

## AUDIT/FINANCE/PURCHASING COMMITTEE

January 10, 2019

Present: Clark Pearce, Chairman

Tim Carlson, Venise McWard, Mike McClure

Absent: Vicki McMahan

Others present: Becky Edwards, Mike Gianasi, Julie Mayer, Chad Coady, Mike Havera, Tom Latonis, and Jan Bland.

The Finance Committee met on Thursday, January 10, 2019 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairwoman Becky Edwards noted a quorum. There were no public comments.

### CLAIMS

The members reviewed and signed the claims presented. A motion was made by Mike McClure and seconded by Tim Carlson to approve the claims as presented for January. The motion carried.

### OVERVIEW OF OFFICES

With a single agenda item, the elected office holders were asked if they were available to attend the Committee meeting to review with the new committee members what duties each of their offices had the responsibility to perform. Each officer holder that was available gave their overview. At this time, no major unanticipated expenses were known. County Clerk Gianasi did mention that down the road new election equipment would certainly need to be considered. The judicial officials both commented that the paperless court system has begun and will be expanding. This will be quite a savings for both offices. Attorney Mike Havera mentioned the unknowns in his office would be jury trials which he anticipates three this year.

A motion was made by Venise McWard and seconded by Mike McClure to adjourn. The motion carried.

Respectfully submitted,

Clarke Pearce  
Finance/Audit Committee Chairman

## **AUDIT/FINANCE/PURCHASING COMMITTEE**

**February 14, 2019**

**Present:** Clark Pearce, Chairman

Tim Carlson, Venise McWard, Mike McClure, Vicki McMahon

**Absent:** none

**Others present:**

Becky Edwards, Joe Petty, Phil Schneider, Mike Gianasi, Mike Havera, Jamie Ward, Tom Latonis, and Jan Bland.

The Finance Committee met on Thursday, February 14, 2019 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairman Clark Pearce noted a quorum. There were no public comments.

### **CLAIMS**

A motion was made by Vicki McMahon and seconded by Venise McWard to approve the claims as presented for February. The motion carried.

### **JAIL EXPANSION BID REVIEW**

Joe Petty of JH Petty and Associates of Springfield summarized the bids received during the Building Committee meeting on January 29, 2019. Schwartz Construction was first with the lowest bid and Johnco Construction Co. came in next. Since the opening, Mr. Petty reviewed the bids and called references with good reviews on both. Additional suggestions were discussed by the contractors as to further the cost savings in some areas. The low bid of \$849,000 base bid, including both alternates reduced the bid to \$820,300 for this 2000 square foot addition. Further cost saving suggestions could bring cost of jail expansion down to \$810,000-800,000 (not including any unforeseen problems from the old building portion which was built in 1974).

Board Chairwoman Becky Edwards spoke reminding the committee the original estimates went for \$400-\$588,000 and now with the real expectation of costs up towards the One Million Dollar mark. This expansion would be only a partial fix to the whole problem and to approve the expenditure would be fiscally irresponsible. She reported that after a meeting with Judge Paisley, Sheriff Kettelkamp, Bruce Engeling, States Attorney Havera, Phil Schneider, Zach Hicks, Clark Pearce and Betty Asmussen, she believes and is willing to work towards a plan to build a Judicial Center, with the jail being Phase 1. The cost of the \$1 million for the expansion should go towards the Center rather than just putting a band aide on the issues at the current site.

As revenues decline and there is no guarantee for the housing of federal inmates, a Public Safety Tax question should be put on the ballot. It is the only way to replace the money pit jail and create a new center. She stressed this is not a real estate tax. It would be a sales tax of ½ of one cent – a usage tax for everyone in the County, and, would by no means be attached to property owners. Phil Schneider commented that even if the expansion went forward, that would not solve the issues of the old buildings (jail and the courthouse). He also reiterated that he was not in favor of any tax, however, since it is necessary, a sales tax is better than a property tax.

