

COMMITTEE REPORT

COMMITTEE: Law Enforcement & Courts Joint Meeting with Finance, Tax and Budget Committee

CHAIRPERSON: Dane Jackson

DATE/TIME: August 17, 2009 @ 6:00 p.m.

PRESENT:

Bill Cooper

Bernece Hill

Dane Jackson

Marvin Schultz

Terry Stoffregen

Gerald Bennett

Don Zillig

Other Board Members: Alan Kent, Kim Monk, Ron Smith, Gavin Doyle, Ron Mapes and Dan Sheridan

Others: Dan Reimer, Colin Fulrath, Tim Stephenson, Kevin Turner, Betsy Shaulis, Melisa Hammer, Bill Miller, Sharon Wand, Roger Kent and Jack Zane

Dane Jackson called the meeting to order at 6:03 pm. and explained that the review of budgets with Finance, Tax and Budget Committee would be before the regular Law & Courts meeting.

Joint Committee Budget Review Session with Finance Committee – Dan Reimer reviewed a budget handout and explained the target based budget process and schedule for the FY2010 budget. Reimer discussed how balancing the budget with less revenue will be a challenge. Most major revenue sources for the County are trending lower especially those in the general fund. A lot of this has to do with the recession and resulting poor economy which has significantly reduced state shared revenues, income tax, sales tax, building permit fees, earned interest, etc. In addition the County's 2009 total property tax levy will increase much less than in prior years (FY10 estimated \$52,368 compared to \$416,770 in FY09). This is due to the fact that Jo Daviess County is a PTELL (Property Tax Extension Limitation Law) county which means the total aggregate extension on existing EAV can not increase more than 5% or CPI which ever is less plus new property. The CPI on 12/31/08 was 0.1% compared to 4.1% on 12/31/07. The County maintains 10 property tax levies: General Corporate, Highway, Federal Matching, Bridge, Health, Mental Health, IMRF, Social Security, Extension Education and Insurance. The estimated \$52,000 levy increase for FY10 will not be enough to cover either the Insurance or the IMRF levy and will result in 7 of 10 levies being reduced 2.71%.

Reimer reviewed the budget guidelines for FY10 as established by the Finance Committee. The following guidelines were used to establish General Fund expense budgets:

1. The target-based budgeting process shall be used to establish FY2010 County expense budgets.
2. County Departments will receive a preliminary expense estimate packet which shall include instructions, expense budget forms and descriptions relevant to each department or agency.
3. The County Administrator's office will calculate mandated line item expenses for General Fund expense budgets prior to packet distribution. Mandatory expense line items shall include (salaries, benefits and postage) and shall be

calculated as follows:

- a) Employer retirement contribution rate – IMRF 9.59%, SLEP 14.78%
 - b) Health Insurance - 8% increase.
 - c) Salaries and wages – non-union - wage freeze, union – per contract wage scale or 0% increase for FY2010 for any un-negotiated union contract.
 - d) S.S./Medicare – increase/decrease proportionally to payroll estimates.
 - e) Postage – no increase in FY2010.
4. The target amount for GF expense budgets, after allocating increases/decreases for allowable mandated expenses, shall be set at the same level (zero increase) as the FY09 target less any non-recurring expenses added during the FY2009 process including awarding of un-funded requests.
 5. All Interfund Transfers scheduled in FY2009 shall be maintained unless otherwise instructed – revised per guideline #6.
 6. Guidelines for reducing FY2010 individual General Fund budget amounts by 3%.
 - Current expense guidelines will continue.
 - Any reduction in scheduled FY2009 interfund transfers will negate the ability to request any similar unfunded request for FY2010.
 - If a department has more than one General Fund budget, the cumulative total of initial target amounts for all applicable budgets must total a 3% decrease.
 - Salary and associated benefit line items maybe used for decreasing targets. If a department intends to use any of these line items please contact the County Administrators Office prior to submittal.
 - Reductions to be restored when initial FY2011 target guidelines are considered.
 7. Any new mandated expense or any new expenses which will increase per an existing contract or agreement shall be allowed to increase the target amount accordingly.
 8. Any new necessary expense that causes the target amount to be exceeded shall be submitted to the County Administrator’s Office as an overage request with a detailed letter of explanation. Overage requests shall be reviewed by the Finance Committee. If the Committee determines the request is a necessary expense, the target amount will be increased accordingly. If the Committee does not consider the request a necessary expense, the request shall be submitted as an un-funded activity.
 9. Any new request or activity not considered a mandatory or necessary expense, and exceeds the department target amount, the Department Head shall submit as an un-funded activity on an un-funded expense estimate sheet. These forms will be used to rank unfunded activities and be used as a reference point for approving further expenditures, if additional revenue is identified or resources are allocated.

