

Montgomery County Board Finance Committee Meeting Minutes

Date: Monday, May 6th, 2013

Time: 8:00 AM – County Board Room

Members: Chairman Joe Gasparich, Mike Plunkett, Mary Bathurst, Connie Beck, Megan Beeler, Bonnie Branum and Board Chairman Roy Hertel

Others Present: Amanda Cole, Chris Matoush, Betsy Wilson, Mary Purcell, Sandy Leitheiser, Ray Durston, Ron Jenkins, Dawn Lutz, Bill Purcell, Bill Gonet, Diana Holmes

1. **Update/Approval Energy Bids:** Bob Hermismeyer who represents Direct Energy presented the electric rates for a one, two and three year contract period. Other companies have been calling to give prices on the electricity for the county buildings. Daniels sent out an email on Thursday, May 3rd, 2013 to the companies that have asked to give a quote. Hermismeyer stated that these rates change every day and the full board would have to vote on Tuesday. Committee will meet before Full Board at 8:00 a.m. Tuesday, May 14th to review all the electricity quotes.
2. **Update/Approval Annual University of Illinois Extension Agreement:** Amanda Cole the Director of the U of I Extension Office was here to present the Agreement with Montgomery County in the amount of \$154,910 for the 12 month period beginning with July 1st, 2013 and ending June 30th, 2014. **Motion by Connie Beck and second by Mary Bathurst to approve the recommendation to accept the agreement for the next fiscal year with the U of I Extension in the amount of \$154,910. Abstain – 1 (Gasparich). Motion carried.**
3. **Update/Approval County's Delinquent Tax Liquidation Program:** Tax Agent Joe Meyer will send a representative to explain the County Delinquent Tax Program to the June Finance Committee Meeting.
4. **Update/Approval SOA Report:** Ray Durston reported the 2012 Final Abstract has been mailed to the Department of Revenue. Assessor books have been printed and map page updates for each township will be given to Assessors when they pick up their books. Durston reported we have received almost 90% of the renewals back that were mailed and have received several new applications.
5. **Update/Approval GIS Report:** Mary Purcell presented the GIS report. Purcell gave examples of what other Counties are charging for GIS maps. Purcell currently charges \$2.00 per map. Some other Counties are charging the municipalities a subscription for the GIS data, where Montgomery County gives it to the municipalities if they are a member of the MCEDC. Purcell charges \$2.00 for a copy of a current map. Roy Hertel stated that we need to come up with a uniform rate because some customers can go to the copy machine and pay \$.25 for a copy of 2009 map information. Bathurst asked how many customers are OK with the older data. Treasurer Jenkins stated that he offers County data in his office for the price of a copy. The customers make their own copy. Customers have asked why they can't get this information like they are used to. Purcell stated that she doesn't keep track of the number of copies that she makes. Hertel stated that if you require everyone to go to the GIS office for copies, they can't get their data if she is absent. Purcell would have to report to another office or customers need to get the data from other offices. Plunkett stated that the cost per copy should be based on how much it costs to make the copy. It is cheaper for the customer to use the copy machine. Purcell is producing new books for the Treasurer and SOA's Offices. Jenkins stated that he will use the older maps and if someone needs a newer one, he'll advise them to go to the GIS office.

6. **Update/Approval FY2012 County Audit:** Need Full Board approval in May. The audit recommendations will be sent out to each department to review and to be prepared to discuss at the budget hearings.
7. **Update/Approval Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report:** The committee reviewed the coal revenue reports that were prepared by Treasurer Jenkins. The committee discussed that no coal money has been transferred over to day to day expenses because of the revenue being generated by Ameren.
8. **Update/Approval FY2014 Budget Information & Schedule:** FY 2014 budget hearings will be held on Monday July 15, Tuesday, July 16, and Wednesday, July 17, 2013. Treasurer Jenkins has a memo prepared to go to all the department heads from Finance Chairman Gasparich with the FY 2014 requirements to complete the budgets.
9. **Update/Approval Copy Machines Survey:** The committee reviewed the proposal sent by Dale Smith of Tom Day Business Machines for the copy machine contracts for the various County Offices. Dale Smith will come to the June Committee meeting to discuss. Megan Beeler has reviewed and compared this information with our current contracts. Some office contracts do not expire for a few months. Committee discussed going out for bids with other companies if needed. Gasparich stated that this should be put out for bid and each office can then look at each service. Go to the June meeting with a bid proposal for service and supplies to go to the full board for approval. Beeler can come up with some language for the bid proposals.
10. **Update/Approval Cell Phones:**
Beeler stated we have enrolled the Cell Phones into a Government account and once all phone numbers are in the account, we can proceed with consolidating the Cell Phone contracts. She said that there was a question about upgrading phones in the account, and the answer came that this can be done with this government account.
11. **Update/Approval Central Purchasing Program:** Plunkett stated that office holders can order office supplies from any vendor they choose, but likes the idea of a computer program that will show the best prices for regularly ordered office supplies. Bathurst said that Coordinator Daniels may be able to gather good pricing on office supplies and provide that information to the office holders. Beeler stated that some offices have higher percentages of office supply purchasing than others, and the information received will be helpful to the budgeting process.
12. **Update/Approval Quarterly Time-off Reports:** Chairman Hertel and Chris Daniels met with the Appointed Department Heads in the Conference Room to go over the procedure for turning in their time off. Chairman Hertel also gave the Whitey Patton's Audit report for each to review before the budget hearings and shared a report for a Centralized Purchasing Program that will also be discussed at budget hearings.
13. **Update/Approval Raymond/Harvel Public Hearing:** Hearing will be held on May 13th, 2013 at 6:30 p.m. at the Raymond Village Hall, and Postcards were mailed on 4/25/13. The Public Notice was published the week of 4/22/13 in the Raymond News and the Panhandle Press.
14. **Other Business:** Gasparich requested a listing of all Officials in the budgeting process, which Treasurer Jenkins provided. Members of the Committee signed up to review individual offices's budgets in advance of the budget hearings. Hertel informed members of the concerns with IMRF funding, and stated that a potential Public Safety Sales Tax Question may be needed to be considered to offset a county deficit. Gasparich asked Clerk Leitheiser to research the timeline required to place such a question on the ballot for the March, 2014 Election.

Pay Bills & Payroll: Motion Bathurst, second by Beeler to pay the bills, All in favor, motion carried.

Adjourn: Motion by Branum, second by Beck to adjourn the committee meeting. All in favor, motion carried.
Time: 10:30 AM.

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