



Rock Island County
1504 Third Avenue
Rock Island, IL 61201
(309) 558-3605

**Administration Committee Minutes
Tuesday January 12, 2016 8:30 am**

The Administration Committee of the Rock Island County Board met at the above date and time in the Conference Room of the Administration Office on the second floor of the County Building, 1504 Third Ave, Rock Island, IL. Chair Mia Mayberry called the meeting to order at 8:30 a.m. Minutes as follows:

1) Call to order and roll call

Ginny Shelton has replaced Steve Doye on the Administration Committee

Committee members present: Chair Mia Mayberry, Drue Mielke, Jeff Deppe, Kai Swanson, Nick Camlin, Ron Oelke, Ginny Shelton (arrived at 8:36 a.m.)

Committee members absent: None

Others present: Dave Ross, Kenneth Maranda, Jerry Shirk, Mike Steffen, Darren Hart, Jerry Clyde, Trent Vandersnick, Brian Gustafson, Sam DeYoung, Tammy Weikert, Kurt Davis, April Palmer

2) Approval of the minutes from the December 8, 2015 meeting

Motion to approve: Kai Swanson

2nd: Nick Camlin, Drue Mielke

All in favor

Motion carried: Yes

3) Public comments

There were no public comments.

4) Consider approval of claims

Motion to approve: Jeff Deppe

2nd: Kai Swanson

All in favor

Motion carried: Yes

5) Consider approval of treasurer's disbursements (TDs)

Motion to approve: Nick Camlin

2nd: Jeff Deppe

All in favor

Motion carried: Yes

6) Consider transfers of appropriations

- a. General Fund, \$13,287.79 from Mach./Equip. \$1000-4999, \$5,345.03 from Small Tools/Equip. Under \$1000, and \$23,249.82 from Travel to Salaries and Wages (\$41,882.64); \$14,262.05 from Outside Contractual to Travel (\$4,156.54) and Repairs/Maint. (\$10,105.51); \$1,100 from Repair/Maint. Supplies to Repairs/Maint. (\$500) and Repairs/Maint. (\$600); \$1,100 from Salaries/Wages to Repairs/Maint.; \$900 from Outside Contractual to Repair/Maint.; \$612 from Outside Contractual to Salaries/Wages; \$305.52 from Operating Supplies to Salaries/Wages
- b. Coroner Fee Fund, \$290.11 from Operating Supplies to Communications
- c. Animal Control Fund, \$11,577.83 from Mach./Equip. over \$5,000 to Professional Services; \$500 from Office Supplies to Professional Services; \$2,457.18 from Operating Supplies, \$1,000 from Repair/Maint. Supplies, \$1,000 from Small Tools/Equip., and \$999.29 from Office Supplies to Salaries/Wages (\$5,456.47); \$1,723.56 from Credit Card Service Fee to Professional Services; \$1,088.58 from Operating Supplies, \$341.75 from Repair/Maint. Supplies, and \$421.01 from Small Tools/Equip. Under \$1000 to Food Purchases (\$184.44) and Professional Services (\$1,666.90)
- d. Liability Insurance Fund, \$1,823.43 from Professional Services to Salaries/Wages (\$1,794.49) and Overtime (\$28.94)
- e. Court Automation Fund, \$419.45 from Outside Contractual to Travel
- f. Court Document Storage Fund, \$128.84 from Small Tools/Equip. Under \$1000 to Food Purchases; \$1,171.79 from Publishing to Communications
- g. COPS Fund, \$5,433.04 from Employee Health Benefits to Salaries/Wages (\$4,883.63) and Overtime (\$549.41)
- h. Probation Service Fee Fund, \$263 from Operating Supplies to Rentals

Motion to approve 6a-6h: Nick Camlin

2nd: Jeff Deppe

All in favor

Motion carried: Yes

7) Consider appropriation resolutions for funds

- a. Fund #001, \$7,111.41 from Unencumbered Funds in General Fund to Professional Services
- b. Fund #001, \$7,466.53 from Unencumbered Funds in General Fund to Professional Services
- c. Fund #001, \$2,947.00 from Unencumbered Funds in General Fund to Professional Services