Reimer explained that the initial guidelines resulted in a General Fund deficit of approximately \$425,000. In an effort to reduce the deficit and close the gap, the guidelines were revised, based on a recommendation by Department Heads, with all General Fund

budget target amounts reduced 3% (#6 above). This effort resulted in a savings of about \$190,000 and reduced the estimated deficit down to about \$231,000. Reimer reported that on August 4th the County received good news from the health insurance provider, FY10 premium rates would stay the same, no increase, and not the original 8% used to establish initial target amounts. This will result in a \$37,500 savings for the general fund and about \$60,000 countywide. Reimer stated, these savings were not factored into the budgets that will be presented at the joint meetings so when applicable budgets are moving forward to the draft budget document an adjustment for health insurance should be included in the motion. Another significant item that could change the situation of the budget deficit is salary reimbursement from the state. There has not been official word on salary reimbursement for the Public Defender, Probation, Chief County Assessment Officer and Victim Witness Coordinator, collectively this amounts to approximately \$150,000 and if not received will increase the General Fund deficit. When preparing Round 1 revenue projections in early June it was anticipated that salary reimbursements would remain unchanged. Dane Jackson requested that after each budget is presented, a member of the Law & Courts Committee should make the motion to move the budget forward, then the motion should be seconded by a member of the Finance Committee. Reimer explained that the purpose of the joint committee budget meetings is to give County departments and agencies an opportunity to present and discuss individually their budget(s), plans, goals and objectives for FY2010. These meetings are designed to give the Committee members an opportunity to ask questions, discuss individual budgets and consider any additional requests before deciding if individual budgets should be moved forward to the draft budget document.

- a) **County Coroner 001-41127** – Bill Miller, County Coroner, presented his budget and explained the line items which he reduced to reach the required 3% reduction; education & training, operating supplies, and professional services. **Bill Cooper made a motion to move the County Coroner budget forward to the draft budget document. Seconded by Marvin Schultz and motion passed.**
- b) **Special Service Area Number One 043-47191** – Roger Kent, President of the Warren Ambulance Board, presented a budget and informed the committee that the Warren Ambulance Board is in the process of creating a new full time position for an EMT I99 Coordinator. He reported that they had received a new ambulance last year in the amount of \$184,000 and they try to replace one every five years. Bill Cooper discussed the \$20,000 increase in levy extension being requested in the 2010 budget and asked how this additional levy amount would be used. Dan Reimer explained the 2008 levy rate for SSA #1 was about \$0.035/\$100 of equalized assessed value (EAV), the maximum levy rate per ordinance is \$0.10/\$100, if the extension for SSA #1 was increased from \$50,000 to \$70,000 the 2009 levy rate would be close to \$0.05/\$100 of EAV and remain well below the maximum allowable levy rate of \$0.10/\$100. **Bill Cooper made a motion to move forward the Special Service Area #1 budget to the draft budget document. Seconded by Alan Kent and motion passed.** Marvin Schultz thanked Roger Kent for his time and work in preparing and presenting information regarding the budget and plans for SSA #1 including the proposed EMT Coordinator position.

