

FINANCE AND PROCUREMENT COMMITTEE
BUDGET MEETING - TUESDAY, OCTOBER 16, 2007

A budget meeting 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. Boomgarden, Ms. Kubatzke, Mr. Mikkelsen, Mr. Kuhlmeier and Mr. Senn for Ms. V. Hooper. Absent was Ms. S. Hooper. County Board Chairman Blum was also present.

The County Coroner presented and reviewed the County Coroner (Fund 2, 404) budget. After a discussion, the mileage request was increased by \$500. Mr. Leamon believes that something has been incorrectly charged against his "Photocopies" budget line. On a motion by Mr. Boomgarden, seconded by Mr. Mikkelsen, the County Coroner (Fund 2, 404) budget was approved, as amended.

The State's Attorney presented and reviewed the State's Attorney (Fund 1, 801) budget. On a motion by Mr. Boomgarden, seconded by Mr. Senn, the State's Attorney (Fund 1, 801) budget was approved.

The Supervisor of Assessment presented and reviewed the Supervisor of Assessment (Fund 1, 909) and Geographic Information System (Fund 42) budgets. Mr. Kane explained that the new budget includes six new computers. On a motion by Mr. Mikkelsen, seconded by Mr. Kuhlmeier, the Supervisor of Assessment (Fund 1, 909) budget was approved. After a discussion, it was decided to create a "Web Hosting" budget line for \$7,500 and to reduce the "Advertising & Publishing" budget line by \$7,500. Mr. Kane explained the costs related to getting GIS on the County web site. On a motion by Mr. Kuhlmeier, seconded by Mr. Mikkelsen, the Geographic Information System (Fund 42) budget was approved, as amended.

The Director of Court Services presented and reviewed the Probation (Fund 1, 803), Probation Service Fee (Fund 20) and Dependent Children (Fund 30) budgets. On a motion by Mr. Boomgarden, seconded by Mr. Senn, the Probation (Fund 1, 803) budget was approved. On a motion by Mr. Mikkelsen, seconded by Mr. Boomgarden, the Probation Service Fee (Fund 20) budget was approved. Mr. Pauley explained that there was a possibility that the County would receive some Federal reimbursements, through the State for child care, thus reducing the General Fund's commitment to the Dependent Children Fund. To balance the Dependent Children Fund budget, the "Transfer from General Fund" budget line was reduced by \$30,000. On a motion by Mr. Senn, seconded by Mr. Boomgarden, the Dependent Children (Fund 30) budget was approved, as amended.

The County Clerk presented and reviewed the County Clerk and Recorder (Fund 1, 902), Election Expense (Fund 1, 904) and Mechanical Document Storage (Fund 24) budgets. On a motion by Mr. Kuhlmeier, seconded by Ms. Kubatzke, the County Clerk and Recorder (Fund 1, 902) budget was approved. On a motion by Ms. Kubatzke, seconded by Mr. Senn, the Election Expense (Fund 1, 904) budget was approved. On a motion by Mr. Kuhlmeier, seconded by Mr. Mikkelsen, the Mechanical Document Storage (Fund 24) budget was approved.

Lt. Freeman presented and reviewed the Corrections (Fund 1, 401), and Jail Building (Fund 2, 705) budgets. She noted that her jail administrator salary budget line includes a six-month overlap with her replacement. The budget also includes three new computers. On a motion by Mr. Boomgarden, seconded by Ms. Kubatzke, the Corrections (Fund 1, 401) budget was approved. The entire cost for a new digital recording system is included in the budget. However, discussion is underway with State Bank to spread this cost over several years. On a motion by Mr. Boomgarden, seconded by Ms. Kubatzke, the Jail Building (Fund 2, 705) budget was approved, with the exception of the "Maintenance – General" budget line.

