

## **FINANCE COMMITTEE MEETING**

**JULY 31, 2012**

### **MINUTES**

**PRESENT:** Thomas, Bacon, Coatney, Harding, Pomatto, Vojas, Watson, CFO  
Springer, Jeanette Baker

### **AGENDA:**

**1. FY 12-13 Budget Requests**

Macoupin County E-911 – Aaron Bishop  
Macoupin County Emergency Management-Jim Pitchford  
Macoupin County Coroner-Brad Targhetta  
Macoupin County Animal Control – Buzie Bertagnolli

Finance Committee Chairman Thomas opened the meeting at 5:00 p.m. The first order of business was to listen to FY 12-13 budget requests from Emergency Telephone Systems Board, Emergency Management, Coroner and Animal Control.

- The ETSB Administrator Aaron Bishop stated that the ETSB Board approved the 2012-13 budget at their monthly meeting on July 24<sup>th</sup>. Bishop presented the 9-1-1 budget request in the amount of \$826,600.00 which represents a 15.8% decrease over last year's budget. Aaron directed the committee's attention to the Public Safety line item; payments are made twice a year, October 1<sup>st</sup> and April 1<sup>st</sup> to the Sheriff's General Fund. The amount reflects a three percent increase over the previous year per the contractual agreement between the Sheriff's office and the Macoupin County ETSB for the Sheriff's office to cover 911 dispatching.

Harding asked if anything has changed concerning the per line charge since the last regular meeting; there has been some talk in Springfield about changing that Harding thought. Bishop stated that the local amount has not changed for the landline; but there is talk about possibly changing the wireless amount to \$1.00 from the .73 cents in the future. Unfortunately, the ETSB would only get .79 cents, because there would be 1% earmarked for an administrative fee to ICC. Also, 18% would go into a Next Generation fund for future cost according to Bishop.

- County Emergency Management Agency Coordinator Pitchford presented his budget for FY 12-13 in the amount of \$58,800.00 which is a 6.3% increase in his budget this year from last year. Requested additional funds in the equipment line item to upgrade his computer, an increase in the Vehicle Maintenance and increase in the salaries line item to cover the cost of his recent parity salary adjustment.

Pitchford mentioned that today he received a fully executed grant agreement from the State IEMA for \$24,748.00 from 2011-2012, which will cover about 50% of his budget costs.

- County Coroner Targhetta presented a budget request in the amount of \$83,936.00 which represents no increase over last fiscal year's general budget.

Targhetta explained that last year was the first year that we had a special fund of \$5,000.00 and he is proposing to increase it to \$6,000.00; he explained that this is a fund that comes directly to the coroner's office through fees by state law. Question was asked how that money is held; is it held by the Treasurer and who signs for those bills. Targhetta stated that he submits an affidavit, then he presents to the County Clerk, and then if is signed and countersigned by County Clerk and County Treasurer. Thomas asked what bills will be paid out of that fund. Targhetta said that if there is more money available in this fund, he would pay some bills that are allowable out of the fund rather than the general fund.

- Animal Control Administrator Bertagnolli presented the Animal Control Budget in the amount of \$177,900.00 which was represented as an increase of \$5,700.00 over last year's budget.

Bertagnolli explained she is still requesting \$15,000.00 out of general fund for it to be there in case it becomes necessary – these funds would only be used according to Bertagnolli if the Animal Control funds were first expended. The pet population control fund is done strictly through different fines and though the differential on the rabies tags. All funds are deposited and go to the Treasurer's office.

In the animal control regular fund, the budget request is up \$5,700.00 which reflects increases in building insurance, salary, and salaries for part time employees. Bertagnolli stated that nearly all of her funding is generated by fines, fees and donations. T.A.I.L.S plans to donate \$12,000.00 for the building loan in September which will pay the loan payments for the entire year. A question was asked how many years are left to pay on the mortgage, Bertagnolli stated 14 or 15 years. Question was asked about the insurance line item, Bertagnolli stated that amount listed is for the building insurance, not health, dental, and life. CFO Springer said that if she did not include these figures in her request for benefits that she would need to adjust the budget to add an amount for insurance. This addition would add to her request unless she could find a place in the current request to supplant.

