

COMMITTEE REPORT

COMMITTEE: Information & Communications Technology

CHAIRPERSON: Bill Cooper

DATE/TIME: August 27, 2009, 5:45 pm.

PRESENT:

Gerald Bennett

Gavin Doyle

Marvin Schultz

Bill Cooper

Margie Montelius

Terry Stoffregen

Other Board Members: Jody Carroll, Ron Mapes, Ron Smith, Kim Monk, Merri Berlage, Don Zillig and Daniel Sheridan

Others: Dan Reimer, Melisa Hammer, Joe Kratcha, Carol Soat, Jean Dimke, Donna Berlage, Terry Kurt, Leanne Brandenburg

Chairperson Bill Cooper called the meeting to order at 5:45 pm and read the 3rd floor evacuation policy.

1. **Minutes** – Margie Montelius made a motion to approve the minutes of July 29, 2009 meeting seconded by Gerald Bennett and motion passed.
2. **Citizens Comments.** None
3. **Information Technology**
 - a) Website Update - Joe Kratcha presented the monthly website update. Monthly statistics were available. The Committee also reviewed changes and additions to the website.
 - b) IT Update - Joe Kratcha reviewed the monthly IT Update with the Committee. He noted that the new equipment installed and computer accounts established for a new employee in the States' Attorneys office and a couple of part-time employees at the Health Department. Joe Kratcha reported on a misplaced laptop from a Deputy in the Sheriff's Department and that security measures were put into place to eliminate any breach in security. The IT Department worked with IC solutions to install a new prisoner phone system in the Public Safety Building. Joe reported his department completed a wiring project for the Health Department. They are continuing to build the network equipment inventory.
 - c) GIS Update – Joe Kratcha presented the monthly GIS update and reported that parcel mapping is 88% complete. He informed the committee that the monthly report received from the Treasure's Office indicated that projected revenue for GIS should exceed budget estimates.
4. **Other Business** - None
5. **Budget Review Session with Finance Committee**

Bill Cooper turned the meeting over to Ron Smith, Finance Committee Chairman.

Dan Reimer summarized the process of the budget review and explained that this meeting is a joint meeting with the Finance Committee. The budgets will be presented one at a time by each department head and when general fund budgets are moved forward the decrease for health insurance should be included in the motion. Health insurance premium rates for

FY2010 came in at a 0% increase versus the 8% increase that was estimated for initial target amounts. If a special fund budgets is an operational fund the decrease for health insurance will included in the motion and moved forward on with the budget.

- a) GIS Automation Fund - Joe Kratcha presented budget 058 GIS Automation fund and reviewed the expense estimate notes for this fund. Line item 990 interfund transfer was increased \$3,500 to \$34,500 with the following transfers scheduled; Digital Orthophotography 2011 Project - \$25,000, Section Corner Modernization Project - \$600, Address Atlas Printing Reserve - \$900, IT Support - \$3,500 and GIS Capital Equipment Reserve - \$4,500. **Bill Cooper made a motion to move forward the 058-47189 GIS Automation Fund budget with a reduction of \$1,191 for health insurance to the draft budget document. Seconded by Ron Mapes and motion passed. Terry Stoffregen made a motion to move forward the FY2010 reserve fund balance policy of \$48,000 for the GIS Automation Fund to the draft budget document. Seconded by Ron Smith and motion passed.**
- b) GIS Capital Equipment & Investment Fund – Joe Kratcha presented this budget with an explanation that this fund was established last year to accumulate funds for the cost of capital equipment replacement (computers, monitors, servers, etc) and capital investment projects (orthophotography updates, GIS web development, etc) within the GIS program. Line item 810 equipment was reduced \$4,000 and the requested \$10,000 is broken down as follows; \$4,000 planned for replacement of GIS workstation and printer and \$6,000 to be used for emergency equipment replacement or services only. Interfund transfer line item 990 is being requested in the amount of \$6,000 to be transferred to the Contingency Fund to reimburse costs for the GIS portion of the 2009 cost/fee study. **Bill Cooper made a motion to move forward the 064-46180 Capital Equipment & Investment Fund budget to the draft budget document. Seconded by Marvin Schultz and motion passed.**
- c) Information & Communications – Joe Kratcha presented this general fund budget and explained that in November of 2007, GIS and IT were combined into one department. Prior to that the Information & Communication Technology budget 001-40110 was the responsibility of the County Administrator’s Office. There were certain line item expenses in the IT budget that other department heads are responsible for. Kratcha suggested that these items be moved from the IT budget to the appropriate departmental budgets. The bottom line of the general fund will not change; it is just a matter of identifying the amounts from the IT general fund budget that should be shifted to the appropriate general fund budget. Kratcha proposed to adjust the 001-40110 Information & Communication Technology budget by moving the following expenses; move \$1,450 for copier maintenance to General Fund 001-40108 Assessment budget, move \$1,000 interfund transfer for assessment copier to General Fund 001-40108 Assessment budget, move \$1,550 for copier maintenance to General Fund 001-40104 Treasurer budget, and move \$3,520 for postage in line item 703 and \$240 for postage machine phone line in line item 704 to the General Fund 001-40112 Miscellaneous budget. The budget documents included in the meeting packet do not reflect these changes, if the board chooses to make these changes they should be noted when the budget is moved forward. Joe reviewed the expense estimate notes for budget 001-40110 and explained the changes in each line item and the amounts that were decreased to meet the 3% reduction requirement. An unfunded request was submitted in the amount of \$800 to 001-4011-704 Telephone & Electronic Communications for public Internet access in the County Board room. A one-time setup fee of \$200 and a recurring cost of \$600 annually for DSL Internet service are being requested. And an unfunded request in the amount of \$100 for 001-40110-810 Equipment for wiring and a wireless router needed to provide the Internet service.

