

CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE MINUTES

Finance/Policy, Personnel, & Appointments/County Facilities

Tuesday, August 9, 2011

Lyle Shields Meeting Room, Brookens Administrative Center

1776 E. Washington St., Urbana, Illinois

MEMBERS PRESENT: Christopher Alix, Carol Ammons, Jan Anderson, Ron Bensyl, Astrid Berkson, Thomas Betz, Aaron Esry, Stephanie Holderfield, Stan James, John Jay, Brad Jones, Alan Kurtz, Ralph Langenheim, Brendan McGinty, Diane Michaels, Steve Moser, Alan Nudo, Steve O'Connor, Patti Petrie, James Quisenberry, Michael Richards, Jonathan Schroeder, C. Pius Weibel

MEMBERS ABSENT: Lloyd Carter, Lorraine Cowart, Giraldo Rosales

OTHERS PRESENT: Kat Bork (Administrative Assistant), Deb Busey (County Administrator), Nancy Crawford (Mental Health Board Comptroller), Tony Fabri (Auditor), Gordy Hulten (County Clerk), Tracy Parsons (Access Initiative Project Director), Alan Reinhart (Facilities Director), Andy Rhodes (IT Director), Dan Welch (Treasurer)

CALL TO ORDER

Weibel called the meeting to order at 6:04 p.m.

ROLL CALL

Bork called the roll. Alix, Ammons, Anderson, Bensyl, Berkson, Betz, Esry, Holderfield, James, Jay, Jones, Langenheim, McGinty, Michaels, Moser, Nudo, O'Connor, Petrie, Quisenberry, Richards, Schroeder, and Weibel were present at the time of roll call, establishing the presence of a quorum.

Rosales had informed Weibel that he would be out of town and unable to attend the meeting.

APPROVAL OF MINUTES

MOTION by James to approve the Committee of the Whole minutes of June 14, 2011; seconded by Alix. **Motion carried.**

Kurtz entered the meeting at 6:06 p.m.

APPROVAL OF AGENDA/ADDENDA

MOTION by Anderson to approve the agenda and addendum; seconded by Richards.

Weibel stated agenda item 9.A.36, the Willow Branch Drainage District appointment, would be removed from the agenda.

Motion carried as amended with unanimous support.

PUBLIC PARTICIPATION

Tom Gordon spoke against a high speed rail system due to the federal deficit.

Mark Thompson spoke about wanting to throw out the entire LRMP and his property rights concerns. He also urged the Board to not accept federal money for high speed trains.

Ammons exited the meeting at 6:11 p.m.

COMMUNICATIONS

There were no communications.

COUNTY FACILITIES

Facilities Director

Physical Plant Monthly Reports

MOTION by Jay to receive and place on file the Physical Plants monthly reports; seconded by Langenheim. **Motion carried with unanimous support.**

Brookens Energy Lighting Retrofit Project Update & Budget Report

Reinhart drew the Board's attention to Page 23 of the agenda packet for the funding spreadsheet. Physical Plant has received about \$50,000 out of the allocated \$60,000 from the EECG. The project is 98% complete and should be finished this month.

Courthouse Final Update

Reinhart described that the multiple correspondence with the five involved parties is ongoing. He received notice today that the insurance company has given August 18th as the deadline to either move forward or to have the repair completed by another local firm. The repair should take 6-8 weeks. Betz inquired about the repair cost. Reinhart answered that the insurance company was still working on the cost figure. The original total repair estimate was around \$20,000. He stated the insurance company is supposedly taking care of this matter.

Ammons returned to the meeting at 6:15 p.m.

202 Art Bartell Construction Project

Project Update

Reinhart said the building is complete, with the exception of the Coroner's autopsy sink, and the County should receive its occupancy permit from the City of Urbana soon. He expects the autopsy sink to be delivered next week.

Monthly Project Budget Report

The report was in the agenda packet.

East Campus Storm Water Extension Project

Berns Clancy was not in attendance to make a presentation about the East Campus project. Reinhart anticipated the firm would make a presentation at the next Committee of the Whole meeting.

Other Business

There was no other business.

Chair's Report

There was no Chair's report.

Designation of Items to be Placed on County Board Consent Agenda

No items were designated for the consent agenda.

