

## FINANCE COMMITTEE MEETING

April 25, 2012

**PRESENT:** Thomas, Bacon, Coatney, Harding, Pomatto, Vojas, Watson, County Clerk Duncan, County Engineer Reinhart, CFO Springer, Donna Fritz, States Attorney Jennifer Watson, Jeanette Baker.

### Amended Agenda:

- 1) Coroner Salary Request
- 2) FY 11-12 Special Fund Budgets
- 3) FY 11-12 General Fund Budgets
- 4) Public Safety Fund
- 5) Findings from side letter from Auditors
- 6) Lighting Project Funding Source
- 7) Creation of Budget Stabilization Fund
- 8) Jurisdictional transfer of section of Old Route 66
- 9) Public Health Care Budget Amendments
- 10) Ordinance Concerning Death Certificate Copy Fees
- 11) **Executive:** Personnel matters regarding CFO review

Committee Chairman Thomas called the meeting to order at 5:00 P.M. and allowed a change to the order of the agenda to allow some people to address the committee so they could leave if needed before the committee moved on to other items on the agenda.

The first item discussed was # 8 “Jurisdictional Transfer of Section of Old Route 66.” Jared Ott and Russ Masinelli were present to speak on the matter. Chairman Manar led off stating that there are two committees which will discuss this matter – Finance and Road & Bridge. Manar stated that the ITS Trail Committee has focused their efforts on a separated bike trail between Staunton and Mt. Olive. This particular section of Old Route 66 which has been abandoned by IDOT lies between Staunton and Mt Olive. The idea of the ITS committee is to seek collaboration between Mt. Olive City / Township, Staunton City / Township and Macoupin County to apply for an ITEP Grant (*Illinois Transportation Enhancement Program*) to build this bike trail. Several meetings have been held on the issue in addition to meetings with officials from IDOT on the process of passing resolutions for support for the construction of the trail. Staunton is the ending point for a trail coming in from Madison County. There was a study done some years back that DNR paid for and it showed how Macoupin County is the missing piece between Springfield and St. Louis when it come to bike trail development. The big question is how will this be paid for, and an innovative way to do this is being proposed – the jurisdictional transfer. Manar stated that members of the ITS committee and he have started a preliminary discussion with IDOT who would give the county credit if it agreed to a jurisdictional transfer for this section of Old Route 66 just east of Staunton to just north of Mt. Olive if an agreement were made. Currently it is state-owned property, so

the agreement would be that a local entity would pick up the responsibility of the trail, there would be credit given for the value of the land, which could feasibly be used to match a state grant thru ITEP that way no money would be spent.

Mr. Ott stated that right now they are trying to seek the cooperation of all parties involved before moving forward; he also noted that they have hired an engineer who is putting together some numbers together for a total cost.

Chairman Manar stated that he would like for the board to consider taking up a resolution in support at the May meeting if interested and stated that perhaps by that time the County may have further response from IDOT on whether they may plan to accept this proposal. If they do accept this proposal to approve the County for jurisdictional transfer and funding attached to it, then the County could apply for a grant to cover the remaining costs, thereby leaving no financial burden on the county. It was noted that the county would have to compete for the grant with no guarantees. The county received a \$50,000.00 grant many years ago on behalf of the ITS Trail, to be used for engineering.

**MOTION made by Vojas and seconded by Coatney to recommend a draft resolution in support of Pursuing Illinois Transportation Enhancement Funding for the Historic Route 66 Bike Trail from Staunton to Mt. Olive to the full board at the May meeting. All in favor, motion carried.**

**# 9 Public Health Budget Amendments** – Kent Tarro presented to the committee a request to increase appropriation authority spending in the WIC Program. Tarro stated that he did not get any more money for the WIC program, basically when there is a delay in getting payments to us, we cannot take that money and put the program over in the general public health fund to pay for salaries until the department gets the funding. According to Tarro, basically the timing was short on one end and long on the other, so that the health department ended up expending more - instead of \$143,000.00 which is what the department's annual expenditures are suppose to be for WIC Program, it's will end up requiring \$198,000.00. Tarro stated that he wants to be sure that his department have enough money in the fund so that they do not have to hold up any WIC checks.

