because of a veto to his office's (ROE) funding, he believes that he will probably will not get paid until the fall veto session which is Oct 23<sup>rd</sup>; at that point the general assembly can over ride the governor's line item veto or agree with it. Pfeiffer said that David Vaught, Governor Director of Finance has said he has offered a funding source that can be utilized – the personal property replacement tax – to fund the office. Manar stated that portion of PPRT would not be distributed to the county, the proportion of the PPRT would be lower. It's a fix but it takes out of one account and gives to another (i.e. it would equal less money available for the County from the PPRT).

Pfeiffer passed out handouts referencing state aid, grants, amount that the state still owes to his office. He referenced that they did not receive any funds from the state to run the regional safe school, but they were able to meet payroll.

ROE-ISC total operation budget of \$56,000 - the governor zeroed out as well; this was explained as money that Pfeiffer uses to pay his bookkeeper. Pfeiffer noted that this was one area he believes he may need to come back to the County to ask for possible assistance. Pfeiffer feels that there will not be an interruption of services as he believes things will be worked out with regard to the vetoed state funding.

Pfeiffer then explained issues with Greene County where he is dealing with non-payment which has been going on for a more than a decade. They have been working with assistance of Assistant States Attorney with Brent Cain. In March 2010 they have filed a mandamus thru the courts which would force Green County to pay a certain amount. The process to actually obtain money from Green County is still ongoing and Pfeiffer noted that he would keep the Finance Committee updated on the situation.

Third Item: There is a proposal to increase his rent by \$100.00 per month; Pfeiffer told them that he would take this up with the Finance Committee at the appropriate time.

**Motion made by Bacon and seconded by Harding to adjourn at 6:49 P.M. motion carried.**