- Bill Cooper made a motion to move forward the 001-40110 Information & Communication Technology budget with a reduction of \$654 for health insurance and to move the amount of \$7,760 to appropriate budgets, with a revised budget target amount of \$117,889 for budget 001-40110 to the draft budget document. Seconded by Jody Carroll and motion passed. Margie Montelius made a motion to move forward the unfunded request of \$800 to 001-40110-704 telephone and electronic communications and \$100 to 001-40110-810 equipment to the draft budget document. Seconded by Marvin Schultz and motion passed.**
- d) County Clerk- Jean Dimke, Jo Daviess County Clerk, presented general fund budget 001-40106 County Clerk & Recorder and reviewed the line item reductions that she made to obtain the 3% general fund reduction requirement. The following decreases were made; line item 403 salaries – part-time in the amount of \$2,000, line item 502 travel expenses in the amount of \$960, line item 605 office supplies in the amount of \$1,000, line item 701 maintenance service in the amount of \$1,903, line item 706 printing in the amount of \$1,000 and line item 990 interfund transfer in the amount of \$4,500. She reported that the money in this line item is set aside for special ongoing projects such as copy machine or reader/printer replacement, printing of yearbook (every other year), scanning, digitizing projects for the Recorder’s Office. **Bill Cooper made a motion to move forward the 001-40106 County Clerk & Recorder budget with a reduction of \$3,690 for health insurance to the draft budget document. Seconded by Jody Carroll and motion passed.** General fund budget 001-40107 Elections was presented by Jean Dimke and she reported that the initial target amount for this budget was \$146,060 and this amount is more than last year because there will be two elections in FY2010 compared to the one election in FY2009. With the 3% reduction her new target amount is \$141,678. Reductions were made in supplies and she reported that if necessary that she has the emergency fund election equipment fund that she could fall back on. It was explained that per budget guidelines Dimke combined her two general fund budgets to reach the 3% reduction requirements. **Marvin Schultz made a motion to move forward the 001-40107 Elections budget to the draft budget document. Seconded by Ron Mapes and motion passed.** Special fund budget 030-47182 County Clerk Automation was presented with the description that this fund is used for the cost of converting and maintaining the County Clerk’s document storage system for vital records. Basically this is the same budget as last year. **Bill Cooper made a motion to move forward the 030-47182 County Clerk Automation fund budget to the draft budget document. Seconded by Ron Smith and motion carried.** 028-47181 Recorder Automation fund was presented by Jean Dimke. She reported that this fund is used for cost of converting the Recorder’s document storage to computers or micrographics and pays for equipment of an ongoing contract for an indexing and imaging program in the Recorder’s Office. **Margie Montelius made a motion to move forward the 028-47181 Recorder Automation fund budget to the draft budget document. Seconded by Marvin Schultz and motion carried.** Jean Dimke presented Election Equipment Fund 049-47107 and explained that this is the fund, since 2005, has been used to deposit HAVA grants. This is a pass through type fund, if a HAVA grant is awarded then the money received from this grant would need to be spent in the same year. **Terry Stoffregen made a motion to move forward the 049-47107 Election Equipment Fund budget to the draft budget document. Seconded by Jody Carroll and motion carried.**
- e) Courts – Leanne Brandenburg, District Court Administrator, presented budget 001-42131 Courts. This is a general fund budget so a 3% reduction was needed to meet

