

**MACOUPIN COUNTY
EXECUTIVE COMMITTEE MEETING**

September 5, 2012

MINUTES

PRESENT: Thomas, Coatney, Goodman, Manar, Pomatto, Quirk, Watson,
Zirkelbach, CFO Springer, Pete Duncan-County Clerk, Jeanette
Baker-Administrative Assistant

ABSENT: Bacon

AGENDA:

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

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 Zirkelbach, seconded by Quirk to accept the August 2012 Time Sheets for Non-union Personnel as presented. All in favor, Motion Carried.

The Draft Agenda for the September 2012 County Board Meeting was reviewed and discussed.

CFO Springer updated the committee on the *Ethic Ordinance*. Springer stated that he worked with the States Attorney's office to update the current ethics ordinance on the books which has not been reviewed since 2004. Springer explained that the Attorney General's office puts out a model ethic ordinance and this current ordinance being reviewed included suggestions from there as well as other municipal ordinances from across the state.

Springer stated that at this point, the ordinance includes two amendments:

- A. Anybody who looks to secure a contract with the county exceeding \$100,000.00 must submit to the County in writing a disclosure statement of any type of family relationship who works for the county, it would not necessarily explicitly forbid anyone from obtaining a contract; but they

FINANCE COMMITTEE MEETING

AUGUST 27, 2012

MINUTES

PRESENT: Thomas, Bacon, Coatney, Harding, Vojas, Watson, County Clerk Duncan, CFO Springer, States Attorney Jennifer Watson, Treasurer Anne Boehm, County Clerk Duncan, Donna Fritz.

ABSENT: Pomatto

AGENDA:

1. Approval of FY 2011-2012 Bills
2. FY 2011-2012 Budget
3. Progress on auditors findings from side letter

Committee chairman Dave Thomas called the meeting to order at 5:00 P.M.

Chairman Thomas started off with approval of the current fiscal year bills. County Clerk Duncan not yet present so the committee moved on to deal with the FY 2011-12 budget item. CFO Springer stated that the committee has two resolutions; one is a General Fund resolution which deals with final measures to close out the fiscal year. The Finance committee was given the power to act back at the July meeting on FY 2011-12 matters. CFO Springer referred to the general fund chart which shows a transfer of money remaining in the courthouse line item (a total of \$72,852.00) and put it in the Sheriff line item so that the office can make payroll for the remainder of the fiscal year. Springer noted that the change in the General Fund resolution did not increase spending but was a net-zero move where money remaining in the Courthouse line item was moved to the Sheriff line item. Thomas asked if the \$60,000.00 that was taken out of the COPS grant fund and put into the Sheriff's fund comes in addition to the money that was being transferred under this current resolution to the Sheriff's line item? CFO Springer responded yes and stated that there was not enough money in Sheriff's fund to make payroll without this transfer today and the Sheriff is unable to cut payroll checks out of his courthouse line item.

Thomas stated that this will increase the appropriation in the Sheriff line item and a decrease in the courthouse appropriations. Harding asked if that leaves a balance of \$87,148 in the Courthouse line item. CFO Springer responded yes.

Motion made Coatney and seconded by Vojas to approve changes in General Fund appropriations for FY 11-12. All in favor, motion carried. (NOTE: Committee was given power to act; approval is final)

Next item detailed necessary amendments in special funds: CFO Springer stated there are two changes in special funds that are needed. The first one is Social Security Fund it needs an additional \$20,000.00 which can be traced to the retro pay and increased wages for Sheriff's employees that was not accounted for in the initial appropriation for the fiscal year. The Township MFT fund also needed to be increased because it had outstanding bills waiting to be paid before the end of the year that would otherwise put the fund in the red – the fund needed additional spending authority of \$138,420.00.

Motion made by Harding and seconded by Watson to approve the two changes in special fund appropriations for FY 11-12. All in favor, motion carried. (NOTE: Committee was given power to act; approval is final)

Chairman Thomas went back to the first item on the agenda, the approval of bills for Fiscal Year 11-12.

County Clerk Duncan stated that the first bill was from Real Estate Stamp line; his office is ordering \$10,150.00 worth of stamps; question was asked why we needed to purchase them at this time and Duncan stated that his office is very close to running out of stamps.