FINANCE

Report & Presentation of Management Letter from Outside Auditor

Hope Wheeler from Clifton Gunderson presented a brief overview and timeline of the audit. She praised the cooperation the firm received from the County departments and their willingness to answer questions from the new auditing firm. The firm did not propose any audit adjustments during the process and they did not find anything of significance that was misstated. A separate audit was performed on departments that receive over \$500,000 in federal funds. Clifton Gunderson had a few minor recommendations and one finding for the Regional Planning Commission. Wheeler stated the opinion is an unqualified opinion. This means the firm did not find any material or significant exceptions in the audited financial statements. The full 300-page document is available online.

Clifton Gunderson also issues the internal control reports. There was one finding in the Circuit Clerk's Office. There are bank reconciliations being performed without a review process. The firm recommended the reconciliations be reviewed by someone other than the person who

prepares them to alleviate the risk. The second report is about the federal funding audit work. There was one internal control and compliance finding related to the Access Initiative's cash management. The Access Initiative staff keeps more cash on hand than is allowable by federal requirements. The State of Illinois was forwarding the federal money to the staff before it was needed and staff was reluctant to return the money. The staff will work with the State on this issue. The overall opinion was that effective quality controls are present. Wheeler reviewed the Audit Committee Letter and Management Letter distributed to the County Board.

Quisenberry asked about the firm's recommendation regarding disaster recovery. Wheeler remarked that the recommendation does not reach the level of a true finding. If there is a natural or technology disaster, the County could potentially lose data. The firm recommends preparing a good, written back-up plan to replace the lost data quickly.

Fabri commented on how great it was to work with Clifton Gunderson and thanked Wheeler. He felt the audit process was phenomenal this year and worth the extra money the Board paid to the new firm.

MOTION by Kurtz to receive and place on file the Audit Committee Letter and Management Letter from Clifton Gunderson; seconded by Betz.

Budget Amendments & Transfers

Budget Amendment #11-00039

MOTION by Jones to recommend to the County Board approval of Budget Amendment #11-00039 from Fund 074 2003 Nursing Home Bond Debt Service – Department 010 County Board for increased appropriations of \$4,556,962 for the General Obligation Bond Refunded line and \$66,291 for the Professional Services with increased revenue of \$4,623,253 from the Proceeds-General Obligation Bonds; seconded by Anderson.

Ammons asked about the payment plan. Busey explained the County is refunding bonds previously issued that are paid for with annual debt service. The County will have annual debt service for the new bonds. This budget amendment reflects the receipt and payment of money to retire the old bonds. The new debt service will be slightly less over the term of the life of the bonds.

Motion carried with unanimous support.

Budget Amendment #11-00036

MOTION by Ammons to recommend to the County Board approval of Budget Amendment #11-00036 from Fund 641 Access Initiative Grant – Department 053 Mental Health Board for increased appropriations of \$10,500 for the Regular Full-Time Employees line, \$1,900 for the Stationary & Printing line, \$302,477 for the Contributions & Grants line, \$29,400 for the Conferences & Training line, \$11,403 for the Equipment Less Than \$1,000 line, and \$27,360 for the Public Relations line with no increased revenue; seconded by Weibel.

Richards wanted an explanation for this budget amendment. Nancy Crawford explained that these are federal funds that were supposed to be spent in first year of the grant, however, the project started late. Access Initiative is waiting on permission to use the money. This will not affect the perception of second year funds. The federal government does not want to send money until after the Access Initiative has spent it. This approach has been problematic and Crawford has worked to make the situation function as smoothly as possible.

Nudo asked about the local match required each year. Crawford stated the local match is 33% over the total grant for the first three years. Then the local match requirement increases to 100%, 150%, and 200% in the remaining three years. Nudo questioned where the matching funding sources are. Crawford said the funds come from different funding for the PLL program and other programs affiliated with Project Access.

Holderfield asked Parsons for an update on the program's process. McGinty noted that was not on the agenda and recommended it be discussed at a future meeting. The Board concurred.

Motion carried.

Budget Amendment #11-00037

MOTION by Schroeder to recommend to the County Board approval of Budget Amendment #11-00037 from Fund 670 County Clerk Automation Fund – Department 022 County Clerk for increased appropriations of \$27,962 for the Temporary Salaries & Wages line with no increased revenue; seconded by Kurtz.