The second request is for account for majority federal qualified health center funds. When the department got the federal qualified health center grant it only had \$482,000.00 of funds that were available. This year the department received a \$557,000 grant. Tarro said that money is spent upfront and the grant reimburses the department immediately. The department has \$557,000 this year, which runs from June 1, to May 31 of 2012 and the next fiscal year runs started June 1, 2012 and runs to May 31, 2013, and that is what almost all health centers get. Tarro stated that there was a need to increase from \$482,000.00 to \$1,211,567.00 in appropriation authority at this point to allow his department to continue to pay bills utilizing the received federal grant funding.

**MOTION made by Pomatto and seconded by Bacon to recommend to the full board to approve an appropriation increase in a supplemental special fund resolution as discussed by Administrator Kent Tarro. All in favor, motion carried.**



**#1, Coroner Salary Request-** Brad Targhetta discussed with the committee a contingency fund that he started about three years ago by which funding comes to through cremation permits or reports. The funding goes into a contingency fund that is managed at his discretion; he stated by state statute, he can use the funds for anything except salary and food. Targhetta proposed to the committee that his current salary of \$43,095.00 be increased by \$4,000.00. He proposed to do this by reducing the line item for autopsies currently at \$17,465.75 by \$4,000.00 and transferring it to the salaries line. From that point, then he would pledge \$4,000 from his contingency fund back to the autopsies line item. He explained that the total budget for the coroner is \$82,258.00 plus the additional contingency fund allowance of \$4,000.00 in this case.

Thomas asked what is current balance in the contingency fund was. Targhetta stated it is a little over \$8,000.00; he said that fund will have about \$5,000.00 deposited into it annually. Manar asked Targhetta when he planned to make the effective date of the increase salary under his request. Targhetta said he is proposing it take effect December, 2012 when new county officials are seated after the November election. Manar and Clerk Duncan stated that state statute only allows the salary of an elected official in this case to be raised 180 or more days prior to an election and not during his term of office. After checking the dates, Duncan stated that if a pay raise was approved at the May meeting, it would amount to 181 days prior to the election.

Thomas asked the committee to provide any discussion or recommendation if they so desired. Harding said that he didn't see how the County could afford to offer a raise at this time. Chairman Manar stated that the county board did not approve the Clerk, Circuit Clerk, Treasurer, or Sheriff a raise when they came to the Board to request them prior to their last election. Manar said that he believed it would be increasingly difficult to offer one in this case, especially during these hard economic times.

**No action was taken by the committee.**

**Item # 2, FY 11-12 Special Fund Budgets –** CFO Springer referred to two different resolutions with the first one including the need for supplemental appropriations for Special Funds; Springer said that additions from public health's earlier requests would have to be added to the resolution. Aside from the additions, he explained other changes being presented in the resolution: the Macoupin County Revolving Fund #2 which has zero budgeted dollars currently needs to be increased to \$10,000.00. Springer noted that several months ago approved a resolution to make Revolving Loan Fund # 1 whole because of the fact that \$10,000 loan was disbursed out of RLF #1 instead of #2; Springer said that this transfer has not been completed because of the fact that RLF #2 did not have any budgeted dollars to cut the check out of it back to RLF#1. In order to deposit money into RLF #2, a transfer from the General Fund Revolving Fund line item is needed. Once the funding is transferred from the General Fund RLF line item to RLF #2, this resolution will allow the authority to cut the check from RLF #2 back to RLF #1 to correct the original disbursement issue. Springer explained that he talked with the county's auditors last week and was assured this was the proper way to correct the disbursement issue. Springer went on to explain that the Grant Fund at its current



appropriation is \$75,000.00 would need to have an increase in spending authority due to the County receiving good news that it had received several new grants in the current fiscal year. Springer stated that the county received a grant for the Sheriff for a squad car in the amount of just under \$19,000.00; a \$3,100.00 grant to be used toward protective vests in the Sheriff's office, and most recently a \$12,200.00 grant to be used toward a lighting upgrade project from Illinois Clean Energy Foundation. Receiving these grants leads to the need to increase the spending authority in the Grant Fund so that these grant monies can be spent out of the fund when necessary after receiving them. Springer recommended increasing the authority by \$35,000 to cover spending these grants. The last account discussed was the Animal Control Fund. Administrator Bertagonolli came to the Finance Committee last month asking to increase her appropriation authority out of that special fund without have to spend any money out of the general fund. In order to do that she explained that she received \$10,000.00 from the TAILS organization. In addition to this, she requested an additional \$25,000 from her own special fund balance – not new spending - in order for her department to make it through the year with no problems. In sum, Bertagnolli is requesting her spending authority be increased by \$35,000 out of the special fund account. This would take her fund to a point at the beginning of next fiscal year where it would have a low balance; however, she wanted to let the committee know that the TAILS organization plans to contribute the cost of the building payment at \$1,000 per month for next fiscal year which would aid her balance.