There is no real immediate solution but reducing the jail population will be attempted as the law allows. Mike McClure made a motion and Vicki McMahon seconded the motion to table the jail expansion discussion with the bids that we have. The motion carried with Venise McWard voting no.

## JUDICIAL EMAIL SYSTEM

On the topic of implementing a new email system for the judicial system, County Clerk Gianasi who had been researching Office 365 for email retention and storage, informed the committee members he may have another vendor for suggestions. There was no action taken.

## COURTHOUSE LIGHTING RETROFIT PROPOSAL INCLUDING AMEREN INCENTIVES

As previously discussed, a proposal was submitted from Energy Efficiency Pros to purchase LED lighting for the Courthouse to receive incentive dollars from Ameren for reducing the energy use. The initial cost is \$14,633 minus Ameren incentives in the amount of \$1,833 with a total cost of \$12,800 for complete retrofit of LED bulbs, not changing the fixtures. The labor will be in house by Zach Hicks and his staff. The estimated operating savings in a year would be \$1,614 for energy and \$1,265 maintenance/replacement and for a 10-year period \$19,374 and \$48,393 respectfully totaling \$67,768. A motion was made by Mike McClure and seconded by Vicki McMahon to authorize the Board Chairman to sign and execute the agreement with Energy Efficiency Pros for the purchase of the lighting and to pay from the Capital Improvement line item. The motion carried.

## REVIEW ENTERPRISE ZONE.

Board Chairwoman Becky Edwards explained that our Enterprise Zone benefits would expire 12/31/2020. In order to continue to offer the advantages of an Enterprise Zone to new companies that would like to move to Christian County, the County (and the City of Taylorville) must apply (not reapply) for a new Enterprise Zone designation. The cost of the application is approximately \$90,000 - \$125,000.

The Enterprise Zone offers an incentive to companies that choose to locate in Christian County. That incentive is a sales tax exemption during the construction and/or renovation of a building they would locate their company. To receive the exemption, the company pays a Certification Fee which is then disbursed as follows; 25% to the County, 25% to the City of Taylorville and 50% to Christian County Economic Development.

She continued to discuss the information that she reported to the Executive Committee which included the discussion of who would prepare the Enterprise Zone application. Board Chair Edwards, Mayor Barry, Mary Renner interviewed a set of consultants and decided the consultants that would be the best choice is WRC, Enterprises, LTD: Jeff Torrecelli and Warren Ribley. WRC has been 100% successful in their applications.

Board Chair Edwards, Mayor Barry and Mary Renner of CCEDC have had discussions with two solar companies that are in the planning stages, to underwrite the cost of the Enterprise Zone application and at the time of their application for sales tax exemption, the three entities would waive their Certification Fee.

A motion was made by Venise McWard and seconded by Mike McClure to adjourn. The motion carried.

Respectfully submitted,

Clarke Pearce

Finance/Audit Committee Chairman

## AUDIT/FINANCE/PURCHASING COMMITTEE

**April 11, 2019**

Present: Clark Pearce, Chairman

Tim Carlson, Venise McWard, Mike McClure, Vicki McMahon

Absent: none

Others present: Becky Edwards, Betty Asmussen, Mike Gianasi, Mike Havera, Rich Hooper and Jan Bland.

The Finance Committee met on Thursday, April 11, 2019 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairman Clark Pearce noted a quorum at 6:30 pm. There were no public comments.

### FY 2018 AUDIT

Rich Hooper of Lively, Mathis, Hooper and Noblet presented an overview of the 2018 Audit report for the County as a whole, the County Public Health Department and the Circuit Clerk's Office (this is a separate document and not presented but is on file).

- The County's financial statements are unmodified and are presented fairly in all respects.
- The County had no material weaknesses and is in compliance.
- FY 2018 the County's audited financial statements were converted from accrual basis of accounting to the modified cash basis.
- The FY 2018 budget was not amended during the year.
- The expenditures did not exceed budgeted amounts in any major fund.
- Pages 31-34 itemize the budget and actual ending expenditures ending in the black.

### CLAIMS

A motion was made by Venise McWard and seconded by Venise McWard to approve the April claims as presented. The motion carried.