the target amount. Reductions were made in line item 702 professional service and 719 other service charges. **Bill Cooper made a motion to move forward the 001-42131 Courts budget to the draft budget document. Seconded by Ron Mapes and motion carried.**

- f) States Attorney – States Attorney Terry Kurt presented budget 001-42134 States Attorney fund and commented that there was good news; the State of Illinois announced that the full amount of salary reimbursement of the States Attorney’s salary was reinstated. To meet the 3% reduction requirement he had to reduce the budget by about \$14,000. Kurt reported that line item 719 Other Service Charges is used to pay expert witness fees and to reach the required reduction amount he took \$7,484 from that line item leaving a balance of \$500. He commented that he anticipates this line item will be over budget for sure in FY2010. Jody Carroll asked if he was going to submit an unfunded request for this line item. Kurt commented that he did not plan on that but he would. Carroll commented that he thought that it would be a good idea so it could be a part of the discussion of unfunded requests. **Bill Cooper made a motion to move forward the 001-42134 States Attorney budget with a reduction of \$2,884 for health insurance to the draft budget document. Ron Mapes seconded and motion carried. Bill Cooper made a motion to move forward the unfunded request of \$7,500 with the completion of proper forms to the draft budget document. Seconded by Jody Carroll and motion passed.** Terry Kurt presented budget 051-42134 State’s Attorney Drug Forfeiture Fund and reported that his office normally uses this fund to pay for a summer intern but in FY2009 they did not have an intern. **Terry Stoffregen made a motion to move forward the 051-42134 State’s Attorney Drug Forfeiture Fund budget to the draft budget document. Seconded by Ron Smith and motion passed.** Don Zillig inquired that if forfeitures sometimes come from automobiles why the actual amount is not as much as hoped Kurt explained that it is not easy to provide the evidence needed to prove that these items clearly were being used for the purpose of drug sales. Fund 036-42134 State’s Attorney Diversion Program Fund is a new fund that was established a few years ago. For a Defendant to qualify for this program they would have to be a first time offender and pay \$750 for felonies and \$300 for misdemeanors as bond for offenses that are charged but maybe dismissed, if certain conditions are met. Kurt reported that to date no money has been expended from this fund. **Bill Cooper made a motion to move forward the 036-42134 State’s Attorney Diversion Program Fund budget to the draft budget document. Seconded by Ron Smith and motion passed.**
- g) CVB - Mike Scholz, interim CVB Director, presented budget 027-45161 Tourism Promotion budget explaining that on the revenue side the largest variance from prior year is in the County Hotel/Motel Tax line item. Scholz noted that sine the beginning of FY2009 the City of Galena has kept its share of hotel/motel tax and contracted services with another entity. Expenses as presented total about \$300,000 less than the FY2009 budget, a 20% decrease, and down about 18% from the estimated 2009 actual. Scholz reported that there is potential for additional savings in the hourly part-time salaries and that this could be achieved by reducing that line item down to about \$50,000 which would give an additional \$27,000. Scholz reported that line item 702 Professional Service, was reduced \$160,000. The postage line item is being reduced \$21,000 because there will be more information on the website less will be mailed. Line item 704 Electronic Communications was reduced \$34,250 for re-doing the CVB website which is anticipated to be completed in FY2009. Ron Smith asked why line item 705 Publishing/Advertising was stated as a decrease when the budget shows it as an increase in that line item. Dan Reimer explained that this was an amendment

