

FINANCE AND PROCUREMENT COMMITTEE STATED MEETING - FRIDAY, NOVEMBER 7, 2008

The stated meeting for the month of November was held in the Stephenson County Board Room on the above date with Mr. Graham, the Chairman, presiding. The meeting was called to order at 6:30 p.m. Committee members present were Mr. Graham, Mr. Senn, Ms. Kubatzke, Mr. Kuhlmeier and Mr. Parker for Mr. Mikkelsen. County Board Chairman Blum was also present. Absent were Ms. S. Hooper, Ms. V. Hooper and Mr. Mikkelsen. Other County Board members present were Mr. Détente, Mr. Kuhlmeier and Mr. Wire.

Minutes of the stated meeting of Monday, October 13, 2008, the budget meeting of Tuesday, October 21, 2008, the budget meeting of Thursday, October 23, 2008, the budget meeting of Tuesday, October 28, 2008, and the budget meeting of Thursday, October 30, 2008 were approved, without reading, on a motion by Mr. Kuhlmeier, seconded by Ms. Kubatzke.

COMMUNICATIONS:

The County has received its Fiscal Responsibility Report Card, based on the November 30, 2007 Annual Financial Report, from the Office of the Illinois Comptroller. The Report Card compares the County's financial statistics with the "averages" and "medians" for counties of comparable size.

OLD BUSINESS:

A resolution transferring real estate property titles to two purchasers, at auction, of delinquent property-tax parcels was presented for signature by members of the Finance Committee. On a motion by Mr. Senn, seconded by Mr. Kuhlmeier, the title transfers were approved.

NEW BUSINESS:

In the absence of Mr. McLeRoy, there was no UCCI report.

In the absence of Mr. Snively, there was no Facilities Management report.

The County Administrator distributed copies of page 2 from the November 2008 issue of the *City/County Management in Illinois* newsletter. Of particular interest was an article regarding an Illinois mayor that was convicted of official misconduct for using a city credit card for personal use, even though the city was reimbursed, before the credit card payment was due. The court indicated that there was no *de minimus* exception to the official misconduct statute.

The County Administrator distributed copies of an article, "Tax Compliance", from the Summer 2008 issue of the Lindgren, Callihan and VanOsdol newsletter, *Government Viewpoint*. The article covered the potential income tax consequences of several non-cash employee fringe benefits, such as, use of a company car, meals while traveling, and the use of certain electronic and telecommunication equipment.

The County Administrator explained that he has yet to receive the October Accounts Payable file; therefore, he has not been able to generate the October month-end financial reports.

The County Administrator reviewed the changes made to the budget, since the October 30th meeting, in particular, the changes required to eliminate the deficit in the Public Safety Fund. He explained that the 2009 property tax levy is 6.3141% higher than last year. Since the levy is more than 5% higher than last year, the County is required to publish a Truth-in-Taxation Notice.

COMMITTEE REPORTS:

Public Property – Mr. Senn reported that his committee discussed the deficit in the Public Safety Fund and initiated the process to eliminate it. His committee continues to work on restricting the use of cell phones in the Courthouse and supporting conceal carry legislation.

Administration – Mr. Kuhlmeier noted that the committee had no action items, other than the raffles.

Court Services – Mr. Senn noted that the committee approved two resolutions. On a motion by Mr. Senn, seconded by Ms. Kubatzke, the Finance Committee recommended approval of a budget amendment transferring \$1,400 from the General Fund Contingency Account to the Dependent Children Fund. On a motion by Mr. Senn, seconded by Ms. Kubatzke, the Finance Committee recommended approval of a resolution to participate in the service program of the Office of the State's Attorneys Appellate Prosecutor.

Nursing Center - Ms. Kubatzke reported that her committee reviewed several proposals for out-sourcing the snow plowing and salting of the parking lots. The Nursing Center will continue to use County personnel for snow plowing and salting. Her committee agreed to limit the Nursing Center cash carry forward to \$200,000 and to use the remaining amount as repayment to other County funds.

Planning and Development – Mr. Parker reviewed a number of the topics covered by his committee. EDA has offered the County another \$500,000 for Mill Race Crossing. The Enterprise Zone Committee has returned to the County, \$250,000 in fees generated by the wind tower project. The committee also recommended approval of a resolution adopting the Stephenson County Multi-Hazard Mitigation Plan.

Public Works - Mr. Kuhlmeier reported that his committee recommended approval of odd/even parking in Rock Grove, during snow emergencies. IDOT plans to install flashing lights at the intersection of Rock City Road and Cedarville Road.

Chairman Blum reported on the methods and procedures used by the salary subcommittee to determine their salary adjustment recommendations for the appointed department heads. The last salary increase schedule expired in December 2006. These four department heads, on the schedule, have not had an increase in nearly two years. The new schedule is for the four fiscal years from 2008-09 to 2011-

12. Chairman Blum explained that the salaries in comparable counties were reviewed. These recommended salaries are mid-range. There was a discussion of the process and the current salary market. The four annual salaries would be for the Administrator: \$74,500, \$76,300, \$77,800 and \$79,000, for the Assessor: \$61,900, \$63,400, \$64,600 and \$65,600, for Facilities: \$65,000, \$66,600, \$67,900 and \$68,900 and Zoning/ESDA: \$59,800, \$61,300, \$62,500 and \$64,000. On a motion by Mr. Kuhlmeier, seconded by Ms. Kubatzke, the Committee recommended approval of the new salary schedule for the listed department heads.

Mr. Graham reported on an invoice from FR&R Healthcare Consulting for services rendered when the County was considering hiring them for management consulting at the Nursing Center. He has not been able to make contact with the person that actually came to the County. Their proposal did not include the services for which, the County was looking.

After further discussion of the budget changes made by the County Administrator, after the October 30th meeting, and the changes made during this meeting, the Committee approved the entire budget, on a motion by Mr. Senn, seconded by Mr. Kuhlmeier.

The scheduled Executive Session was not needed.

Claims of \$658,023.01 were approved, on a motion by Mr. Senn, seconded by Mr. Parker.

The Committee adjourned at 7:52 p.m., on a motion by Mr. Senn, seconded by Ms. Kubatzke.

Approved: December 8, 2008

Next Stated Meeting of the Committee:
Friday, December 8, 2008 6:30 p.m.
Stephenson County Board Room