### EMAIL PROPOSAL

County Clerk Mike Gianasi was asked to update the committee on the email research. During an earlier meeting with the Chairwoman and Jeff Durbin-CTI, it was determined that the quotes were all coming in the same no matter which vendor we would use. It was determined that the first step needs to be just county wide email and storage. Only Hotmail/gmail etc. addresses would change, but all would be converted for backup and storage. Next month a decision will be made for the conversion.

## REQUEST TO WAIVE DELIQUENT TAX FEE

The City of Pana has acquired a property and wishes to clean it up. There are however, fees still tied to the property and the County has been asked to waive them equaling about \$900.

Treasurer Betty Asmussen advised the committee this was a poor practice to begin as the fees equal revenue for the County as well as the other taxing bodies. The recording fee has to be collected and cannot be waived at all. The goal of the tax sale is for property not to set empty but be purchased for betterment and to be placed back into the tax cycle. Vicki McMahon made a motion and it was seconded by Venise McWard not to waive the fees on this type of properties. The motion carried.

A motion was made by Mike McClure and seconded by Venise McWard to adjourn. The motion carried.

Respectfully submitted,

Clarke Pearce  
Finance/Audit Committee Chairman

## **AUDIT/FINANCE/PURCHASING COMMITTEE**

**May 16, 2019**

Present: Clark Pearce, Chairman

Tim Carlson, Venise McWard, Mike McClure, Vicki McMahon

Absent: none

Others present: Becky Edwards, Betty Asmussen, Mike Gianasi, Mike Havera, Julie Mayer and Jan Bland.

The Finance Committee met on Thursday, May 16, 2019 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairman Clark Pearce noted a quorum at 6:30 pm. There were no public comments.

### **MAY CLAIMS**

A motion was made by Mike McClure and seconded by Vicki McMahon to approve the May claims as presented. The motion carried.

### **EMAIL CONVERSION**

County Clerk Michael Gianasi presented the proposal from CTI for the conversion of the email to more security and storage. The plan per email was quoted as \$94/year and an initial conversion to hosted email of \$95/one-time fee per email. It was discussed and as offered by the County Clerk, a motion was to allow the county clerk's office conversion be done first before making the whole commitment. The motion was made by Mike McClure and seconded by Venise McWard and the motion carried.

### **CIVIL FEES AND CRIMINAL/TRAFFIC ASSESSMENTS**

Circuit Clerk Julie Mayer presented an extensive ordinance stating the changes which are governed by the General Assembly for the purpose to consolidate fees across the State and provide waivers for low income individuals. This new legislation takes effect July 1, 2019 and will be reevaluated through a sunset clause on 1/1/2021. A motion was made by Mike McClure and seconded by Vicki McMahon to recommend to adopt resolution R2019CC005 and for the Treasurer to continue to separate the funds to the appropriate classifications. The motion carried.

### **HEALTH, DENTAL, EYE, LIFE INSURANCE PREMIUMS**

Jeremy Travelstead of American Central Insurance presented to the union/management meeting the various policies and bids for each policy. The health insurance initially increased by 12%, but was reduced to 5.6%. The employee rate increased by about \$41/month for the county or for the employee at 6%--\$2.56 and 10%--\$4.26/month. The dental plan increased by \$1.15/month at the employee rate. There was no change in the vision or the life insurance. A motion was made

by Mike McClure and seconded by Venise McWard to accept the rates as presented for the health, dental, vision and life policies. The motion carried.

