

## **Minutes of the Finance Committee**

The Finance Committee of the McLean County Board met on Wednesday, December 5, 2007 at 7:30 a.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, IL.

Members Present: Chairman Selzer, Members Owens, Butler, Moss and Rackauskas

Members Absent: Member Clark

Other Members Present: None

Staff Present: Mr. John Zeunik, County Administrator; Mr. Terry Lindberg, Assistant County Administrator; Ms. Jude LaCasse, Recording Secretary, County Administrator's Office

Department Heads/  
Elected Officials  
Present:

Mr. Phil Dick, Director, Building and Zoning; Mr. Robert Keller, Administrator, Health Department; Mr. Will Scanlon, Trial Court Administrator, Circuit Court; Mr. Don Lee, Director, Nursing Home; Ms. Jackie Dozier, County Auditor; Ms. Becky McNeil, County Treasurer

Others Present: Mr. Eric Ruud, First Assistant State's Attorney, State's Attorneys Office; Ms. Carol Ash, Internal Auditor, County Auditor's Office; Ms. Michelle Anderson, Financial Reporting Specialist, County Auditor's Office; Mr. Mike Behary, Building and Zoning; Ms. Laura Dick, Executive Director, SHOWBUS; Mr. Chuck Schanaberger, Director of Development, Central Catholic High School; Mr. Chad Carson, Economic Development Council of Bloomington/Normal/McLean County; Mr. Steve Timmerman, Vice President, First Farmers State Bank; Mr. and Mrs. Joe and Sally Diemer, Owners, Midwest Molding Solutions, Inc.

Chairman Selzer called the meeting to order at 7:30 a.m.

Chairman Selzer presented the minutes from the November 7, 2007 Finance Committee Meeting and the October 9, 2007 Special Budget Meeting to the Committee for approval.

Motion by Owens/Butler to approve the Minutes of the November 7, 2007 Committee Meeting and the October 9, 2007 Special Budget Meeting.  
Motion carried.

Mr. Phil Dick, Director, Building and Zoning, presented a request for approval of an Intergovernmental Agreement for Rural Public Transportation between McLean County, and Livingston, Ford, Iroquois and DeWitt Counties. Mr. Dick explained that this is a request by SHOWBUS to amend the Agreement to include DeWitt County. He advised that the Area Agency on Aging and the Illinois Department of Transportation (the "IDOT") have indicated that they will provide funding. He indicated that McLean County is the first County to review the Amendment; however, the other Counties have been notified and they have agreed to put it on their agendas in January.

Chairman Selzer asked what will be the increased funding by adding DeWitt County. Ms. Laura Dick, Executive Director, SHOWBUS, replied that the first year allotment from IDOT will be \$43,000.00 and the funding from the Area Agency on Aging will be \$15,000.00. She added that there will probably be an additional \$40,000.00 from IDOT once the contract is completed. Ms. Dick noted that IDOT indicated that they will also release an additional vehicle to McLean County if it agrees to expand into DeWitt County. Ms. Dick stated that there are three other buses for which she will accept responsibility in DeWitt County.

Chairman Selzer asked if the funding received by SHOWBUS is separate from the money received for the actual vehicles. Ms. Dick replied that it is separate. The vehicles come through a capital funding stream and the operating stream is different, although they both have the same number, namely 5311. Ms. Dick stated that once the Intergovernmental Agreement is signed, she will come back to the Committee to request an amendment of both the operating and capital budget to indicate the increase due to DeWitt County.

Motion by Rackauskas/Owens to Recommend Approval of an Intergovernmental Agreement for Rural Public Transportation between McLean County, and Livingston, Ford, Iroquois and DeWitt Counties.  
Motion carried.

Mr. Bob Keller, Administrator, Health Department, presented a request for approval of an Ordinance of the McLean County Board amending the 2007 Combined Appropriation and Budget Ordinance for Fund 0102 (Dental Sealant Grant). He stated that the dental program of the Health Department operates on a variable revenue stream with funds being generated by billed services to the Illinois Department of Health and Family Services (formerly the Illinois Department of Public Aid), Illinois Department of Public Health Dental Sealant Grant and self pay services to clients with no alternate sources of dental coverage. Mr. Keller indicated that the revenue and corresponding available resources for expenditures is controlled by the amount of billed services provided by the program throughout the year. He explained that, during FY'2007, the program generated more revenue than was anticipated when the original budget was developed in early 2006. This budget was based upon a greater number of service hours worked by the contractual dentist and the corresponding additional billed services provided resulting in \$40,000.00 in additional revenue.

