

PUBLIC SERVICE COMMITTEE
February 6, 2013
10:00 A.M.

PRESENT: Coatney, Pomatto, Kiel, Starr, Tranter, Zirkelbach, Sheriff Albrecht, CFO Springer, County Board Chairman Dragovich, County Clerk Duncan, State's Attorney Watson, Jeanette Baker, Ollie Schwallenstecker.

AGENDA:

Agenda:

- 1) Review of timesheet for non union personnel
- 2) Sale of County Property (Apartment Building)
- 3) Sheriff's Budget Overview
- 4) Jail Update (locks & Federal Prisoners)
- 5) USDA Grant
- 6) Personnel Update
- 7) Landfill Sale
- 8) Courthouse Preventive Maintenance
- 9) Landmarks Illinois Grant
- 10) Election Judge Salary Appropriation & Reimbursement

The meeting was called to order by Committee Chairman Coatney at 10:00 a.m. Coatney turned the meeting over to Sheriff Albrecht to discuss items relevant to his office.

The committee does not cover any non union personnel, so there were no time sheets for review.

The committee chose to next move to item #3, **Sheriff's Budget Overview**: Sheriff Albrecht noted that last year year the union, through arbitration received a 14% wage increase, but there has been no corresponding increase in his operating budget. At this point in the budget year, Albrecht noted that he has 47.6% of his budget remaining, leaving him with an estimated 10% shortfall at this point.

CFO Springer noted that the money the Sheriff's office receives from 911 is not currently included in the General Fund budget because the money is deposited in the Public Safety Fund. Albrecht stated that he currently has approximately \$100,000 from that fund that he could infuse into his General Fund budget with Board approval and said that in April he will receive another \$125,000 from 911.

For benefit of new members, Kiel asked the Sheriff to explain all areas his department covers. Sheriff stated he covers all county buildings, except the Highway Department and Animal Control. Other areas he covers include maintaining the jail, housing prisoners, transporting prisoners to/from Dept of Corrections, providing all maintenance and heating for courthouse, providing patrol, investigative services and general public safety, in addition to backing up local and state police.

With the State's Attorney arriving, the committee went back to item # 2, **Sale of County Property (Apartment Building)**. CFO Springer referred to the handout provided outlining the steps the county must take in order to sell any surplus property. Steps 1 (Appraisal) and 2 (identifying point person for

sale) have been completed, Springer said. He stated that we currently are at Step # 3 – Resolution as to Surplus property. Sheriff Albrecht stated that we have already declared this as surplus property a couple of years ago. Springer and Albrecht said that the appraisal was performed back in November of 2012 and was thought to have come in just under \$60,000 [correction: appraisal came in at \$68,000]. Springer noted to the committee that the balance on the building loan was still around \$90,000. Sheriff stated that the county would not be planning to sell the entire property that was purchased, however – only opting to sell the two-story apartment building. The county would retain the open land to the west.

Sheriff stated that he would like to see in the bid process offer the option of sealed bids with bidders having the ability to raise their bids at time of opening. State's Attorney Watson stated that the statute is very clear on what can be done; she stated that there is a publication and the option of allowing bidders to raise their bids at time of opening would not be allowable under current law. Watson also noted that the county should require that any bidder in their proposal state what they would do with the property,

- How they are intended to develop it,
- When they see themselves as completing the development
- The number of jobs they intend to create, if any
- Revenue they see being generated

Question was asked if the bids all come in too low if the Board has to accept a bid. SA Watson said the Board would have the right to refuse all bids. She also stated that if a purchaser buys the property and does not live up to the terms of their proposal, the property could be re-conveyed back to the county.

Starr asked that if currently it's an apartment building, surrounded by businesses is there any possibility that it could run afoul of Carlinville zoning. Sheriff stated that concerning the zoning aspect, it's already zoned and in use, if the future owner wanted to change it they would have to apply for a variance.

MOTION: Motion made by Tranter and seconded by Kiel to direct CFO Springer to draft a resolution and publication notice with review of the State's Attorney in order to take to the full board at the March County Board meeting. All in favor, motion carried.