#### TORNADO GRANT APPLICATION AND INTERGOVERNMENTAL AGREEMENT

The County of Christian, the City of Taylorville and the Taylorville Township intends to apply to the Illinois Department of Commerce and Economic Opportunity for a grant from the State SCBG program. This program is funded by Title 1 of the Federal Housing and Community Development Act of 1974, as amended. These funds are to be used for a community development project that will include the following activity: A reimbursement for clean- up costs due to an EF-3 tornado which struck Christian County on December 1, 2018. The combined total amount of CDBG funds to be requested is \$533,698.55: County of Christian-\$113,897.63, City of Taylorville-\$379,078.41: and Taylorville Township-\$40,722.51. Chairwoman Becky Edwards explained and asked for a motion to adopt the resolution R2019 CB 004 and the Intergovernmental Agreement in order to complete the application. The public hearing took place May 16, 2019 at 6:00 pm at the Courthouse and there were no objections. A motion was made by Mike McClure and seconded by Venise McWard to recommend to adopt the resolution. The motion carried. A motion was made by Mike McClure and seconded by Venise McWard to approve the Intergovernmental Agreement between the County of Christian, the City of Taylorville and the Taylorville Township to apply and submit documents for grant funds to be reimbursed to the three entities for some of the costs for clean-up. The motion was made by Mike McClure and seconded by Venise McWard to approve the Intergovernmental Agreement between the County of Christian, the City of Taylorville and the Taylorville Township and make application for funding. The motion carried.

#### DELINQUENT TAX SALE BID

As reported last month, the City of Pana has acquired a property and wishes to clean it up. A bid in the amount of \$825.00 was submitted by the City of Pana for parcel 11-25-41--004-00 in Pana Township. During the full board the committee would call for a motion to accept the resolution for the sale of the property.

#### BUDGETS

Next month dates for budget hearings will be set.

With no public comments, Committee Chairman Clark Pearce called for a motion to adjourn by Mike McClure and seconded by Vicki McMahan. The motion carried.

Respectfully submitted,

Clarke Pearce

Finance/Audit Committee Chairman



## AUDIT/FINANCE/PURCHASING COMMITTEE

June 13, 2019

Present: Clark Pearce, Chairman  
Tim Carlson, Venise McWard, Vicki McMahan

Absent: Mike McClure

Others present: Becky Edwards, Mike Gianasi, Mike Havera, and Jan Bland.

The Finance Committee met on Thursday, June 13, 2019 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairman Clark Pearce noted a quorum at 6:30 pm. There were no public comments.

### JUNE CLAIMS

A motion was made by Vicki McMahan and seconded by Venise McWard to approve the June claims as presented. The motion carried.

### ORDINANCE TO AMEND ENTERPRISE ZONE

Ordinance O2019CB004 was presented to amend the Taylorville-Christian County Enterprise Zone to include or add the City of Assumption to the current EZ boundaries. A motion was made by Vicki McMahan and seconded by Tim Carlson to include the City of Assumption as described in the ordinance. The motion carried.

### INTERGOVERNMENTAL AGREEMENT TO AMEND ENTERPRISE ZONE

The intergovernmental agreement to amend current enterprise zone was presented for approval. This agreement will amend the agreement by including the City of Assumption into the EZ with the City of Taylorville and Christian County. A motion was made by Tim Carlson and seconded by Vicki McMahan to recommend to approve the agreement. The motion carried.

### NEW COMPUTER REQUESTED FOR CHAIRMAN'S OFFICE

Recently, it was recommended that the aged desk computer be replaced with a new version. The actual age is not known, however, probably 10 years old. The request was to replace it and pay from contingency as the small office had not been carrying enough for a replacement cost. A motion was made by Tim Carlson and seconded by Vicki McMahan to approve the request. During discussion a request was made to get another quote to the \$1100 replacement and warranty information. The previous motion was rescinded by both members and a motion was made by Vicki McMahan and seconded by Venise McWard to allow a purchase up to \$800 from contingency for the replacement of the computer. The motion carried.

### BUDGET HEARINGS SET

Tuesday, July 30 and Wednesday, July 31 will be the initial budget hearings for the departments to present. Any late presentations will be on August 15 at the regular finance meeting. Tuesday, August 27 is set aside for further evaluation of all budgets. All budget hearings will begin at 6:00 pm. More information will be sent out to the departments soon.

Committee Chairman Clark Pearce called for a motion to adjourn by Vicki McMahan and seconded by Venise McWard. The motion carried.