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



**MACOUPIN COUNTY  
EXECUTIVE COMMITTEE MEETING**

**August 6, 2012**

**MINUTES**

**PRESENT:** Thomas, Bacon, Coatney, Goodman, Manar, Pomatto, Quirk,  
Watson, Jeanette Baker-Administrative Assistant

**ABSENT:** Zirkelbach

**AGENDA:**

1. Approve timesheets
2. Approve agenda for the August 2012 meeting of the Macoupin County Board
3. Revolving Loan Fund Monthly Report – July

The meeting was called to order by Committee Chairman Thomas at 5:00 p.m.

Committee reviewed non-union personnel time sheets and made the following motion:

**MOTION: Motion was made by Quirk, seconded by Pomatto to accept the July 2012 Time Sheets for Non-union Personnel as presented. All in favor, Motion Carried.**

The Draft Agenda for the August 2012 County Board Meeting was reviewed and discussed before the following motion was made:

**MOTION: Made by Pomatto, seconded by Watson to approve (with additions and corrections) the draft Agenda for the August 2012 County Board Meeting. All in favor, Motion Carried.**

The Revolving Loan Fund report for July was reviewed and discussed.

**MOTION: Made by Goodman and seconded by Bacon to accept Revolving Loan Report as presented. All in favor, motion carried.**

**MOTION: Motion was made by Goodman and seconded Bacon to adjourn at 5:35 p.m. All in favor, motion carried.**

Prepared by Jeanette Baker  
August 7, 2012

## **REPORT OF ROAD & BRIDGE COMMITTEE MEETING – AUGUST 7, 2012**

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

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

Claims 8166 through 8208 totaling \$ 93,559.44 were read and approved.

The following 50/50 project petitions were presented:

<u>Project</u>	<u>Cost</u>	<u>County Share</u>
Chesterfield #30	\$15,000.00	\$7,500.00

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

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

The Committee discussed a preliminary engineering agreement for the design of a bridge on Spillway Road over West Fork of Otter Creek. The existing structure has been closed since June 2011 when flooding washed out the road and damaged the structure beyond repair.

**MOTION: Made by Nicholson, seconded by Schwallenstecker to recommend the Board approve a preliminary engineering agreement in an amount not to exceed \$35,730.00 with Coombe-Bloxdorf, P.C. of Springfield for the design of a bridge on Spillway Road over West Fork of Otter Creek in South Otter Township (Section 12-22115-00-BR). All in favor. Motion Carried.**

The Committee also discussed a preliminary engineering agreement for the design of a bridge on Sumpter Road over Shaw Point Branch. The existing structure was closed in June 2012 after serious scour undermining the substructure was discovered.

**MOTION: Made by Novak, seconded by Vojas to recommend the Board approve a preliminary engineering agreement in an amount not to exceed \$31,312.04 with Allen Henderson and Associates, Inc. of Springfield for the design of a bridge on Sumpter Road over Shaw Point Branch in Shaws Point Township (Section 12-20118-00-BR). All in favor. Motion Carried.**

Reinhart reported the Standard City Bridge remains on schedule. The structural steel is scheduled to be delivered next week. Reinhart also reported that the Macoupin Business Park drive is progressing. The last part of the pavement will be poured tomorrow.

At the direction of the Chairman following items will be placed on the agenda of the September Road and Bridge Committee:

1. Discuss status and leasing 220 North Oak St. property.
2. Update on the status of the Brighton-Bunker Hill Road project.
3. Update on the status of the Emmerson Airline Road project

The meeting was adjourned at 9:55 a.m.