- c) **Special Service Area 2 & 4 Budget 044-4792**– There was not a representative present at this time to present the budget or to answer questions. It was discussed if this budget should be rescheduled or if the committee should look at the budget and determines if they would like to send it forward. Dan Reimer commented that the requested levy rate was similar to last year’s request and the levy extension increase was based on the current EAV which was more than estimated last year. The requested extension amount of \$64,800 is an increase of \$2,800 from last year’s request of \$62,000. If the EAV in the district (\$64,800,000) does not go down the requested amount will remain within the levy rate limit of \$0.10/\$100. **Dane Jackson made a motion to move forward the Special Service Area #2 & #4 budget to the draft budget document. Seconded by Ron Mapes and motion passed.**
- d) **Special Service Area #5 Budget 061-47198** – Betsy Shaulis of Nack, Richardson and Nack Law Firm, represented Special Service Area 5 (Hanover Ambulance Board) and explained that the ordinance for this special area district has a maximum levy rate of \$0.11/\$100. The requested amount for this budget is \$28,611 which would be \$0.11/\$100 of taxable EAV of this district. **Terry Stoffregen made a motion to move forward the Special Service Area #5 budget to the draft budget document. Seconded by Ron Mapes and motion passed.** Dan Reimer explained process that would be needed if any of the special service areas wanted to increase their maximum levy rate; a public hearing would have to be held and the Country Board would have to approve any changes which would require an amendment to the ordinance which originally established the special service area. Marvin Schultz thanked Betsy for the work she did in preparing and presenting this budget.
- e) **Emergency Telephone Systems Board (ETSB) 007-41128** – Jack Zane, chairman of the ETSB board, presented the FY2010 budget and explained that a majority of the revenue received by this fund is service charge fees from either wired telephone or cellular phones. Zane explained two line item increases, the first being contingency line item 901 of \$20,000 in anticipation of contracting with an engineer to assist the Communications Upgrade Committee and to start a reserve for the UPS battery system. In the education and training line item there is an increase because the State is requiring more training for the dispatchers. **Bill Cooper made a motion to move the Emergency Telephone Systems Board (ETSB) budget forward to the draft budget document. Seconded by Marvin Schultz and motion passed.** Zane also commented that unless the State of Illinois extends the sunshine clause for continuation of 911 service charge fees funding will end in 2013.
- f) **Courts** – There was no representation at this time. The committee discussed whether these budgets should be forwarded on or whether they should be rescheduled for another meeting time. Bill Cooper commented that the Information and Communications Committee does not have much on their agenda for their meeting on Thursday, August 27, 2009 @ 5:45 pm. if they would like to present on that evening. **Ron Mapes made a motion to move and reschedule presentation of the Courts and States Attorney’s budgets to the August 27,**

2009 joint committee meeting. Seconded by Gerald Bennett and motion passed.

g) **States Attorney – See motion above (1f)**

h) **Probation** - Tim Stephenson, Director of Probation, presented general fund budget 001-42132 Probation. Stephenson reported that one of the areas reduced to meet the 3% reduction requirement was automobile mileage and that the \$5,500 will not be enough for the year but he will take the additional amount from the Probation Services Fund 033-47187. Another line item that he reduced was 719 Other Service Charges which is used for juvenile detention services and is about \$110 per day for detention. Due to the past history and decrease of these services Stephenson felt that the budget would be ok with this reduction. Dan Reimer reported that the Probation Budget would have a decrease of \$3,254 in the health insurance line item because of the calculated rate change for this target line item. **Dane Jackson made a motion to move forward the Probation budget with the reduction of \$3,254 for health insurance to the draft budget document.**

Seconded by Alan Kent and motion passed. Stephenson reported that the Probation Services Fund 033-47187 has fees that are collected from offenders that are under the supervision of the Probation Department and are utilize to supplement the County appropriations for probation service in accordance with policies and procedures that are approved by the Supreme Court. He explained that the miscellaneous and education line items are the line items that he will draw from to make up the difference for the automobile mileage line item in the general fund. **Bill Cooper made a motion to move forward the Probation Services Fund 033-47187 budget to the draft budget document. Seconded by Gavin Doyle and motion passed.** Stephenson also reported on budget 053-47188 Electronic Monitoring Home Detention Fund (EMHD) and that these fees are collected by the offenders who are placed on electronic monitoring at a per diem rate. It is not known from year to year how many individuals will be placed on electronic monitoring so the figure that was used in this budget was the actual cost for one offender to be supervised for one year. It was also noted that a fax machine is needed for this program and that the Probation Department would need a new fax machine soon which was budgeted for in line item 810 equipment. **Bill Cooper made a motion to move forward the 053-47188 Electronic Monitoring Home Detention Fund (EMHD) budget to the draft budget document. Seconded by Ron Mapes and motion passed.**