to the budget in FY2009, in December of last year a recommendation came forward from the CVB board to increase this line item \$53,000 via an interfund transfer that was approved by the County Board. The leisure advertising portion of CVB budget was increased. Scholz reported the budget as presented is a deficit of \$157,525 and leaves an estimated FY2010 year end fund balance of \$314,610. This amount is within the proposed FY2010 fund balance policy of \$300,000, which is 3-4 months of projected expenses (\$425,000 for FY2009), but if a deficit budget trend continues beyond FY2010, the fund balance will drop well below minimum fund balance policy requirements. Ron Mapes commented that he felt that there needed to be definite changes made to the budget before it is moved forward. Mike Scholz reported that as a County CVB we are obliged to promote the whole County, while plans are to do things a bit different in FY2010, many FY2009 commitments were already made regarding the advertising program and marketing agencies. In FY2009 with revenue projected to be \$485,000 less than budget the CVB has taken steps to reduce some expenses yet in FY2009 and proposing more cuts in FY2010 and more could be made if recommended. There was discussion regarding promotion and advertising programs currently offered by the County CVB, basic service fees for businesses within the city limits of Galena, and how the new marketing organization for the City of Galena is working with the CVB. Dan Reimer suggested that because the Board still has concerns with this budget and the fund balance policy that maybe Mike Scholz should take the Tourism Promotion budget back to the CVB board for further revisions. Jody Carroll asked if the CVB has the same level of staffing as they did before the County and City of Galena separated and if so is that necessary. Mike Scholz reported that this is an area that can be reviewed for possible reductions.

Marvin Schultz made a motion to pass forward budget 027-45161 Tourism Promotion to the draft budget document with the option to revisit this fund at the next County Board Workshop. Motion died due to lack of second. Marvin Schultz made a motion to send the 027-45161 Tourism Promotion budget back to the CVB board of directors for further revisions. Ron Mapes seconded and motion passed. Mike Scholz asked if there was a target number that the committee could give him to take to the CVB board. It was decided that there would not be a target number and that it would be discussed with the CVB board along with the possibilities discussed at this meeting. State LTCB Matching Grant Fund 056-45161 was presented by Mike Scholz. Dan Reimer reported that this is a pass through fund and that this money is transferred to the Tourism Promotion fund 027-45161.

Marvin Schultz made a motion to move forward the 056-45161 Tourism LTCB Grant Fund budget to the draft budget document. Seconded by Jody Carroll and motion passed. Special fund 032-46161 Tourism Capital Development Fund was presented by Mike Scholz with an explanation that there are no particular plans for capital outlay but the current CVB building is old and may require some improvements. **Marvin Schultz made a motion to move forward the 032-46161 Tourism Capital Development Fund budget to the draft budget document. Seconded by Jody Carroll and motion passed.**

- h) County Board – Marvin Schultz presented budget 001-40102 County Board and because this is a general fund budget a 3% reduction was required. Schultz reviewed the line items that were reduced; line item 702 professional services was reduced \$1,497. In the past a majority of this line item has been used to pay the County's labor attorney for services related to the Sheriff Union and other labor issues. It is anticipated that a majority of the negotiations with the Sheriff's Command Union will be completed in FY09. **Jody Carroll made a motion to move forward the 001-**

40102 County Board budget to the draft budget document. Seconded by Ron Mapes and motion passed.

- i) County Administrator – Dan Reimer presented budget 001-40103 County Administrator and because this is a general fund budget a 3% reduction was required. Line item 403 Salaries-Part time was reduced \$2,666 by decreasing the part time Administrative Assistant hours to 7 hour days and 2 days per week for a total of 728 hours plus coverage of 1 week vacation time for the Office Manager. The interfund transfer line item 990 was eliminated; this interfund transfer was made into the Capital Equipment Fund for the replacement of the copier in the Treasurer’s Office which was replaced in 2009. **Merri Berlage made a motion to move forward the 001-40103 County Administrator budget with a \$435 reduction for health insurance to the draft budget document. Seconded by Ron Mapes and motion passed.**

At this time the Finance, Tax & Budgets Committee meeting budget review session was started.

