

COMMITTEE REPORT

COMMITTEE: Public Works Committee, Development & Planning
Committee Joint Meeting with Finance, Tax and Budget
Committee
CHAIRPERSON: Merri Berlage
DATE/TIME: August 28, 2012 6:00 P.M.

PRESENT:

<input checked="" type="checkbox"/> Merri Berlage	<input checked="" type="checkbox"/> Dane Jackson	<input checked="" type="checkbox"/> Steve Rutz
<input checked="" type="checkbox"/> Rick Dittmar	<input checked="" type="checkbox"/> Don Zillig	<input checked="" type="checkbox"/> Marvin Schultz

Other Board Members: Ron Smith, Kim Monk, Ron Mapes, Dan Sheridan, Ron Mapes, Gerald Bennett, Randy Jobgen, Bernece Hill, Bill Cooper, Don Hill and Terry Stoffregen

Others: Dan Reimer, Melisa Hammer, Steve Keeffer, Linda Delvaux, Margaret Larson, Al Griffith, Mike Malon and Mindy Pratt

Vice Chairman, Dane Jackson called the meeting to order at 6:07 pm

1. Call to Order
2. Welcome and Introductions
3. Citizen's Comments – None
4. Review and approve committee minutes of July 23, 2012. **Marvin Schultz made a motion to approve the minutes. Dane Jackson seconded and motion passed.**
5. Highway Department
 - a) **Hazard Mitigation List**– Steve Keeffer, County Engineer, presented a list of potential projects for the Jo Daviess County Hazard Mitigation Plan. Keeffer explained that he received input from several Township Road Commissioners and these projects are located throughout Jo Daviess County and will be submitted to be included in the master list of the Jo Daviess County Hazard Mitigation Plan. Keeffer informed the committee that after approval by the County he will present the list at the August 30th Hazard Mitigation Planning meeting. **Dane Jackson made a motion to move forward for approval the Jo Daviess County Township Road District and County Highway Department Hazard Mitigation Project List as presented. Seconded by Merri Berlage and motion passed.** Keeffer discussed that bid opening for the Blackjack Bridge across Small Pox Creek is scheduled for September 20, 2012. Keeffer explained that bridge on Blackjack Road will be closed for a month or more and there will be a detour on Blackjack Road. Because time is of the essence regarding the completion of this project the committee discussed the possibilities of scheduling a special meeting to consider a bid award or the County Board to pass a motion at their regular

monthly meeting on September 11th to allow the County Engineer to award the bid to the low cost responsible bidder.

6. Other Business – None

Dane Jackson turned the meeting over to the Finance, Tax and Budget Committee Chairman, Ron Smith. Roll Call was taken and a quorum was established.

7. Procedures for Joint Committee Meetings – County Administrator Dan Reimer reviewed a budget handout and explained the procedures for the four scheduled joint committee budget meetings. Representatives for each county department and agency will be given an opportunity to present individually each of their FY2013 budget(s) and discuss their plans, goals and objectives for FY2013. Representatives will also be given an opportunity to briefly explain how their respective programs will be structured within any defined funding levels. After each budget is presented a member of the responsible standing county board committee should make a motion to move the budget forward to the draft budget document. A member of the Finance, Tax & Budgets Committee should second the motion. Both committees together should vote (voice vote) to approve the motion to move each budget forward to the budget draft document.

8. Review and Summary of FY2013 budget process to date – Dan Reimer discussed the FY2013 budget schedule and explained that the target-based budgeting was again used to establish initial FY2013 expense budgets. Preliminary Round 1 revenue estimates for the seven Jo Daviess County operational funds indicate an overall increase of \$423,988 or 3.8% from prior year. Three operational fund budgets are projecting revenue increases in FY2013 of 3.5% or more (County Highway 3.5%, General Corporate Fund 5.3% and Tourism Promotion 13.4%). Reimer explained that on June 28th the Finance, Tax, & Budgets Committee approved guidelines for establishing FY2013 General Fund and Special Fund expense budgets and agency funding amounts. The established budget guidelines are as follows:

1. The target-based budgeting process shall be used to establish the twenty seven (27) General Fund expense budgets and a modified target-based process shall be used to establish the fifty-eight (58) Special Revenue Fund expense budgets.
2. Personnel related expense line items shall be considered mandatory expenses for all County budgets (General Fund and Special Funds) and shall include salaries and wages, employee fringe benefits and postage; and shall be calculated as follows:
 - ❖ Employer retirement contribution rate – IMRF **12.12%**, SLEP **19.06%**
 - ❖ Health Insurance - **15%** rate increase
 - ❖ Salaries and wages – **2.0%** wage increase for all union and non-union employees; wage increase per resolution for elected officials.
 - ❖ S.S./Medicare – increase/decrease proportionally to payroll estimates.
 - ❖ Postage – no increase in FY2013.
3. The County Administrator’s office shall calculate mandated line item expenses for General Fund expense budgets prior to packet distribution and shall assist in the calculation of mandated expenses for operational Special Fund budgets.
4. Reductions made in FY2010 and continued in FY2011 and FY2012 to meet the 3% General Fund budget reduction requirement shall not be reinstated in initial

FY2013 budget target amounts.

5. The target amount for General Fund expense budgets, after allocating increases/decreases for allowable mandated expenses, shall be set at the same level (zero increase) as the final FY2012 target amount less any non-recurring expenses added during the FY2011 process including awarding of un-funded requests.
6. All Interfund Transfers scheduled in FY2012, except the interfund transfer to the Contingency Fund, shall be maintained unless otherwise instructed.
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 should be submitted to the County Administrator's Office as an overage request with a detailed letter of explanation. Overage requests will 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 will 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.
10. Departments with Special Fund budgets are requested to follow the same guidelines as General Fund departments. Any significant increase or decrease in expense line item estimates that deviate from the previous three year period, or any anticipated appropriation of fund balance are to be explained in a detailed memorandum.
11. Initial funding amounts for agencies, who receive funding from the Jo Daviess County General Fund or Jo Daviess County tax levy, shall be set at the same level of funding as appropriated in the FY2012 budget.
12. Reimer reviewed the FY2013 General Fund target amounts for each General Fund budget and the initial FY2013 estimated salaries, benefits and postage for each budget per the budget guidelines. The total General Fund expense target amount as of 07/26/12 are projected at \$6,988,355; this is an increase of \$11,173 or 0.2% more than the final approved FY2012 target amount of \$6,977,182. When compared to the FY2012 Round 1 General Fund revenue estimate of \$6,967,117 the general fund deficit at this point in the budget process is \$21,238.

9. Budget Review Session with the Finance Committee

- a) **Extension Education** – Margaret Larson, University of Illinois Extension Education County Director serving Jo Daviess, Stephenson and Winnebago

Counties, along with several members of her staff provided an overview of the programs and services provided to Jo Daviess County and the three counties by Extension Education. Larson presented special fund budget; 023-44158 Extension Education Fund. The estimated FY2013 funding amount of \$80,252 for Extension Education is based on the property tax levy distribution allocation plan approved on June 28, 2012 by the Finance, Tax & Budget Committee. This amount is the same amount as the 2011 levy extension budget amount (\$80,252). **Rick Dittmar made a motion to move forward budget 023-44158 Extension Education Fund in the amount of \$80,252 along with the fund description to the draft budget document. Seconded by Ron Mapes. Motion passed with nay vote from Merri Berlage.**