The Sheriff presented and reviewed the Law Enforcement (Fund 1, 402), Merit Commission (Fund 1, 403), Courthouse Building (Fund 1, 701), Public Safety Building (Fund 1, 702), and Courthouse Security (Fund 2, 410) budgets. There was a discussion of the salary increases in the Law Enforcement budget compared with the apparently larger increases in the Corrections budget. Lt. Freeman said that the increases in the Corrections budget were due to the new union contract, but she would review the calculations again. The Law Enforcement budget includes three new computers. An upgrade to the radio transmitters and repeaters would cost \$14,000. On a motion by Mr. Boomgarden, seconded by Ms. Kubatzke, the Law Enforcement (Fund 1, 402) budget was approved, as amended. On a motion by Mr. Boomgarden, seconded by Mr. Senn, the Merit Commission (Fund 1, 403) budget was approved. There was a discussion on the repairs needed on the sally port floor. On a motion by Mr. Boomgarden, seconded by Mr. Senn, the Courthouse Building (Fund 1, 701) was approved, subject to more information on the "Courthouse Building Repair" budget line. On a motion by Mr. Boomgarden, seconded by Mr. Senn, the Public Safety Building (Fund 1, 702) budget was approved, as amended. On a motion by Mr. Boomgarden, seconded by Mr. Mikkelsen, the Courthouse Security (Fund 2, 410) budget was approved.

The Committee adjourned at 9:00 p.m., on a motion by Mr. Mikkelsen, seconded by Mr. Senn.

Approved: November 12, 2007

Next Stated Meeting of the Committee:
Monday, November 12, 2007 6:30 p.m.
Stephenson County Board Room

FINANCE AND PROCUREMENT COMMITTEE
BUDGET MEETING - WEDNESDAY, OCTOBER 17, 2007

A budget meeting 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. Boomgarden, Ms. Kubatzke, Mr. Mikkelsen, Mr. Kuhlmeier and Mr. Newton for Ms. V. Hooper. Absent was Ms. S. Hooper. County Board Chairman Blum was not present.

The Circuit Clerk presented and reviewed the Circuit Clerk (Fund 1, 804), Document Storage (Fund 22) and Court Automation (Fund 25) budgets. On a motion by Mr. Boomgarden, seconded by Ms. Kubatzke, the Circuit Clerk (Fund 1, 804) budget was approved. Ms. Curran explained that she has agreed to use the Document Storage Fund to purchase a humidifying boiler for the Courthouse. On a motion by Mr. Kuhlmeier, seconded by Mr. Newton, the Document Storage (Fund 22) budget was approved. Ms. Curran explained that she has agreed to use the Court Automation Fund to purchase equipment for the court reporters. On a motion by Mr. Boomgarden, seconded by Ms. Kubatzke, the Court Automation (Fund 25) budget was approved.

Ms. Knodle presented and reviewed the Jury Commission (Fund 1, 807) budget. On a motion by Mr. Mikkelsen, seconded by Mr. Newton, the Jury Commission (Fund 1, 807) budget was approved.

Mr. Groves presented and reviewed the Zoning (Fund 1, 914) and Emergency Management Agency (Fund 21) budgets. Mr. Groves explained that the new budget includes funds to print new road maps for the County. The County Administrator noted that the salary line for Mr. Groves' salary needs to be increased to the authorized amount. On a motion by Mr. Kuhlmeier, seconded by Mr. Mikkelsen, the Zoning (Fund 1, 914) budget was approved, as amended. Mr. Groves noted that the County needs new equipment that would blend the radio frequencies used in the County to the State's frequency. The County needs to be on high band radio by 2009. The County Administrator noted that when the oversight committee approved the purchase of a new vehicle, it did not increase the transfer from the Public Safety Fund. The transfer needs to be increased to \$100,000 to cover the vehicle and to provide a fund balance into the 2009 fiscal year. On a motion by Mr. Boomgarden, seconded by Mr. Mikkelsen, the Emergency Management Agency (Fund 21) budget was approved, as amended.

Mr. Geiter presented and reviewed the ETSB – 9-1-1 (Fund 40) budget. He noted that the entry for the \$150,000 "Contingency" budget line had been missed. There was a discussion of coordinator position and how it should be presented in the budget. On a motion by Mr. Boomgarden, seconded by Ms. Kubatzke, the ETSB – 9-1-1 (Fund 40) budget was approved, as corrected.