Mr. Keller noted that the expenses associated with the additional contract work by the dentist, additional program supplies, repairs of dental equipment and Non-Contractual expenses associated with the provision of interpreter services for non-English speaking clients are reflected in the requested amendment.

Motion by Butler/Owens to Recommend Approval of  
an Ordinance of the McLean County Board Amending  
the 2007 Combined Annual Appropriation and Budget  
Ordinance for Fund 0102 (Dental Sealant Grant).  
Motion carried with Ms. Rackauskas abstaining.

Mr. Keller presented a request for approval of an Ordinance Repealing the Ordinance Regulating Smoking in Public Places of Employment in the Unincorporated Areas of McLean County. He advised that he felt it was necessary to repeal the County's Smoking Ban Ordinance in advance of the State Law that takes effect January 1, 2008. Mr. Keller stated that the reason for this Ordinance is that the State Law is specific in terms of its restrictive nature to all public places and places of employment. The State Law would invalidate the County's Ordinance. In order to avoid confusion Mr. Keller felt it would be appropriate to repeal the County's Ordinance.

Chairman Selzer expressed concern that, should the State-wide ban not go into effect on January 1<sup>st</sup> and the County Ordinance is repealed, it would be necessary to go through the process again to reinstitute the original Ordinance.

After a brief discussion, Mr. Eric Ruud, First Assistant State's Attorney, agreed to amend the Ordinance Repealing the Ordinance Regulating Smoking, to reflect that the County Ban is repealed "so long as Public Act 95-0017 remains in effect."

Motion by Rackauskas/Butler to recommend approval of an Ordinance Repealing the Ordinance Regulating Smoking in Public Places of Employment in the Unincorporated Areas of McLean County as amended.  
Motion carried.

Ms. Rackauskas commented that she recently called Mr. Keller regarding a concern by a constituent. She noted that Mr. Keller responded immediately to the concern. She thanked Mr. Keller for his cooperation and assistance.

Chairman Selzer asked if there were any additional questions or concerns. Hearing none, he thanked Mr. Keller.

Mr. Will Scanlon, Trial Court administrator, Circuit Court, presented a request for approval of a Memorandum of Agreement between the McLean County Law Library, McLean County, and the McLean County Bar Association.

Chairman Selzer stated that he attended a meeting with Board Chairman Sorensen, Chief Judge Beth Robb, Mr. Scanlon, representatives of the Administrator's Office, Judge Kevin Fitzgerald and Mr. Darrell Hartweg, President of the McLean County Bar Association, to discuss the recommended Memorandum of Agreement.

Chairman Selzer advised that, when the Unity Building burned and books in the Law Library were destroyed, an insurance settlement replaced all of the books that were then placed in a County Law Library. He explained that periodic updates were received to replace the outdated material in the law books. The updates cost approximately \$6,000.00 per year. Chairman Selzer stated that the Bar Association contributed the cost of the updates for the books. The books were donated to the County, the County provided the office space and the Bar Association provided the updates to the books. This is where the \$6,000.00 figure originated. Since the books no longer exist and no updates need to be purchased for the books, the Bar Association did not feel they should pay the same amount of money.

Chairman Selzer indicated that Prairie State Legal Services is the recipient of a grant that funds a part-time position. He advised that the Agreement reflects a budget of approximately \$70,000.00 per year that includes increased fees on the Court Cases and contributions from the user departments. Chairman Selzer indicated that this Agreement will keep the Law Library in the black and establish a board to oversee the Law Library Fund. He stated that the meeting went very well. Mr. Scanlon added that the Executive Committee of the Bar Association met last week to consider this agreement, and approved it in this form.

Chairman Selzer stated that there was some discussion to authorize the County to operate the Law Library exclusively without the aid of the Bar Association. However, the Bar Association wants to be part of the Law Library.