- b) **Soil & Water Conservation** – Mike Malon, Resource Conservationist, presented the proposed budget request for FY2013 for the Jo Daviess County Soil and Water Conservation District (SWCD). Malon explained that due to cut backs in funding it has been difficult for the Jo Daviess County Soil and Water Conservation District to continue to provide the services which they are required by law to perform. Malon requested that the County consider increasing the amount of annual funding for the SWCD. Dan Reimer explained that the JDC grant for the SWCD is funded along with several other agency grants from the Jo Daviess County General Fund budget 001-44157 Social & Environmental, line item 905. On June 28, 2012 the Finance, Tax, & Budgets Committee set target guidelines including funding amounts for each agency at the same funding level as the prior year. The SWCD target funding amount is \$8,000. The committee discussed that a request for additional funding should be submitted as an unfunded request and placed for consideration on the unfunded list. **Merri Berlage made a motion to move forward the agency request in the amount of \$8,000 for Jo Daviess County Soil and Water Conservation District to the Social and Environmental budget 001-41157. Seconded by Rick Dittmar and motion passed. Rick Dittmar made a motion to move forward an unfunded request in the amount of \$2,000 to the unfunded list. Seconded by Ron Mapes and motion passed with nay vote from Randy Jobgen.**
- c) **Highway** – Steve Keeffer, Jo Daviess County Engineer, presented special fund budget 002-43141 County Highway Department in the amount of \$1,593,481. **Merri Berlage made a motion to move forward budget 002-43141 County Highway Department Fund along with the fund description with \$535,000 designated as the minimum fiscal year end fund balance to the draft budget document. Seconded by Rick Dittmar and motion passed.** Keeffer presented special fund budget 006-43142 County Motor Fuel Tax in the amount of \$709,527. Keeffer explained that this budget provides funding for much of the annual highway maintenance program which includes, aggregate, seal coat, salt, ice control chips, culvert pipe, geotextile fabric, and bituminous patch. **Merri Berlage made a motion to move forward budget 006-43142 County Motor Fuel Tax Fund along with the fund description to the draft budget document. Seconded by Randy Jobgen and motion passed.** Keeffer presented special fund budget 011-43145 County Aid to Bridges Fund in the amount of \$1,710,000.

Dane Jackson made a motion to move forward 011-43145 County Aid to Bridges Fund along with the fund description to the draft budget document. Seconded by Randy Jobgen and motion passed. Keeffer presented special fund budget 008-43143 County Federal Aid Matching Fund; in the amount of \$810,000. **Merri Berlage made a motion to move forward 008-43143 County Federal Aid Matching Fund along with the fund description to the draft budget document. Seconded by Ron Mapes and motion passed.** Keeffer presented special fund budget 059-46174 Highway Capital Investment Fund; in the amount of \$0. **Dane Jackson made a motion to move forward 059-46174 Highway Capital Investment Fund along with the fund description to the draft budget document. Seconded by Rick Dittmar and motion passed.** Keeffer presented general fund budget 001-44153 Animal Control; with a target amount of \$112,913. **Merri Berlage made a motion to move forward 001-44153 Animal Control to the draft budget document. Seconded by Randy Dittmar and motion passed.** Keeffer presented special fund budget 020-44154 Rabies Control Fund; in the amount of \$110,000. He explained that the scheduled expense for this fund is an interfund transfer to the General Fund. A majority of the revenue for this fund is from the fees collected for rabies tags. The 2009 cost study helped determine what the fees should be; the annual interfund transfer to the GF offsets the expenses of the Animal Control budget. **Merri Berlage made a motion to move forward 020-44154 Rabies Control Fund along with the fund description to the draft budget document. Seconded by Randy Jobgen and motion passed.** Keeffer presented special fund budget 025-44155 Dog Fund; in the amount of \$300. **Dan Sheridan made a motion to move forward 025-44155 Dog Fund along with the fund description to the draft budget document. Seconded by Ron Smith and motion passed.**

10. Development and Planning Budget Review Session with the Finance Committee

- a) **Zoning & Building Code Administration** – Linda Delvaux, Building and Zoning Administrator, presented General Fund 001-45163 Zoning & Building Code Administration; with a target amount of \$223,193. **Kim Monk made a motion to move forward budget 001-45163 Zoning & Building Code Administration to the draft budget document. Seconded by Randy Jobgen and motion passed.**
- b) **Economic Development** – Dan Reimer, County Administrator, presented the General Fund budget 001-45162 Economic Development /Planning with a target amount of \$0. **Kim Monk made a motion to move forward budget 001-45162 Economic Development/Planning to the draft budget document. Seconded by Ron Mapes and motion passed.** Dan Reimer presented special fund budget 018-46177 Economic Development Investment Fund; with a budgeted expense amount of \$559,608. Reimer explained that line item 908 Scheduled Loan Expense is usually scheduled for a large appropriation amount; this is done to insure that funds are available for the Jo Daviess County revolving loan fund program. Traditionally a majority of the reserve fund balance of this fund is annually appropriated in this line item. **Ron Mapes made a motion to move forward budget 018-46177 Economic Development Investment Fund along**

