

## Minutes of the Finance Committee

The Finance Committee of the McLean County Board met on Tuesday, May 4, 2004 at 4:00 p.m. in Room 700 of the Law and Justice Center, 104 West Front Street, Bloomington, IL.

Members Present: Chairman Sorensen, Members Berglund, Selzer, Moss, and Kalapp

Members Absent: Member Nuckolls

Staff Present: Mr. John Zeunik, County Administrator, Mr. Terry Lindberg, Assistant County Administrator, and Ms. Karina Bak, Assistant to the County Administrator

Department Heads/  
Elected Officials

Present: Ms. Becky McNeil, County Treasurer, Mr. Don Lee, Director, Nursing Home, Ms. Peggy Ann Milton, County Clerk, and Ms. Ruth Weber, Recorder of Deeds, Mr. Robert Keller, Director, Health Department, Ms. Jennifer Ho, Director, Risk Management

Others present: None

Chairman Sorensen called the meeting to order at 4:02 p.m.

Chairman Sorensen presented the minutes from the April 6, 2004 Finance Committee meeting for approval. Hearing no corrections to those minutes, Chairman Sorensen advised that the minutes would stand approved as presented.

Ms. Becky McNeil, County Treasurer, addressed the Finance Committee. The first report she presented was the Treasurer's Pooled Investment Account Summary that lists all of the investment accounts that the McLean County Treasurer manages for the County. Ms. McNeil stated the biggest change in this report is that she had closed accounts that had been with Merrill Lynch. She felt Merrill Lynch had not been competitive lately. The accounts that were with Merrill Lynch were reinvested with Illinois Funds.

The next report that Ms. McNeil presented was the Summary of Retailers Occupation Tax (ROT), State Income Tax, Personal Property Replacement Tax (PPRT). ROT year-to-date change is still 3.84% above last year at this time and the ROT is at 34.59% of the current budget. The State Income Tax Revenue is down 4.92% overall, and the County is at 36.43% of budget. PPRT is up 19.49%

overall, and at 46.23% of budget. With the State revenue sources combined, the County is 5% above last year at this time.

Ms. McNeil presented the 2004 Balance Sheet Summary for the General Fund as of April 30, 2004. One year ago, the General Fund Cash and Investments stood at (\$28,511.90). Currently Cash and Investments total \$371,214.26. At the end of April, 2003, Receivables were \$2,965,359.40, and, at the end of April, 2004, Receivables are at \$2,562,666.19. The Fund Balance is down \$9,229.94 compared to 2003.

Ms. McNeil explained that through April 2004, total revenue in the General Fund is at \$5,239,108.58 (19.82% of budget) and total expenditures are at \$7,651,115.87 (28.95% of budget); compared with April 2003 when total revenue was at \$5,340,101.49 (21.32% of budget) and total expenditures were at \$7,332,136.22 (29.27% of budget).

Chairman Sorensen stated that he would entertain a motion to accept and place on file the monthly financial reports from the Treasurer as submitted.

Motion by Kalapp/Selzer to accept and place on file the month-end financial reports from the Treasurer's Office for the month ending April 30, 2004, as submitted.

Motion carried.

Chairman Sorensen asked the Committee if they had any questions for Ms. McNeil. Hearing none, Chairman Sorensen thanked Ms. McNeil for her report and asked Mr. Don Lee, Director, McLean County Nursing Home, to address the Committee.

Mr. Lee explained that the Nursing Home operated with a deficit during the month of March. Mr. Lee explained the average census for March was around 132, which is the budget break even point for the Nursing Home. He stated for the month of April the census appears to be around 137. He noted there was a shift in Public Aid and private pay. Public Aid and Medicare were up for the month April and private pay was down for the month of April. Mr. Lee believes April's financial report will be positive.

Mr. Selzer asked Mr. Lee about the staff turnover rate within the Nursing Home. Mr. Lee stated there was very low turnover with licensed staff. CNA's had a bit higher turnover rate, but they have been able to fill those positions.

Chairman Sorensen asked the Committee if they had any more questions for Mr. Lee. Hearing none, Chairman Sorensen thanked Mr. Lee for his report, and asked Ms. Peggy Ann Milton, County Clerk, to address the Committee.

