

COMMITTEE REPORT

COMMITTEE: Executive
CHAIRPERSON: Marvin Schultz
DATE/TIME: January 3, 2006. 7:00 p.m.

PRESENT:

Berlage
 Carroll
 Hasken

Jackson
 Mapes
 Potter

Schultz

Other Board Members: Beth Baranski
Others:

MINUTES

Marvin Schultz called the meeting to order at 7:00 p.m.

1. Minutes Approval

Jody Carroll made a motion to approve the committee meeting minutes of December 5, 2005. Dane Jackson seconded and the motion passed.

2. Citizens' Comments - none

3. Old Business

- a) Employee handbook. Nothing has been received from the States Attorney's Office regarding receiving a new draft.
- b) Board training/education. Merri Berlage has been working on this. No information has been received yet.
- c) County Administrator job description. Some comments were collected from the County Board members and department heads by the County Board Chair. Hopefully they will be available for discussion at the next meeting.
- d) County Administrator search process. No action can be taken on this subject until the job description has been determined.
- e) Committee goals and planning. The committee discussed the board room and the slanted ceiling and lack of storage and office space.

4. New Business

- a) Inter-committee comments and discussion.
 - i. Schultz reported that the Social and Environmental Committee did not meet, and the January 18 meeting is going to be held during the day in order to tour the courthouse and look at the space. He also reported that he received a letter from NICA regarding the approved grant of \$250,000 for the Small Rental Properties Program and a resolution needs to be approved by the County Board. The resolution hasn't gone through the committee, but will be placed on the County Board agenda for approval.
 - ii. Vince Hasken reported that the Information & Communications Technology Committee reviewed some information about the amount of money spent over

the last few years with Wizard Computers for labor. The intention was to review the amount spent and arrange a contract to retain a consultant at a better rate. The committee discussed this topic from various angles. The orthophotography project should have a contract prepared soon. There are a few municipalities already that are interested in sharing the costs. The County Clerk reported to the committee that she has received her handicapped voting machines and the grant money hasn't come in yet. The committee discussed using the Contingency Fund until the grant money arrives. The committee also gave her approval to purchase some used voting booths from Peoria at a cost that she can accommodate within her budget. The committee also discussed the list of tasks to be automated.

- iii.** Jackson reported that the Law & Courts Committee received a letter from the Village of Hanover canceling their contract for services from the Sheriff's Office after 60 days. This will result in a reduction of \$20,000 in revenue for the General Fund. The inmate medical insurance is due for renewal; the rate stayed the same but the inmate population has increased. There will be a request to purchase three squad cars with two trade-ins and one vehicle to be auctioned in the Sheriff's sale. The Public Defender contracts are due for renewal and the new contracts contain some differences. The item will be on the County Board agenda, but there is no recommendation from the committee. There was discussion regarding the hours and if they were specified in the contract.
- iv.** Ron Mapes reported that the Development & Planning Committee set some goals for the Economic Development consultant, including reviewing the revolving loan fund and developing the website. The committee approved a printing bid for the CVB calendar of events. The local promotion grant round #1 was reviewed and one item needed some more information before approval. The committee discussed the CVB Advisory Board and the revision of their bylaws. The Zoning Ordinance review will be discussed on the January 10 County Board agenda. Building and Zoning brought forth some information about their ordinance and creating a resolution for the fee structure. The committee discussed the problem of achieving a quorum for the CVB Advisory Board meetings. There are still appointments needed for the CEDS Committee so that they can get going again.
- v.** Yerda Potter reported that the Finance Committee received a report from the County Clerk Jean Dimke on the progress of the accrual accounting conversion project. Dimke recommends a Virtual Private Network (VPN) so that the other buildings can be connected to the courthouse in order for the purchase order/claim form system to proceed. The Health Department already has a VPN, so the CVB and Highway buildings will need to obtain one. The estimated cost is \$2100 to get connected, and annual maintenance is estimated at \$600. The number of software licenses currently held is probably sufficient. The topic will be discussed at the next department head meeting and Finance meeting. Potter has determined that if the Claims Committee no longer has to meet after March it would save about \$2000. There is \$6500 in

the Miscellaneous Fund contingency line item from the health insurance savings. The committee discussed having all County Board members attend the joint budget meetings. Potter determined that the cost for all Board members to attend those four meetings is \$3400. The committee will need to discuss further how to fund the VPNs. Revenue projections will be included in the County Board packets. Budget process surveys were reviewed and discussed. The process of approving the unfunded list needs to be refined. Potter also updated the committee about a line item in the CVB budget that appears to be over budget. Betsy Eaton told Potter that an error was made in billing with the marketing consultant and the amount that was overpaid will be deducted against the retainer on hand with the consultant. The committee discussed the anticipated positive effects of the new purchase order system.

- vi. Carroll reported that the Public Works Committee is forwarding a resolution for the County Engineer's salary. The cost of installing pumps for fuel sharing has been estimated at \$12,000 and Steve Keeffer will discuss it with the interested organizations. The Highway Department is working on specifications for equipment that they need. A bid package will be posted in the newspaper for Derinda Road after reviewing with the States Attorney. The committee discussed site improvement for the Highway Department building. Carroll also reported that the stainless steel dump truck boxes are holding up well and are worth the money spent. Jackson stated that a wash bay would help maintain the equipment as well.

5. Board Member Concerns - none

6. Citizens' Comments - none

7. Executive Session - none

Meeting adjourned at 8:10 p.m. following a motion by Mapes and seconded by Carroll.