Prepared by: Tom Reinhart



## **ECONOMIC DEVELOPMENT COMMITTEE MEETING**

**August 7, 2012**

### **MINUTES**

**PRESENT:** Watson, Bacon, Denby, Dragovich, Tranter, Wieseman, Zirkelbach Shari Albrecht, Courtney Woods, Joe Robbs, CFO Springer, County Clerk Duncan, Jeanette Baker

**ABSENT:** Herschelman

### **AGENDA:**

1. Enterprise Zone
2. Mercantile Center – Revolving Loan Update

Committee chairman Julia Watson called the meeting to order at 10:30 a.m.

The first item on the agenda is the Enterprise Zone; the committee, however, chose to proceed with the second agenda item while they waited for County Clerk Duncan to arrive to present on item 1.

Mercantile Center- per the terms of the original note to the Mercantile Center signed in January 2012, a meeting for a review of the revolving loan agreement with Mr. Joe Robbs owner of the Mercantile Center located in Mount Olive was required in the middle of the one year note. This was the first opportunity the committee had to meet.

Mr. Robb gave a review of where he was with the project and repayment terms as requested. They borrowed \$10,000.00 from Macoupin County RLF to finish inside suite of the Mercantile, second floor hotel. They initially planned to repay the note using their 2011 tax return.

Mr. Robb said to the committee that he was present today to ask the committee to take the interest note and convert it to a 5 year note, which would give the business time to grow.

Watson asked if Mr. Robbs is asking for the committee to change the note so he would make monthly payments. Mr. Robb said yes, he would pay off the interest on this year and then get a new note and make monthly payments under his request.

CFO Springer suggested that if we are looking at issuing an extension on the current note that it should go back before the banking committee first before the board approves.

Watson asked Mr. Robbs if he wanted an additional five years or four years in addition to the one already granted under the original note. Mr. Robbs stated that he would like

to pay the interest for this year, and then get a five year note and make monthly payments.

Watson stated that Mr. Robbs is current at this time, but at this review he is saying that when the note does come due, he prefers not to repay it and would rather have it on amortized monthly payments. Mr. Robbs stated that if the county does not want to extend the loan, he will go back to the Bank of Edwardsville and restructure there, however. The current note says that he would pay it in full with the interest in January 2013. The interest rate is 3%.

Mr. Robbs left the room for the committee to discuss the situation. Upon his return, Watson informed Mr. Robbs that the committee is asking him to fill an application, CFO Springer and / or Albrecht will help him get the application and the required documentation that comes along with the RLF application. Also, Watson said the committee would like him to work with MEDP who will connect him with a SCORE advisor who will work with him one on one and help him with business planning and marketing. The committee will reconvene and review the application at a later date.

The next item on the agenda is the Enterprise Zone.

County Clerk Duncan gave an update on enterprise zone map. Back in May the committee appointed Pete Duncan-County and the City of Gillespie and the City of Carlinville appointed two representatives as part of the intergovernmental agreement with the enterprise zone to go through all records to come up with the first electronic map of the enterprise zone in its 22 year existence. They had their first meeting and they brought in their maps, Aaron Coe of Carlinville came in with a long list of double checks, there were numerous parcels that in the 22 year history of the zone, there's a possibility that they have been split; Duncan said the process has been very labor intensive but they are nearing a point to have a final recommendation for the Board and hope to present it at the August full meeting. Duncan passed out small draft map which was being reviewed by the three governmental bodies governing the enterprise zone prior to the August meeting. Duncan said that at the full meeting he will have a large copy for the board to review in total. Once finalized and approved by the board, it will go on our GIS site for the county and anybody will be able to type in an address or a parcel number and the map would show if that particular property was in the enterprise zone.

Question was asked if the fly over has been completed. Duncan said that yes and he thinks it will be some time in September before it will be available on our GIS site.

