

COMMITTEE REPORT – JOINT MEETING

COMMITTEES: Law Enforcement & Courts
Finance, Tax & Budgets
CHAIRPERSON: Dane Jackson
DATE/TIME: August 20, 2007. 6:00 p.m.

PRESENT:

<input checked="" type="checkbox"/> Bill Cooper	<input type="checkbox"/> Marvin Schultz	<input checked="" type="checkbox"/> Jack Zillig
<input checked="" type="checkbox"/> Bernece Hill	<input checked="" type="checkbox"/> Terry Stoffregen	
<input checked="" type="checkbox"/> Dane Jackson	<input checked="" type="checkbox"/> Sally Toepfer	

Other Board Members: Alan Kent, Ron Mapes, Jody Carroll, Yerda Potter
Others: Al Urbain, Dan Reimer, Diane Williams, Erin Murphy, Sharon Wand,
Tim Stephenson, Le Ann Brandenburg, Leo Hefel, Colin Fulrath, Bill Miller, Brian
Melton

MINUTES

Terry Stoffregen called the meeting to order at 6:00 p.m. in the absence of the chairperson who arrived later.

1. Minutes

Bill Cooper made a motion to approve the committee minutes of July 16, 2007.
Bernece Hill seconded and the motion passed.

2. Citizens' Comments – none

3. Unfinished Business

- a) Courthouse roof phase I update. Al Urbain updated the committee on the progress of the project to date. County Administrator Dan Reimer distributed and reviewed a budget worksheet for the project identifying the estimates for the items that still need to be bid. Al Urbain explained the need to repair and/or replace the five round third-floor windows. New windows at a cost of \$300 each have been ordered from Dubuque Sash. He estimates the outer frames will cost about \$500 each. Total cost of the windows and frames should be under \$5,000. Any repairs to the four larger third-floor windows will be included in the painting bids. Urbain explained additional roof repair work completed by Giese totaling \$4,500. Urbain agreed to prepare change orders for the additional work and windows plus change orders for Board approved deducts totaling \$45,000. The committee discussed the timing for bidding the remaining components of phase I. Urbain said he will request that bids be returned by September 11, 2007. The committee can have a special meeting prior to the County Board meeting in order to make a recommendation regarding the bids. Cooper made a motion to have Urbain prepare the necessary bid documents to complete phase I of the courthouse roof project. Dane Jackson seconded and the motion passed.
- b) FHN Jane Addams – Charging Jail for Services. The new contract received from FHN includes the changes that were requested at the previous committee meeting regarding length of contract and specific

pricing. Cooper made a motion to recommend approval of the Interagency Agreement between FHN Family Counseling Center and the Jo Daviess County Jail for emergency mental health services for incarcerated inmates. Jack Zillig seconded and the motion passed.

4. New Business

- a) Squad purchase request. Chief Deputy Colin Fulrath reviewed the request with the committee for purchase of a new squad vehicle. Jackson made a motion to recommend approving purchase of a 2007 Chevrolet Impala Interceptor squad as presented for the amount of \$17,188.46 after trade-in. Hill seconded and the motion passed.

5. Staff Reports

- a) Sheriff's Report – no questions from the committee.
- b) Circuit Clerk's Office – no questions from the committee.
- c) Public Defender Reports – no June or July reports were available to distribute to the committee.

6. Budget Review Session with the Finance Committee. Reimer reviewed the guidelines with the committee members and reminded them of the target-based budgeting process used by the County. As discussed at prior meetings, the goal is to have a balanced budget but currently the estimated revenue in the General Fund falls short of the budget targets given to the departments.

- a) Special Service Area 1. This request is the same as in previous years. Jody Carroll made a motion to forward this budget to the draft budget document. Alan Kent seconded and the motion passed.
- b) Special Service Area 5. Erin Murphy stated that the Hanover Ambulance is currently working on their audit and will forward it to the County Board when finished. Cooper made a motion to forward this budget to the draft budget document. Stoffregen seconded and the motion passed.
- c) Courts. Le Ann Brandenburg reviewed the Courts budget and identified some line items that need more funding because of the upcoming capital case that will begin in February. Zillig made a motion to move this budget forward to the draft budget document. Cooper seconded. Sally Toepfer made an amendment to the motion to include the \$22,200 request to increase the target to include mandatory expenses for FY2008 only. Hill seconded the amendment and the amendment passed. The original motion as amended passed.
- d) Probation
 - i. Probation. Tim Stephenson reviewed the budget with the committee. He advised the committee that the state has not completed their evaluation process yet and it is possible that the 5% increase budgeted for the probation officers' salaries will not be sufficient. He will keep the County Administrator and the Board advised if any changes are needed. Cooper made a motion to move this budget forward to the draft budget document. Kent seconded and the motion passed.

