

**MACOUPIN COUNTY
EXECUTIVE COMMITTEE MEETING**

October 31, 2011

MINUTES

PRESENT: Thomas, Bacon, Coatney, Goodman, Pomatto, Quirk, Watson and Zirkelbach, CFO Springer

COUNTY OFFICIAL: County Clerk Duncan

AGENDA:

1. Approve October timesheets
2. Approve agenda for the November 2011 meeting of the Macoupin County Board
3. Revolving Loan Fund Monthly Report – October

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

Timesheets for all county board personnel, County Engineer, and EMA Director were received and reviewed by the committee. Timesheets for Animal Control Administrator and Supervisor of Assessments could not be reviewed as they were not turned in.

MOTION: Motion was made by Quirk, seconded by Zirkelbach, to accept the October 2011 Time Sheets that were turned in for Non-union Personnel. All in favor, Motion Carried.

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

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

The Revolving Loan Fund report was reviewed and discussed. CFO Springer notified the committee that he has not received payment from Connexus for payment due 10.1.11. Per the county's new policy, a phone call was made 10 days following, but the phone was not in working order. The next step required written notice after 30 days and Springer notified the committee that the letter was sent today. If no payment is received by November 15th (45 days) according to the policy, the loan is turned over to the State's Attorney's Office.

MOTION: Motion was made by Coatney and seconded by Watson to approve the revolving loan fund as presented. All in favor, Motion Carried.

There being no further business the committee adjourned.

**Prepared by Jeanette Baker
November 1, 2011**

**SHERIFF'S BUILDING AND GROUNDS, FINANCE, & JUDICIARY JOINT
COMMITTEE MEETING**

NOVEMBER 2, 2011

MINUTES

PRESENT: Watson, Coatney, Vojas, Novak, Quirk, Pomatto, Wieseman, Bacon, Schwallenstecker, Dragovich, Sheriff Albrecht, MEDP Executive Director Albrecht, Chief Financial Officer Springer.

ABSENT: Nichelson, B.

AGENDA:

1. Discuss the formation of a Building Commission

Sheriff's Building and Grounds Committee Chairman Coatney called the meeting to order at 5 p.m. Though not on the agenda, Coatney requested that the committee take a request from Matt Gazda of Gazda Insurance Agency who was present. Gazda asked to address the committee regarding insurance on the County Jail Building.

Gazda presented a summary of information concerning insurance on the Jail and building at 112 East 1st North Street to the Joint Committee of the Sheriff Building & Grounds, Judiciary, and Finance Committees. Gazda wanted to present this information in front of the Building & Grounds Committee before allowing the Finance Committee to review the cost figures. The insurance quoted \$7.4 million in coverage for the jail, \$257.4 thousand in contents, with a \$2,500 deductible and \$750,000 in mine subsidence coverage. For additional quote information, see attached document. The renewal premium for State Auto was \$19,582 annually while the quote for Columbia was \$13,713; Gazda said the most recent annual premium with State Auto for the year ending Nov. 13, 2011 was just over \$17,000. The renewal year begins on Nov. 14th. Lastly, Gazda said that he would check the next day on the possibility of lowering the deductible to \$1,000 on the policy, thinking there would be little rate impact annually. Changing to a \$1,000 deductible would be for contents only as for the building itself, a \$2,500 deductible would remain.

Chairman Coatney then chose to go on to the sole agenda item to discuss the formation of a Building Commission. Coatney turned over the meeting to State's Attorney Watson asking her to lay out the options the Board currently has in terms of moving forward with Courthouse renovation. Watson explained the four options that were recently presented to the full Board in brief at the October board meeting: 1) A Public Building Commission could be created through referendum. If approved by voters, this would give the Commission bonding authority and ability to levy for taxes as a body independent of the County Board. Watson noted that if this path were taken and it was chosen to place this on the Primary Election ballot, the county would incur additional costs of printing a

ballot solely for the referendum. 2) A limited Building Commission could be created also by referendum, but the scope could be limited specifically to the Courthouse for instance. All other statutory requirements would be the same. 3) A subcommittee of the County Board could be formed, consisting of all board members only. 4) A public advisory committee could be created by the County Board, composed of County Board members and / or members of the community. The Board would be able to determine size and scope.