- d. Fund #001, \$91.83 from State Seizure Funds Already Received to Small Tools/Equip. Under \$1000
- e. Fund #119, \$3,704.80 from Unencumbered Funds in Law Library Fund to Books/Periodicals
- f. Various Funds, \$276,464.36 from Unencumbered Funds to Transfer from IMRF Fund (\$24,135.51), Transfer from FICA Fund (\$24,259.46), Transfer from IMRF Fund (\$8,822.42), Transfer from FICA Fund (\$5,622.29), Transfer from IMRF Fund (\$13,448.52), Transfer from FICA Fund (\$9,214.91), Transfer from IMRF Fund (\$145,189.82), and Transfer from FICA Fund (\$45,771.43)
- g. Fund #001, \$484.90 from State Seizure Funds Already Received in General Fund to Small Tools/Equip. Under \$1,000
- h. Fund #001, \$369.79 from Homeland Security Funds Already Received in General Fund to Repairs/Maint.
- i. Fund \$001, \$216.71 from Homeland Security Funds Already Received in General Fund to Professional Services
- j. Fund #001, \$583.86 from Grant Funds Already Received in General Fund to Federal Grants-Public Safety and Small Tools/Equip. Under \$1000
- k. Fund \$113, \$400.00 from Unencumbered Funds in Animal Control Fund to Uniform/Clothing

Motion to approve 7a-7k: Jeff Deppe

2nd: Nick Camlin

All in favor

Motion carried: Yes

8) Consider accepting deed to property next to Hope Creek

Mr. Ross explained that the committee talked about this a month or two ago and was waiting to keep communicating with the property owner. In the meantime, a couple of weeks ago he was notified that they filed the deed and it's already recorded. He informed the committee that this is their time to decide whether they'd like to accept it. He reached out to the State's Attorney's Office to ask their opinion has yet to receive a response. Absent that, he asked if the committee would like to accept the 8.3 acres.

Mr. Camlin asked if the property owners were able to do that, then what keeps someone from dumping a property off on someone in general. He noted that if we weren't a government agency, we'd have to pay property taxes on it. Mr. Ross explained that we have to accept it first. Mr. Mielke elaborated that with a quitclaim, you have the right to the property if you accept it. Mr. Ross added that they're pretty much saying, "Please take this." He noted that he can't see having 8.3 acres next to Hope Creek being anything but a positive. If nothing else, we could sell the 8.3 acres for 40 grand tomorrow and we've just made 40 grand on it, not that he's saying to do that. Once we have possession of it, it's ours to choose what to do with. Ms. Mayberry asked if there are any

negative aspects to accepting it. Mr. Ross said none other than what comes with owning any property and the liability associated with it. Mr. Oelke asked if we have to do any maintenance, such as mow or anything. Mr. Ross said not that he can tell, but we could make money by clearing it to some degree.

Mr. Swanson couldn't remember from past conversations if the land is developable or not. Mr. Ross explained that it needs quite a bit of fill. Mr. Deppe noted that a couple of contractors were looking at it and asked if we could look into that. Mr. Ross explained that if we own it, it's our choice at that point what to do with it. The property is located in the city of Moline. The city and county will lose whatever the property taxes were on it, but that is miniscule in the grand scheme and certainly less than what we'd get if we chose to sell it in the future. He noted that we would undoubtedly make more in that sale than we would have lost. Mr. Swanson added that if we do a little bit in terms of fill, we can make it ready to be developed. Ms. Mayberry noted that Ms. Shelton wasn't on the committee last month and asked if she knew what they were talking about. Ms. Shelton said she was following. Mr. Deppe asked if there are any claims against it. Mr. Ross said there aren't any that he knows of, but it's something he wanted the SAO to confirm.

Mr. Maranda explained that this all started with an email. The grandmother or mother was 90 years old and the guys don't live in the area and didn't want to pay the taxes. They went to the township and got the taxes reduced. They wanted to give it back to the county. The taxes are \$6,000 and there are no liens; Louisa took care of it all. He explained that they wanted to break it off into four years so they could get deductions for tax purposes, which was not permissible. They filed it on December 22 and Mr. Maranda never talked to anyone. He agrees with Dave.