- ii. Probation Services. Stephenson reviewed the usual expenses that are paid from this fund and noted that an interfund transfer to the General Fund for the IT program is included in this budget. Hill made a motion to move this budget forward to the draft budget document. Potter seconded and the motion passed.
 - iii. Probation EMHD. Stephenson reviewed how the Electronic Monitoring Home Detention program operates. Kent made a motion to move this budget forward to the draft budget document. Stoffregen seconded and the motion passed.
- e) Circuit Clerk
 - i. Circuit Clerk. Sharon Wand stated that this budget remains the same except for the mandatory increases outlined in the guidelines. Cooper made a motion to move this budget forward to the draft budget document. Zillig seconded and the motion passed.
 - ii. Circuit Clerk Automation. Wand stated that she plans to purchase some additional equipment this year from this fund. Potter made a motion to move this budget forward to the draft budget document. Ron Mapes seconded and the motion passed.
 - iii. Court Document Storage. This budget was moved forward to the draft budget document.
 - iv. Maintenance & Child Support. Wand stated that she plans to continue the \$10,000 interfund transfer to the General Fund from this fund. She also plans to spend an additional \$10,000 in improvements for her office to alter the counter and add some filing cabinets. Wand also submitted an unfunded request for \$2,500 for carpeting in her office in conjunction with the other renovations she is paying for. Her carpeting is worn and has buckled in places from the repeated water leaks that occurred in her office in previous years. Zillig made a motion to forward this budget to the draft budget document with the carpet request listed as an unfunded item. Cooper seconded and the motion passed.
 - v. Circuit Clerk Operations & Admin. Wand stated that this is a new fund and she does not plan to spend any money yet. Cooper made a motion to forward this budget to the draft budget document. Kent seconded and the motion passed.
- f) Coroner. Bill Miller reviewed the line item changes in his budget with the committee. The budget submitted is \$3,875 below the target amount. Miller reviewed with the committee the possibility that if someone else is elected Coroner who does not have a cot or vehicle for transporting, then additional expenses will be incurred to provide that equipment or to contract with a service. After discussion, the consensus of the committee is to set aside the \$3,875 for future capital needs for this budget. The committee discussed the timing of the interfund transfer. Carroll made a motion to increase the Coroner budget up to the target and that if the amount remains unused at the end of the fiscal year it will be transferred to

the Capital Equipment Replacement Fund for future equipment needs. Toepfer seconded and the motion passed.

g) Sheriff's Office

- i. Courthouse. Fulrath reviewed the budget with the committee members and Reimer stated that the previous year's unfunded request of \$25,000 has been removed from this year's target. The cost of utilities was discussed at length. The Law & Courts Committee will discuss contracting for natural gas at their next meeting in an attempt to lower the utilities' costs. Zillig made a motion to forward this budget to the draft budget document, including the request for an additional \$5,000 in the Utilities line item. Carroll seconded and the motion passed with Potter voting no.
- ii. Sheriff. Fulrath reviewed the changes to the various line items. Reimer advised the committee that the budget they are reviewing includes the increases requested in the Sheriff's Office memo (Request #2). The committee discussed the budget at length with questions about various line items including vehicles. Cooper made a motion to move this budget forward to the draft budget document. Zillig seconded. After further discussion, Zillig amended the budget to remove the items included in Request #2 totaling \$6053 and place those items on the unfunded list. Cooper seconded and the amendment passed. The motion as amended passed.
- iii. Public Safety Building. Fulrath and Melton reviewed the budget at length with the committee, including Request #3 and Request #4 for target increases due to Professional Services and Utilities in the amounts of \$25,000 and \$2,000 respectively. The committee discussed the possibility of reimbursement from the state for the inmate medical expenses that have caused the professional services line item to go over budget. Also, Reimer noted that the reimbursement would appear as revenue in the General Fund which should offset the increased expense. Melton also reviewed the reasons why the department would like to combine the expenses for line item 601 Maintenance Supplies and line item 602 Janitorial Supplies, as well as 603 Operating Supplies and 605 Office Supplies. Potter made a motion to move this budget forward to the draft budget document while maintaining and separating line items 601, 602, 603, and 605. Cooper seconded and the motion passed.
- iv. Communications. Zillig made a motion to move this budget forward to the draft budget document. Stoffregen seconded and the motion passed.
- v. Court Security. The committee discussed the importance to the County Board of the installation of a metal detector in the courthouse. For the benefit of the Finance Committee members, Fulrath reported that the metal detector would need to be located at the main, accessible, entrance off the parking lot. For safety reasons, they do not want to encourage more foot traffic through the lot until a sidewalk