Ms. Rackauskas expressed concern that this situation reached this point. Chairman Selzer replied that talks were held in the past with former judges, former State's Attorney, and former Board members. Further, he noted that the County had been accepting the Bar Association's \$1,800.00 payment for the last three years.

Ms. Rackauskas asked if there was a written explanation of the Bar Association's dissatisfaction three years ago, citing the reasons they did not make full payment to the County for the Law Library. Mr. Scanlon reviewed the history of the Law Library, including the following:

- The decision to transfer the Bar Association Library to the County to be maintained and updated by the County,
- The various judges who had been in charge of the Law Library,
- The decision to cancel the subscriptions and eliminate the books and go to an on-line legal service;
- the \$70,000.00 deficit in the Law Library,
- The increase of \$10.00 in the Law Library Fee Fund to pay off the deficit,
- The elimination of the deficit.

Mr. Scanlon indicated that, when the County cancelled the subscriptions, the Bar Association looked upon this action as a breach of the contract and lowered their payment since the fee for the subscriptions no longer existed.

Ms. Rackauskas asked if the Bar Association's dissatisfaction and decision to decrease its payment to the Law Library was made public. Chairman Selzer replied that Judge Dozier made the statement at a Finance Committee Meeting several years ago that the Bar Association was unhappy and would not pay the full yearly fee.

Chairman Selzer pointed out that the Memorandum of Agreement has a clause that allows either party to terminate the agreement with 30 days written notice to the other parties. He added that there will be a 0.53 FTE position in the Library to assist citizens.

Mr. Moss asked if this Agreement is not approved, does the volunteer assistance go away. Mr. Scanlon replied that the volunteer assistance does not go away. He indicated that there is a Grant Agreement with Prairie State Legal Services through July 30, 2008. Mr. Scanlon noted that it is unlikely there will be grant funds available after July 30<sup>th</sup>. However, with the increased fee that was put in place 18 months ago, the Law Library has sufficient funds to continue the half-time position.

Mr. Moss commented that he has a problem calling past financial obligations uncollectable. Chairman Selzer responded that the original contract specifically talks about the books and the subscription for the replacement pages in the books, which was part of the Bar Association's fee.

After continued discussion, the Committee agreed to recommend approval of the Memorandum of Agreement.

Motion by Owens/Butler to recommend approval of a Memorandum of Agreement between the McLean County Law Library, McLean County, and the McLean County Bar Association.

Motion carried.

Mr. Don Lee, Director, Nursing Home, presented a request for approval of the proposed 2008 Private Pay Rate. He explained that every year, as the budget is reviewed, the Committee also reviews the charges for care at the McLean County Nursing Home to make certain that the Private Pay rate is adequate to cover the cost of providing care. The proposed increase was incorporated into the revenue projections of the 2008 proposed budget.

Mr. Lee recommended that the Committee approve the rate of \$136.00 per day effective January 1, 2008, and forward that recommendation to the McLean County Board for approval.

Chairman Selzer asked what was the rate last year. Mr. Lee replied that the rate last year was \$131.00 per day.

Mr. Lee advised that he uses a fairly routine computation to determine the fee. He noted that the computation was somewhat different this year because of the way the Intergovernmental Transfer Program is incorporated into the budget.

Motion by Rackauskas/Owens to recommend approval  
of the Proposed 2008 Private Pay Rate for the Nursing  
Home.  
Motion carried.

Mr. Lee reviewed his Monthly Report, noting that it is fairly straight-forward. He advised that there will be a change on the report next month because his monthly adjustment is based on what he thinks the State of Illinois is going to do as far as reconciliation at the end of the year. Mr. Lee stated that he was not accurate in his estimate of what the State would be reconciling, so he will be putting back \$300,000.00+ as revenue into the budget.

Mr. Lee reported that the Nursing Home bus (a 1982 vehicle) no longer works. He indicated that he will be looking for a replacement, for which he had not budgeted. Mr. Lee advised that he will be bringing a request for a new bus to the Committee next month.

Chairman Selzer asked if there were any additional questions or comments. Hearing none, he thanked Mr. Lee.

Chairman Selzer presented the County Recorder's General Report as submitted by Mr. Lee Newcom, County Recorder.

