

Finance & Personnel Committee
Monday, September 11, 2017
5:00 PM, Room 319, Courthouse Annex

MINUTES

Agenda Item 1 - Call to Order and Roll Call

Chairman Steve Fourez called the Finance/Personnel meeting to order at 5:00 PM. Upon the call of the roll, the following members were present; Wes Bieritz, Steve Fourez, Becky Stark, and Bruce Stark. Todd Johnson, Robert Boyd, and Crisi Walls were absent and excused. Also in attendance were Darren Duncan, Vermilion County Treasurer; Bill Wright, Vermilion County Auditor; Alexis Berlin, Chief Deputy Auditor; Bill Donahue, Risk Consultant; and Michael Marron, Vermilion County Board Chairman.

Agenda Item 2 - Adoption/Amendments to the Agenda

Mr. Stark moved, seconded by Mr. Bieritz, to adopt the agenda. Motion passed by acclamation.

Agenda Item 3 - Approval of Minutes – July 10th, 2017

Mr. Bieritz moved, seconded by Mr. Stark, to approve the minutes. Motion passed by acclamation.

Agenda Item 4 - Audience Comments

None

Agenda Item 5 - Financial Update

Ms. Briggs distributed a financial update report that included the Vermilion County Revenue vs Expenses December 16 - July 17, a revenue spreadsheet comparing the 2015-2016 vs 2016-17 status and an expense spreadsheet comparing the 2015-16 vs 2016-17 Budget Expended Variance.

The committee did discuss the decrease noticed in Court Security Fee and the decrease in the State Sale's Tax. The Sale's Tax decrease is more than likely due to low economic activity. As of July 1st, the State will also state charging a 2% administrative fee on all Sales Tax. Looking into the 17/18 budget, the General Fund has a .25 levy cap. Even by maxing that levy to .25, the amount collected will still not make up for the shortfall in State Revenue.

Agenda Item 6 – Deposit Fund/ Fund 77 (Discussion)

It has been brought to attention that the Treasurer has a Deposit Fund (Fund 77) that has a fund balance that has slowly grown over many years. This account is used as a pass-through fund for Sheriff's sales and early tax payments. At this time, there is no reason to have such a high fund balance in this fund. Chairman Marron and Treasurer, Darren Duncan, have suggested that this be transferred to the General Fund in the next fiscal year to assist in the short fall of the State Revenue. This would be a one time transfer.

Agenda Item 7 – Sale in Error Fee

Mr. Bieritz moved, seconded by Mrs. Stark to adopt.

Mr. Duncan has asked that a fee of \$60 be imposed on any person purchasing property at a tax sale. The revenue from this fee would be used if there was an error on sale of property. After the balance has reached \$100,000, the over amount can then be transferred to another fund. Mr. Bieritz discussed the idea of using this as a revenue source for the Landbank. For now, this ordinance was strictly to collect the

fee. Once the balance has reached over \$100,000, this item will be revisited on where it will be transferred.

Upon the call of the roll the following members voted yes to approve the ordinance: Wes Bieritz, Steve Fourez, Becky Stark, and Bruce Stark. 4 yes, 3 absent.

Agenda Item 8 –Amendment to the Combined Annual Budget and Appropriation Ordinance for the Liability Insurance under Insurance - \$40,000

There was an error in the original ordinance. The ordinance should actually read “appropriating the sum of \$40,000 as follows”

Mr. Bieritz moved, seconded by Mr. Stark, to adopt the amended ordinance. Motion passed by acclamation.

Mr. Bieritz moved, seconded by Mr. Stark, to discuss.

Chairman Marron explained that Liability Insurance Renewals are done at the end of the current fiscal year for the following fiscal year. This makes the budgeting process for this fund difficult because final cost of expenses are not figured until the next fiscal year has begun. This budget amendment is strictly to cover liability expenses that were not known at the time the budget was created.

Upon the call of the roll the following members voted yes to approve the ordinance: Wes Bieritz, Steve Fourez, Becky Stark, and Bruce Stark. 4 yes, 3 absent.

Agenda Item 9 – Treasurer’s Dual Signature Policy

It was noted in the 2016-2017 Financial Audit that the Treasurer’s Office did not have a policy on signing checks. There was actually a policy in place, but the policy had never been put into writing. Mr. Duncan has now adjusted the policy to his needs and specifications of his office as well as put the policy in writing. Mr. Duncan wanted to make the Finance Committee aware of the policy.

Agenda Item 10 – Ordinance Amendment to the Combined Annual Budget and Appropriation Ordinance for Vermilion County for the 2016-2017 Fiscal Year – Line Item Transfer – Recorder Special Fund - \$1,023.54

Mr. Bieritz moved, seconded by Mrs. Stark, to adopt.

This line item transfer has been requested by the Recorder’s office so their employee can finish the software training through the end of the year.

Upon the call of the roll the following members voted yes to approve the ordinance: Wes Bieritz, Steve Fourez, Becky Stark, and Bruce Stark. 4 yes, 3 absent.

Agenda Item 11 – Executive Sessions

None

Agenda Items 12 – Items of Information

Mr. Fourez asked about the low collection of property taxes in Pilot Township. This is directly related to the Wind Farm. Mr. Duncan has talked to the Wind Farm and they will be paying their taxes late. They are aware of the penalty against doing so.

Agenda Item 13 – Adjournment

Mr. Fourez adjourned the meeting at 6:05 PM.

Minutes by: Erika Briggs, Financial Resources Director