The County Administrator presented and reviewed the Economic Development (Fund 1, 918) budget. On a motion by Mr. Mikkelsen, seconded by Mr. Kuhlmeier, the Economic Development (Fund 1, 918) budget was approved.

Mr. Snavely presented and reviewed the Facilities Management (Fund 1, 913) budget. On a motion by Ms. Kubatzke, seconded by Mr. Mikkelsen, the Facilities Management (Fund 1, 913) budget was approved.

The County Administrator presented and reviewed the Recreation & Conservation (Fund 1, 703) budget. On a motion by Mr. Mikkelsen, seconded by Mr. Kuhlmeier, the Recreation & Conservation (Fund 1, 703) budget was approved.

Ms. Gravenstein presented and reviewed the Nursing Center (Fund 3) budget. She noted that the revenues were based on 120 residents. Presently, there are four VA residents. There was a discussion regarding Medicare Parts A and B. On a motion by Mr. Boomgarden, seconded by Ms. Kubatzke, the Nursing Center (Fund 3) budget was approved.

The County Administrator presented and reviewed the County Board (Fund 1, 901) and the Administrative Services (Fund 1, 912) budgets. He explained that the new salaries for the County Board Chairman, Vice Chairman and Committee Chairmen were included in the proposed budget. There was a discussion of the Highland Leadership Institute. The Highland Leadership Institute budget line was funded for \$1,000. On a motion by Mr. Mikkelsen, seconded by Ms. Kubatzke, the County Board (Fund 1, 901) budget was approved, as amended. On a motion by Mr. Boomgarden, seconded by Mr. Mikkelsen, the Administrative Services (Fund 1, 912) budget was approved.

The Committee adjourned at 7:38 p.m. on a motion by Mr. Boomgarden, seconded by Mr. Newton.

Approved: November 12, 2007

Next Stated Meeting of the Committee:
Monday, November 12, 2007 7:00 p.m.
Stephenson County Board Room

FINANCE AND PROCUREMENT COMMITTEE
BUDGET MEETING - TUESDAY, OCTOBER 23, 2007

A budget meeting 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. Boomgarden, Ms. V. Hooper, Ms. Kubatzke, Mr. Mikkelsen and Mr. Kuhlmeier. Absent was Ms. S. Hooper. County Board Chairman Blum was also present.

Mr. Groves introduced a Memorandum of Understanding between the Retired Senior Volunteer Program of Northwest Illinois and the Stephenson County Emergency Management Agency. The agreement is to establish a framework for cooperation between the two organizations in rendering assistance to victims of disasters. The State is requesting all counties to establish this type of agreement. On a motion by Ms. Kubatzke, seconded by Mr. Kuhlmeier, the Committee recommended adoption, of the Memorandum of Understanding, by the County Board.

Maryna Misiewicz presented a detailed budget for the Veterans Assistance Commission for the fiscal year beginning July 1, 2008. There was a discussion on the startup costs and the cost to deliver services. The VAC has only been in operation for three months. The County Administrator presented the Veterans Assistance Commission (Fund 19) budget. On a motion by Ms. V. Hooper, seconded by Mr. Mikkelsen, the Committee approved the Veterans Assistance Commission (Fund 19) budget and requested Ms. Misiewicz return in May 2008 for review and approval of the detailed budget.

Judge Ursin presented and reviewed the Judicial (Fund 1, 805), Court Ordered Expense (Fund 1, 806) and Law Library (Fund 34) budgets. Judge Ursin noted that their computers were pre-used from the Circuit Clerk's Office. The budget includes an increased allocation for Meetings and Seminars. Some budget lines have been renamed to better identify actual uses. The court reporters' software needs to be updated; the Circuit Clerk has agreed to pay for the new software from the Court Automation Fund. The Law Library is available for use by the general public. She noted that the Office Equipment Repair line in the Judicial budget was listed for \$6,228, instead of \$2,600. There was a discussion on collecting the unpaid fines and fees. On a motion by Ms. V. Hooper, seconded by Mr. Kuhlmeier, the Judicial (Fund 1, 805) budget was approved, as corrected. On a motion by Ms. V. Hooper, seconded by Mr. Boomgarden, the Court Ordered Expense (Fund 1, 806) budget was approved. The Research Services line in the Law Library budget was increased to \$23,860. On a motion by Ms. V. Hooper, seconded by Mr. Mikkelsen, the Law Library (Fund 34) budget was approved as amended.