Chairman Selzer requested that the Administrator's Office ask Mr. Newcom for an update next month on the newspaper article regarding Social Security numbers. Also, members of the Committee asked that Mr. Newcom be requested to prepare a smaller, easier to read Monthly Report.

Chairman Selzer presented the Assessment Status Report as submitted by Mr. Robert Kahman, Supervisor of Assessments.

Ms. Becky McNeil, County Treasurer, reviewed her Financial Reports for the period ending November 30, 2007 as distributed.

Ms. McNeil reviewed the Summary of Retailers Occupation Tax, State Income Tax and Personal Property Replacement Tax Revenue Report for the month ending November 30, 2007. She pointed out the following highlights:

- Retailers Occupation Tax Revenue Year to Date is \$5,191,024.05, which is -3.68% below last year and 86.37% of budget.
- State Income Tax Revenue is \$1,687,759.00, which is 8.46% above last year and 105.79% of budget.
- Personal Property Replacement Tax Revenue is \$1,638,388.97, which is 17.17% above last year and 117.44% of budget.
- General Fund Property Tax Revenue is at \$6,696,851.69 which is 95.08% of budget.

Ms. McNeil reported that the excess revenue from the State Income Tax and Personal Property Replacement Tax will be very helpful in assuring that the General Fund meets budget, noting that some of the other lines may not come in at 100% of budget. Ms. McNeil also noted that the final Property Tax Distribution was made on December 4<sup>th</sup>.

Mr. Moss asked if the Retailers Occupation Tax Revenue will reach budget. Ms. McNeil replied that she does not believe the Retailers Occupation Tax will reach 100% of budget. She indicated that receipts for this year are tracking below last year. Ms. McNeil expects to see another \$400,000.00-\$500,000.00 in revenue, which will not be enough to reach budget.

Mr. Zeunik advised that this is a trend that the entire State is experiencing. He noted that the City's Sales Tax Revenues are trailing what was projected. Mr. Zeunik also noted that, in conversations with other County Administrators in Central Illinois, other Counties are seeing the same pattern. He stated that there seems to be a slow-down in spending this year. Mr. Zeunik cited concerns about oil prices, the housing market and car sales as possible causes for the slow-down. Chairman Selzer added that internet shopping is impacting the Sales Tax revenue. He stated that he believes this trend will continue.

Mr. Zeunik advised that the projection for Sales Tax revenue in the FY'2008 budget was reduced.

Ms. McNeil reviewed the Investment Report. She noted that two CD's came due in November, namely Bank of Illinois and Flanagan State Bank. She indicated that she rolled those CD's over. The new rate for the Bank of Illinois is 5.15% as compared to the previous rate of 5.25%. The Flanagan State Bank rate is 4.65% as compared to 5.15%. Ms. McNeil advised that the total CD figure is \$9,189,975.00.



Ms. McNeil reported that the Money Market rates moved around a lot this month. She stated that the Federal Funds rate is expected to drop again next week by a quarter of a point. Ms. McNeil indicated that, at the end of the month, the Illinois Funds rates varied from 4.7% one day to 3% the next day and then back up to 4.3%.

Ms. McNeil reported that the Total Pooled Fund Investments is \$18,937,181.47.

Ms. McNeil stated that a Nursing Home CD matured and was renewed at 4.55%, as compared to the previous rate of 5.30%. She noted that, because the Federal Fund Rate will be dropping, it is important to get the CD's locked in at decent rates.

Ms. McNeil pointed out that, with the Federal Fund Rate currently at 4.5% and possibly going down to 4.25% this month, the County has a significant amount of funds (\$9,189,975.00) in CD's at 5% that will carry the County through next year.

Ms. McNeil reviewed the Cash and Investments by Fund Report, noting that she provided the balances as of November 30, 2007 as compared to October 31, 2007. She noted that this report balances back to the Investment Report. Ms. McNeil reported that the Total of all Funds is \$33,160,100.05 compared to \$39,199,000.00 as of the end of October. The month of November included three payrolls, which is a significant expense to these funds. She noted that another significant expense was in the Highway Department.

Ms. McNeil referred to the Sheriffs Donation Fund, which was discussed at last months meeting. She indicated that this fund was established to accept donations to purchase tasers, cameras, etc. and not for the canine unit, as was thought to be last month.

