

PUBLIC SERVICE COMMITTEE

April 3, 2013

10:00 A.M.

PRESENT: Coatney, Pomatto, Kiel, Starr, Tranter, Zirkelbach, CFO Springer, County Board Chairman Dragovich, County Clerk Duncan, County Board Secretary Baker.

AMENDED Agenda:

1. Budget Review – State’s Attorney
2. Resolution Enacting a Drug Court Fee and Establishing the Drug Court Fee Fund
3. Update on Federal Prisoners
4. Resolution Regarding Proposed Sale of County Owned Property at 227 First North Street, Carlinville.
5. Copy Room Discussion
6. Vital Records Automation Update/Resolution Transferring Funds Within the County Treasury
7. Ordinance Establishing Genealogy Copy Fee
8. Discussion Regarding Recorder’s Office Books in North Hallway/Stairwell
9. Update of Election Electronic Poll book
10. Cost of Voters Guide vs Public Notices
11. Courthouse North Stair Renovation Project
 - a. Funding Commitment
 - b. Landmarks Illinois Compliance
 - c. Request to give Public Services Committee Power-to-Act on putting out North Stair Renovation Project for bids once architectural plans are completed

Committee Chairman Coatney called the meeting to order.

- First item on the agenda is budget review for State’s Attorney. State’s Attorney Watson was unable to attend the meeting to present her mid-point budget; however she sent a letter to the committee stating that her office is on track to have a balanced budget this fiscal year.

Motion made by Tranter and seconded by Kiel to accept report. Motion carried.

- Resolution Enacting a Drug Court Fee and Establishing the Drug Court Fee Fund-Director of Court Services Lee Lobue was unable to attend today’s meeting but submitted a Resolution to establish a statutorily authorized Drug Court Fee and Drug Court Fee Fund. The fee will assist in funding the operations of Macoupin County Drug Court, including training, services, and supplies. Currently all expenses for the Drug Court

program come from the budgets of Probation and Judge Deihl. The \$5 Drug Court Fee would be applied to all applicable cases less 5% which will go to the Circuit Clerk, and would cover much of the program's expenses. Lobue is requesting that the committee send this resolution to the full county board for consideration and approval.

Motion made by Pomatto and seconded by Tranter to recommend the resolution regarding a Drug Court Fee to full board for approval. Motion carried.

- Update on Federal Prisoners- Chairman Coatney stated that he spoke to the Sheriff earlier in the week and there is no update at this time.
- Committee skipped item 4 on the agenda until CFO Springer arrives.
- Copy Room Discussion – County Clerk Duncan stated that the copy room budget is on track for fiscal year. Duncan is proposing instead of having a centralized copy room to move the copiers into offices so that each office can keep track in their own machine and who may be making the copies on them. According to Duncan, most of the public copies are made by abstractors in the recorder office. Duncan stated that he is willing through the Recorder Microfilm budget (he has checked with the auditors and they say utilizing these fund is ok) to get a copier for the Recorders office and pay for it from that budget. He then said a second copier for his office paid for from his budget that would take care of his office and two current existing machines could move into the Circuit Clerk, Treasurer's/ Assessor's offices. Duncan said we could still have the copy room budget and it could continue to pay for the two existing machines and supplies. Duncan feels that it would be better for everyone to move the copiers into individual offices in order to track copy costs more efficiently. It will not cost the county any additional budget dollars Duncan said. Duncan stated that he is not asking for a resolution, but he just wanted it on the record as to his plan for moving forward with the other officials.
- Vital Records Automation Update/Resolution Transferring Funds within the County Treasury. Duncan stated that he has volunteers who are indexing and scanning into the computer more than 90 thousand birth certificates and hopefully by the end of the year they will be done. A company will soon come in and take the 60 thousand marriage records scan and index them so they will all be on computer also, before working on death certificates. Duncan is asking for the committee to approve a resolution transferring \$20,000 from Recorder Microfilm to Vital Record Automation Fund in order to help with these necessary costs. The ultimate goal is to have birth certificates and marriage license on computer by the end of the year Duncan said. From that point, customers would be able to search and print their own certificates at a cost and pay for them electronically in the future.

Motion made by Tranter and seconded by Zirkelbach to recommend to the full board to transfer \$20,000 from Recorder Microfilm to Vital Record Automation. Motion carried

- Ordinance Establishing Genealogy Copy Fee – Duncan said that statute requires that we have a Genealogy Copy Fee; the county has never had that before so it needs to be set up said Duncan. The fee would be \$5.00 for a copy and would be stamped for genealogical purposes. Duncan said he normally brings in \$30,000 a year in vital record copies, the huge majority of which is from certified death certificates. Duncan said he would normally bring in about \$5,000 for genealogy copies.

Motion made by Kiel and seconded by Tranter to recommend to the full board to adopt an ordinance establishing a Genealogy Copy Fee. Motion carried.