The County Treasurer presented and reviewed the County Treasurer (Fund 1, 906), Treasurer's Automation (Fund 46), Treasurer's Trust (Fund 43), Inheritance Tax (Fund 45) and Working Cash (Fund 44) budgets. On a motion by Mr. Mikkelsen, seconded by Mr. Kuhlmeier, the County Treasurer (Fund 1, 906) budget was approved. On a motion by Mr. Boomgarden, seconded by Ms. V. Hooper, the Treasurer's Automation (Fund 46) budget was approved. On a motion by Ms. V. Hooper, seconded by Mr. Mikkelsen, the Treasurer's Trust (Fund 43), the Inheritance Tax (Fund 45) and Working Cash (Fund 44) budgets were approved.

The Public Defender presented and reviewed the Public Defender (Fund 26) budget. Mr. Schorsch explained that Lisa Pyatt has been helping in his office during the mornings. The budget shows a salary increase for his attorneys as compensation for their heavy case load. The State is now requiring "continuing legal education" for attorneys to retain their licenses. Mr. Schorsch said that if the County Board were to give an across-the-board salary increase, he would not expect his attorneys to be included. On a motion by Mr. Mikkelsen, seconded by Ms. V. Hooper, the Public Defender (Fund 26) budget was approved.

Mr. Isbell presented and reviewed the Highway Department (Fund 5), Matching (Fund 6), County Bridge (Fund 7), Township Bridge (Fund 8), County Motor Fuel Tax (Fund 9) Township Motor Fuel Tax (Fund 10) and New Highway Building Construction (Fund 48) budgets. It was noted that the Township Bridge (Fund 8) and the Township Motor Fuel Tax (Fund 10) are accounts administered by the County, but not budgeted. Several pieces of computer equipment are being upgraded. The purchase of a new sign machine and a used dual axle semi tractor is included in the budget. On a motion by Mr. Kuhlmeier, seconded by Ms. Kubatzke, the Highway Department (Fund 5) budget was approved, as amended. On a motion by Mr. Kuhlmeier, seconded by Mr. Mikkelsen, the Matching (Fund 6) budget was approved. On a motion by Mr. Kuhlmeier, seconded by Ms. V. Hooper, the County Bridge (Fund 7) budget was approved. On a motion by Mr. Kuhlmeier, seconded by Mr. Mikkelsen, the Township Bridge (Fund 8) budget was approved. On a motion by Mr. Kuhlmeier, seconded by Mr. Mikkelsen, the County Motor Fuel Tax (Fund 9) budget was approved, as amended. On a motion by Mr. Kuhlmeier, seconded by Ms. Kubatzke, the Township Motor Fuel Tax (Fund 10) budget was approved. Mr. Isbell noted that the New Highway Building Construction Fund no longer receives any interest income and that the prior loan from this account has not been repaid. On a motion by Mr. Kuhlmeier, seconded by Ms. Kubatzke, the New Highway Building Construction (Fund 48) budget was approved.

There was a discussion of the County adopting the early retirement option offered by the IMRF. While this would benefit several budgets in the Highway Department, it would increase the liabilities of the IMRF Fund.

Mr. Beintema presented and reviewed the Health Department (Fund 15), Animal Control (Fund 16) and Tuberculosis (Fund 39) budgets. The Board of Health is asking for a \$225,000 contribution, from the General Fund. He reported on several grant programs. The Board of Health is considering paying down part of the mortgage. There was discussion of the cash balances in the Health Department Fund versus the General Fund. On a motion by Ms. Kubatzke, seconded by Ms. V. Hooper, the Health Department (Fund 15) budget was approved. The question was raised as to whether the Animal Control Warden was certified. Mr. Beintema is looking at the comparables for the work and salary of the Animal Control secretary. On a motion by Ms. Kubatzke, seconded by Mr. Kuhlmeier, the Animal Control (Fund 16) budget was approved, as amended. On a motion by Mr. Mikkelsen, seconded by Ms. Kubatzke, the Tuberculosis (Fund 39) budget was approved.