Respectfully submitted,

Clarke Pearce  
Finance/Audit Committee Chairman

## **AUDIT/FINANCE/PURCHASING COMMITTEE**

**July 11, 2019**

Present: Clark Pearce, Chairman

Venise McWard, Vicki McMahan, Mike McClure

Absent: Tim Carlson

Others present: Becky Edwards, Mike Gianasi, Vince Harris, Tom Latonis and Jan Bland.

The Finance Committee met on Thursday, July 11, 2019 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairman Clark Pearce noted a quorum at 6:40 pm. There were no public comments.

### **JUNE CLAIMS**

The members signed claims at this meeting. A motion was made by Vicki McMahan and seconded by Venise McWard to approve the July claims as presented. The motion carried.

### **SALE OF DELINQUENT TAX PROPERTY**

The members approved the sale of delinquent tax properties in Pana Township; 11-25-21-228-002-00 and

11-25-16-412-005-00. Each held a bid of \$828.00 for approval.

A motion was made by Vicki McMahan and seconded by Venise McWard to adopt R2019 TR 007 in Pana Township; 11-25-21-228-002-00. The motion carried.

A motion was made by Vicki McMahan and seconded by Mike McClure to adopt R2019 TR 008 in Pana Township 11-25-16-412-005-00. The motion carried.

### **PRESSURE WASHER AT ANIMAL CONTROL**

Vince Harris asked the committee to allow him to replace the pressure washer in the animal pens. He has received a quote for \$850, but there may be more to the initial replacement. He asked for money from contingency not to exceed \$1500. It was also suggested instead that the committee note his building maintenance line item will go over budget in order for him to proceed with the replacement of the pressure washer. As the item was not on this agenda, no action was taken.

### **EXECUTIVE SESSION**

Vicki McMahan made a motion to go into executive session, 5ILCS 120/2(c)(2) collective bargaining matters between the public body and its employees or their representatives and seconded by Venise. The motion carried with all eyes roll call of the members.

Vicki McMahon made a motion to come out of executive session and go back into open session stating the same reason as above, and was seconded by Venise McWard. The motion carried by an all aye roll call of the members.

No action was taken at this time.

Committee Chairman Clark Pearce called for a motion to adjourn by Mike McClure and seconded by Venise McWard. The motion carried.

Respectfully submitted,

Clark Pearce

Finance/Audit Committee Chairman

## **AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE**

**July 30, 2019**

Present: Clark Pearce, Chairman

Venise McWard, Mike McClure

Absent: Tim Carlson, Vicki McMahan

Others present: Becky Edwards, Joe Stepping, Zach Hicks, Mike Gianasi, Vince Harris, Cliff Frye, Nancy Martin, Amy Winans, Laura Cooper, Julie Mayer, Bruce Engeling, Betty Asmussen, Tom Latonis and Jan Bland.

The Budget Committee met on Tuesday, July 30, 2019 at 6:00 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to hear budget proposals for 2020 and any other matters properly brought before the committee. Attendance was taken, and Finance Chairman Clark Pearce noted a quorum. There were no public comments.

The departments of the Solid Waste, Maintenance, Coroner, and Treasurer presented fairly status quo budgets from the FY 2019. The exceptions and increases would be salaries and health insurance costs. Wage and health insurance increases were noted in all departments.

- The Probation Department may be awarded funding for additional staffing which in turn would create more office space.
- The purchase of new election equipment was presented for consideration by the County Clerk at a cost of \$291,000. The last time new election equipment was purchased was 2004. Mike Gianasi also noted the 2020 census results might enable redistricting which could also reduce the voting precincts. He has a new chief deputy and two vacant positions in his departments.
- Julie Mayer Circuit Clerk is confident that the paperless civil system in the courts will reduce her supply budget as well. She also noted she has several new employees which decreased some salary lines items as well as an upcoming retirement.
- Chief Deputy Bruce Engeling has increased most of the budget in part time staffing and food, health and utilities for the jail as the inmate population increases. Building repairs continue to plague both the jail and courthouse facilities. With all the increases, Engeling suggested to reduce the purchase of squad cars to one.
- The department of Animal Control continues to expand with animals brought in and adopted out demanding staffing. Vince Harris AC/Z Director is asking for security cameras for the facility; his truck is in need of some repairs; and other expenses in the office qualify his increases in the budget.
- Highway Engineer Cliff Frye reviewed the upcoming projects for roads and bridges.