County Administration

Macoupin County Enquirer - \$18.00 printing cost

Frontier \$95.07

Lange Title - \$125.00 Title search

Employee share agreement -- \$1,056.00 to E911 for Jeanette Baker

HRA monthly reimbursement – \$735.30

Total for County Administration \$2029.87

Courthouse

Phone bills \$76.01

County Clerk Recorder

Annual dues-Assoc for CC recorder \$265.00

Elections

Postage meter - \$10,000.00

Absentee and early voting supplies--\$4,000

Mt Olive herald-- \$23.00 subscription

Bunker Hill Gazette and Southwestern Journal Subscription \$26.00

Postage Machine -- \$48.00

Monthly rental on postage machine -- \$109.67

10 Poll Book Tablets -- \$7,990.00 Duncan explained the poll book tablets are basically I-Pads, which his office will be able to use if the county does satellite early voting; it will have the full county voter file on it. When the voter comes in they have to present their ID, we will be able to scan the bar code, we would scan

the bar code and it will bring up the person's information Duncan said. Thomas asked if the county was renting these and Duncan stated that we are purchasing. Thomas stated that will there be an ongoing maintenance cost; Duncan stated that there will be a maintenance cost of \$90.00 per tablet which will be about \$900.00. Question was asked who will handle these; Duncan said it will be a combination of county employees and election judges. Duncan stated that we will be getting I-pad, case, styles pen, software, maintenance agreement \$799.00.

Total Elections \$22,216.67

Treasurers

Soft card protection for Postage Machine \$48.00

Monthly rental of Postage Machine --\$109.66 (Postage Machine expense is split 3 ways between Treasurer's offices, County Clerk, And Assessor's office.)

Total for Treasurers \$157.66

Supervisor of Assessments

1 Sec – 316.39 supplies

Soft card protection for Postage Machine -- \$48.00

Monthly rental for Postage Machine -- \$109.67

Assessor's Organization Annual Membership dues – \$425.00

1 Sec - \$1847.76 toner

Total for Assessor's Office -- \$2,430.23

Circuit Clerk

Correctable ribbon and tape--\$585.06

1 Sec-\$164.24 supplies

Illini Tech-\$992.48 for laser printer

Total for Circuit Clerk \$1,742.48

Circuit Court

Melba Bauxbaum--\$45.00

Public Defender

1 Sec-382.83 supplies

Jono Verticchio - \$767.69 re-imbursement for West Law books

Total for Public Defender \$1,150.52

States Attorney

Jennifer Watson-\$331.95 Reimbursement for stamps

Enquirer Democrat - \$20.00 notary stamp

Jennifer Watson-\$48.51 reimbursement

Bart Hazzard-\$805.00 reimbursement radar detector

Motel Room -- \$154.56 for Donnie McDaniels to attend a class

Donnie McDaniels- \$35.00 registration for a class

Tom Day Business Machines- \$2,018.10 quarter work of copier

Quill Corp-- \$149.19 supplies
Quill Corp-- \$1,576.45 supplies
1 Sec -- \$567.33 supplies
Wal Mart-- \$674.98 for lap top computer
William Office Products--\$711.28
Portable Shred-- \$100.00 for a 4 gallon tote
Great American Lease Corp-\$6,043.00 to buyout a lease contract (Jennifer Watson stated that we were able to buy out this contract in advance which will save us some money)
Total for State's Attorney \$12,903.40

Copy room

Watts- base rate \$220.00
Overage cost 157.10
Total for Copy Room \$337.10

Tax Assessment and Collections

1 Sec – \$35.16 envelopes
WTI -- \$2,700.00 Fund ware, payroll, Accounts payable, accounts billable, which is an annual service agreement
Illini Tech –\$95.00 service call
\$250.96 Balance on computer upgrade
Total for Tax Assessment & Collections \$3,081.12

Sale of property

Killian Corporation -- \$31,363.15 for Business park road (1st pay request from contractor on business park road)

Highway

County Township Bridge Fund – \$16,420.00 stockpile culverts
Matching fund \$2,295.35 for engineering services agreement Section 0200-08200FP.

