

FINANCE COMMITTEE MINUTES

DATE OF MEETING: August 21, 2018 at 6:00 p.m. County Building

MEMBERS PRESENT: Camille Redman – Chair, Cris Rogers, David Newberg, and Melonie Tilley. Also, present Dee Rentmeister, County Administrator. Terry Ferguson arrived at 6:01 p.m.

MEMBERS ABSENT: None

SUMMARY OF DISCUSSION:

- Motion by Tilley, 2nd by Newberg to approve last months' minutes. Voice vote, motion carried.
- Dana Smith, County Clerk, was present to discuss with the committee the State mandating all counties passing a predictable fee schedule for standard documents that are recorded in her office. Based on the cost study provided by Bellwether LLC a \$3.00 predictable fee factor can be added to the base fee. This new fee would be effective November 20, 2018 but due to posting requirements will need to be acted upon at the September full board meeting. After discussion, a motion was made by Rogers, 2nd by Newberg to recommend adoption of the resolution for the County Clerk Predictable Fee Schedule to the full board at their September meeting. Voice vote, motion carried.
- Motion by Ferguson, 2nd by Tilley to approve the claims including public safety claims since the public safety committee did not meet with this month. Voice vote, motion carried.
- Motion by Newberg, 2nd by Tilley to re-establish the EMA Assistant position. Voice vote, motion carried.
- Motion by Ferguson, 2nd by Rogers to re-establish the shared secretarial position in sheriff's and probation departments. Voice vote, motion carried.
- Motion by Tilley, 2nd by Newberg to re-establish the legal secretary position in the State's Attorney's office. Voice vote, motion carried.
- Motion by Rogers, 2nd by Tilley to recommend to the full board to set Sandy Schlosser's salary at \$61,918 retroactive to July 1, 2018. Sandy no longer is the Supervisor of Assessments for Piatt County and the arrangement indicated that her salary would revert back once she no longer was the assessor for Piatt County. Voice vote, motion carried.
- Discussion on revising the Code to pay a per diem to RPC and ZBA members every day they met and had a quorum. Motion by Tilley, 2nd by Ferguson to recommend to the full board to revise the County Code to pay a per diem to the RPC and ZBA members every day they meet and have a quorum. Voice vote, motion carried.
- Motion by Ferguson, 2nd by Newberg to purchase a color printer for the Supervisor of Assessment's office in the amount of \$2696.57. Voice vote, motion carried.
- Discussion on reviewing candidates up for appointment to various boards. Committee felt that should a board member have a question about someone they should speak directly with the county board chair prior to the meeting.
- General discussion on the 708 Board and their duties.
- Motion by Tilley, 2nd by Rogers to adjourn at 6:52 p.m. Voice vote, motion carried.

COMMITTEE ACTION:

Recommend adoption of the resolution for the County Clerk Predictable Fee Schedule to the full board at their September meeting.

Approve the claims including public safety claims since the public safety committee did not meet with this month.

Re-establish the EMA Assistant position.

Re-establish the shared secretarial position in sheriff's and probation departments.

Re-establish the legal secretary position in the State's Attorney's office.

Recommend to the full board to set Sandy Schlosser's salary at \$61,918 retroactive to July 1, 2018.

Recommend to the full board to revise the County Code to pay a per diem to the RPC and ZBA members every day they meet and have a quorum.

Purchase a color printer for the Supervisor of Assessment's office in the amount of \$2696.57.

RECOMMENDATIONS TO THE FULL BOARD:

Recommend adoption of the resolution for the County Clerk Predictable Fee Schedule to the full board at their September meeting.

Recommend to the full board to set Sandy Schlosser's salary at \$61,918 retroactive to July 1, 2018.

Recommend to the full board to revise the County Code to pay a per diem to the RPC and ZBA members every day they meet and have a quorum.

DATE OF NEXT MEETING: September 18, 2018 at 6:00 p.m.

**AGENDA
FINANCE COMMITTEE**

Date and Time of Meeting: August 21, 2018 at 6:00 p.m. County Building

1. Call Meeting to Order
2. Persons Wishing to Address the Committee (If requesting action, also list below in section three)
 - a.
3. Items for Discussion and Possible Action
 - a. Approve last months' minutes
 - b. Approve claims
 - c. Predictable recording fee schedule
 - d. Re-establish EMA assistant position
 - e. Re-establish secretary position Sheriff/Probation departments
 - f. Set Sandy Schlosser's salary at \$61918 retroactive to July 1
 - g. Revision to County Code in regards to per diems for RPC/ZBA members
 - h. Purchase printer for Sup of Assessment
 - i. Re-establish legal secretary position in State's Attorney's office
 - j.
4. Items for Discussion Only (No Action Requested)
 - a. Reviewing candidates for appointments to various boards
5. Executive Session
 - a.
6. Motion to adjourn

Posted: August 16, 2018 at 2:00 p.m.

By: Dee Rentmeister

2018 PUBLIC DEFENDER
TOTALS

2018							
YEAR START		221	314	52	51	159	52
OPEN							
		<u>Clients</u>	<u>Cases</u>	<u>CF / MR</u>	<u>CM</u>	<u>TR / DT</u>	<u>JA / JD / J</u>
JANUARY		36	50	9	7	27	7
FEBRUARY		21	29	7	3	17	2
MARCH		40	47	16	7	16	8
APRIL		28	32	5	9	11	7
MAY		33	42	11	8	21	2
JUNE		35	41	8	11	18	4
JULY		25	32	9	3	16	4
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
	YEAR TOTAL	218	273	65	48	126	34
CLOSED							
		<u>Clients</u>	<u>Cases</u>	<u>CF / MR</u>	<u>CM</u>	<u>TR / DT</u>	<u>JA / JD / J</u>
JANUARY		58	79	10	20	38	11
FEBRUARY		29	39	8	9	13	9
MARCH		18	25	5	4	13	3
APRIL		27	31	7	5	12	7
MAY		26	36	11	7	14	4
JUNE		20	23	3	3	11	6
JULY		24	35	5	3	23	4
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
	YEAR TOTAL	202	268	49	51	124	44