**MOTION made by Pomatto and seconded by Watson to recommend to the full board regarding a resolution authorizing special fund supplemental appropriations for FY 11-12, including adding Public Health requests. All in favor, motion carried.**

#3 - County Clerk Duncan discussed the current status of General Fund budgets indicating that the Circuit Clerk's budget should probably be good for a month until the June meeting at least with the Copy Room budget being the same. The Sheriff was not present at the meeting but indicated that there was not an immediate need to review his budget at this time.

#4 – Public Safety Funds-Since the Sheriff could not be here, CFO Springer stated that the Sheriff wanted the committee to know he at this point plans to continue to make his personnel payments out of the general fund and shift other operational costs out of the public safety funds unless the committee has major concerns with this. Thomas-is the appropriation in the public safety fund sufficient to anticipate what he is going to spend out of there? Springer we do not appropriate the Public Safety Fund, it's the Sheriff's account, but the Sheriff has indicated that there is a sufficient balance due to the receipt of 911 transfers for dispatching. Thomas – is he the only one who signs on that account? Donna Fritz replied yes. Thomas asked how much is in that account. Duncan said that as of March 30<sup>th</sup> it was over \$100,000.00. Chairman Manar asked CFO Springer to look into if we can raise our booking fees.

**Item # 5** – CFO Springer stated that there are the five findings that the auditors gave to the County that were not included in the audit report but in a side letter. The Board at the last meeting referred the letter to the finance committee to be discussed. The committee



should consider parceling out the findings and try to get some sort of report back to the auditors on our progress.

CFO Springer stated that several of these have been addressed to some degree.

Finding # 2 – Duncan and Boehm have worked together to take care of this issue.

Finding # 3 – Duncan and Boehm are currently working together to alleviate this issue.

Finding # 4 - Duncan stated that he and Boehm will work with the county's vendor and sit down with the employees to make the program more user-friendly as part of the problem is software-related. Duncan believes this should alleviate this finding.

Finding # 5 – CFO Springer stated that he is working with the auditors on taking over this task himself during the fiscal year.

CFO Springer said that it appeared at this point the only open-ended concern was with # 1 regarding personnel records in all departments / offices. Harding asked if we have discussed this before about the county wide employee based information booklet. CFO said that in talking with the auditors, there may be a need to look into the possibility of a blanket county-wide policy on personnel records. Duncan said that he has several counties handbook (to use as a draft) and he will give to CFO Springer if the committee desires. Duncan said that speaking for the office doing the payroll he has these forms in personnel files. Duncan stated that the only form that would not be in the personnel files in his office are those related to employee evaluations. CFO Springer asked if we need to take action or at the very least check back in several months so that the auditors can be given an update / status report. Thomas said that as far as he is concerned we can wait a couple of months and tell the auditors now that we are aware of these and either have resolved or are working to resolve all of them. The committee can then check back and provide a status report to the auditors in later months.

**Item # 6 Lighting Funding Project/Funding Source:** CFO Springer stated that action is not necessary to night, but discussion would be important on this topic since the committee was given power to act on paying for lighting project. This is a \$40,000.00 project and we received a \$12,200.00 from the Clean Energy Foundation, and received a verbal confirmation more than \$17,500.00 from DCEO so the basically the cost left to cover the project will be about \$10,000.00. Springer said this leaves the county a pay back of only four months, which we are told is one of the shortest that's been seen. CFO Springer said he talked to the Sheriff and one options is to take from the Courthouse fund or he also believes there may be funding available out of County Administration; possibly be a split between those two funds. Thomas asked CFO Springer to see if we there were ample funds available in either fund to help cover the cost of the project.

**Item # 7 Creation of Budget Stabilization Fund –** CFO Springer stated that he put together a resolution to create a budget stabilization fund. According to past history, Springer said it appears all special funds he could find record of in recent years have been created by resolution.