- Discussion Regarding Recorder's Office Books in North Hallway/Stairwell. Duncan stated that books located on the north hand side of the first floor hallway are lining the wall. Recently there has been some weather-related damage from the leaks in the windows and the portable heating unit located above that leak in the winter. Duncan said the State visited our courthouse a few weeks ago and stated that was not acceptable any longer because there is no security measures on these books. The final thing would be we are doing the renovation on the north side of the courthouse would be getting those books out of the way, but the books still need to be accessible to the public, but they can't be in the hallway. Committee members suggested that some of the books be put in the copy room. Duncan said that would take care of part of them but one wall in the copy room has all the courthouse phone and internet connection panel so those can't be covered up. Ultimately the goal of the microfilm conversion would be that we can take those books and put them in the archives said Duncan. Discussion followed of other places the books could be stored and accessible. The possibility of moving older records to the highway department or possibly the apartment building located at 227 First North St. was discussed. No action was taken.
- Update of Election Electronic Poll Book-Duncan stated at the end of last fiscal year, he purchased some Electronic poll books. Normally each voter has to sign in and his office compares signatures, and then they have to scan the bar code for each person who voted to update their voting history which took them three and half weeks after the election in November. Duncan gave a demonstration to the committee on how the electronic poll book works. Duncan explained that all the voter cards will have your voter ID number on it and if you bring your card to vote they can scan that bar code you will automatically pop up. Another benefit would be if for some

reason someone tried to vote in a precinct other than their own, a prompt would immediately pop up stating that the person was in the incorrect precinct. Duncan stated that he would like to have at least one in each of the 61 precincts ultimately – he currently he has 10 and has some grant money remaining. He is currently looking more grant opportunities as well as a plan to potentially “test” the utilization of the tablets in the March 2014 election in specific precincts.

- Cost of Voters Guide vs Public Notices- County Clerk Duncan stated that there have been several complaints about the voters guide that was in the newspaper a couple of week ago: He said that some people have questioned how the county has money to put out voter guides? County Clerk Duncan stated that he pulled all the invoices for legal notices, sample ballots and all the notices the State required that he had to run for the last consolidated election in 2009; once totaled up was \$10,509.00, then he took the invoice for the one legal notice that he had to run in January and the voter guide inserts (estimated cost based off what they charged in November), the total is only \$6,754.00, so Duncan noted that by running the voter guides the county actually saved over \$3,000.00 as opposed to running legal notices.
- Resolution Regarding Proposed Sale of County Owned Property at 227 First North Street, Carlinville. CFO Springer stated that the committee asked him to proceed with sale of property at the last meeting; he has drafted a resolution for sale of the property as required by statute and has reviewed it with the State’s Attorney. Springer said this is the next step if you want to go forward to selling the property; if the board wants to move forward, they need to adopt the resolution publish it in a newspaper of general circulation. Springer said the board would need to settle on a date to receive sealed bids and conduct a bid opening. These terms must be added to the resolution before it is adopted.

CFO Springer said that the committee talked earlier in the meeting about keeping the property potentially. This resolution by no means bounds the county to sell the property. The County cannot sell the property for less than 80% of the appraisal value. The appraisal came in at \$68,000.00, and the county still owes around \$90,000.00 on the property. Committee discussed and decided to open bids until May 28th at the close of business that day and for the Public Service Committee to conduct opening of bids at their regular committee meeting on June 3 at 4:00 p.m.

Motion made by Pomatto and seconded by Starr to recommend to the full board to adopt a resolution regarding the sale of County owned property at 227 First North Street, Carlinville. All in favor, motion carried.

- Courthouse North Stair Renovation Project-County Board Chairman Mark Dragovich stated that the county has a contract with Landmarks Illinois which we need to sign in order to get the grant funding for the North Stair Project. We have already sent them the architect contract with scope of work with an estimate. Dragovich said that we have to commit the funding to the project and sign this contract with Landmarks by the April 19th. We will also need to have a resolution on the funding of the project said Dragovich. CFO Springer proposed to do one resolution that would to cover all three things: One – to accept the grant agreement and give County Board Chairman the authority to sign; Two - to grant this committee the power to act on setting the bid date and releasing the project for bids prior to the May meeting (the committee would also be accepting construction bids on the North Stairs); and Three – to commit required matching funds to the project.

Chairman Dragovich stated that he talked to the architect and he thinks he can set the construction schedule at 90 days. If bids start June 1st it could be done by the end of this summer Dragovich said. Chairman Dragovich stated that the bulk of the matching funding will likely need to come out of the General Fund Reserve. The Capital Improvement line item in the General Fund will need to be increased by \$200,000. Once funding is received from Landmarks through the grant, it can be deposited into the General Fund to reimburse 50% of the expenses up to \$100,000.

Motion made by Kiel and seconded by Zirkelbach to recommend a resolution granting the power to act to the Public Service Committee regarding the bid letting process, granting the authority to the Chairman to sign the Landmarks grant agreement, and providing a funding commitment for the project. All in favor, motion carried.

Motion made by Kiel and seconded by Tranter to adjourn at 11:35 a.m. Motion carried.