i) **Circuit Clerk** – Sharon Wand, Jo Daviess County Circuit Clerk, presented general fund budget 001-42133 and explained the line items that would be reduced to allow for the 3% reduction. She reduced automobile mileage and education and training line items and is planning to make up those funds from the special fund budget of Circuit Clerk Operations and Administration Fund. Other line items were reduced due to the previous years actual. Line item 706 Printing was reduced to \$0 and these expenses are going to be paid from special fund 039 Court Document Storage. **Bill Cooper made a motion to move forward the Circuit Clerk 001-42133 budget with a reduction for health insurance of \$3,573 to the draft budget document. Seconded by Alan Kent and motion passed.** Wand presented special fund budget 029 Circuit Clerk Automation Fund, noting that she

is in need of replacing her AS400 computer operating system and this would come from line item 810 equipment. **Dane Jackson made a motion to move forward the 029 Circuit Clerk Automation budget to the draft budget document. Seconded by Ron Mapes and motion passed.** Special fund budget 039 Court Document Storage Fund was presented to the committee and was asked to increase \$5,000 for line item 810 equipment to allow for the printing that was taken from the general fund. **Dane Jackson made a motion to move forward the 039 Court Document Storage Fund budget to the draft budget document. Seconded by Ron Smith and motion passed.** Wand presented special fund budget 052 Maintenance and Child Support Fund with the explanation that this fund would stay the same as last year with the interfund transfer of \$10,000 to the general fund. **Bill Cooper made a motion to move forward the 052 Maintenance and Child Support Fund budget to the draft budget document. Seconded by Alan Kent and motion passed.** Special fund 031 Circuit Clerks Operation and Administrative Fund was presented and Wand reminded the committee that this was the fund that she would be taking travel expenses from to replace the amount that was reduced from her general fund 001-42133. **Terry Stoffregen made a motion to move forward the 031 Circuit Clerks Operation and Administrative Fund budget to the draft budget document. Seconded by Ron Smith and motion passed.**

- j) **Sheriff's Office** – Lieutenant Kevin Turner presented the budgets for the Sheriff's Department. He reported that the combined initial targets amounts for the Sheriff's seven General Fund budgets totaled \$3,110,830. A required 3% total aggregate reduction amounts to \$93,326, leaving a proposed target amount of \$3,017,504. Reimer explained that one of target guidelines is departments with more than one general fund budget can combine budget totals and the aggregate total must meet the 3% reduction requirement. Turner presented general fund budget 001-40101 Courthouse and explained that the one employee that was in this budget agreed to reduce his hours, which would reduce line item 401 salaries \$3,409 and that would also reduce the Social Security, Medicare and IMRF line items. Line item, 602 janitorial supplies was reduced \$1,500 and 701 maintenance services was reduced \$500 which reduced budgeted expenses for this budget down to \$114,916. **Dane Jackson made a motion to move forward the 001-40101 Courthouse budget with a \$436 reduction for health insurance to the draft budget document. Seconded by Gavin Doyle and motion passed.** General fund budget 001-41121 Sheriff was presented and Turner reviewed the original target amount of \$1,555,917 and they were able to deduct over \$40,000 lowering the target down to \$1,514,232. Turner discussed that earlier this year one of the Lieutenant's resigned which created a vacancy in the department. An officer will be promoted and the plan is to hire a new employee as a deputy. The new hire will be paid at the starting pay level which will allow the full time salary line item to decrease proportionally. The department is also looking at reducing the overtime line item by reducing the overtime shifts from a twelve hour shift to an eight hour shift. It was noted that there were also reductions in operating supplies, minor equipment & small tools, maintenance service and automotive fuel/oil (anticipate lower fuel prices than two years ago). Dan Reimer noted there were a few last