Hulten confirmed this budget amendment allows his office to expend the grant funds.

Motion carried with unanimous support.

Budget Amendment #11-00040

MOTION by Kurtz to recommend to the County Board approval of Budget Amendment #11-00040 from Fund 080 General Corporate – Department 071 Public Properties for increased appropriations of \$39,502 for the Brookens Building Repair-Maintenance line with increased revenue of \$39,502 from the Department Commerce Economic Opportunity line; seconded by Ammons. **Motion carried with unanimous support.**

Budget Amendment #11-00038

MOTION by James to recommend to the County Board approval of Budget Amendment #11-00038 from Fund 080 General Corporate – Department 022 County Clerk for increased appropriations of \$26,282 for the Regular Full-Time Employees line with no increased revenue; seconded by Berkson.

Ammons asked why the budget amendment was for less than the total amount due the employee. Hulten said some of the expense was absorbed by the full-time employee line, but it could not absorb the entire amount.

Motion carried with unanimous support.

Sheriff

Request Approval of School Resource Officer Intergovernmental Agreement With St. Joseph-Ogden High School District #305, St. Joseph Grade School District #169, Fisher Unit School District #1, & Prairieview-Ogden Grade School District #197 and Request Approval of School Resource Officer Intergovernmental Agreement With the Tolono Community School District #7

MOTION by Bensyl to approve the School Resource Officer Intergovernmental Agreement With St. Joseph-Ogden High School District #305, St. Joseph Grade School District #169, Fisher Unit School District #1, & Prairieview-Ogden Grade School District #197 and the School Resource Officer Intergovernmental Agreement With the Tolono Community School District #7; seconded by Moser. **Motion carried.**

Animal Control

Request Approval of Revised Animal Impound Agreement with the City of Champaign

MOTION by Anderson to approve the revised Animal Impound Agreement with the City of Champaign; seconded by Kurtz.

O'Connor asked how much profit the Animal Control Department will make off this agreement. Busey confirmed that Animal Control does not make a profit off of agreements with the cities or villages.

Motion carried with unanimous support.

IT Director

Recommendation for Amendment to Schedule of Authorized Positions

MOTION by Holderfield to make the following changes to the Schedule of Authorized Positions: the elimination of the Web Programmer Analyst positions, salary grade H, and the addition of one Mainframe Programmer position, salary grade J, to the IT Department effective October 3, 2011; seconded by Berkson. **Motion carried with unanimous support.**

County Administrator

General Corporate Fund FY2011 Revenue/Expenditure Projection Report

Busey reported the July report was in the agenda packet and she distributed the August report. The projected revenue continues to look that it will reach 102% of budgeted revenue. However, \$400,000 is due to an extra ILEAS rent payment in this fiscal year. The expenditures are projected at \$340,000 under the budget. This is largely a result of under spending in the personnel

lines. It appears the County will have to spend more than what is currently budgeted for medical and professional services provided to inmates at the two jails. The GCF should still end the fiscal year with an \$800,000 positive ending balance. This would put the fund balance at almost 12%, if the Nursing Home loan is not taken into account.

Alix thanked all the County staff for helping to get costs under control at a time when other governments are running substantial deficits.

General Corporate Fund Budget Change Report

The report listed the changes since the end of July. There is a deficit on paper, but not in the projected budget.

MOTION by Quisenberry to receive and place on file the County Administrator's reports; seconded by Jay. **Motion carried with unanimous support.**

Harris & Harris Monthly Collections Report

No report was received from Harris & Harris.

FY2012 County Board Budget Review Schedule & Process

Busey described the new budget process of having two assigned Board members and Busey meet with the appropriate department heads over their budgets. All the meetings will be recorded so any Board member can listen to the audio files. Busey offered 20-minute training sessions in the budget review. She distributed a pink sheet requesting Board members identify which session they will attend. If anyone was unable to attend one of the scheduled sessions, Busey would review the material with them individually or send the materials to members who request them. She pointed out the schedule listing of "County Board Budget" should be "County Board of Health." The County Board is closely linked to the Administrative Services budget and will be reviewed with that budget.