Mr. Moss asked if donations are still being collected for that fund. Ms. McNeil replied that she did not know. Mr. Moss requested that Sheriff Emery be asked to provide a list of how these funds are used. Chairman Selzer suggested that the Alternatives to Jail Committee might take an interest in raising money for this Fund.

Ms. McNeil reviewed the Statement of Revenues, Expenditures and Fund Balance for the General Fund as of November 30, 2007, noting the following:

- The total Revenue as of November 30, 2007 is \$27,154,093.92, which is 90.24% of budget;
- Expenditures are \$27,034,337.21, which is 89.84% of budget;
- The Fund Balance as of November 30, 2007 is \$9,837,181.57.

Ms. McNeil indicated that McLean County has always been right on target, if not below budget.

Ms. McNeil reported that we are currently at 92% of the year. She noted that, even though the revenue is down, the expenses are down as well.

Ms. McNeil advised that the Personal Property Replacement Tax and the Inheritance Tax are two areas that have been very positive for the County. She indicated that the County collects 6% of all of the Inheritance Tax sent to the State. Ms. McNeil pointed out that, in November, there was a deposit of \$2,000,000.00, which means the County has \$120,000.00 coming back from the State that will be added into the already \$251,000.00 balance. Only \$100,000.00 was budgeted for the year. She noted that the interest and the permit fees with Building and Zoning are significantly over the projected budget.

Motion by Owens/Moss to accept and place on file the Month-end Financial Reports from the County Treasurer's Office for the month ending November 30, 2007, as submitted.  
Motion carried.

Ms. McNeil reported that the State's Comptroller's Website had a vendor alert from Comptroller Dan Hines announcing that the payments from the State of Illinois are running behind because there is not enough cash available in the General Revenue Fund. She noted that the income tax for the months of October and November has not been received, nor has the Probation Salary Reimbursement.

Chairman Selzer asked if there were any question or comments. Hearing none, he thanked Ms. McNeil.

Mr. John Zeunik, County Administrator, presented a request for approval of a Class D Raffle License for Central Catholic High School. He stated that Mr. Chuck Schanaberger, Director of Development, Central Catholic High School, is here to answer any questions. Mr. Zeunik advised that this is the major fund raiser for Central Catholic. He noted that, pursuant to the County's

Raffle Ordinance, a Class D raffle is the only class that requires recommendation and approval by the Finance Committee as well as the County Board.

Mr. Zeunik pointed out that the physical address of the property was not listed on the Raffle License request in the Packet, but it was received yesterday and will be included in the Board Packet.

Mr. Schanaberger added that this is the 14<sup>th</sup> year that Central Catholic has held the "Dream House" raffle. He noted that all the funds raised go towards scholarships. Mr. Schanaberger stated that it has been very successful.

Chairman Selzer asked if the Class D Raffle License is determined by the dollar amount or the number of tickets sold. Mr. Zeunik replied that it is determined by the dollar threshold. He stated that it also involves the option for the winner to take the real estate or the cash.

Motion by Owens/Rackauskas to Recommend  
Approval of a Class D Raffle License for Central  
Catholic High School.  
Motion carried.

Mr. Zeunik presented a request for approval of a CDAP Revolving Loan Application for Midwest Molding Solutions, Inc. He introduced Mr. Steve Timmerman, Vice President, First Farmers State Bank; Mr. Chad Carson, Economic Development Council and the applicants, Mr. and Mrs. Joe and Sally Diemer.

Mr. Zeunik pointed out that this application is unlike previous applications in that Midwest Molding Solutions, Inc. is a manufacturing firm, not a restaurant or coffee shop.

Mr. Timmerman advised that the owners of Midwest Molding Solutions, Mr. and Mrs. Joe and Sally Diemer, have the ability to purchase the building located at 3001 Gill Street in Bloomington, which is the former Humane Society building. The building has 10,000 square feet for molding operations and additional office space. Mr. Timmerman indicated that the applicants have asked the County for \$100,000.00 from the Revolving Loan Fund ("RLF") for expansion of their business operations. Mr. Timmerman indicated that the Revolving Loan funds will be utilized for \$70,000.00 in remodeling and repairs, \$15,000.00 for internal electrical renovations for three (3) phase electrical power brought to the property and \$15,000.00 for other improvements.