State's Attorney Watson was asked a question of whether or not the question to form a building commission could even be put on the ballot at this point. Clerk Duncan noted that the deadline to certify for the primary election would be December 20th; August 30th would be the last day to certify a referendum for the General Election in November 2012.

Harding asked if the statute would forbid the Sheriff, who is the custodian of county buildings, from being on any formed Building Commission. State's Attorney Watson said that yes, the statute was clear that only certain individuals with defined credentials / backgrounds could be placed on a Building Commission.

Sheriff Albrecht said that at a previous meeting he had mentioned looking at the possibility of hiring a professional firm to research how to raise funds as the Carlinville Hospital recently did. He noted that nobody here was a professional, but the process that the hospital took went off fairly smoothly. He recognized there would be difference between a courthouse and a hospital, but it may be worth further consideration in the future.

State's Attorney Watson responded to a question by Novak, saying that a subcommittee could also determine the size, scope, and timelines that must be followed by an advisory committee. She also went on to say that it may be appropriate to form a subcommittee that would research issues as well as to take time to appoint members to an advisory committee that could study the issues with more expertise involved. Sheriff Albrecht also said that we would have to ensure that a new subcommittee would not simply double the work of the Building & Grounds committee, having two committees doing the same work. Vojas followed by saying that he thought we would almost have to have a subcommittee in order to appoint and set a scope for a subsequent advisory committee. Sheriff agreed because this would provide the opportunity to get experts from the community to serve on an advisory committee – this would enable the possibility for real solutions to come back to the board as recommendations from the advisory committee. Vojas asked if the subcommittee could set parameters for the advisory committee in such an instance (i.e. when they would be required to report back to the board).

The Sheriff asked if the subcommittee would be appointed by the Chairman of the Board and the State's Attorney responded that this would be likely. CFO Springer noted that if the subcommittee decided to create an advisory committee, the County Board would not be responsible for paying members to attend. State's Attorney Watson agreed and said that the subcommittee should provide such as a term of conditions – saying it would be a voluntary position if so desired. Board member Watson and Sheriff Albrecht agreed in

that the subcommittee could seek out those who had a desire to serve as a civic duty and do so on a voluntary basis.

Vojas said that he thought it would be best if the committee recommended forming a subcommittee with the overall goal of looking toward the creation of an advisory committee. Harding agreed and said that should be noted somehow in the committee's motion.

MOTION: Motion was made by Vojas, seconded by Harding, to recommend to the full Board the creation of a subcommittee for the limited purpose of courthouse renovations. All in favor, Motion Carried.

The meeting adjourned at 6 p.m.

Prepared by: Gabe Springer
Prepared on: November 3, 2011

FINANCE COMMITTEE MEETING

NOVEMBER 2, 2011

MINUTES

PRESENT: Pomatto, Thomas, Watson, Vojas, Bacon, Coatney, Harding, Treasurer Boehm, Sheriff Albrecht, Chief Financial Officer Springer, County Clerk Duncan, State's Attorney Watson.

AGENDA:

1. Lighting project proposal
2. Building insurance quotes
3. Equipment contracts
4. Voluntary life insurance proposal

The committee was called to order by Chairman Thomas at 6:05 p.m. Chairman Thomas asked for leave of the committee to skip to the fourth item on the agenda, allowing Misty Woodgeard of Liberty National Life Insurance Company to present a proposal for employee voluntary life insurance.

Ms. Woodgeard explained that under their plan, each employee would receive a \$3,000 accidental death policy free of charge for the first year with the ability opt-in at a charge for future years. She then explained to the committee the life insurance plan that was being offered which included the following: up to \$100,000 in voluntary life insurance, portability beyond county employment, and flat premiums and constant benefit payouts up to age 100. Rates are locked for employees at the age they choose to take out the voluntary life insurance – for example, if an employee at age 28 takes out a \$100,000 policy, he or she will pay the same premium annually (never increasing from that point forward) to obtain the \$100,000 benefit according to Woodgeard. She also explained the lump sum Cancer Cash policy which pays out up to \$50,000 upon diagnosis / other than melanoma, skin cancers not covered. She also confirmed that chosen deductions for the voluntary life insurance are taken out on a pre-tax basis.