Mr. Camlin asked if there is a structure on it. Mr. Maranda explained that that's right next to it and has been sitting. He noted that it was a doctor's office. Mr. Maranda explained that when Hope Creek up there, they were talking about that building and maybe expanding something over to that area and probably getting that old doctor's office, too. He thought the property was East Moline, but there is some dividing line right there and it's actually in Moline. He noted that there's nothing there, just 8.3 acres. Mr. Ross sees it as a benefit. Mr. Oelke agreed as long as it's free and clear. Mr. Maranda confirmed that it is.

Motion to approve: Kai Swanson

2nd: Jeff Deppe

All in favor

Motion carried: Yes

9) Consider website advertising

Mr. Davis explained that they wanted to bring up website ads again because the SAO has some concern about litigation. They said it opens the county up to free speech violations because basically, anyone can advertise. If we denied, it would open us up to litigation. Mr. Davis has talked to the company and they stated there's a short termination time frame of about 10 days, but the actual agreement says we're tied into a 3-year contract with a 30 day termination at the end. Mr. Ross added that he and Mr. Davis have looked on the website and have a sample ad that worked just fine. It's static; it doesn't pop out at you or annoy you more than any ad would annoy you. Mr. Oelke asked if the SAO addressed if it would clear us if we set parameters for who can advertise. Mr. Davis said according to them, it does not. Mr. Ross added that Cook County does it on their Assessor's page and Mr. Davis reached out to them. They have never had any issues. Mr. Ross explained that our ability to mitigate that liability is to have a good policy as far as not allowing pornographic materials or political ads and if someone sues us, they sue us.

Mr. Camlin asked how much revenue it could generate. Mr. Davis said it depends. They're thinking a few hundred dollars a month. Mr. Ross added that they were talking about putting ads on the Assessor's page and all associated links with that as well as the jobs page and the GIS page. Basically, where people go and click a lot. He added that they would only put them on any of the elected officials' sites with their approval. Ms. Mayberry asked for confirmation that Cook County makes about \$100,000, but we're looking at making a couple hundred per month. Mr. Ross said we don't know. It's based on how many people click. Mr. Camlin noted that if we generate more traffic, that would go up. Mr. Davis clarified that people don't even have to click on the ad. It's about how many people visit our site. Ms. Mayberry didn't think that a couple hundred dollars is worth it to set us up to potential liability. Mr. Ross said there's no way to know without trying it. Mr. Davis said we could try to massage the contract to have a short time frame and then test it. Mr. Ross explained that a lot of this is stemming from needing to think outside the box and take everything into consideration, including the liability. He noted that we are in financial hardship and this is a way to help. Mr. Mielke noted that some churches sell ads on the back of their bulletins and they're not getting sued. Mr. Swanson explained that they're a private entity, so they can do what they want.

Mr. Maranda asked what's on the website already. He explained that there was an agreement that former Chairman Bohnsack signed with some outside entity. Mr. Ross explained that the SAO found something on our website that he didn't know was on there and apparently we're advertising right now. He thinks we pulled that. Mr. Davis said we hadn't yet. Mr. Ross explained that there are things with that we're uncertain of. The auditor's office doesn't have the agreement for that ad and they should.

Mr. Oelke asked what the worst that can happen is if someone filed because we wouldn't let them advertise on our website. Ms. Mayberry explained that it's a first amendment issue and if they win, it'd be a lot of money. Mr. Swanson noted that generally those lawsuits aren't about money; they're about other reparations and we'd have to post it. He thinks this is a way to ease in. We're not going to get hundreds of thousands of dollars, but it pivots us toward entrepreneurship and a better communications strategy. Mr. Davis added that Cook County's Assessor hasn't turned back. They love it. They've never had litigation and they have a policy that restricts certain ads. Mr. Oelke asked if we could have the SAO write the policy. Mr. Ross explained that we have a draft and could approve it pending their review.

Ms. Mayberry asked if the motion would be to approve or to consider looking into it more. Mr. Ross said that it could be to go ahead and approve it pending SAO final review of the restrictions. Ms. Mayberry added making sure we don't have another agreement that would stand in the way of it.