Mr. Timmerman stated that the applicant is currently renting space for their operations at 2906-B Gill Street. He indicated that the landlord of the property has experienced major financial problems and the building is in the foreclosure process. Mr. Timmerman noted that there are some environmental issues (not involving Midwest Molding) that are complicating the company taking ownership of the building. He stated that both the landlord's legal matters and Midwest Molding's plans to expand operations and create seven (7) new jobs has made the current space an impediment to their growth.

Chairman Selzer asked how long will it take, if the loan is granted, to get the renovations done and the facility operating. Mr. Diemer replied that he expects it to be operational in 30 days.

Chairman Selzer asked what does Midwest Molding make. Mr. Diemer replied that the company is a custom plastic injection mold company, which means they can make anything out of plastic, including seatbelt guides, screwdriver handles, parts for John Deere planters, etc.

Ms. Rackauskas asked how long has the company been at Gill Street. Mr. Diemer responded that they have been at Gill Street for eight years. He noted that he had worked at State Farm for several of the years as a Project Manager, while he was running his business on the side.

Ms. Rackauskas asked how the County will monitor the business. Mr. Zeunik replied that, once the loan closes, the Treasurer's Office, based on the amortization schedule, will monitor the monthly payments. If a payment does not come in, the Treasurer's Office contacts the borrower to let them know. If the payment continues to be delinquent, the Treasurer's Office can turn it over to Mr. Eric Ruud, First Assistant State's Attorney, and the State's Attorney can send a letter. Mr. Zeunik added that, at the same time, the EDC will be contacted and either Mr. Marty Vanags or Mr. Chad Carson will get in touch with the lead bank on the transaction to find out if they know of any problems with the business.

Chairman Selzer recommended that the EDC monitor the company for the first six or eight weeks, including visits to the company. Mr. Carson announced that the EDC is in the process of revamping the application and addressing some of these matters over the next couple of months.

Ms. Rackauskas asked what does the County have in terms of collateral for this business. Mr. Timmerman replied that the County will have a second mortgage on the building and equipment. Mr. Timmerman indicated that the proposed loan from the County will be used to renovate the building, which should increase the value of the building.

Ms. Rackauskas asked where in the proposal does it indicate what the County will receive should the loan default. Mr. Zeunik replied that this will be part of the Resolution and Term Sheet that will be in the County Board packet pending the recommendation of the Finance Committee. He indicated that whatever the Committee recommends today will be part of the formal Resolution that will go to the Board for approval. The Term Sheet and the Resolution will include the County's "second position" on the mortgage on the building and a "second" on the manufacturing equipment. This will be included as collateral for the \$100,000.00 CDAP Revolving Loan Fund that the County is being asked to provide.

Ms. Rackauskas indicated that, previously, the Finance Committee received financial profiles of the applicant. Mr. Carson explained that the applicant went before a Credit Committee that reviewed the financials. The Credit Committee is comprised of Mr. Zeunik, Ms. McNeil, two commercial bankers and Mr. Vanags. Mr. Carson stated that if the Credit Committee is confident in the application, it is forwarded to the Finance Committee.

Ms. Rackauskas expressed concern that important information is missing in the material enclosed in the packet.

After a brief discussion, the Committee requested that the following information be included in future applications to the Finance Committee:

- Interest rate of the loan;
- Length of the loan;
- Terms of the loan;
- Financial position of the Company.

Mr. Carson noted that the rate for this proposed loan is 6.125% with a ten year amortization of the loan. He indicated that Ms. McNeil helps determine the rate. Chairman Selzer added that the Committee can recommend a higher or lower rate.

Chairman Selzer recommended that Mr. Zeunik develop a one-page list of summary items for the Finance Committee to review for future applications.

Mr. Moss asked how closely is the job creation monitored. Mr. Zeunik replied that, under the State regulations, Ms. McNeil is required quarterly to send a report to the State of Illinois, which not only tracks the outstanding loans and the payment on the money borrowed, but also tracks the job creation against what was proposed versus what has actually been created. He indicated that the current administration in Springfield and the Department of Commerce and Economic Opportunity have elevated job creation as one of the primary issues included in the report.

