

Montgomery County Board

Finance Committee Meeting Minutes

Date: Monday, September 30th, 2013

Time: 8:00 AM – County Board Room

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

Others Present: Holly Lemons, Ray Durston and Ron Jenkins

The committee met today to discuss the following:

1. **Update/Approval SOA Report:** The committee reviewed the SOA reported submitted by Ray Durston. The SOA Office has processed 266 certificates of error for the 2012 tax bills. Durston also reported that he attended a couple of meetings regarding a new flyover.
2. **Update/Approval GIS Report:** The committee reviewed the GIS report that was submitted by Mary Purcell who was absent for the meeting.
3. **Update/Approval GIS Work Group Report:** Megan Beeler is absent today and Chairman Hertel reported that she is currently gathering more information. Committee Chairman Gasparich stated that the group has not scheduled a second meeting.
4. **Update/Approval Convey Deed of Private Property of Parcel #16-01-251-010 in the City of Hillsboro:** This parcel is not in the City limits of Hillsboro. Hillsboro Community School District #3. is interested in the property for a building trades project. The County could obtain the deed to the property and then deed it over to the School District. The school district is not allowed to receive this property directly from the company so the county has to be the conveying agent. Assistant States Attorney Betsy Wilson is working with the realtor to view the property before the County takes possession. Bill Gonet was asked to view the property for environmental issues and found none on the outside premises. Wells Fargo the owner of the property has just put a new roof on the house and is in the process of de-molding it. **Motion by Mike Plunkett and second by Connie Beck to accept parcel ID 16-01-251-010 if everything checks out OK with the property and then deed it over to the Hillsboro School District #3. All in favor, motion carried.** Betsy Wilson will prepare the paperwork. Wells Fargo is doing the title work.
5. **Update/Approval Estimate Tax Levy:** The committee discussed proceeding to adopt the budget in November. The October meeting will be recessed. The levies will be read at the November meeting. The resolution to accept the levy will be done this month.
6. **Update/Approval Adopt FY 2014 Aggregate Levy:** FY 2014 Aggregate Levy in the amount of \$4,918,382 which represents a 4.9979% increase. The estimate levy was approved at the August board meeting and the final FY 2014 Aggregate Levy will be approved at the October meeting.
7. **Update/Approval Monthly Coal Revenue Report and Revenue, Expense & Bank Balance Report:** The committee reviewed the coal revenue reports for receipts received through August 2013. Treasurer Jenkins stated that we did receive \$171,992.35 last week that represents 392,981 tons of coal that was sold in August.
8. **Update/Approval FY2014 Budget:**
 - **Animal Control Budget:** Part-time kennel attendant Paul Kiefer was hired last month for 12 hours a week. Connie Beck asked to increase his hours from 12 hours to 15 hours per week for FY 2014. The increase pay for FY 2014 for the other part time employees and the kennel attendant will be \$7,418. **Motion by Connie Beck to amend the animal control part time line item by adding \$7,418. All in favor, motion carried.**
 - **Salary Increases for Union contracts that just settled:** The committee discussed that the FY 2014 budget will also need to be amended for the union contracts that have just been settled.

- **Requested Changes to the FY 2014 Draft Budget that was presented 8/31/13.** The committee reviewed a report prepared by Treasurer Jenkins. This report will be presented and explained to the full board.

- 9. Update/Approval County Trustee Activity Report:** The committee reviewed the monthly County Trustee Activity Report that included three buyers and involved eight parcels totaling \$10,202.
- 10. Update/Approval Resolutions 10-13-001, 10-13-002, 10-13-003, 10-13-004 to Convey Deeds to Sarver Chamberlain Inc. Parcel ID's #10-32-458-005, 10-32-458-006, 10-32-458-007, 10-32-458-008:** The committee discussed conveying the deeds to three buyers for eight parcels that were sold by the County Trustee. **Motion by Mike Plunkett and second by Bonnie Branum to recommend to the full board the approval of the eight resolutions to convey deeds. All in favor, motion carried.** Gasparich suggested that County Trustee Joe Meyer come to give an update to the Finance Committee at their January or February meeting.
- 11. Update/Approval Resolutions 10-13-005 & 10-13-006 to Convey Deeds to David Hollo Parcel ID's #10-33-310-001 & #10-33-339-004:** Committee approved.
- 12. Update/Approval Resolutions 10-13-007 & 10-13-008 to Convey Deeds to Jim Lohman Parcel ID's #16-11-251-001,002 & 16-11-252-003,018:** Committee approved.
- 13. Update/Approval U of I Job Study:** Gasparich reported that Mr. Duncan came to the Personnel Committee to explain and present the ADA portion of the job descriptions. Mr. Duncan is revising a couple of more items to the study so that it can be approved.
- 14. Update/Approval Finance Committee Priority List:** Committee discussed a goal to have a \$3.5 million surplus in the general fund. Chairman Hertel stated that he suggested to the Coordinating committee to set aside 20% of the coal revenues in a special fund for future purposes. Plunkett added that we should try to maintain adequate staffing in offices and stated that we don't want employees to worry about being laid off. Gasparich thinks that office holders have been keeping the budget in line.
- 15. Update/Approval Other Business:** Committee discussed being able to purchase needed animal control items like a new truck with a camper top and animal cages in this budget year. Chairman Hertel stated that a \$50,000 partial payment of the Vanek Estate has been received. Purchases can be made this year and paid for out of the coal money and then paid back from the estate funds in next year's budget. The Vanek estate funds have been budgeted in a new line item number 370 and it will pay back any expenditures for the vehicle to the general fund. Gasparich stated that we should go with a State Bid, subject to CMS state bid specifications. In other discussion, Supervisor of Assessments Ray Durston talked about additional duties of his employees. Durston reported that the part time Board of Review Secretary was not replaced and he wanted to advise the committee about compensating the staff for their extra duties. Durston stated that he was thinking of \$500.00 to \$750.00 per employee. Hertel stated that Durston runs the office because he has a signed four year contract and suggests \$500.00 compensation bonus per employee and to treat them all the same. Hertel also noted that the County had given them good raises for the life of the three year contract because of being some of the lower paid employees. Gasparich asked that Durston report back to the Finance Committee of his decision.

Motion by Mike Plunkett, second by Connie Beck to pay bills and approve payroll. All in favor, motion carried.
 Motion by Bonnie Branum, second by Connie Beck to adjourn the meeting. All in favor, motion carried.
Meeting adjourned at 8:30 a.m. The summaries of minutes were respectfully submitted by acting secretary Chris Daniels, as Deputized by Montgomery County Clerk/Recorder Sandy Leitheiser.