minute revisions to this budget, the bottom line of \$1,512,601 did not change but he wanted the committee to be aware before they moved the budget forward. The changes include; part-time salaries in the amount of \$32,000, Medicare contributions in the amount of \$13,864, IMRF in the amount of \$136,601, and Social Security Contribution in the amount of \$59,285. Turner also reported that line item 990 – interfund transfer was an amount that usually went to the sheriff vehicle fund and this was reduced by \$23,000. The Sheriff’s Department normally replaces four vehicles a year and the department has recently applied for a grant that would be used towards a purchase of one vehicle. **Don Zillig made a motion to move forward the 001-41121 Sheriff’s budget forward with a \$7,581 reduction for health insurance to the draft budget document. Seconded by Ron Mapes and motion passed.** Bill Cooper asked if the Sheriff’s Department was ever reimbursed for the tourism based special events or was that even possible. Turner reported that the general fund is reimbursed about \$2,500 by the CVB for the triathlon and that the Sheriff’s Department budget is a general fund budget. Kim Monk asked what they would be doing differently for the 701 maintenance service since they had lowered it \$9,300. Turner reported that they could use part of the grant for the vehicle that was applied for to cover some vehicle maintenance expenses and that looking at the last few years that the amount could be lowered. Gavin Doyle asked how many employees were budgeted for in this budget. Turner reported that there were 11 full-time Deputies and 1 part-time Deputy, 7 Command Officers, 2 Administrative Staff, a Cook and a Maintenance Person. Ron Mapes voiced concerns that it was important to look at the overtime line item because this overtime has continually been over budget in the past and now is being reduced even more with this budget. Turner presented the safety building budget 001-41122 with an original target amount of \$577,787. To meet the 3% reduction guidelines he made reductions in the following line items; maintenance supplies, janitorial supplies, operating supplies and minor equipment & small tools. The total for this budget after reductions is \$573,487. **Bill Cooper made a motion to move forward the 001-41122 Safety Building budget with a \$3,690 reduction for health insurance to the draft budget document. Seconded by Alan Kent and motion passed.** Bill Cooper asked the process that is used for the replacement of uniforms for budget line item 441. Turner explained the process and informed the committee that the amount of \$1,500 that is budgeted would cover four full-time employees plus some part-timers. Communications budget 001-41123 was presented and Turner explained that the original target amount was \$687,965 and that the Sheriff’s Department was able to eliminate the uniform allowance because the communications officers were allowed to wear civilian clothing instead of uniforms. An addition of \$10,000 was placed into line item 719 other service charge to cover service work to the computer system in the communication center. It was discovered that this line item was short for the FY2009 budget. **Dane Jackson made a motion to move forward the 001-41123 Communications budget with a \$3,808 reduction for health insurance to the draft budget document. Seconded by Alan Kent and motion passed.** Court Security general fund budget 001-41124 was presented by Kevin Turner. The original target budget amount for this budget was \$139,674