**MOTION: Motion made by Tranter and seconded by Wieseman to recommend approval of the enterprise zone map as compiled by Clerk Duncan, the City of Carlinville, and City of Gillespie pending the approval and completion of all final changes and approval from the other two governmental bodies. All in favor, motion carried.**

Watson adjourned the meeting at 11:20 a.m.



## **FINANCE COMMITTEE MEETING**

**AUGUST 8, 2012**

### **MINUTES**

**PRESENT:** Thomas, Bacon, Coatney, Harding, Pomatto, Vojas, Watson  
Sheriff Don Albrecht, County Clerk Duncan, Judge Ken Diehl, Public  
Defender Jono Verticchio, Chief Probation Officer-Lee Lobue, States  
Attorney- Jennifer Watson, Donna Fritz, CFO Springer, Jeanette Baker

### **AGENDA:**

**1. FY 12-13 Budget Requests**

Macoupin County Sheriff- Don Albrecht  
Macoupin County Circuit Court-Judge Diehl  
Macoupin County Public Defender – Jono Verticchio  
Macoupin County Probation – Lee Lobue  
Macoupin County State's Attorney – Jennifer Watson  
Macoupin County Public Health – Kent Tarro

**2. FY 11-12 Budget**

**3. Retroactive PBLC Contract**

Committee Chairman Thomas called the meeting to order at 5:00 p.m.

The Fiscal Year 2012-2013 Budget Presentations were as follows:

**Macoupin County Sheriff**-Don Albrecht next presented his budget for FY 12-13, requesting an overall increase of \$1,195,201.00 or 40.2%.

Thomas asked if there are positions that are not currently being filled that you are requesting to have in the next year's budget request. Albrecht stated that he has always included the vacant positions in his budget, so yes. There are 8 (eight) open positions. Sheriff Albrecht stated that those positions have not been filled and were vacated by attrition or retirement in most cases. He would like to fill the positions when he gets the money but understands that the financial position the county is in.

Thomas asked if the new request salaries listed reflect the arbitrator salary award, Albrecht said yes they do. With no overtime in 2012-13 with the new pay scale will be about \$2,161,000.00 for his current employees (not including the unfilled positions).

CFO Springer asked if he expects overtime to go up or down with new shifts. Sheriff Albrecht stated that working those shifts for last several years the overtime should stay static, or go down a little bit he projects.



Thomas asked Albrecht if he has a figure in mind of what the arbitrator award just in salaries is going to cost us. Sheriff Albrecht stated the total cost will be around \$467,000.00. Thomas asked for the Sheriff's thought or suggestions of where that money could come from. Sheriff responded by saying that it was up to the County Board as he does not control the money. Sheriff stated that the only account he controls is the Public Safety Fund, which will have a portion available deducted to pay the settlement.

Sheriff said that the increased request he is asking for is misleading because he is asking for all of his public safety funds that he receives from 911 as a result of the contract to handle 911 telecommunicating to be put into his general fund budget. This is not new money, but money he already receives to the amount of \$257,000 in the next budget year – it is just in a different fund; he is asking for it to be infused into the general fund budget so that portion is not really an increase of funding.

CFO Springer asked how much he needs to finish out the remainder of the current fiscal year. Albrecht said about another \$60,000.00. There are options, there is a COPS Grant fund and the court security fund has a good balance according to Albrecht.

Thomas the board has tough decisions to make on finding available funding to afford this but will address it at the August meeting.

Albrecht stated that the county has applied for federal prisoners through the federal government so there is a possibility for additional income generated from the proposal if Macoupin County is successful in the future.