can be built. Improvements to the parking lot have been delayed until the roof project is complete because of the possibility that heavy equipment for that project could damage the lot. The funding for one extra court security person remains in the contingency line of the budget. Sheriff Hefel discussed the need for two more staff, in addition to the two current staff members. The committee discussed Request #5 for additional overtime funding in this budget in the amount of \$3,000. Toepfer made a motion to move this budget forward to the draft budget document, including the request for additional overtime. Hill seconded and the motion passed with Potter voting no.

- vi. Emergency Management. Fulrath reviewed this budget with the committee identifying line items that were adjusted. Carroll made a motion to move this budget forward to the draft budget document. Mapes seconded and the motion passed with Potter voting no.
- vii. Merit Commission. Melton noted that there are no significant changes in this budget. Hefel commented that the Merit Commission has met three times this year and intends to meet again in November. Cooper made a motion to move this budget forward to the draft budget document. Carroll seconded and the motion passed.
- viii. Sheriff's Forfeiture. Melton reviewed the budget for this fund noting that the revenues and expenditures were estimated more conservatively for FY2008. Carroll made a motion to move this budget forward to the draft budget document. Kent seconded and the motion passed.
- ix. D.A.R.E. The Sheriff's Office would like to eliminate this fund because the program no longer exists, and move the remaining money into another fund. The committee discussed the program and various ways to accomplish the request. Reimer suggested that he contact the auditors to ask their opinion on the best way to handle this situation. Carroll made a motion to send this budget back to the Law & Courts Committee at their next meeting to develop a recommendation. Cooper seconded and the motion passed.
- x. DUI. Melton reviewed the budget for this fund noting that the revenues and expenditures were estimated more conservatively for FY2008. Carroll made a motion to move this budget forward to the draft budget document. Mapes seconded and the motion passed.
- xi. Sheriff's Vehicle. The committee discussed the fund balance and Melton noted that this fund was created last year. Zillig made a motion to move this budget forward to the draft budget document. Stoffregen seconded and the motion passed.
- xii. Unfunded Requests. Melton reviewed three unfunded requests that the department is asking the County Board to consider. The first request is \$12,000 for carpeting in the Public Safety Building. The second request is \$35,000 for furniture for the investigators' room.

The third request is for an additional road deputy. That amount, \$78,000, includes wages, benefits, and a vehicle.

- h) Emergency Telephone Systems Board (ETSB). Melton advised the committee that this is just a draft budget because the 911 Board has not yet reviewed it; they will review it at their next meeting on September 6. There is an interfund transfer included in this budget that covers the wages and benefits for four communications officers. Zillig made a motion to move this budget forward to the draft budget document. Toepfer seconded and the motion passed.

7. Board Member Concerns

The members discussed various concerns about justifying the request for another law enforcement officer, future needs of 911, and various views on the public safety sales tax.

Zillig would like to see drug testing implemented and was unsure if there are computers in all the squad cars. Melton stated that there are laptops in all the squads now.

Cooper would like to see all the County Board members wearing their photo I.D.s. He also mentioned that most large companies require employees to wear I.D. badges.

Meeting adjourned at 9:30 p.m. following a motion by Zillig and seconded by Toepfer.