Motion to approve pending SAO review and review of terms of other agreement: Kai Swanson
2nd: Jeff Deppe
All in favor
Motion carried

10) Consider changing March County Board meeting date to Tuesday, March 22nd

Ms. Mayberry explained that this is an election day, so we run into issues. Mr. Ross noted that the County Clerk's office would appreciate moving the meeting back a week. Mr. Mielke asked if it would be at the same time. Mr. Ross confirmed that it would be, just one week later.

Motion to approve: Nick Camlin
2nd: Jeff Deppe
All in favor
Motion carried: Yes

11) Reports to the Committee

a) Condition of Funds – Ms. Palmer

Ms. Palmer asked the committee to keep in mind that there are multiple reports for some things now because they're closing out FY15 and starting FY16. For TDs, there will probably be two sheets to sign instead of one. There's only claim report because all the claims get mixed in.

Ms. Palmer explained that for the budgetary standing for the November 30th closeout, a couple of departments needed extra funds. They ran a little over-budget, which is what the committee approved this morning. Those were Court Administration, Coroner, Sheriff, and SAO. She explained that the law library has been trying to stock up on their books, so they were in need of a little bit of funding to make sure they had good resources going forward. For the new FY, Ms. Palmer explained that many times in the beginning of the FY, the departments have annual contracts and are making those one-time purchases. That makes things look a little misconstrued as if they were over-budget. That was the reason for the 3 of them that appear over-budget. They had contracts or large equipment purchases that will get them through the whole year, so it's a large one-time purchase.

Ms. Palmer explained that there's only one cash balance report because cash keeps rolling. We only have one bank account and don't close it out. That being said, the cash balance as of 12/31 would include both expenditures for old and new FY. Loans and transfers in the GF are all paid back. Revenue was about half a million lower. Expenses were pretty much the same in comparison to FY14. Ms. Palmer reported that today's GF cash is \$879,153 as of this morning. They have brought in some revenues during the beginning of January and most of those are being backdated.

Ms. Palmer noted that the only thing she doesn't mention on a regular basis is Federal Seized and Forfeited Property in the Sheriff's, which in years past was a growing fund. It was new, so they were just collecting. They have started spending in FY15 now, and those things are appropriate as mandated by state statute. Mr. Oelke asked if they had to hit a threshold before they could spend. Ms. Palmer explained that they just didn't have anything to spend it on at first and thought they'd just keep accepting the money and put it in the bank for when those things came up. She added that it's never a budgeted fund, just a money-in/money-out thing.

Ms. Palmer explained that there was a typo error under DUI. The second to last row is not \$878,000; there's only \$878 there. She explained that carrying over to the cash balance column would turn out to be \$86,857.98.

Ms. Palmer referred to the November 30, 2015 closeout for the fund balance. The GF's current fund balance shows \$2,465,000. Compared to November 30, 2014, it's actually a little higher. She explained that right now, they're at the predicted \$1.3 million decrease with another month to go to collect revenues for the old year and make expenditures. Ms. Palmer predicts we'll bring in quite a bit more revenue in January and can still backdate it as revenue collected in the old FY to go on the audit. She does not predict much more spending. She explained that there's still \$1,051,000

of unmade expenditures and hopes that will stay that way, getting us closer back to the \$3.8 million we started out the FY with. Ms. Palmer noted that the Sheriff deserves kudos; they were way under budget. She added that the Circuit Clerk proportionately was very much under budget for the FY, making up part of that \$1.051 million. Ms. Palmer explained that we need about \$400,000 more to cover the deficits because we have a predicted fund balance decrease for FY16 of \$2.8 million. We want to get the \$2.465 up to at least that \$2.8. Ms. Palmer believes we can get there. She explained that the normal culprits that always have issues look like they're in the red.

Ms. Palmer explained that for the fund balance for the new FY, she uses the worst case scenario. In the very 1st column is the estimated fund balance as of 11/30. Those numbers are brought over from the prior page as if the revenues were to come in as expected and the \$1.051 of expenditures were spent because they can be. She does these reports conservatively just in case. Worst case scenario, the fund balance would only be \$462,000 as of now, which is a substantial and scary decrease.