and to reduce this budget there was a decrease of \$1,000 in line item 606 minor equipment and small tools, the officers that are in these positions already have the equipment that is needed. The metal detector that was used for last years trial was expensed from line item 810 equipment and is not needed for the FY2010 budget so the Sheriff's Department was able to deduct \$4,000 from this line item. Turner explained line item 901 contingency and that there has been previous discussion about hiring an extra court security officer but at this time the Sheriff's Department is not planning to hire an additional court security officer so this line item was reduced by \$40,500. This leaves a total for court security budget 001-41124 at \$94,174. **Bill Cooper made a motion to move forward the 001-41124 Court Security budget with a \$436 reduction for health insurance to the draft budget document. Seconded by Ron Smith and motion passed.** Kevin Turner reported that the target amount for the emergency management budget 001-41125 was originally \$21,661. There was a reduction of \$800 to line item 603 operating supplies leaving a total of \$20,861 for the budget target amount. Alan Kent asked about the salary that was budgeted for this fund. Dan Reimer explained this was for a stipend of \$2,500 which is budgeted and paid annually to the emergency management coordinator. **Don Zillig made a motion to move forward the 001-41125 Emergency Management budget to the draft budget document. Seconded by Ron Mapes and motion passed.** Merit commission budget 001-41126 was presented by Turner with the explanation of reductions to line items 502 travel expense for \$500, line item 702 professional services for \$1,000 and line item 705 publishing for \$1,000. In 2009 there was testing for all three departments of communications, sheriff, and corrections so there won't be any background checks for new hires anticipated for FY2010. The total amount for this budget is \$4,000. **Bill Cooper made a motion to move forward the 001-41126 Merit Commission budget to the draft budget document. Seconded by Ron Smith and motion passed.** Special fund 009 Sheriff's Forfeiture fund was presented by Kevin Turner, he reported that this budget was for \$4,800 and included the operating supplies, education, training and travel. **Bill Cooper made a motion to move forward the 009 Sheriff's Forfeiture Fund budget to the draft budget document. Seconded by Marvin Schultz and motion passed.** Bill Cooper asked if this fund stayed stationary or is there money put into this as forfeitures take place. Turner explained that there are some drug fines and forfeitures that do come back into this account. Kevin Turner presented general fund 019 – DUI fund with a total budget amount of \$5,000. **Dane Jackson made a motion to move forward the 019 DUI Fund budget to the draft budget document. Seconded by Gavin Doyle and motion passed.** Bill Cooper asked if there were any DUI forfeitures for items like vehicles. Turner reported that there were fines but not forfeitures. Marvin Schultz asked why revenue is going down for this fund; he wondered if there was any noted change in 2006. Turner reported that he was not aware of any changes and did not know if the arrests were down or the convictions were down. There was discussion on how items were seized and where these assets would be reported. Special fund 038-Sheriff Vehicle Fund was presented with a proposed amount of \$107,000. Turner reported that the Sheriff's Department has applied for a grant called the JAG grant through the Federal

Government and they have taken \$23,000 off of the annual interfund transfer from the general fund in anticipation of this grant. It was reported that Turner is hoping to hear the decision on the grant within the next two weeks. **Bill Cooper made a motion to move forward the 038 Sheriff Vehicle Fund budget to the draft budget document. Seconded by Alan Kent and motion passed.** There was discussion on the grant and that the total dollar amount applied for was \$38,000 and this would cover the vehicle and all of the equipment and supplies that would be needed in the new vehicle. Reimer explained that this budget may be revisited once the Sheriff's Department learns the outcome of the grant. Turner reported that it was discussed that if the Sheriff's Department did not get the grant that they would go with out an extra squad next year. Ron Mapes discussed concerns for future capital outlay for vehicles and if things continue to tighten the Sheriff's Department may not be able to continue to take money out of the general fund to purchase all of these vehicles. Maybe the committee should look at trading four vehicles this year because in the future they may not be able to transfer any funds into the Sheriff's Vehicle fund because they may be needed in other areas. Dane Jackson commented that we can not allow the fleet to deteriorate. Special fund 066-Jo Daviess County Emergency Communications Fund was presented by Kevin Turner and he explained that this was a new fund created last year and that this was for the upgrades to the communication system. He also requested that the Board consider approving an unfunded request for \$10,000 similar to last year to be put into this fund. **Bill Cooper made a motion to move forward the 066 JDC Emergency Communications Fund to the draft budget document and move the \$10,000 unfunded request to the unfunded request list. Seconded by Ron Mapes and motion passed.**

Ron Smith, Finance Chairman, turned the meeting back over to Law & Courts Committee Chairman, Dane Jackson.

1. **Minutes** - Bill Cooper made a motion to approve the minutes of July 20, 2009 as presented. Terry Stoffregen seconded and the motion passed.
2. **Citizens' Comments** – None

Dane moved forward item 5c – Consideration of Resolution to increase Court Automation Fee and Court Storage Fee. Sharon Wand discussed the prepared resolutions for raising the fee of court automation and court storage. She explained that these are add on fees that are collected on civil, traffic and criminal cases that she has authority to do by statute. When there was discussion of a fee study for the County she looked at the fees that she collects and these are the only two fees that the County Board sets so she felt that this was a good time that they are increased because she would need to take more operating expenses out of her special funds. It was noted that the resolution states that these fees would go into effect on October 1, 2009. **Bill Cooper made a motion to move forward a resolution authorizing an increase to the Circuit Clerk of Court Automation Fee. Seconded by Don Zillig and motion passed. Bill Cooper made a motion to move forward a resolution authorizing an increase to the Circuit Clerk Document Storage Fee. Seconded by Terry**