The first point is we couldn't find another county in Illinois that has a Stabilization Fund; they do have a contingency funds to prepare for bad times. Springer explained that the board and officials have exhibited responsibility and discipline necessary to create an account like this evidenced by a \$219,000.00 balance in the General Fund from the last



fiscal year. It pushes for the importance of creating a fund that promotes sound budgeting in the future. What he did was look at several different stipulations that allow the county board to appropriate to or spend from it. The safest way to do both of those would be to request 2/3 vote when you want to appropriate money to the fund you have to do so by resolution, so in effect this is putting proper controls so it's not used as a "slush fund" at any point. A stipulation is included that the county can't impose any additional taxes solely to create a balance in this fund. The fund cannot exceed 15% of the most recent General Fund Budget and 15% of the average of the most recent 5 recent budgets, so using current numbers, the account couldn't exceed \$900,000.00 approximately. Springer went on to discuss parameters of the resolution such as specific defined purposes that any money in the fund could be used for, required 2/3 approval to appropriate and / or spend, and requirements on how to abolish if ever necessary (which came as a suggestion from Clerk Duncan). Springer explained that this is a draft only at this point and is open to any recommendations; State's Attorney Watson asked if he talked to the auditors, Springer said yes, but they never had gotten back to him with any recommendations on creating the fund. Watson said her office did the same.

A question was asked if it would have a line item in the budget. Springer said that where we get back to the transfer resolution, we would have to do the same thing as the Revolving Fund and give the authority to take funds out of the general fund and place them in this special fund. Manar said that if we appropriate say \$50,000.00 it would take 2/3 vote, and then we also have to give someone the authority to spend it through a 2/3 vote in this example. Springer said his thought at this point, is a transfer resolution, if we want to take that balance of \$219,000.00 and transfer it, we would just have a transfer into the fund because we don't have an expenditure at this time.

Springer explained that several actions to do this are necessary: First, a resolution would have to be adopted creating the Budget Stabilization Fund. Second, a General Fund supplemental resolution would have to increase the spending authority to \$219,000 for a newly created General Fund line item account for the Budget Stabilization fund. Third, and last, the amount of \$219,000 would have to be included in a transfer resolution, transferring the \$219,000 from the General Fund and depositing it in the newly created special fund. Also necessary to be included in the transfer resolution would be the transfer of \$10,000 from the General Fund RLF line item account to the RLF #2 special fund. The \$10,000 would then be transferred from RLF #2 to RLF #1 as discussed earlier in the meeting.

**MOTION: Motion made by Harding and seconded by Bacon that we recommend to the full board all three of these resolutions: A Resolution Establishing Budget Stabilization Fund, with amendments, A Resolution Establishing Supplemental Appropriations from the General Fund for Fiscal Year 2011-2012; and A Resolution Transferring Funds into the County Treasury. All in favor, motion carried.**

**Item # 10 Ordinance Concerning Death Certificate Copy Fees:** County Clerk Duncan stated that he discussed last month, the State is taking two more dollars per every death certificate certified copy starting July 1<sup>st</sup>. Currently his office charges \$15.00 for the first

copy and four dollars for each additional copy and they already take \$2.00, we are going to start giving away free copies Duncan said. The ordinance would raise it from \$15.00 and \$4.00 to \$17.00 and \$6.00 for each additional, which would basically cover what the State is taking from us. It would be effective July 1<sup>st</sup>.

**MOTION: Motion made by Watson and seconded by Coatney to recommend to the full board the County Clerk's recommendation on the Death Certificate Copy Fees effective July 1<sup>st</sup>. All in favor, motion carried.**

**Executive Session: Personnel matters regarding CFO review**

**Motion made Pomatto and seconded by Harding to resolve into executive session at 6:35 P.M. to discuss personnel matters. All in favor, motion carried.**

**MOTION: Motion made by Harding and seconded by Coatney seconded to leave executive session. All in favor, motion carried.**

Chairman Thomas informed the committee that he asked CFO Springer to talk to our auditors about our pension obligations. Springer will invite the County's IMRF field rep to come and speak to us about where we stand regarding funding status and what we might be able to do, if anything, to improve our situation.

**MOTION: Motion made by Bacon and seconded by Coatney to adjourn at 6:40 P.M. All in favor, motion carried.**

**Prepared by Jeanette Baker**



**MACOUPIN COUNTY  
EXECUTIVE COMMITTEE MEETING**

**April 30, 2012**

**MINUTES**

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

**AMENDED AGENDA:**

1. Approve timesheets
2. Approve agenda for the May 2012 meeting of the Macoupin County Board
3. Revolving Loan Fund Monthly Report – April
4. Executive Session: Review of Executive Minutes

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

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

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

The committee moved to the fourth item on the agenda to review the executive session minutes; after review, **a Motion was made by Julia Watson and seconded by Coatney to retain all executive session minutes that have been presented for review, including Sheriff's Building and Ground Committee minutes dated January 10, 2012 and April 6, 2012, not releasing publicly at this time. All in favor, motion carried.**