Resolution No. _____

**RESOLUTION FOR
COUNTY CLERK PREDICTABLE
FEE SCHEDULE**

(County of DeWitt
(STATE OF ILLINOIS

WHEREAS, the Illinois Legislature has declared, pursuant to 55 ILCS 5/3-5018.1, that on or before January 1, 2019, the counties of Illinois shall pass a predictable fee schedule that eliminates surcharges or fees based on the individual attributes of a standard document to be recorded; and

WHEREAS, pursuant to 55 ILCS 5/3-5018.1 the fees for recording standard documents shall not be based upon page count, number, length, or type of legal description; and

WHEREAS, pursuant to 55 ILCS 5/3-5018.1 the County may add a fee based upon a cost study to cover the cost of providing documents; and

WHEREAS, Bellwether LLC has conducted a cost study to analyze the fees charged by the DeWitt County Clerk; and

WHEREAS, notice has been posted at least 2 weeks prior but not more than 4 weeks prior to this County Board meeting; and

WHEREAS, pursuant to 55 ILCS 5/3-5018.1 the predictable fee schedule shall take effect 60 days after the passage of this resolution.

NOW BE IT DECLARED that the County Board of DeWitt County Illinois hereby adds a \$3.00 predictable fee factor to each standard document serviced by the County Clerk.

NOW BE IT ALSO DECLARED that the publishing company contracted by the County of DeWitt shall number the above ordinance or ordinances as appropriate during the annual publication of the DeWitt County Code of Ordinances. Until such time this ordinance shall be maintained by the County Clerk and be available for inspection or copying with the current publication of the DeWitt County Code of Ordinances, and shall be referred to as the "Clerk Predictable Fee" until the republication of the DeWitt County Code has been completed. This change to the current ordinance/ordinances shall take effect November 20, 2018.

Pursuant to a roll-call vote of _____ ayes and _____ nays, such vote being a majority of the members of the DeWitt County Board in attendance and such vote having the required majority of members in attendance voting in favor, this resolution is hereby passed on this _____ day of _____, 2018.

_____ Ritter	_____ Wickenhauser	_____ Ferguson	_____ Reece
_____ Newberg	_____ Perring	_____ Pruser	_____ Redman
_____ Rogers	_____ Nimmo	_____ Tilley	_____ Whitted

County Board Chairman _____
David Newberg

Subscribed and sworn to me this _____ day of _____, 2018

County Clerk: _____

Resolution No. _____

**RESOLUTION FOR
THE AMENDMENT OF
DEWITT COUNTY CODE OF ORDINANCES
§155.127 & §155.128**

(County of DeWitt
(STATE OF ILLINOIS

WHEREAS, the County of DeWitt must appoint members to the Zoning Board of Appeals and to the Regional Planning Commission to carry out the affairs of the County; and

WHEREAS, the Zoning Board of Appeals and Planning Commission conduct meetings to carry out their duties; and

WHEREAS, the County Board of DeWitt County desires to compensate the members of the Zoning Board of Appeals and the Regional Planning Commission for their service to the County of DeWitt.

NOW BE IT DECLARED that the County Board of DeWitt County Illinois hereby establishes the following rates for members of the Zoning Board of Appeals and Regional Planning Commission to be included in the language of §155.127 and §155.128 of the DeWitt County Code of Ordinances and amends the Code as follows:

§155.127(A)(3)

The chair and the members of the Zoning Board of Appeals shall be compensated per meeting as follows. This rate shall apply to both regular and special meetings. This rate shall apply to each day of a meeting, regardless of if a meeting is continued to another day to avoid adjourning. The amounts stated shall only apply when a quorum is present, and no amount shall be paid if a quorum is not present.

(a)Chairman of Zoning Board of Appeals: \$35 per meeting

(b)Member of Zoning Board of Appeals: \$30 per meeting

§155.128(C)

The chair and the members of the Regional Planning Commission shall be compensated per meeting as follows. This rate shall apply to both regular and special meetings. This rate shall apply to each day of a meeting, regardless of if a meeting is continued to another day to avoid adjourning. The amounts stated shall only apply when a quorum is present, and no amount shall be paid if a quorum is not present.

(1)Chairman of Regional Planning Commission: \$35 per meeting

(2)Member of Regional Planning Commission: \$30 per meeting

NOW BE IT ALSO DECLARED that the publishing company contracted by the County of DeWitt shall number the above ordinance or ordinances as appropriate during the annual publication of the DeWitt County Code of Ordinances. Until such time this ordinance shall be maintained by the County Clerk and be available for inspection or copying with the current publication of the DeWitt County Code of Ordinances, and shall be referred to as the "Amended § 155.127" and "Amended § 155.128" until the republication of the DeWitt County Code has been completed. This change to the current ordinance/ordinances shall take effect immediately.

Pursuant to a roll-call vote of _____ ayes and _____ nays, such vote being a majority of the members of the DeWitt County Board in attendance and such vote having the required majority of members in attendance voting in favor, this resolution is hereby passed on this _____ day of _____, 2018.

_____ Ritter	_____ Wickenhauser	_____ Ferguson	_____ Reece
_____ Newberg	_____ Perring	_____ Pruser	_____ Redman
_____ Rogers	_____ Nimmo	_____ Tilley	_____ Whitted

County Board Chairman _____
David Newberg

Subscribed and sworn to me this ____ day of _____, 2018

County Clerk: _____