Stoffregen and motion passed. Sharon Wand discussed that she was approached by Judge Kelly to bring to the attention of the committee that on the recently received District Court approved holiday schedule that Lincoln's Birthday, February 12th, was removed for next year. Judge Kelly would like to suggest to the committee that they consider reinstating Lincoln's Birthday as a holiday observed by Jo Daviess County in 2010 because he did not like to see County employees lose a holiday on top of a wage freeze and voluntary furloughs. This item will be placed on the agenda for next month.

3. Unfinished Business

- a) **Strategic Goals & Plans.** Dane Jackson reported that the Phase II of the Courthouse roof project is complete and the Sheriff's carport has been completed. The strategic goal of development of a Courthouse security plan has been completed.
 - i. **Courthouse Parking Lot.** Dane Jackson reported that he is working with Steve Keeffer, County Engineer, on plans for the courthouse parking lot and there has not been any new development.
 - ii. **HVAC Request for Qualifications (RFQ).** The committee discussed that two RFQ's for HVAC qualifications were received and discussed the process for interviewing these candidates. Dane Jackson suggested that there be a sub committee set up. There was discussion on who should be on this sub committee and possible dates that they could meet. Dan Reimer suggested that the candidates be invited to make a presentations at the next regular Law & Courts Committee in front of the full committee. It was discussed that there are three different phases of the project and which phases would need to be addressed before the end of this fiscal year. Dane Jackson suggested that the initial engineering report be done yet this year. There are some funds appropriated in the FY09 budget for the HVAC in the public safety building and there are funds left from phase II of the courthouse roof project. The consensus of the committee was to invite both candidates to interview at the September 21st Law & Courts Committee meeting. A possible recommendation would be placed on the October County Board agenda. Dane Jackson asked the County Administrator's office to contact the candidates and invite them to give a short presentation at the next Law & Courts Committee meeting.
- b) **Courthouse Re-roofing Project.** Dane Jackson reported that this project is now complete and final payment has been made.
- c) **Maintenance Contract with Schumacher Elevator Company.** Melisa Hammer reported that the preventative maintenance contract has not been reviewed since 1999 so the County Administrator's Office asked Schumacher Elevator Company to send a proposed preventative maintenance contract. The new contract is for a payment of \$114.00 every other month. The current amount being paid is \$115.92 every other month. **Bill Cooper made a motion to approve the maintenance contract #40000797 with Schumacher Elevator dated July 20, 2009. Terry Stoffregen seconded and motion passed.**

4. New Business

- a) **Communication Sub-Committee Report.** Bill Cooper reported that the committee will be meeting again on August 20th in the County Board room.
- b) **Public Safety building boiler inspection by State Fire Marshal.** Kevin Turner reported that it was found during inspection that a gasket was leaking on the public safety building boiler. The gasket was replaced and the State Fire Marshal was contacted. The State Fire Marshal said that as long as the work was done that he would not need to come back. Turner reported that it still had a little leak to it and the Fire Marshal said that if it did have a serious leak that it would need to be welded and there are only a few certified welders in Illinois. Dane Jackson commented that this item should be reviewed during the HVAC study.
- c) **Consideration of Resolution to increase Court Automation Fee and Court Storage Fee.** see above

5. Staff Reports –

- a) **Sheriff's Report.** No discussion
- b) **Circuit Clerk.** No discussion
- c) **Probation.** No discussion
- d) **Public Defender Reports.** No discussion

- 6. Board Member Concerns –** Ron Smith commented on the potential of the HVAC study and reported that he had a contact name for an individual from Chicago regarding historic courthouses and possible funding that maybe available for lighting and energy efficiency and he would check into the possibilities.

Next regular meeting: Monday, September 21, 2009 @ 7:00 pm

Meeting adjourned at 8:38 p.m. following a motion by Cooper and seconded by Stoffregen.