Proposal for Contract with Xerox for Lease of Digital Copiers/Printers with Supply/Maintenance Agreement

MOTION by Jones to approve the contract with Xerox for the lease of digital copiers/printers with supply/maintenance agreement; seconded by Esry.

Busey distributed the contract and a memo was included in the agenda packet. This is an opportunity to provide more technology which will enhance that County Clerk's elections operations. It also provides the County the opportunity to renew the copier contract with Xerox under a competitively bid contract pricing solution. The scanning technology will be improved and several departments will receive upgraded or additional equipment. The contract will be sent to the County's legal counsel for review tomorrow.

Motion carried with unanimous support.

Treasurer

Monthly Report – July 2011

Welch stated this year's outside audit process was greatly improved and he felt the County got its money's worth. He noted 56.05% real estate taxes have been collected. This amounts to \$157 million of the \$280 million in total to be collected. The GCF cash flow continues to be stable and the fund will repay all loans by the end of the fiscal year. The State is four months behind on paying the County income taxes. Page 68 of Welch's report provides information about the Nursing Home tax anticipation warrants. The payments are tied to the Nursing Home's real estate tax distribution. The payments are on schedule, though the Nursing Home is having cash flow problems.

MOTION by Moser to receive and place on file the Treasurer's July 2011 report; seconded by Ammons. **Motion carried with unanimous support.**

Auditor

Purchases Not Following Purchasing Policy

The list of purchases not following the Purchasing Policy was distributed. The Board discussed the Purchasing Policy and the importance of paying the County's bills in a timely manner.

Monthly Reports – June 2011 & July 2011

MOTION by Kurtz to receive and place on file the Auditor's June & July 2011 monthly reports; seconded by James. **Motion carried with unanimous support.**

Other Business

Request Waiver of the Hiring Freeze for a Maintenance Worker Position

MOTION by James to waive the three-month hiring freeze for the Maintenance Worker position; seconded by Berkson. **Motion carried with unanimous support.**

Chair's Report

McGinty thanked Bork for her contributions to the County and wished her the best as she leaves the County's employment for law school.

Designation of Items to be Placed on County Board Consent Agenda

Ammons requested that item 8.E.1 be placed on the regular agenda. Agenda items 8.B.1 & 3-5, D.1, & F.5 were designated for the consent agenda.

POLICY, PERSONNEL, & APPOINTMENTS

Appointments/Reappointments

County Board District 1 – Vacancy Due to Larry Sapp’s Resignation

MOTION by Weibel to appoint Gary Maxwell to the Champaign County Board District 1 to fill the seat left vacant by Larry Sapp’s resignation for a term from August 18, 2011 to November 30, 2012; seconded by Nudo. **Motion carried with unanimous support.**

Appointment of John Jay to Serve as Assistant Deputy Chair of County Facilities – Vacancy Due to Larry Sapp’s Resignation

MOTION by Weibel to appoint John Jay to serve as the Assistant Deputy Chair of County Facilities; seconded by Betz. **Motion carried with unanimous support.**

Ogden-Royal Fire Protection District, Sangamon Valley Public Water District, & Drainage Districts

MOTION by Weibel for an omnibus motion to appoint the following individuals to following bodies:

Ken Osterbur to the Ogden-Royal Fire Protection District to complete Rusty Smith’s term from August 19, 2011 to April 30, 2013; Olen Parkhill to the Sangamon Valley Public Water District for a term from August 19, 2011 to May 31, 2016; Matthew Evans to the Sangamon Valley Public Water District to complete David Chestnut’s term from August 19, 2011 to May 31, 2015; Daniel Ehler to the Beaver Lake Drainage District for a term from September 1, 2011 to August 31, 2014; Lavern Zehr to the Blackford Slough Drainage District for a term from September 1, 2011 to August 31, 2014; Harlan Trotter to the Conrad & Fisher Drainage District for a term from September 1, 2011 to August 31, 2014; Daniel Noel to the Drainage District #2 Town of Scott for a term from September 1, 2011 to August 31, 2014; Elvin Huls to the Drainage District #10 Town of Ogden for a term from September 1, 2011 to August 31, 2014; Robert Barker to the Fountain Head Drainage District for a term from September 1, 2011 to August 31, 2014; Duane Schluter to the Harwood & Kerr Drainage District for a term from September 1, 2011 to August 31, 2014; Patrick Feeney to the Kankakee Drainage District for a term from September 1, 2011 to August 31, 2014; Wayne Emkes to the Kerr & Compromise Drainage District for a term from September 1, 2011 to August 31, 2014; Norman Uken to the Longbranch Mutual Drainage District for a term from September 1, 2011 to August 31, 2014; Lowell Estes to the Lower Big Slough Drainage District for a term from September 1, 2011 to August 31, 2014; Larry Dallas to the Okaw Drainage District for a term from September 1, 2011 to August 31, 2014; Dale Ark to the Owl Creek Drainage District for a term from September 1, 2011 to August 31, 2014; Chris Hausman to the Pesotum Consolidated Drainage District for a term from September 1, 2011 to August 31, 2014; Forrest Brewer to the Pesotum Slough Special Drainage District for a term from September 1, 2011 to August 31, 2014; Stanley Wolken to the Prairie Creek Drainage District for a term from September 1, 2011 to August 31, 2014; Lester Wolken to the Raup Drainage District for a term from September 1, 2011 to August 31, 2014; Dennis Bergman to the Salt Fork Drainage District for a term from September 1, 2011 to August 31, 2014; Stanley Zehr to the Sangamon & Drummer Drainage District for a term from September 1, 2011 to August 31, 2014; Cecil Hudson to the Silver Creek Drainage District for a term from September 1, 2011 to August 31, 2014; Troy Flessner to the

Somer #1 Drainage District for a term from September 1, 2011 to August 31, 2014; Richard Rice to the South Fork Drainage District for a term from September 1, 2011 to August 31, 2014; Charles Daly to the St. Joseph #3 Drainage District for a term from September 1, 2011 to August 31, 2014; Duane Goodwin to the St. Joseph #4 Drainage District for a term from September 1, 2011 to August 31, 2014; Bruce Rape to the St. Joseph #6 Drainage District for a term from September 1, 2011 to August 31, 2014; Lowell Johnson to the Triple Fork Drainage District for a term from September 1, 2011 to August 31, 2014; Les Olson to the Union Drainage District of Stanton & Ogden Townships for a term from September 1, 2011 to August 31, 2014; Robert Grove to the Union Drainage District #1 of Philo & Crittenden for a term from September 1, 2011 to August 31, 2014; Roy Douglas to the Union Drainage District #1 of Philo & Urbana for a term from September 1, 2011 to August 31, 2014; Robert Lee to the Union Drainage District #3 of South Homer & Sidney for a term from September 1, 2011 to August 31, 2014; Stanley Wolken to the West Branch Drainage District for a term from September 1, 2011 to August 31, 2014; Steven Herriott to the Wrisk Drainage District for a term from September 1, 2011 to August 31, 2014; seconded by Alix.

Betz exited the meeting at 7:12 p.m.

Motion carried with unanimous support.

St. Joseph #5 Drainage District

MOTION by Weibel to appoint Bruce Rape to the St. Joseph #5 Drainage District for a term from September 1, 2011 to August 31, 2014 with a waiver of the requirement that a commissioner own land in the district; seconded by Moser.

Weibel noted that none of the drainage district commissioners in St. Joseph #5 own land in the district, because it is the same town as St. Joseph #6 and has the same commissioners. Richards thought commissioners had to be property owners in the district. Weibel stated he had checked with legal counsel and learned the County Board can waive that condition.

Betz returned to the meeting at 7:15 p.m.

Moser added that St. Joseph #5 Drainage District and St. Joseph #6 Drainage District have had the same commissioners for years because both districts are located in the same town.

Motion carried with unanimous support.

County Administrator
Vacant Positions Listing

The vacant positions list was provided for information only.

Job Content Evaluation Committee Recommendation Regarding the County Clerk's Programming Position Request

Busey presented the recommendation from the Job Content Evaluation Committee regarding the County Clerk's request for a Programmer/Analyst position. If adopted, the recommendation would then be forwarded to Finance in September for consideration of actually adding this position to the staffing budget and funding it. This request will be considered with other requests for the FY2012 budget.