Chairman Thomas asked if employees now had the option to purchase voluntary life insurance through IMRF. CFO Springer responded that employees do currently have the option to purchase voluntary life insurance through IMRF and also through the current life insurance carrier for the county, Lincoln Financial.

Woodgeard explained that she was asking the committee to grant her company, Liberty National, the permission to provide the option of voluntary life insurance to county employees at no cost or obligation to the county. No minimum number of employees is necessary for Liberty to offer the plan to county employees.

MOTION: Motion was made by Pomatto, seconded by Coatney, to recommend to the full Board to allow Liberty National Life Insurance to offer voluntary life insurance to county employees. All in favor, Motion Carried.

CFO Springer then explained to the committee a letter that was sent to County Clerk Duncan concerning a request to perform a preliminary walkthrough of the Courthouse in order to assess the possibility of a re-light energy saving project. Because of new federal regulations, current lighting used in the courthouse and other buildings will eventually become obsolete and will not be able to be purchased and maintained effectively. The letter proposing to perform a walkthrough from A&D Electrical Supply noted that they had recently done the same energy saving projects for the Montgomery County buildings as well as Macoupin County Health Department buildings. The letter notes that total installed cost to do the Montgomery County project was \$88,000 and the county received \$66,000 in grants; annual savings following the project was close to \$22,000 according to the letter. The letter also noted that several grant options may be available to pay for a majority of the project, both through Illinois Department of Commerce & Economic Opportunity as well as the Illinois Clean Energy Community Foundation.

Springer went on to say that he thought this type of project would certainly apply to the provisions included in Responsible Bidder Ordinance adopted by the county being that it would exceed \$30,000. Springer noted that an RFP may be the best way to move forward, suggesting certain stipulations such as adding a preference for the use of Macoupin County contractors, requiring compliance with the County's Responsible Bidder Ordinance, and asking for things such as a breakdown of cost to complete and submit grant applications, estimated materials vs. labor costs, estimated payback timetable, and estimated total cost with and without available grant funding. Chairman Thomas said that he had spoken with CFO Springer and also suggested the use of an RFP. Vojas said that if we do not do it now, it seemed inevitable that we would eventually have to do this type of project. Both Vojas and Thomas suggested this may be the time to look as there appear to be grant funds available for the time being. Springer mentioned that the RFP could allow any and all interested parties to perform a walkthrough before submitting a final proposal that was based on other guidelines and requirements set forth in the RFP language.

MOTION: Motion was made by Watson, seconded by Coatney, to recommend to the full board to direct the CFO to prepare an RFP for services related to the energy saving lighting project discussed. All in favor, Motion Carried.

Chairman Thomas next moved to discuss further items on the agenda. CFO Springer responded that there was no business currently to discuss under "Equipment Contracts" and that an update would be provided at a later meeting.

The last item to be discussed on the agenda was "Building insurance quotes" which related to insurance quotes that Matt Gazda of Gazda Insurance Agency had obtained for the County Jail Building and building at 112 East 1st North Street. Gazda has previously

presented the information summary to the Joint Committee of the Sheriff Building & Grounds, Judiciary, and Finance Committees. Gazda left a summary of the costs with the Finance Committee for consideration and recommendation to the full board. The insurance quoted \$7.4 million in coverage for the jail, \$257.4 thousand in contents, with a \$2,500 deductible and \$750,000 in mine subsidence coverage. For additional quote information, see attached document. The renewal premium for State Auto was \$19,582 annually while the quote for Columbia was \$13,713; Gazda said the most recent annual premium with State Auto was just over \$17,000. Lastly, Gazda said that he would check the next day on the possibility of lowering the deductible to \$1,000 on the policy, thinking there would be little rate impact annually. Watson suggested a recommendation to go with the Columbia proposal and that if there were significant changes in the premium cost by going to a \$1,000 deductible on the contents, the full Board would have the opportunity to choose between the two deductible amounts next Tuesday.

MOTION: Motion was made by Watson, seconded by Harding, to recommend to the full board that we renew jail insurance with Columbia Insurance Group. All in favor, Motion Carried.

The meeting adjourned at 6:29 p.m.

Prepared by: Gabe Springer
Prepared on: November 3, 2011