Ms. Milton presented an item for action to the Committee. She stated that she was before the Committee to request the approval of 10/LCS 5/13-2 Counties Under Township Organization Appointment of Judges of Election. She handed a list of Election Judges to the Committee, one was for the Democratic Party and the other was for the Republican Party. She advised the Committee that every two years, the Election Judges need to be re-certified, which needs to be done at the May County Board Meeting. The Republican list is completed and has been approved by the Republican Party Chairman. The Democratic list has not yet been finalized. Since the list for the Democratic Party is not finalized, she requested this item be moved to a Stand-Up Meeting on May 18, 2004.

Chairman Sorensen asked the members of the Finance Committee if they had any objections to moving this item to a Stand-Up Meeting on May 18, 2004. Hearing no objections, Chairman Sorensen agreed to move this item of action to a Stand-Up Meeting on May 18, 2004.

Chairman Sorensen asked if there were any questions for Ms. Milton. Hearing none he thanked her for attending the meeting.

Ms. Ruth Weber, County Recorder, had two items for action, which she presented to the Committee. She requested approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2004 Combined Annual Appropriation and Budget Ordinance County General Fund 0001, County Recorder's Office 0006, and the County Recorder's Document Storage Fund 0137, and approval of a Resolution Amending the Fiscal Year 2004 Funded Full-Time Equivalent Positions Resolution for the McLean County Recorder's Office.

Ms. Weber explained that these requests are to fund the temporary position in her office for the last 6 months of the fiscal year. She stated the temporary employee is working well for the office.

Motion by Berglund/Moss to recommend approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2004 Combined Annual Appropriation and Budget Ordinance County General Fund 0001, County Recorder's Office 0006, and the County Recorder's Document Storage Fund 0137, County Recorder's Office 0006 and to recommend approval of a Resolution Amending the Fiscal Year 2004 Funded Full-Time Equivalent Positions Resolution for the McLean County Recorder's Office.

Motion carried.

Ms. Weber informed the Committee that she has spoken with the software company about closing the books in the Recorder's Office earlier in the day. They said that they would need to look into this further and she is waiting for them to get back with her. She wanted to let the Committee know that she is still working on this issue.

Chairman Sorensen asked if there were any questions for Ms. Weber. Hearing none, he thanked Ms. Weber for attending the meeting.

Mr. Bob Keller, Director, Health Department, brought one item for action to the Committee. Mr. Keller requested approval of an Ordinance of the McLean County Board Amending the 2004 Combined Appropriation and Budget Ordinance for Fund 0107.

Mr. Keller stated there was one human case of West Nile Virus in McLean County in 2003 and several cases found in birds. He also stated an intern position would be paid from the grant funds during the months of June and July.

Motion by Kalapp/Selzer to recommend approval of an ordinance of the McLean County Board Amending the 2004 Combined Appropriation and Budget Ordinance for Fund 0107.

Motion carried.

Chairman Sorensen asked if the Committee had any questions for Mr. Keller. Hearing none, Chairman Sorensen thanked Mr. Keller for attending.

Ms. Jennifer Ho, Director, Risk Management, presented the First Quarter Risk Management Fund Report for Fiscal Year 2004. She stated that there were two auto physical damage claims and one auto liability claim for the first quarter. Because of this, Risk Management will be focusing on driving safety for this year's safety campaign in June.

Chairman Sorensen asked if there were any questions for Ms. Ho.

Mr. Kalapp asked Ms. Ho if there was a department that may be more prone to filing a workers compensation claim. Ms. Ho answered the departments with higher claims are generally departments that require heavy manual labor. Examples of those departments would include the Sheriff's Department and the Nursing Home.

With no other questions, Chairman Sorensen thanked Ms. Ho for attending the meeting.

Mr. John Zeunik, County Administrator, presented for action an Ordinance of the McLean County Board Establishing the Annual Salary of the Circuit Clerk, Coroner, County Auditor, and Recorder. He stated that Illinois law requires that the Board set the salary for these officials at least 180 days before the beginning of their terms. By law, their terms begin on December 1, 2004.

Motion by Selzer/Kalapp to recommend approval of  
an Ordinance of the McLean County Board  
Establishing the Annual Salary of the Circuit Clerk,  
Coroner, County Auditor, and the Recorder.  
Motion carried.