### **Macoupin County Circuit Court-Judge Deihl**

Judge Deihl presented the budget for Circuit Court Fund-he stated that the court has received \$80,000.00 for the last two years. This year he is asking for a substantial increase of \$100,000.00 and the reason for that by in large two things

- Asking for \$10,000.00 to cover new state-mandated court program (drug court program- with no money coming from the State to cover that mandate. Secondly, three years ago the State required court mediation in cases where there are children involved in family cases, it has been in our practice to send people who have a problem regarding children, visitation, or child support mediators. We are finding that most people filing in our county cannot afford to appear before a mediator, the cost is \$300-400.00 per person. It has required us to hear the cases instead of going to a mediator, or where a mediator was willing to take installment payments, the mediators are saying they will not do that any more because they have not been paid on the install methods.)
- The next increase relates to court appointed council, council primarily in the criminal field, for those who cannot afford their own attorney. Deihl said that in 2008 he presented to the board the proposal for a full time public defender program. Up until that time we had three part time attorneys serving in that capacity each receiving full benefits that the county provides.



Thomas asked if we have increased the amount that we are paying hourly attorneys. Deihl said that we are currently at \$90.00 per hour. Newest members of the county bar are charging \$150.0 and senior members are charging \$250.00-\$275.00. The rate previously paid by the court for court council was based on 2/3 of the average of the going rate and that is how we arrived at the \$90.00 per hour according to Deihl.

Court Automation Fund: fees that are paid by the litigants in the court cases that is restricted money and cannot be used for other things, only for types of court expenses. Judge is requesting increases in several budget line items. The one significant purchase it would be the system AS 400. Deihl said they have to upgrade the Circuit Clerk system so the county can stay on par with the administrative office with the Illinois courts, and secondly so we are able to interact with other agencies and within ourselves, like probation, court services, public defender, states attorney, etc. This will be a \$20,000 to \$30,000 dollar expense and this should be sustainable. Thomas asked what the balance is in that fund. County Clerk Duncan looked it up and the amount is \$170,000.00 and \$150,000.00 in investments.

Law Library Fund- this fund has a budget amount of \$30,000.00; nearly all of this is covered by funding from fees in civil lawsuits. Through July they have spent \$19,000.00 of the \$30,000.00. This fund is requested at the same level as last year.

Public Defender-Jono Verticchio presented a budget request in the amount of \$298,177.60 and increase of \$73,524.60 (32.7%). Verticchio stated that due to the economy there has been a major increase in the number of people requesting his offices' services. Right now he is operating approximately double of what he was doing last year, doing so with one less attorney. We have had a major increase in court appointed attorneys fees, approximately \$7,200.00 a month Verticchio said. They have been discussing way to help alleviate the some of the burden on the courts budget. Verticchio and Deihl are recommending in their request that they hire 2 full time conflict public defenders and also move the secretary to 5 from 4 days a week and to make her salary match all other county clerical employees.

Probation & Court Services – Lee Lobue presented a budget proposal reflecting what full funding for the probation dept would be, to fill contractual salary benefits and also the statutory operation obligations that the department has. Currently with the state budget, probationary reimbursement line took a large hit this year; Lobue says he does not know how much his department will be receiving from the State going forward, which could leave him in more of a bind and in need of more county funding. He stated that he does have probation fees available for some of the necessary costs; however, they are limited in how they can be spent.

Increases include: union contract pay raises, an estimated 10% increase in insurance cost, full funding for the salaries, operation lines increases, also funding to fill clerical position.



**State's Attorney** – State's Attorney Watson presented her budget request in the amount of \$469,629.00 which is the same amount budgeted as last year budget. Watson explained that she received a Domestic Violence Grant for \$36,548.00 (will expire at the end of FY 12-13). The State's Attorney's budget request from county funds is actually \$433,081.00 which is level with last year.

Thomas asked if there was an item on the agenda to increase the appropriations in the Sheriff's dept. CFO Springer stated yes we have the FY 11-12 budget on the agenda for tomorrow. Thomas stated that we need to take a look at what impact the IMRF and Social Security on appropriated amounts.

**Motion made by Pomatto and seconded by Coatney to adjourn at 6:05 p.m. All in favor, motion carried.**