The County Administrator presented and reviewed the Environmental Remediation (Fund 18) budget. On a motion by Mr. Mikkelsen, seconded by Mr. Boomgarden, the Environmental Remediation (Fund 18) budget was approved.

The County Administrator presented and reviewed the NICAA-Small Rental Properties (Fund 37) budget. On a motion by Mr. Mikkelsen, seconded by Ms. Kubatzke, the NICAA-Small Rental Properties (Fund 37) budget was approved.

The County Administrator presented and reviewed the Waste Management (Fund 41) budget. On a motion by Mr. Mikkelsen, seconded by Ms. Kubatzke, the Waste Management (Fund 41) budget was approved.

The Committee adjourned at 9:15 p.m. on a motion by Mr. Mikkelsen, seconded by Ms. Kubatzke.

Approved: November 12, 2007

Next Stated Meeting of the Committee:
Monday, November 12, 2007 7:00 p.m.
Stephenson County Board Room

FINANCE AND PROCUREMENT COMMITTEE
BUDGET MEETING - WEDNESDAY, OCTOBER 24, 2007

A budget meeting 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. Boomgarden, Ms. S. Hooper, Ms. V. Hooper, Ms. Kubatzke, Mr. Mikkelsen and Mr. Kuhlmeier. County Board Chairman Blum was also present.

Mr. Mikkelsen explained that he would not be able to attend the Joint Review Board meeting for the Orangeville TIF, at 7:00 p.m., on Monday, October 29th, in the Village Hall. Ms. Kubatzke volunteered to attend the meeting.

The County Administrator explained that the County Clerk has been advised that the 2008 grant for election equipment will be \$23,140, rather than the \$10,000 in the Election Expense (Fund 1, 904) budget. The Committee authorized Mr. Mulnix to make the necessary changes to the budget.

The County Administrator presented and reviewed the Mental Health – 708 Board (Fund 38) budget. The 708 Board's property tax request exceeds the PTELL levy limit. Their levy request is for \$297,790, but the PTELL limit is \$290,000. Mr. Mulnix explained that he reduced all of the requests, on a pro rata basis, to a 2.54% increase over last year's levy. On a motion by Mr. Mikkelsen, seconded by Ms. V. Hooper, the Mental Health – 708 Board (Fund 38) budget was approved, as amended.

The County Administrator presented and reviewed the Extension Education (Fund 36) budget. The Extension Education Board is drawing down its reserves by having \$180,000 distributed, which is more than their levy. On a motion by Ms. Kubatzke, seconded by Ms. V. Hooper, the Extension Education (Fund 36) budget was approved.

The County Administrator presented and reviewed the Mill Race Crossing - EDPA (Fund 49) budget. This budget is grant and activity driven. Even though the 2007 budget was over \$8 million, only about \$2 million will be spent. The 2008 budget is about \$7 million. On a motion by Mr. Kuhlmeier, seconded by Mr. Mikkelsen, the Mill Race Crossing - EDPA (Fund 49) budget was approved; the voice vote was 6 to 1.

The County Administrator presented and reviewed the Employees Health Insurance (Fund 31) budget. The County has yet to receive the stop-loss insurance proposals for the new fiscal year. On a motion by Ms. V. Hooper, seconded by Mr. Mikkelsen, the Employees Health Insurance (Fund 31) budget was approved.

The County Administrator presented and reviewed the Illinois Municipal Retirement (Fund 33) budget. The IMRF expenditures are based on the previously approved salary budgets. On a motion by Mr. Boomgarden, seconded by Mr. Mikkelsen, the Illinois Municipal Retirement (Fund 33) budget was approved.

The County Administrator presented and reviewed the Social Security Contribution (Fund 29) budget. The Social Security expenditures are based on the previously approved salary budgets. On a motion by Mr. Mikkelsen, seconded by Ms. V. Hooper, the Social Security Contribution (Fund 29) budget was approved.

