

COMMITTEE REPORT

COMMITTEE: Finance, Tax & Budgets
CHAIRPERSON: John Creighton, Chair. Yerda Potter, Co-Chair
DATE/TIME: May 1, 2003 7:00 p.m.

PRESENT:

<input type="checkbox"/> Berlage	<input checked="" type="checkbox"/> Hasken	<input checked="" type="checkbox"/> Schultz
<input checked="" type="checkbox"/> Carroll	<input checked="" type="checkbox"/> Potter	
<input checked="" type="checkbox"/> Creighton	<input checked="" type="checkbox"/> Schubert	

Other Board members: None

Others: Duane Olivier, County Administrator
Steve Allendorf, Sheriff
Jean Dimke, County Clerk/Recorder
Joe Kratcha, GIS Coordinator
Brian Melton, Chief Deputy Sheriff

MINUTES

Chair John Creighton called the meeting to order at 7:00 p.m.

1. Cost Study Review. The Committee met to consider the results of A Study of Sheriff, County Clerk/Recorder and Geographic Information Systems (GIS) Fee Services for Jo Daviess County, Illinois, December 2002 prepared by Lindgren, Callihan, Van Osdol and Co., Ltd. Each of the department heads for which service costs were studied were present.
 - a. Sheriff Steve Allendorf and Chief Deputy Brian Melton commented on the various fees proposed to be increased for services performed by the Sheriff's Office, including: fees for serving civil papers and arrest warrants; for receiving and recording bail proceeds; and for retrieving and transporting prisoners from jail for court appearances.
 - (1) On a motion by Jody Carroll, seconded by Vince Hasken, the Committee approved a recommendation to increase the fee for serving civil papers to \$30.00 for the first three attempts to serve the papers and \$15.00 for each attempt after three. A mileage charge in accordance with State statute of \$.50 per mile shall be charged for each attempt in addition to the fee for serving civil papers.
 - (2) On a motion by Domer Schubert, seconded by Jody Carroll, the Committee approved a recommendation to increase the fee for serving arrest warrants to \$35.00 for each attempt.
 - (3) On a motion by Yerda Potter, seconded by Domer Schubert, the Committee approved a recommendation to increase the fee for retrieving and recording bail proceeds to \$17.00 for each occurrence.
 - (4) On a motion by Domer Schubert, seconded by Yerda Potter, the Committee approved a recommendation to establish a fee of \$10.00 for each occurrence for retrieving and transporting prisoners from jail for court appearances.

b. County Clerk/Recorder Jean Dimke commented on the various fees proposed to be increased for services performed by the County Clerk/Recorder's Office, including: fees for recording deeds and other instruments pertaining to documentation of legal transfer of property; for certified copies of vital records relating to births, deaths, fetal deaths, marriages, dissolution of marriages, etc.; for marriage licenses; and to issue certificates of tax redemption.

(1) On a motion by Marv Schultz, seconded by Yerda Potter, the Committee approved a recommendation to increase the minimum fee for recording deeds and other instruments to \$19.00 for each deed or other instruments.

(2) On a motion by Vince Hasken, seconded by Jody Carroll, the Committee approved a recommendation to increase the fee for vital records to \$10.00 for each record. Yerda Potter voted "No" because the recommended fee is below the cost of providing the service.

(3) On a motion by Vince Hasken, seconded by Jody Carroll, the Committee approved a recommendation to increase the fee for marriage licenses to \$30.00 for each license.

(4) On a motion by Jody Carroll, seconded by Vince Hasken, the Committee approved a recommendation to increase the fee for issuing certificates of tax redemption to \$37.00 for each occurrence.

c. County Clerk/Recorder Jean Dimke commented on the use and needs of the Recorders Automation Fund and the proposed increase in the automation fee.

On a motion by Domer Schubert, seconded by Jody Carroll, the Committee approved a recommendation to increase the fee for Recorder's Automation Fund to \$5.00 for each recorded instrument, paper, or notice of record.

d. County Administrator Duane Olivier and GIS Coordinator Joe Kratcha commented on the proposed increase in the GIS fee. The proposed increased fee along with other GIS revenues will make the GIS program self-funded.

On a motion by Domer Schubert, seconded by Marv Schultz, the Committee approved a recommendation to increase the fee for GIS to \$20.00 for each recorded instrument, paper, or notice of record with \$19.00 to be deposited in the GIS Fund for the support of the GIS program and \$1.00 to be deposited in the Recorder's Automation Fund in accordance with State statute for the support of the Recorder's automation program.

2. Other Fees.

a. County Administrator Duane Olivier reported on the study of building permit, zoning, and guest accommodation license fees. Staff is completing a cost study similar to that completed by Lindgren, Callihan, Van Osdol and Co., Ltd. to determine that actual cost of performing various services in the Building and Zoning

Office. Staff will present its cost study findings at the May meeting of the Finance Committee.

b. Yerda Potter suggested the possibility of a solid waste disposal tipping fee. Carroll County has such a fee and covers that County's cost of supporting the Jo Daviess/Carroll Solid Waste Agency. The County Administrator will collect information about this fee.

c. Marv Schultz asked if there are other fees in the County Clerk/Recorder's Office that should be considered for increase. He cited assumed name and voter registration lists as two examples of service for which fees should be charged to cover the cost of service. The County Clerk/Recorder will be asked to review other services performed by her office for which fees are charged.

Meeting adjourned at 8:30 p.m.