1. Budget Review Session

- a) Regional Office of Education – Marie Stiefel, Regional Superintendent of Schools, presented general fund budget 001-44159 Regional Superintendent of Schools. Stiefel reported that she is not asking for an increase for FY2010. The funding system for the Regional Office of Education (ROE) was explained. The region covers three counties - Jo Daviess, Stephenson and Carroll County and as a multi county their office operating budget is shared by the three counties on the bases of equalized assessed valuation (EAV). The proportional share for each county is determined by the percent each county’s EAV is of the total EAV. There was discussion between the committee and Marie Stiefel on how the funding of the ROE is established and the statute requirements. Marie Stiefel reminded the committee that the regional office is not a taxing body so they do not have taxing authority and the only way that they receive any property tax money is by the money that is received from the County Board in the budget. **Ron Mapes made a motion to move forward the 001-44159 Regional Superintendent of Schools budget to the draft budget document. Seconded by Gerald Bennett and motion passed.**
- b) Treasurer – Carol Soat presented general fund budget 001-40104 County Treasurer with the 3% reduction noting changes in the following line items; 403 Salaries – Part-time in the amount of \$1,000, 502 Travel Expense in the amount of \$239, 503 Dues in the amount of \$200, 605 Office Supplies in the amount of \$97, 703 Postage in the amount of \$388, 704 Telephone & Electronic Communications in the amount of \$100 and 990 Interfund Transfer in the amount of \$2,000. Soat reported that she usually transfers the interfund amount for computers and office equipment and if necessary she can use special fund 047-47186 Treasurer’s Automation Fund for this equipment. **Jody Carroll made a motion to move forward the 001-40104 County Treasurer budget with a \$436 reduction for health insurance to the draft budget document. Seconded by Ron Mapes and motion passed. An amendment to the motion was made by Jody Carroll to include an increase in line item 001-40104-702 Professional Service in the amount of \$1,550 to this budget. Seconded by Ron Mapes and motion passed.** This change was for the approved changes from the Information & Communication budget placing the payment for Treasurer’s copier maintenance into the appropriate fund. General fund budget 001-40105 Tax Extension was presented by Carol Soat and she reported that she reduced the postage line item 703 and printing line item 706 because the last couple of years they have been sending out a friendly reminder on delinquent taxes. This reminder has

- eliminated a lot of certified mailing and the printing of delinquent names in the paper. **Ron Mapes made a motion to move forward the 001-40105 Tax Extension budget to the draft budget document. Seconded by Ron Smith and motion passed.** Carol Soat presented budget 047-47186 Tax Sale Automation Fund informing the committee that she added \$1000 to travel expense line item 502 to help cover the reductions from the general fund. **Marvin Schultz made a motion to move forward the 047-47186 Tax Sale Automation Fund budget to the draft budget document. Seconded by Jody Carroll and motion passed.** Soat presented budget 065-47199 Treasurer Sale in Error Fund, this fund is used to pay the refund of interest and costs to a tax sale certificate holder that has received a sale in error declaration. **Marvin Schultz made a motion to move forward the 065-47199 Treasurer Sale in Error Fund budget to the draft budget document. Seconded by Ron Mapes and motion passed.**
- c) Assessment- Donna Berlage, Chief County Assessor, presented budget 001-40108 and reviewed the reduction she made to meet the 3% requirement. Line item 403 Part-time salary and associated benefit line items were reduced by \$18,507, another line item reduced was 990 interfund transfer in the amount of \$1475. Berlage explained that she usually puts money into the capital equipment account each year for a new copier but just replaced the office copier so could suspend this transfer for the FY2010 budget. At this time Donna Berlage reminded the committee that this budget would have to have the revisions that reflect the changes from the Information and Communication budget which were in the line item 990 interfund transfer in the amount of \$1,000 and for line item 701 maintenance in the amount of \$1,450. Berlage presented an overage request for an increase in her target amounts for full time salary line item 401 and the associated benefit line items to accommodate a deputy clerk who will move to the vacant Chief Deputy position moving from a pay grade 5 classification to a grade 7 classification. **Jody Carroll made a motion to move forward the 001-40108 Chief County Assessment budget with a \$2,362 reduction for health insurance, increases of \$2450 from the changes of the IT budget and target overage request in the amount of \$4,227 to the draft budget document. Seconded by Marvin Schultz and motion passed.** An unfunded request was submitted to extend the part time position that was previously approved for FY2009 to be approved for 4 days per week with an alternate request for a part time position for 3 days per week. **Ron Mapes made a motion to move forward the Assessment Office unfunded requests to the draft budget document unfunded request list. Seconded by Jody Carroll and motion passed.** Budget 001-40109 Board of Review was presented by Donna Berlage with a reduction to the travel expense line item 502 and line item 706 printing to meet the 3% reduction requirement for this general fund budget. **Jody Carroll made a motion to move forward the 001-40109 Board of Review budget to the draft budget document. Seconded by Ron Mapes and motion passed.** Dan Reimer stated that the budget that was presented was \$3 over the target amount and Donna Berlage took the reduction of \$3 from line item 502 travel expense to meet the target amount. **Jody Carroll made a motion to forward the Board of Review unfunded request for part-time & temporary salaries to the draft budget document unfunded request list. Seconded by Ron Smith and motion passed.**
- d) Other budgets- Dan Reimer presented budget 001-40112 Miscellaneous informing the committee that this was a general fund budget and did require a 3% reduction. The reduction was taken from the professional services line item 702, reducing codification services. This budget would also be affected by the change in the Information and Communication budget; increasing the expense target amount by