The County Administrator presented and reviewed the Liability Insurance (Fund 32) budget. The County has yet to receive the general liability, property and casualty, and workers' compensation insurance proposals for the new fiscal year. Mr. Mulnix suggested splitting the Deductibles Paid budget line into two deductible budget lines, one for workers' compensation and one for all others. On a motion by Mr. Mikkelsen, seconded by Ms. S. Hooper, the Liability Insurance (Fund 32) budget was approved, as amended with two different budget lines for the deductibles.

The County Administrator presented and reviewed the Capital (Fund 14) budget. The Capital Fund was originally funded with the State Income Tax Surcharge imposed a number of years ago. On a motion by Ms. Kubatzke, seconded by Ms. V. Hooper, the Capital (Fund 14) budget was approved.

The County Administrator presented and reviewed the Internal Service (Fund 35) budget. This fund was dormant until this year when it was used to purchase the County calendars. The proposed cash carry forward will not materialize, if the calendars are not sold. On a motion by Ms. V. Hooper, seconded by Ms. Kubatzke, the Internal Service (Fund 35) budget was approved.

The County Administrator presented and reviewed the Bond Repayment (Fund 47) budget. This fund is financed by transfers from the Public Safety and Highways funds. On a motion by Ms. V. Hooper, seconded by Mr. Kuhlmeier, the Bond Repayment (Fund 47) budget was approved.

The County Administrator presented and reviewed the Miscellaneous (Fund 1, 923) budget. On a motion by Mr. Boomgarden, seconded by Ms. S. Hooper, the Miscellaneous (Fund 1, 923) budget was approved.

The County Administrator presented and reviewed the Miscellaneous (Fund 2, 923) budget. On a motion by Ms. V. Hooper, seconded by Mr. Boomgarden, the Miscellaneous (Fund 2, 923) budget was approved.

The County Administrator presented and reviewed the Transfer Account (Fund 1, 922) budget. There was a discussion on the \$25,000 increase in the amount being transferred to the Health Department Fund from the General Fund and the financial condition of the two funds. On a motion by Mr. Mikkelsen, seconded by Ms. Kubatzke, the Transfer Account (Fund 1, 922) budget was approved, with a reduction of \$25,000 in the amount being transferred to the Health Department Fund; the voice vote was 5 to 2. Ms. S. Hooper and Ms. V. Hooper asked that the record reflect their "no" votes.

The County Administrator presented and reviewed the Transfer Account (Fund 2, 922) budget. On a motion by Mr. Kuhlmeier, seconded by Ms. S. Hooper, the Transfer Account (Fund 2, 922) budget was approved,

The County Administrator presented and reviewed the Contingency (Fund 1, 924) and Contingency (Fund 2, 924) budgets. On a motion by Mr. Boomgarden, seconded by Ms. V. Hooper, the Contingency (Fund 1, 924) and Contingency (Fund 2, 924) budgets were approved.

The County Administrator presented and reviewed the proposed revenues for the General Fund. There was a discussion of the various sources for revenue. It was noted that the grant revenue for the election equipment needed to be increased to \$23,140. The 2007 budget had \$600,000 of revenue from the anticipate wind generators. There are three different lawsuits against the wind towers. At this point, the anticipated expenses for 2008 are up and the anticipated revenues are down. On a motion by Ms. V. Hooper, seconded by Mr. Boomgarden, the General Fund revenues were accepted.

The County Administrator presented and reviewed the proposed revenues for the Public Safety Fund. On a motion by Mr. Boomgarden, seconded by Ms. V. Hooper, the Public Safety Fund revenues were accepted.

General Fund budget summaries will be distributed to the County Board during the November committee meeting. The committees are encouraged to discuss the General Fund deficit and possible solutions.

The Committee adjourned at 7:47 p.m. on a motion by Ms. V. Hooper, seconded by Mr. Mikkelsen.

Approved: November 12, 2007

Next Stated Meeting of the Committee:
Monday, November 12, 2007 7:00 p.m.
Stephenson County Board Room