The committee next moved to item # 10 **Election Judge Salary Appropriation & Reimbursement** because of Clerk Duncan being present at the meeting. County Clerk Duncan stated this fiscal year we have two elections, the November elections and upcoming April consolidated election. In the past, the election judge salary line item has always been increased this fiscal year to help cover the two elections. Duncan stated he has no money in his budget currently to pay for April Election judges. Judges are paid \$150.00 for serving and an additional \$10.00 if they go through training. Duncan estimated that it will cost about \$30,000.00 to pay judges in April. Duncan passed out a letter from the State Board of Elections stating that due to the ongoing fiscal difficulties they do not have enough money to pay the election judge reimbursement. Duncan said the county will only going to receive 66% of November's reimbursement. He stated to in order to get the \$30,000.00 needed, he was proposing to cut \$10,000.00 in other expenses from his election budget and is requesting from the committee to recommend to the full board to reduce the Real Estate Stamp line item by \$10,000.00 also. Finally, he asked to see a net increase his Elections budget of \$10,000 which would be a budget neutral option because the state reimbursement for November would be arriving soon and would be in the approximate amount of \$10,000. Duncan handed out a prepared resolution making his proposed changes to the committee.

MOTION: Motion made by Kiel and seconded by Zirkelback to recommend Clerk Duncan's request in a resolution establishing supplemental appropriations from the General Fund for Fiscal year 2012-2013. All in favor, motion carried.

Sheriff asked the committee to go back and revisit his budget that was discussed earlier. He stated that he failed to breakdown his courthouse budget. The courthouse budget is \$160,500.00 annually; it's separate from the Sheriff's budget. The good news is he is 20% ahead on that budget. Typically toward the end of the fiscal year, the county board has authorized to transfer funds that remain in the courthouse budget into his sheriff's budget to supplement. We still work with the money that is allotted and budget under his jurisdiction. That is somewhere around \$22-24,000.00 ahead in that budget. Albrecht also noted that his office will end up with more than \$250,000 from the 9-1-1 this fiscal year. With an estimated shortfall of about \$297,000 Albrecht said that if the 911 money was infused into his budget, his shortfall would be an estimated \$50,000 not counting potential transfers from the Courthouse budget.

Sheriff brought to the committee's attention that currently the county squad cars are covered by Master Insurance Policy which has a \$1,000 deductible for each accident. He said that it's during the year's time he can have up to 15 car crashes caused by hitting deer, with that many accidents, he is paying out of his budget \$15,000 for deductible; he believes that it is a liability and should be paid out of the Tort Liability Insurance Fund. He would like to see the committee recommend to the full board that the Public Safety Fund be reimbursed from the Tort Liability Fund, and would like to have that retroactive to the 1st of September. He stated that he is probably sitting on 8-10 crashes at \$1,000 a piece which really harms his budget, which he feels should be an insurance liability. County Clerk Duncan looked up the Tort Liability Fund and the balance in the fund is \$83,812.00 pending payments for insurance at are due. No action was taken. Board Chairman Dragovich suggested this be taken up with the General Administrative Committee next month.

Jail Update (locks & Federal Prisoners)

Sheriff Albrecht reported that the jail was built in 1988 and first housed prisoners in 1989. We have 24 years in the jail, we had to replace all the locks in the last couple of years, originally they were air locks and now they are all electric locks. This has been done is for safety of the employees, prisoners, and security. Albrecht noted the cost of the upgrade was approximately \$21,000.

Sheriff stated that we have sent a proposal to federal government to house federal prisoners for a fee. We typically have 40 prisoners and we have bed space for 83, we can handle 15-20 federal prisoners at \$60.00 a day, we could realize significant income. Question was asked what the typical cost to house a prisoner, Sheriff stated the cost would be around \$20.00 a day. He stated that he can do this with existing staff. Tranter stated that this discussion began almost a year ago and we hadn't heard anything definite yet. Sheriff stated that he met with the Assistant Deputy Marshall in Springfield a month ago; we should be able to get the jail inspection done real soon Albrecht said; he told him that we were doing some upgrades and didn't want the inspection until we had completed those upgrades. CFO Springer asked if the Sheriff has a date confirmed for the Marshals Services to come to the jail for inspection. Sheriff stated that he did not, but expected to do so in the next 30 days.

USDA Grant

CFO Springer stated that the last time he addressed the Sheriff B&G committee, we were applying for a grant from the USDA to help with costs associated with the purchase of a squad car. We purchase a squad car last year on a 100% grant from the Illinois Criminal Justice Authority; this year we looked to the USDA for grant assistance and were first told we were eligible for a \$4,500.00 grant because of our population restriction. Springer said that we have more recently been told by USDA that we are now eligible for a \$10,500.00 grant. Springer said he is hoping to have the next stage of paperwork done by the end of the month. Springer said it was possible that next month's meeting may include a public hearing on the grant. He said that a stipulation of receiving the grant is to give 10 days publication notice

such a public meeting regarding the grant application. Question was asked about the total cost of a squad car, CFO Springer stated between \$27,000 – 30,000, that would include outfitting the car with radios, cage, and lights. Sheriff stated that his budget year to year has \$10,000 allotted for new squad cars. CFO Springer stated that this is just an update to where we are at in the process, and will potentially come back at the next meeting to hold a public hearing and get the committees approval to move forward.