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

**MOTION: A motion was made by Coatney and seconded to Quirk to approve the Revolving Loan Fund report for April as presented. All in favor, motion carried.**

All other items on the Agenda for the May 2012 County Board Meeting was reviewed, discussed and the following motion was made:

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



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

Prepared by Jeanette Baker  
May 3, 2012

## **REPORT OF ROAD & BRIDGE COMMITTEE MEETING – MAY 1, 2012**

**PRESENT:** Goodman, Novak, Pomatto, Schwallenstecker, Vojas, Wieseman, Marla Gursh, Ed Barsotti, Russ Masinelli, Shari Albrecht, Nelson Grman, John Masinelli, and Reinhart.

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

Claims 8021 through 8047 totaling \$ 83,811.05 were read and approved.

Marla Gursh (Illinois Department of Natural Resources, IDNR) and Ed Barsotti (League of IL Bicyclists) addressed the Committee concerning the signing of the Route 66 Bicycle Trail. The trail route already exists on paper but IDNR is requesting that the County approve and be responsible for erecting signs on the county highways on which the trail is routed. IDNR will supply the signs. The Highway Department will supply the hardware, posts and install the signs. Future maintenance of the signs will be the responsibility of the County. County Highways to be signed include North Standard City Road, South Standard City Road, Waggoner Road, and portions of Monterey Road, Litchfield Trail, Mt. Olive Road, Lake Kaho Road, and Carlsburg Road. The additional liability taken on by the County for signing the trail was discussed. The following motion was made:

**MOTION:** Made by Schwallenstecker, seconded by Novak to support and recommend the full board approve the resolution signing the Route 66 Bike trail on the designated County Highways to be presented at the June 2012 County Board meeting. All in favor. Motion Carried.

Mr. Masinelli and Mr. Grman explained the efforts being made for the development of the Historic Route 66 bike Trail from Staunton to Mt. Olive alongside the Old Route 66 corridor. The trail will likely require the jurisdictional transfer of a portion the Route 66 right-of-way from the state to the county. This was also discussed at the April 25, 2012 Finance Committee meeting where a resolution of support was recommended to the full board. The following motion was made:

**MOTION:** Made by Pomatto, seconded by Wieseman to join the Finance Committee in recommending the full board approve the resolution in support of pursuing Illinois Transportation Enhancement Program funding for the Historic Route 66 Bike Rail. All in favor. Motion Carried.

The Committee reviewed an agreement with the Illinois Department of Transportation for the use of federal funds on the Emmerson Airline Road project (Section 01-00079-00-FP). The project estimate for construction is \$ 4,164,000. Federal safety and highway funds will pay approximately \$ 3,562,000. The following motion was made:



**MOTION:** Made by Novak, seconded by Vojas to recommend the full Board approve the Local Agency Agreement for Federal Participation for the Emmerson Airline Road project. All in favor. Motion Carried.

A Motor Fuel Tax resolution for the annual mortgage payment for the highway building at 21639 IL Route 4 was considered.

**MOTION:** Made by Vojas, seconded by Wieseman to approve a resolution obligating \$ 70,795.70 of Motor Fuel Tax funds for the 2012 mortgage payment for the property at 21639 IL Route 4, Carlinville and recommend its passage by the full board. All in favor. Motion Carried.

Reinhart informed the Committee that the Business Park Drive project will be let on May 17, 2012. A contract should be presented for approval at the June meeting.

The Committee reviewed the results of the April 25<sup>th</sup> MFT oil and patch letting. Prices decreased slightly for most oils but cold patch increased 5%-10%. The following motion was made:

**MOTION:** Made by Schwallenstecker, seconded by Pomatto to approve and recommend to the full board a resolution to accept the bids and award contracts to the low bidders. All in favor. Motion Carried.

The Committee considered a resolution that would make the portion of the Emmerson Airline Road currently under design a Class III truck route upon completion. The Class III classification is necessary for the County to receive Truck Access Route Program (TARP) funds awarded to the project. (Section 01-00079-00-FP)

**MOTION:** Made by Novak, seconded by Vojas to approve the resolution establishing the Emmerson Airline Road from Carlinville Cutoff Road to the Girard city limits a Class III truck route and recommend passage by the full board. All in favor. Motion Carried.

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

Prepared by: Tom Reinhart