with the fund description to the draft budget document. Seconded by Steve Rutz and motion passed. Dan Reimer presented special fund budget 034-45165 Rentech Energy Escrow Fund; in the amount of \$10,000. **Kim Monk made a motion to move forward 034-45165 Rentech Energy Escrow Fund along with the fund description to the draft budget document. Seconded by Randy Jobgen and motion passed.** Dan Reimer presented special fund budget 073-45166 DeBruce Grain Escrow Fund; in the amount of \$660,000. **Ron Mapes made a motion to move forward 073-45166 DeBruce Grain Escrow Fund along with the fund description to the draft budget document. Seconded by Rick Dittmar and motion passed.**

At this time Chairman Ron Smith turned the meeting over to Development and Planning Chairman, Ron Mapes

11. Review and approve committee minutes of July 24, 2012. Merri Berlage made a motion to approve the minutes of the July 24, 2012 Development and Planning Committee meeting. Seconded by Kim Monk and motion passed.

12. Staff Reports

- a) **Economic Development** – Al Griffith introduced himself to the committee as the new Executive Director for TCEDA (Tri-County Economic Development Alliance). Griffith provided his contact information and discussed how he and TCEDA are planning to move forward with the economic development in the tri-county region.
- b) **Building and Zoning** – Linda Delvaux reported that her office is continuing to work on nuisance/zoning violations. Delvaux reported that Gavilon Grain is progressing on the truck and train terminals and that they have finished their office building and maintenance buildings. Delvaux reported that Rentech Energy has started construction work and removed some pipe and tank structures to make room for new processing equipment. The ammonia tank and cooling tower footings were poured and maintenance building trusses are set and will be covered by the end of the week. The Apple Canyon Lake swimming pool project is a week ahead of schedule; the old pool has been removed and ground work starting to take shape. Delvaux reported that the Comprehensive Plan is anticipated to be in front of the Development and Planning Committee in October. Delvaux reported that building permits are up 17% over prior year and new homes are up 3%. Delvaux reviewed the process for the guest accommodation licensing program and discussed changing the program to a bi-annual program instead of an annual program. The guest accommodation program will be added to next months agenda. Delvaux reported that there has been a request for a festival/fundraiser in 2013 or 2014 for Living Land and Water and she is asking the committee for guidance on this request. Mapes asked Delvaux to do more research on this request and return the information to the committee.

13. Unfinished Business

- a) **FY2012 Committee goals** – This item will remain on the agenda.
- b) **Update on DeBruce Grain/Gavilon, Inc. project** – This item will remain on the agenda.

- c) **Update on the renewal of the Jo Daviess County cable television franchise agreement with Mediacom** – Mapes discussed that proposed renewal of the Mediacom cable television franchise agreement and suggested that a public hearing be scheduled for September 25, 2012 @ 6:00 prior to the next Development and Planning Committee meeting. **Kim Monk made a motion to schedule a public hearing on September 25, 2012 @ 6:00 in the Large Courtroom regarding the renewal of the Jo Daviess County cable television franchise agreement with Mediacom. Seconded by Steve Rutz and motion passed.**
- d) **Update on the Jo Daviess County Comprehensive Plan** – see above
- e) **Update on the Jo Daviess County Economic Development Revolving Loan Fund Application Package** - Ron Mapes reported the banking committee has reviewed the JDC revolving loan fund application package and suggested that the interest rate for the economic development revolving loan fund program be revised and lowered from its current floor rate of 4.5%. Mapes will work on preparing a draft document for next month's meeting. This item will be on next months agenda.

14. New Business

15. Citizens' Comments – None

16. Board Member Concerns – Steve Rutz discussed that he is still researching the prescription drug card program.

Meeting adjourned at 9:50 pm following a motion by Marvin Schultz and seconded by Merri Berlage.