McGinty asked if the position would report directly to the County Clerk or to the IT Director. Busey said the Board was not being asked to make that decision tonight. The Board is being asked to adopt the classification for such a position tonight.

Ammons asked if this position was previously paid for with grants. Busey stated this has never been an official Champaign County position. There has been a history where the County Clerk has employed temporary staff for programming and paid for the work out of the County Clerk's Automation Fund.

MOTION by McGinty to forward to Finance the Programmer/Analyst position in Grade Range I with a market adjustment to Grade Range J in September; seconded by Kurtz. **Motion carried with unanimous support.**

County Clerk

Monthly Fees Report – June 2011 & July 2011

MOTION by Betz to receive and place on file the County Clerk's monthly fees reports for June 2011 & July 2011; seconded by Langenheim. **Motion carried with unanimous support.**

Other Business

Request for Resolution in Support of Integrated Network of Midwest High Speed Trains from the Midwest High Speed Rail Association

MOTION by Weibel to approve the Resolution in Support of Integrated Network of Midwest High Speed Trains from the Midwest High Speed Rail Association; seconded by Betz

Weibel called for a substitute motion, the text of which he had placed on the Board's desks. He further recommended the sixth "Whereas" clause be entirely deleted from the resolution.

MOTION by Weibel for a substitute motion to approve the amended Resolution in Support of Integrated Network of Midwest High Speed Trains as stated in the distributed document with the deletion of the sixth "Whereas" clause; seconded by Betz.

Weibel explained that his changes to the resolution indicate that the County Board supports the idea of a high speed rail network, but includes no deadline or funding source.

McGinty exited the meeting at 7:22 p.m. and returned at 7:23 p.m.

The Board members voiced their opinions regarding a high speed rail network and the potential funding of such a network, both pro and con.

During the discussion, Jones exited at 7:28 p.m. McGinty exited at 7:30 p.m. Weibel exited at 7:31 p.m. Jones returned at 7:31 p.m. Weibel returned at 7:33 p.m.

Ammons called for a vote with a show of hands. Eleven Board members voted in favor of the motion, ten Board members voted against the motion, and one Board member declined to cast a vote either way.

Motion carried.

O'Connor exited the meeting at 7:42 p.m.

Chair's Report

Discussion Regarding Resolution No. 4143 – Hotel/Motel Tax Revenues & Appropriations

Ammons announced this discussion item was placed on the agenda because she was interested in crafting items in relation to the hotel/motel tax. Nudo submitted a draft resolution as part of the discussion.

Berkson remarked that the City of Urbana will likely annex the Motel 6 with the completion of the Olympian Drive project, thereby removing the County's last source for the hotel/motel tax. Ammons thought that motel will fall under Urbana's jurisdiction with the completion of the Olympian extension. Weibel stated that Motel 6 is south of the interstate and any annexation is speculative at this point. Moser asked Busey if the County receive taxes from any other hotels. Busey said there was also a bed & breakfast that pays this tax to the County. This revenue stream is listed on Page 65 of the agenda packet in the Treasurer's report.

Nudo brought a resolution because some Board members raised concerns about setting criteria regarding whether the hotel/motel tax money was being spent properly when the Board approved giving \$15,000 to the Convention & Visitors Bureau. Nothing has been done with 1999 resolution and it is now obsolete. Nudo suggested a mechanism to judge the appropriation every year and to not spend any money if the revenue stream ceases.

O'Connor returned to the meeting at 7:45 p.m. Schroeder exited the meeting at 7:46 p.m.

Nudo supporting allocating the money to the CVB as a professional organization that can attract conventions, sales tax revenue, and jobs. He wanted to update the process by which the County Board will allocate this money in the future with a new resolution. Betz suggested abolishing the hotel/motel tax since it generates such a small amount of revenue.

Schroeder returned to the meeting at 7:49 p.m.

Various Board members shared their thoughts and feelings regarding the existence of the hotel/motel tax, abolishing the tax, and the CVB. Ammons confirmed the Board would continue to work on this issue in the future.

Designation of Items to be Placed on County Board Consent Agenda

Agenda items 9.A.2-35 & 37-38 were designated for the consent agenda.

ADJOURN

The meeting was adjourned the meeting at 7:57 p.m.

Respectfully submitted,

Kat Bork
Administrative Assistant

Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.