

**Minutes approved 07-21-15**



**Finance Committee**

James Carius Conference Room  
Tuesday, June 16, 2015 – 3:34 p.m.

Committee Members Present: Chairman Tim Neuhauser, Nick Graff, Monica Connett, Jim Donahue, Brett Grimm, Mike Harris, Terry Hillegonds, Carroll Imig, Darrell Meisinger, John Redlingshafer

Committee Members Absent: Seth Mingus

Others attending: Wendy Ferrill, County Administrator

**MOTION**     **MOTION BY IMIG, SECOND BY GRIMM** to approve the minutes of the May 19, 2015 meeting and the May 27, 2015 In-Place meeting.

On voice vote, **MOTION CARRIED.**

Chairman Neuhauser introduced Janna Baker to present the Committee a presentation on GIS. Baker provided a briefing using a power point on what the GIS fund covers, what GIS does, the benefits including cost savings and projects. Baker showed a short video demonstration on what can be provided relating to economic development. She stated that each city and village could be linked in.

Chairman Neuhauser introduced Supervisor of Assessments, Gary Twist to the Committee for an update on the GIS budget. Twist provided the Committee with a memo with GIS fund balances including historical and current information. He stated that he wanted the committee to be aware of his projections. There is no resolution to increase the GIS fund but he anticipates that to come soon. It needs to be addressed in some fashion or the fund balances will continue to go down. Chairman Neuhauser clarified the last time the fee was changed was in 2004.

**MOTION**  
F-15-20

**MOTION BY MEISINGER, SECOND BY GRAFF** to recommend to approve a transfer request for the Board of Review.

Connett asked why the shortfall for dues and subscriptions. Twist explained it is for a website that provides information for commercial appeals.

On voice vote, **MOTION CARRIED.**

**MOTION**

F-15-22

**MOTION BY CONNETT, SECOND BY DONAHUE** to recommend to approve a transfer request for Building Administration.

On voice vote, **MOTION CARRIED.**

**MOTION**

F-15-23

**MOTION BY REDLINGSHAFFER, SECOND BY GRIMM** to recommend to approve a transfer request for Building Administration.

On voice vote, **MOTION CARRIED.**

**MOTION**

F-15-26

**MOTION BY HARRIS, SECOND BY GRAFF** to recommend to approve transfer request due to the Regional Office of Education operating independently of the County effective July 01, 2015.

Ferrill explained she had worked with the ROE and the Auditor. They will become a multi-county ROE. This will give them the remaining money in the budget. In the future they will be treated similar to those who apply for money. There are things we have to provide them with such as electricity.

County Clerk Webb stated she has contacted an IMRF representative with specific payroll questions and has not had a response yet. Their response could change the dollar amount of transfer. Chairman Neuhauser recommends it be approved in Committee and could be amended on Board floor if necessary.

Auditor Grashoff stated a line item has been created for the Multi-County ROE. A grant packet will be sent out by the County Board just like other agencies at budget time. Webb will advise the Auditor and the Administrator when she has an answer from IMRF and that will determine if a manual check is issued.

On voice vote, **MOTION CARRIED.**

**MOTION**

F-15-21

**MOTION BY HARRIS, SECOND BY GRIMM** to recommend to approve transfer request due to the transition of Legal Services personnel to Court Services and the Circuit Clerk.

Circuit Clerk Hobson explained that the Administrative Office of Illinois Courts has advised of this needed change. Probation has taken the

exempt employee and his office has the two non-exempt employees. The personnel funds need to be separated.

On voice vote, **MOTION CARRIED.**

**MOTION**

F-15-24

**MOTION BY HILLEGONDS, SECOND BY IMIG** to recommend to approve the annual purchase of network and email licensing.

Ferrill explained this was an annual purchase for Novell services and there are three quotes in the packet. The low bid is recommended.

ASA Holly stated the total amount was over for competitive bidding rules. It needs to be put out unless it was determined not conducive as services are already in place. Redlingshafer asked if this was not approved would we lose our license. Network Administrator, Scott Hizey, stated we would. ASA Holly recommended a finding on record as emergency.

Hillegonds amended his motion to include emergency and was seconded by Imig.

On voice vote, **MOTION CARRIED.**

**MOTION**

F-15-25

**MOTION BY MEISINGER, SECOND BY GRAFF** to recommend to approve the budget parameters for FY16.

Ferrill advised that she had met with the Auditor and Chairman Neuhauser to discuss the budget. There were major expenses in the last few years. The proposed parameters will assist in reigning in the deficit. The resolution also asks for a cost savings in the proposed budget from all elected officials and department heads.

Auditor Grashoff stated that the contractual components include utilities, training and grants. Chairman Neuhauser suggested an amendment to the second bullet point on the resolution to say "will consider up to a 3% increase on contractual services based on justified history, but grants, etc are to remain at the 2015 levels". Neuhauser said that last year was a planned deficit due to the landfill. There are things on the horizon, such as the Arcade building, that we need to plan for appropriately. Every department needs to think of ways to make budget cuts.

Connett asked about the health department and their reduced funding from grants and the state. Harris stated that Fox is addressing those as the funds stop flowing in. The county funds less than 1/3 of their total budget and the cuts are coming from the state. Chairman Neuhauser

stated these are areas that need to be brought to the attention of the Committee. He stated the budget folders are almost ready to go out to everyone. Fox asked if new revenue sources will be entertained this year such as looking at the Bellwether report for fee updates. Chairman Neuhauser said they can certainly be discussed. He asked that the County Administrator be advised of suggestions. Auditor Grashoff asked if that could be on the agenda next month so she and the Treasurer know for revenue reporting.

Graff stated he hopes this year the gap between income and expenses can be pulled down.

On voice vote, **MOTION AS AMENDED CARRIED.**

**MOTION** **MOTION BY HARRIS, SECON BY GRAFF** to approve the budget calendar for FY16.

On voice vote, **MOTION CARRIED.**

County Administrator Ferrill provided information on the FY14 audit that was completed by CliftonLarson. A power point presentation was sent to Committee members. A single audit report is due to grants and federal funds. They look at our internal controls. They found a few issues regarding audit adjustments. An internal meeting is planned regarding tracking grant funds as all need to be reported to one person for reconciling of both the grants and the expenditures.

Chairman Neuhauser stated they were very complimentary of all employees involved and appreciated the cooperation and timeliness of the process.

Chairman Neuhauser advised all reports had been submitted to Committee member electronically.

**MOTION** **MOTION BY GRAFF, SECOND BY GRIMM** to recommend to approve the bills as presented.

On voice vote, **MOTION CARRIED.**

Chairman Neuhauser recessed the meeting at 4:27 p.m.

(transcribed by S. Beeney)