Mr. Moss asked what would happen should the applicants not create the requisite positions. Mr. Zeunik replied that the EDC would be contacted because EDC is the agency that is the administrator of the Revolving Loan Program for the County. EDC would then contact the Company for an explanation. Chairman Selzer added that if the Company is not meeting its obligation, the County will include that in its report to the State.

Mr. Carson advised that Midwest Molding meets the criteria of the loan program by creating or retaining at least one full-time equivalent job for every \$15,000.00 being loaned. He noted that the company's expansion plans include the retention of eight (8) current jobs and the creation of seven (7) new full-time positions.

Ms. Rackauskas asked how the applicant found out about the CDAP Revolving Loan. Mr. Diemer replied that he found out about the loan through his banker.

Ms. Rackauskas wished the applicants well in their endeavors.

Chairman Selzer recommended that the applicants take advantage of the assistance they can receive from the EDC.

Motion by Owens/Moss to Recommend Approval of a  
CDAP Revolving Loan Application for Midwest  
Molding Solutions, Inc.  
Motion carried.

Chairman Selzer recommended that the applicants attend the County Board meeting on Tuesday, December 18<sup>th</sup>.

Mr. Zeunik presented a request for approval of a Resolution approving the General Compensation Plan for Non-Union Employees and Position Classifications and Pay Ranges for Fiscal Year 2008. He noted that this is a routine item, with no changes other than the recommended across the board

Increase, as well as the changes which the Board approved relating to reclassifications in Fiscal Year 2008.

Mr. Zeunik stated that this item is brought before the Committee each December. It is based on the budget that was approved at the November meeting and includes the 2.5% across the board increase for non-union employees. He noted that it also includes the updated lists of classifications and pay ranges based on the decisions and recommendations that were approved by this Committee and the County Board.

Motion by Rackauskas/Moss to Recommend Approval of a Resolution approving the General Compensation Plan for Non-Union Employees and Position Classifications and Pay Ranges for Fiscal Year 2008.

Motion carried.

Mr. Zeunik reviewed the IRS 2008 Standard Mileage Rates. He stated that, in 2005, the Board approved a Resolution establishing the IRS rate as the mileage reimbursement rate for using private vehicles for County business. Previous to this Resolution, the Board adopted a Resolution each year. Mr. Zeunik reported that the transmittal from the IRS states that the 2008 mileage rate for business miles is 50.5 cents per mile.

Ms. Rackauskas asked why the \$50,000.00 Nursing Home van is not a budgeted item. Mr. Zeunik replied that, because the Nursing Home is an Enterprise Fund and the only Enterprise Fund the County has, Mr. Lee has built depreciation on capital expenses into his operating budget. He explained that even though Mr. Lee said it was not a budgeted item, he actually means that the purchase of a new van was not a planned expense in the 2008 budget. However, funds are available that have been set aside for these types of contingencies. Mr. Zeunik stated that, when Mr. Lee brings a recommendation to the Committee, it will be in the form of a Budget Amendment where the funds from the reserves will be appropriated in the 2008 budget to purchase the van.

Chairman Selzer presented a transfer of funds from Line Item 0629-0001, Letterhead & Print Forms to Line Item 0832-0001, Purchase of Equipment for the Purchase of two new desks in the amount of \$160.00 in the Auditor's Office.

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Motion by Rackauskas/Butler to Recommend Approval of a transfer of \$160.00.00 from Line Item 0629-0001, Letterhead & Print Forms to Line Item 0832-0001, Purchase of Equipment for the purchase of two new desks in the Auditor's Office.  
Motion carried.

Chairman Selzer presented the November 30, 2007 Finance Committee bills for review and approval as transmitted by the County Auditor. The Finance Committee bills include a Pending Total of \$310,551.16 and a Prepaid Total of \$584,412.80 for a Fund Total of \$894,963.96, and the Nursing Home Fund Total is \$470,211.63 with a Prepaid Total the same.



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Motion by Owens/Moss to recommend approval of the Finance Committee bills as of November 30, 2007 as recommended by the County Auditor.  
Motion carried.

There being nothing further to come before the Committee at this time, Chairman Selzer adjourned the meeting at 9:01 a.m.

Respectfully Submitted,

Judith A. LaCasse  
Recording Secretary

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