\$3760. Jody Carroll made the motion to forward budget the 001-40112 Miscellaneous budget with the addition of \$3,760 to the draft budget document. Seconded by Ron Smith and motion passed. Dan Reimer presented budget 012-48116 Social Security Fund reminding the committee that this is one of the ten tax levy funds and that there is a fund balance policy for this fund. **Jody Carroll made a motion to move forward the 012-48116 Social Security Fund budget to the draft budget document. Seconded by Ron Mapes and motion passed. Ron Mapes made a motion to move forward the Social Security fund balance policy of 50-60% of total eligible expenses to the budget draft document. Seconded by Jody Carroll and motion passed.** Dan Reimer presented budget 013-48117 Illinois Municipal Retirement Fund explaining that this is also a tax levy fund. The IMRF rates have increased substantially this year to accommodate the low option phase in rate for IMRF 9.59% and SLEP 14.78%. This fund also carries a fund balance policy of 50-60% of the total eligible expenses for the period. **Jody Carroll made the motion to move forward the 013-48117 Illinois Municipal Retirement Fund budget to the draft budget document. Seconded by Marvin Schultz and motion passed. Jody Carroll made a motion to move forward the IMRF fund balance policy of 50-60% of the total eligible expenses to the draft budget document. Jody Carroll amended the motion to change the fund balance policy to read 60% of the total eligible expenses to the draft budget document. Seconded by Ron Mapes and motion passed.** Dan Reimer presented budget 017-48118 Insurance Fund and reported that there was good news and that our insurance carrier (ICRMT) indicated that the Counties insurance premium rates would increase 10% (not-to-exceed) for FY2010. Initially the County used a 15% increase, the same level as last year. This is also a tax levy fund. Reimer noted that the majority of budgeted expenditures for this fund are paid out in the first month of the period to pay the County's annual insurance premium. In recent years insurance premiums have gone up more than 5%, which if a minimum fund balance is maintained results in a depletion of funds to a level that would be insufficient to pay other budgeted expenditures. Reimer recommended the minimum fund balance policy for this fund be increased to 110% of the previous year's total eligible expenses for the period. **Ron Mapes made a motion to move forward the 017-48118 Insurance Fund budget to the draft budget document. Seconded by Marvin Schultz and motion passed. Ron Mapes made a motion to forward the fund balance policy for the Insurance Fund with the recommended change of 110% of the previous year's total expenditures to the draft budget document. Seconded by Jody Carroll and motion passed.** Dan Reimer presented 042-46171 General Capital Investment fund explaining that line item 805 Buildings would be reduced \$342,445 because of the completion of projects in FY2009. The Public Safety Building HVAC system project is not anticipated to be started in FY2009 and the appropriated amount of \$200,000 should be carried over to the FY2010 budget. **Marvin Schultz made a motion to move forward the 042-46171 General Capital Investment budget to the draft budget document. Seconded by Ron Smith and motion carried.** Reimer presented the Capital Equipment Replacement Fund 048-46172 budget and reviewed details for line item 810 Equipment as requested by department heads in their budget presentations. **Ron Mapes made a motion to move forward the 048-46172 General Capital Equipment Replacement budget to the draft budget document. Seconded by Jody Carroll and motion passed.** Contingency Fund 016-49197 was presented by Dan Reimer. **Ron Smith made a motion to move forward the 016-49197 Contingency Fund budget to the draft budget document. Seconded by Jody Carroll and motion passed.**