County Highway Fund:

Quarterly charge for random drug testing program \$144.00
Frontier-\$199.31
John Deer financial at Sloan-\$119.28 parts
Coe Auto Repair- \$521.54 for repairs to rental truck damage to county shed
Poggenpohl - \$800.00 --80 concrete cubes for salt storage on Oak St.
Ben Meadow-\$145.42 lagging tape
McKay Auto Parts - \$124.07 shop supplies
Carlinville Car Quest \$269.17– parts
ED Entray- \$384.55–parts for repair
Altory Inc. - \$2,166.67 parts
M&M service- \$7,340.42 fuel

Boente and Sons - \$1,726.68– fuel
Total for County Highway Fund \$13,941.11

Duncan stated that all amounts have been entered in and the funds are either zeroed out or have a small amount left.

Motion made by Vojas and seconded Coatney to approve all the bills presented to the finance committee since the committee has the power to act these bills will be approved. All in favor, motion carried.

Next item on the agenda is progress on auditor's findings from side letter. Chairman Thomas asked if there was anything to report from the Clerk or Treasurer on these findings.

County Clerk Duncan stated that Finding 1: need for formal payroll personnel procedures in all departments, Duncan stated that at least for courthouse payroll processing we have all those forms in their folders except for employees evaluations. Duncan stated that Highway and Health do as well; so the last thing to check is that each individual department retain time cards for each pay.

Finding 2. Repayment of payroll taxes – this has been taken care of according to Duncan. The treasurer's office will now do a double check after every payroll with the Clerk's office.

Finding 3. Bank Reconciliations – Duncan stated that much of this was taken care of during our talk with the auditors and he and the Treasurer believe it is satisfactory with the auditors request.

Finding 4. Due to/due from transfer accounts need to be reconciled monthly to the trial balance. Treasurer' Boehm stated that is now being done consistently.

Finding 5. A listing of fixed asset additions should be maintained by each office. The auditors in years past have requested from each individual office by themselves which is time and labor-intensive so they have asked for one centralized person in the county to take this up, go out to each department and find out during the course of each fiscal what assets additions if any are present. CFO Springer stated that he has taken on that project and to date for the current fiscal year has already put out two notices to all county officials on reporting this information to him. So far, he has received several responses from departments.

Chairman Thomas asked County Clerk Duncan if he believes we have taken appropriate steps to remedy the findings from the side letter. Clerk Duncan stated that yes we have taken steps to definitely improve all the situations; we have talked with the auditors since we have gone through it and we believe they are satisfied with the progress we have made.

CFO Springer suggested that we schedule a Finance meeting for next week to discuss adoption of the FY 12-13 budget. The committee decided to meet on Wednesday, September 5th.

Executive committee will meet at 5 p.m. and Finance will meet at 5:30 or immediately following.

Motion made by Vojas and seconded by Coatney to adjourn at 5:43 P.M. Motion Carried.

Prepared by Jeanette Baker

REPORT OF ROAD & BRIDGE COMMITTEE MEETING – SEPTEMBER 4, 2012

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

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

Claims 8209 through 8240 totaling \$ 108,773.93 were read and approved.

The following 50/50 project petitions were presented:

<u>Project</u>	<u>Cost</u>	<u>County Share</u>
Honey Point #34	\$22,000.00	\$11,000.00
Honey Point #35	11,000.00	5,500.00

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

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

A resolution giving the Road and Bridge Committee power-to-act to accept the low bid and award a contract from the September 6, 2012 letting for the construction of the roadway approaches to the Schale Road railroad crossing was considered. The following motion was made:

MOTION: Made by Schwallenstecker, seconded by Vojas to approve the power-to-act resolution for the Schale Road railroad crossing approaches and recommend passage by the full board. All in favor. Motion Carried.

The Committee discussed the possibility of leasing the 220 North Oak St. property. Reinhart was directed by the Committee to erect a "for sale/lease" sign on the property.

The Committee was updated on the status of Brighton-Bunker Hill Road project and the Emmerson Airline project. The Emmerson Airline project is in the right-of-way acquisition phase. Preliminary plans have been submitted for Phase I of the Brighton-Bunker Hill Road project. Final plans are expected to be submitted in December. A "request for proposal" will be assembled for negotiating the right-of-way acquisition for the project.

Other miscellaneous subjects were also discussed.

The meeting was adjourned at 9:50 a.m.

Prepared by: Tom Reinhart