Personnel Update

Sheriff Albrecht stated that one of his retired correctional officers Wayne Anderson passed away on Sunday. Sheriff stated that he served for 20 years and was a quality employee.

Sheriff reported that telecommunicator Sheila Stokes will be retiring in about two weeks. She needs to be replaced and then we have another telecommunicator who has a major health issues and it is undetermined on whether or not the person will be able to return. Sheriff reported that he is currently in the process of hiring a couple of telecommunicators, and a couple of correctional officers. Sheriff noted that the Jail Superintendent will assume some of the administrative duties that Sergeant Stokes performed.

7 Landfill Sale

Sheriff Albrecht stated that Chairman Coatney said that Board member Bill Harding brought up the idea of selling farmland next to the landfill. CFO Springer stated that Harding came to the board office and stated that he had an idea on a potential buyer. Springer noted that again, we would have to go through the same process that we spoke about when selling the apartment building. Springer noted that Clerk Duncan is currently searching for the deed on the property. Sheriff stated that it's his opinion not to sell the farm land only and he believes that if someone wants to buy the farm land, they should buy the whole parcel which includes the land fill. Sheriff stated that one of the neighboring farmers farmed the land at one time and did not pay any rent. Currently we are leasing the farm land for \$650.00 a year Springer said. SA Watson said in talking with Harding, there is a problem with the property being land locked. Sheriff asked if there was any way to force an easement. SA Watson said not at this point. Chairman Dragovich said that in talking with the EPA there is a possibility that this landfill which has been tested for years there a possibility that some of the restrictions could be lifted. Chairman Dragovich stated that we need to find out for sure that the county owns the landfill property before taking any further steps.

Courthouse Preventive Maintenance

Sheriff Albrecht stated that Chairman Dragovich would like to look at next year budget about contracting a cleaning service for the courthouse. We need to make sure we can do that in our union contract.

Sheriff said he had a contracted custodial service in the past; the bottom line was his budget was so restrictive that he had to cut that service. He currently is down to two custodians. Albrecht said his union contract allows for this type of service if it does not affect the employees here; this would not be replacing anybody's current job. Sheriff stated that is something we can look into but it needs to be budgeted, Question was asked how much we paid for the contract the Sheriff previously had. Sheriff stated that it was around \$1,800.00 a month.

Landmarks Illinois Grant

CFO Springer gave an update on this item; typically, Landmarks only grants up to \$80,000 but in this case Springer said they made an exception to grant the county \$100,000. We initially looked at the west stairs of the courthouse because they wanted a visible project to the public. CFO Springer stated that the county got estimates to renovate those stairs and it was about \$475,000. Dragovich and Sheriff Albrecht

convened a meeting last week with the architect to look at more manageable and functional projects that would still meet Landmarks criteria of being visible. The idea was to look at the north stairs; it's their understanding that this was the main original entrance to the courthouse. A project we would like to look at is to make it functional we think we can do that for around \$200,000.00. We also need to look at repairing the stonework that is falling from the roof so the container can be removed.

Landmarks has requested that the county provide a scope of work for whatever project we choose to move forward on as well as a commitment to a budget on the project. They have set a deadline of mid-April for these steps to be taken by the County. Springer said that this does not mean we have to have a construction contract in place, just a contract with Landmarks stating our intentions for the proposed project. Question was asked about where the county's portion of the project will come from. Chairman Dragovich said as far as our portion we have a couple of options: We are hopeful that the state may consider a capital construction program in the near future; if we were not able to obtain funds through a statewide capital plan, we would need to look to General Fund reserves most likely. Question asked how much is currently in General Fund Reserve; Dragovich stated around \$2.5 million.

Starr asked who the consulting firm was for the project; Springer stated White and Borgognoni. Starr said that he had a study by Maynard Crossland the sheriff was for a space needs study and he wanted to know how it related to this project. Sheriff said that the board accepted the study but has not implemented recommendations because of the construction project really comes before such.

Starr said that recently he has attended some meeting of a group called Winning Communities which deals with beautification of Carlinville and they have a strong interest in the courthouse. Starr said they would like to come and address the committee at some point and time. Dragovich said he believed that would be a good idea.

The committee resumed discussion of an earlier item re: the Sheriff's budget and the Tort Liability Fund.

MOTION: Motion made by Pomatto and seconded by Tranter to refer Sheriff's vehicle insurance claims for the Tort Liability Insurance to the General Administrative Committee.