2. **Minutes** - Ron Mapes made a motion to approve the minutes of July 30, 2009. Seconded by Marvin Schultz and motion passed.

3. **Staff Reports.**

- a) Chief County Assessment Office – Donna Berlage gave an update on the Chief County Assessment Office. It was reported that the necessary paperwork was filed with the Illinois Department of Revenue concerning the objection of the County Farmland Assessment Committee in regards to the 2010 farmland values. Berlage presented timeline schedule she developed. Ron Smith asked that she add the township assessor pilot program to the timeline and update the Committee monthly along with her staff report. It was suggested that a timeline calendar also be established for the property tax cycle, include the townships. There was discussion on the new legislation Public Act 96-0486 for the deadlines for the Board of Review. The Township pilot assessor program was discussed and the new Thompson Township Assessor is willing to input parcel information into the CAMA system using the new laptop.
- b) Treasurer Office – Carol Soat informed the committee that the Treasurer’s Office completed a third property tax distribution on August 26th. Approximately \$30 million has been collected thus far another \$15 million is outstanding and due by the 2nd installment deadline of September 1st. Carol reported on some fees being charged by US Bank for check writing and that she is looking into and discussing with US Bank and other local banks about this issue. She also reported that she will be working with Terry Kurt, States Attorney, on the current investment policy.
- c) County Administrator – nothing more at this time

4. **Unfinished Business.**

- a) Jo Daviess County Strategic Goals – nothing to report at this time.
- b) Update on Cost/Fee study – LCV is scheduled to complete their initial work September 15th and provide a report to the Committee on September 24th at the next regular meeting.
- c) Township Pilot Assessor Program – discussed above.

5. **New Business.**

- a) Optional Insurance Incentive Program – FY2010. There was a copy of the new optional insurance program sent with the packet for the committee to review, it was noted that the only change in this program from last year was the dates. **Ron Mapes made a motion to pass the Optional Insurance Incentive Program forward as presented to the County Board. Seconded by Jody Carroll and motion passed.**
- b) FY2010 Health Insurance Renewal with Medical Associates. A copy of the proposed 12 month renewal contract with Medical Associates was reviewed. **Jody Carroll made a motion to renew the employee health insurance for one year with Medical Associates Health Plans – HMO plan \$20/200 with \$15/30 RX, chiropractic care, effective 12/01/09 with a 0% increase, premium rates – Single \$454.32/mo., Family \$1,113.07/mo. Seconded by Marvin Schultz and motion passed.**
- c) Medicom rate increase. A notice was received from Medicom regarding rate changes as of September 7, 2009.
- d) Resolution for Surplus Property. **Jody Carroll made a motion to approve a resolution for the sale of stated County surplus property as presented. Seconded by Ron Mapes and motion passed.**

- e) Fixed Asset Management Policy- Dan Reimer reviewed a draft policy that was distributed to the committee, asking them to review the draft and bring back any proposed changes to the next committee meeting.
- f) Discussion and possible action on Jo Daviess County Earmark in the State Capital Plan. Marvin Schultz asked the committee to place the \$100,000 earmarked for Jo Daviess County, through the State Capital Plan, into fund 066 Emergency Service Communication Fund for purposes of helping to upgrading the County Emergency Communication system. **Ron Mapes made a motion to place the \$100,000, if appropriated by the State of Illinois, into the Emergency Service Communication fund 066. Seconded by Jody Carroll and motion passed.**

6. Other

7. Board Member Concerns

8. Citizens' Comments

9. Closed Session

With there being no further business, a motion was made by Ron Mapes to adjourn. Ron Smith seconded the motion and the motion carried. The Committee adjourned at approximately 9:45 pm.