

## COMMITTEE REPORT

**COMMITTEE:** Finance, Tax & Budgets  
**CHAIRPERSON:** Yerda Potter  
**DATE/TIME:** July 26, 2007. 7:00 p.m.

**PRESENT:**

Beth Baranski  
 Jody Carroll

Alan Kent  
 Ron Mapes

Yerda Potter  
 Marv Schultz

Other Board members:

Others: Dan Reimer, Diane Williams, Donna Berlage, Carol Soat

**MINUTES**

Yerda Potter called the meeting to order at 7:02 p.m.

**1. Minutes**

Beth Baranski made a motion to accept the committee minutes of June 28, 2007 with the correction of 2007 to 2008 in section 2a. Jody Carroll seconded and the motion passed.

**2. Staff Reports**

- a) Treasurer's Office. Reports that were not included in the meeting packet were distributed. Treasurer Carol Soat reported that she made a distribution to the taxing districts; another one will probably be done in two weeks. Her office has been very busy with tax payments.
- b) Chief County Assessment Office. Chief County Assessment Officer Donna Berlage reported that her office has been busy with applications for senior freezes. The last two township assessors have brought in their work; she is concerned that there was not much work completed considering that their townships are in the quad year. The committee discussed the work of the assessors at length. Berlage explained that in the quad year the assessor should visit each property and she has concerns that it did not happen this year. Berlage holds a meeting in December each year with the assessors to distribute their workbooks and review the guidelines. Their work must be turned in to the County by June 1. It was suggested that the County Board members talk to the township officials in their districts by April 1 and ask them to remind the township assessors to get their work in on time. The committee discussed sending someone out to do the work if the township assessors don't complete their work and billing the township for the time.

**3. New Business**

- a) 2007/2008 Tax Cycle Timeline Schedule. Berlage reviewed a timeline of how the process goes through her office. The committee discussed various ways of ensuring that the work is turned in on time. The committee stressed the importance of getting the tax bills mailed out on time to the property owners. Soat reported that her office has had a much greater need for part-time help because of the timeline this year and that the taxing districts have a great need to receive their money in a timely

fashion. The committee suggested that Township Supervisor and the County Treasurer be included in the December assessor's meeting so that all are aware of the deadlines and what the impact is on the process when the deadlines are not met. The committee questioned if other counties have similar problems and how they handle them.

Berlage reported that she was told by the State's Attorney that the Board of Review can begin their session even though two of the members have not been re-appointed yet. Berlage asked how to handle the payment to the Board of Review members; the consensus of the committee is that payment should be prorated for the number of months that the members serve. The committee discussed the Board of Review and Marvin Schultz stated some of the members on that board may need to be replaced because the state statute requires that the Board must be a certain ratio of members from each political party based on ballots cast in the previous election. In order to serve on the Board of Review there are certain qualifications that a person must hold. Schultz suggested posting an ad for the Board of Review with the qualifications outlined; the rest of the committee concurred.

#### 4. Staff Reports

- a) County Clerk Memo. An informational memo was submitted regarding Stockton village tax abatements.

#### 5. Unfinished Business

- a) Soil and Water Levy. Nothing further has been received regarding this topic.
- b) FY08 Budget process report/update. County Administrator Dan Reimer reviewed the budget letters that were sent out to the various agencies. He also discussed the target amounts that were sent out for the General Fund budgets and how those targets were derived. An increase to the County Board's budget target was included because mileage was greatly underestimated this year. The committee discussed the possibility of combining Social & Environmental with another committee to cut down on the mileage expenses. This item will be discussed by the Executive Committee. Reimer reviewed a memo outlining the relationship of the targeted expenses and the projected revenue. He also reported that the targets were established to include an 8% increase in health insurance. Notification has been received from the insurance broker that the actual increase is 1.9%. Carroll made a motion to recalculate the targets for the General Fund budgets to reflect health insurance at a 1.9% increase. Baranski seconded and the motion passed.
- c) Set dates for budget review sessions. Diane Williams reviewed the dates chosen for the budget review sessions and which committees can combine their regular meeting with a budget review session in order to minimize the number of meetings that everyone must attend. The committee discussed the dates and Williams will follow up with the board members and agencies involved. There is concern about a quorum for August 20; if there is no quorum for that night, the meeting could be moved to the 30<sup>th</sup>.

The consensus of the committee is to proceed scheduling the meetings as presented.

- d) Certificate of insurance policy. Reimer stated that the department heads discussed this policy at their meeting and they still have some concern that the minimum requirements are too high for some of the smaller vendors that are used on a regular basis. Some of the staff are going to ask a few contractors if they would be able to meet the minimum requirements of this policy. The committee discussed the option of making this policy effective only on projects costing over \$10,000 or just on contract work. The topic will remain on the agenda for next month's meeting.

**6. New Business**

- a) Health Insurance Incentive Program. A request has been made by some staff members that the incentive program be changed to allow an employee married to another employee to participate in the buy-out program; currently the policy does not allow participation. Carroll made a motion to recommend to the Executive Committee approval of changing the policy to allow married employees to be eligible to enroll in the opt-out program. Mapes seconded and the motion passed.
- b) 2007 IACBMC Salary & Benefit Survey. The salary survey has been reviewed and Potter has begun reading the report. Copies of the report were distributed to the committee members for them to begin reviewing. Reimer reported that the department heads have been asked to read the report and ensure that all their positions have been included. The committee discussed what will be the overall goal and use of the survey. This item will be discussed by the Executive Committee.

**7. Other**

- a) Board member concerns – none

**8. Citizens' Comments – none**

Meeting adjourned at 9:02 p.m. following a motion by Mapes and seconded by Baranski.