For the State of IL report, Ms. Palmer explained that taxes are only collected through the month of September. We still have October and November to collect, so any monies predicted to come in January will be for the old FY. Ms. Palmer hopes we get both months in, but we probably will not. In that case, anything that comes in after January 31 will have to be applied to the new FY and be booked in the audit as accrual, which doesn't count toward fund balance. Ms. Palmer predicts that all of those salary reimbursements we're not getting will be recorded in the new FY when the state gets their budget figured out and pays us back to July. She was hoping to get a probation salary reimbursement but didn't, so we're back to August on that. She hopes we'll get some of those dollars in January.

Ms. Palmer pointed out that there are two different pages in the budget by organization report and asked the committee to pay attention to the date in the top corner: There's one for November and one for December. These show which departments were lacking in revenues/expenditures or were over. Ms. Palmer will have the quarterly write-ups later this week. They were still checking claims and doing two sets of reports for this week was time consuming. She will get those out by email when they're ready.

Motion to approve report: Kai Swanson

2nd: Ginny Shelton, Drue Mielke

All in favor

Motion carried: Yes

b) Information Systems – Mr. Davis

Mr. Davis presented his monthly report. Mr. Steffen asked if he had recently spent a lot of time at Hope Creek. Mr. Davis confirmed and explained they installed 25 new computers: 24 desktops and 1 laptop. They also refreshed 15 other computers. Mr. Steffen asked if they were operational and explained that he was at the HHS meeting and they're slow getting information, so they weren't sure if it was a computer issue. Ms. Davis explained that they should all be ready to go on the new system.

Motion to approve report: Ron Oelke

2nd: Drue Mielke

All in favor

Motion carried: Yes

c) Public Defender – Mr. Heintz

Motion to approve report: Kai Swanson

2nd: Ron Oelke

All in favor

Motion carried: Yes

d) Emergency Management Agency – Mr. Shirk

Mr. Shirk presented his monthly report.

Motion to approve report: Kai Swanson

2nd: Jeff Deppe

All in favor

Motion carried: Yes

e) Court Services – Mr. Vandersnick

Mr. Vandersnick presented his monthly report.

Motion to approve report: Jeff Deppe

2nd: Kai Swanson

All in favor

Motion carried: Yes

f) Circuit Court – Ms. Weikert

Ms. Weikert presented her monthly report. She reported that they're finally at full staff and are doing a great job with that. They have an intern starting later this month to specifically do IT stuff, which she decided to offer to a local college. They did some training in December.

Motion to approve report: Jeff Deppe

2nd: Ginny Shelton

All in favor

Motion carried: Yes

g) Animal Control – Ms. DeYoung

Ms. DeYoung presented her monthly report.

Motion to approve report: Kai Swanson

2nd: Jeff Deppe

All in favor

Motion carried: Yes

h) Coroner – Mr. Gustafson

Mr. Gustafson presented his monthly report and explained that his annual report will hopefully be done for next month. He has some outstanding cases that he hasn't been able to close yet. They had 1,492 deaths, which was way more than when he first started. They had 664 cremation permits. Those are \$50 each with the exception of babies or infants, which he doesn't charge for. Mr. Gustafson believes they had 30 of those. Mr. Gustafson explained that the Coroner's Association will probably ask for an increase on cremations. Scott gets \$100 each. He noted that it's not the right year to do that with the way the state is going.

Motion to approve report: Kai Swanson

2nd: Drue Mielke

All in favor

Motion carried: Yes

i) Sheriff – Captain Hart

Captain Hart presented the monthly report.

Motion to approve report: Jeff Deppe

2nd: Drue Mielke

All in favor

Motion carried: Yes

12) Committee member opportunity for brief comments (*no decisions will be made*)

There were no comments.

13) Adjourn

Motion to adjourn: Jeff Deppe

Meeting adjourned at 9:13 a.m. by Chair Mia Mayberry.

Future scheduled meetings on February 9,
March 8, April 12, and May 10