Mr. Selzer asked Mr. Zeunik if he knew how other counties paid their County Board members. Mr. Zeunik stated it varies by County. Some counties pay their board members a salary, some a pay a per diem when attending Committee meetings; some will also reimburse mileage. Some Counties will pay their Board Chair a larger salary.

Mr. Selzer stated he would like to see Board Members receive an annual increase of about 2.5% per year. He stated there was a period of time when Board Members had not received an increase in salary for about 10 years.

When the salaries went from \$3,000.00 to \$4,000.00, the Board was criticized for increasing their salary by 33 1/3%. Since that increase, the Board Members have not received another increase. Mr. Selzer would like to see an annual increase voted by the Members of Finance Committee, the Executive Committee and the Board.

Chairman Sorensen asked what other Committee Members thought about giving the Board an annual raise. Ms. Berglund said it made sense to grant annual increases to the Board Members. She feels people do not realize the amount of work Board Members do.

Mr. Kalapp stated he also agreed with the idea of having an annual increase for the County Board Members.

Mr. Moss also feels it is a good idea. He would like to see a chart projecting the increase out over the next 10 years or so. Mr. Lindberg stated he would be able to prepare a chart projecting the annual increases.

Chairman Sorensen asked Mr. Lindberg to prepare a chart projecting the annual increases at a 2.5% for the next 10 years. He also stated that the Committee would need to vote on this item at a Stand-Up Meeting before the County Board Meeting on May 18, 2004. All Committee Members agreed.

Mr. Zeunik presented a request for Approval of the Engagement of Wessels & Pautsch, P.C. as Counsel Exclusively for the Review of the Personnel Policy Manual. He stated the firm is specifically an employer's law firm and asked Mr. Lindberg to present this item to the Committee.

Mr. Lindberg stated the Administrator's Office has been working on updating and revising a Personnel Policy. The current personnel code has not been updated since the 1980's except for a few minor adjustments in the 1990's. A document has been prepared and sent to Wessels & Pautsch, P.C. for their review and recommendation of any changes that may need to be made. The cost for this service will be about \$1,500.00 and will be paid out of the Risk Management Fund.

Motion by Selzer/Kalapp to approve the request for the Engagement of Wesels & Pautsch, P.C. as Counsel Exclusively for the Review of the Personnel Policy Manual. Motion carried.

Mr. Zeunik asked Chairmen Sorensen if he could group the next two items for action together. He noted the Ordinances are two separate items, but they address the same concern. Hearing no objection from the Committee, Chairman Sorensen stated items 3(G)(1)(c) and 3(G)(1)(d) would be grouped together for action.

Mr. Zeunik stated the first request was for approval of an Ordinance Providing for the Abatement of a Direct Annual Tax Sufficient to Pay the Rent Payable Under a Lease Agreement to be Entered into by and between the Public Building Commission of McLean County, Illinois, as Lessor and the County of McLean, Illinois, and the City of Bloomington, McLean County, Illinois, As Lessees. The second request was for approval of an Ordinance Providing for the Abatement of a Direct Annual Tax Sufficient to Pay the Rent Payable Under a Lease Agreement to be Entered into by and between the Public Building Commission of McLean County, Illinois, as Lessor, and the County of McLean, Illinois, and the City of Bloomington, McLean County, Illinois, as Lessees.

The Public Building Commission on behalf of the County and the City of Bloomington sold two bond issues for renovation of the Government Center and the expansion of the Lincoln Deck. The first ordinance, which begins on page 21 of the agenda packet, abates the amount of total debt service, which would be attributable to the City of Bloomington. The total debt service for the \$11,000,000.00 bond issue is \$919,685.00 and the City's share of that is \$625,592.00. The reason the City's share is more for the first Ordinance is because the City is responsible for all of the debt service on the Lincoln Parking Debt. The County's share is \$293,093.00.

The second Ordinance is for the \$2.6 million bond issue the Public Building Commission sold with a total debt service of \$229,000.00. The amount of the abatement is exactly one half, 50% to be paid by the County and 50% to be paid by the City. The City will need to levy \$114,500.00.

Mr. Zeunik stated abatements come before the Finance Committee in May because the County Clerk's Office extends property taxes in June. Working with the Tax Extension Manager in the County Clerk's Office, the Ordinances have been written to abate the City's share of the debt service from this year through the term of the bond issue.

Motion by Selzer/Moss to approve an Ordinance Providing for the Abatement of a Direct Annual Tax Sufficient to Pay the Rent Payable Under a Lease Agreement to be Entered into by and between the Public Building Commission of McLean County, Illinois, as Lessor, and the County of McLean, Illinois, and the City of Bloomington, McLean County, Illinois, as Lessees and to also approve an Ordinance Providing for the Abatement of a Direct Annual Tax Sufficient to pay the Rent Payable under a Lease Agreement to be Entered into by and between the Public Building Commission of McLean County, Illinois, as Lessor, and the County of McLean, Illinois, as Lessees. Motion carried

Mr. Zeunik presented the Revised Code Budget Policy Resolution for approval and the attached Schedule A, Calendar for Preparation of the Fiscal Year 2005 Budget, Five Year Capital Improvement Budget, and Recommended Three Year Budget for approval by the Finance Committee. He stated the Finance Committee is the first oversight Committee to review the Budget Policy. The Executive Committee is responsible for preparing the final recommended budget, which the Board will then approve in November. The Budget Policy becomes the framework which the Administrator's Office uses to prepare the budget and work with the Department Heads and Elected Officials.

Motion by Berglund/Moss to approve the proposed Revised Code Budget Policy Resolution and the attached Schedule A, Calendar for Preparation for the Fiscal Year 2005 Budget, Five Year Capital Improvement Budget, and Recommended Three Year Budget as amended for spelling corrections.

Mr. Selzer asked if there was going to be priority given to new programs in the Budget Policy. Mr. Zeunik stated that proposed Budget Policy Resolution addresses how new programs will be considered in FY '2005.

Motion carried.

Mr. Selzer asked Mr. Zeunik about a news report he had heard on the radio on May 3, 2004. The news report stated that ETSB was going to meet and decide the amount of money the City of Bloomington was going to receive for the operation of a Public Service Answering Point (PSAP) at the Bloomington Police Department. He stated it implies the agreement to sever services between the City and MetCom is already completed. Mr. Selzer has a concern with where the County is with inter-governmental agreements, and about what will happen financially to the County and the staffing of the MetCom Center.

Mr. Zeunik said the oversight Committee for METCOM is the Justice Committee. He stated he did not hear the report on the radio, but the feedback he has received from those who heard the report said that the report was wrong in many areas. The City of Bloomington has submitted a formal request to the Emergency Telephone Systems Board (ETSB). The Illinois Commerce Commission (ICC) has provided a letter to ETSB stating that there was a Countywide 911 System established by referendum and it cannot be undone. There can be multiple 911 Public Service Answering Points (PSAP) within the County; however, ETSB has sole authority to make the decision on the number and location of the PSAP centers.

Mr. Zeunik said the City of Bloomington has requested to be designated a PSAP for all 911 calls within the City limits and that they be designated as a back up for METCOM and that METCOM be the City's back up as well. The second part of the request is ETSB provide funding in the form of surcharge dollars commensurate with the commitment that is being made with METCOM.

ETSB has directed the E-911 Director and the METCOM Director to complete an analysis looking at the financial, staffing, and equipment implications for both ETSB and METCOM. ICC Regulations say that there can only be one center designated for cellular calls and METCOM has already been designated as the center. Mr. Zeunik believes the staff research and report should be finished within 60 days.

Mr. Selzer said that his concern is about the County employees who are worried about the status of their jobs. He sees many things that could happen and wants to be prepared for them.

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Chairman Sorensen presented the April 30, 2004 Finance Committee bills for review and approval as transmitted by the County Auditor. The Finance Committee Fund total is \$426,634.98 and the prepaid total is the same. Bills for the Nursing Home are in the amount of \$426,634.98 and the prepaid total is the same.

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Motion by Selzer/Kalapp to recommend approval of the April 30, 2004 Finance Committee bills as presented to the Committee by the County Auditor and to recommend approval of the Nursing Home bills as of April 30, 2004 as presented to the Committee by the County Auditor. Motion carried

Chairman Sorensen advised the Committee that, at the Stand-up Meeting, there will be three items of action, Election Judges, Ordinance on County Board Salaries, and another item that Sheriff Owens' will be presenting.

Chairman Sorensen asked if there was any other business or communication for the Finance Committee. Hearing none, the meeting was adjourned at 5:35 p.m.

Respectfully Submitted,

Karina L. Bak  
Recording Secretary