- The Health Department depends on grants and not all have been allocated for the budget year.

A motion was made by Mike McClure and seconded by Venise McWard. The motion carried.

Respectfully submitted,

Clark Pearce

Finance/Audit Committee Chairman

## **AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE**

**July 31, 2019**

Present: Clark Pearce, Chairman

Venise McWard, Vicki McMahon, Mike McClure, Tim Carlson

Absent: None

Others present: Becky Edwards, Mike Gianasi, Mike Drake, Chad Coady, Betty Asmussen, Mickie Ehrhardt, Mike Havera, Tom Latonis and Jan Bland.

The Finance Committee met on Wednesday, July 31, 2019 at 6:00 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to hear budget proposals for 2020 and any other matters properly brought before the committee. Attendance was taken, and Finance Chairman Clark Pearce noted a quorum. There were no public comments.

Budget projections were explained by

- Public Defender Mike Drake noted that his budget was up due to salary and health insurance increases.  
[The public defender's salary is determined by the State if the PD is a full time position. If full time, then their salary must be 90% of the states attorney's salary.]
- The Circuit Clerk submitted a revised budget in the salary line item where the reduction was omitted totaling \$26,000.
- The Supervisor of Assessments, Chad Coady's concern was equipment failure and if happens the replacement would be spent from the GIS fund. No change in the Board of Review budget.
- Micki Ehrhardt, 911 Director spoke a \$276,500 radio paging upgrade that will be split between 911 and the Sheriff's Office. She was also informed that an increase in grant funds were awarded and in the new budget an unanticipated grant line item needs to be created for 911 in order to expend the funds.
- States Attorney Mike Havera believes he has a good working budget now including staffing.
- It was reported that Judge Paisley believes he may be able to eliminate a couple of line items to reduce his status quo budget.
- County Board Chairwoman Becky Edwards asked the seminars/training be increased.

A motion was made by Mike McClure and seconded by Venise McWard. The motion carried.

Respectfully submitted,  
Clark Pearce  
Finance/Audit Committee Chairman

## **AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE**

**August 15, 2019**

Present: Clark Pearce, Chairman

Venise McWard, Mike McClure, Tim Carlson, Vicki McMahon

Absent: None

Others present: Becky Edwards, Julie Wollerman, Jerry Mahr, Mike Gianasi, Ken Gibson, Julie Mayer, Mike Havera, Tom Latonis and Jan Bland.

The Audit/Finance Committee met on Thursday, August 15 2019 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairman Clark Pearce noted a quorum. There were no public comments.

### AUGUST CLAIMS

A motion was made by Vicki McMahon and seconded by Tim Carlson to approve the August claims as presented. The motion carried. The "claims reports" will be emailed to all board members.

### AFSCME CONTRACT

There was nothing to report.

### BUDGETS

Jerry Mahr, Director of the Christian County Senior Citizens presented budgets from the Christian County Senior Citizens in Taylorville, South Fork, Pana, and Morrisonville-Palmer. Mahr commented that Taylorville's budget had about a \$1,000 increase over last year. Where vehicle gas and insurance had increases, they cut back on supplies. Transportation is their biggest expense. They make two to three trips daily to Springfield. New programs are being offered geared toward the senior citizen. The county levies some funding for the senior citizens.

Julie Wollerman, Director of the Regional Office of Education submitted her budget for the five counties included in her district. The percentage each county pays is based on 2018 Real Property EAV by county. Christian County's percentage is 27.80% of the total budget or \$70,964.20 plus health insurance for the ROE secretary at Taylorville.

Mike Crews was unable to attend due to the siren repair and testing. It was reported ESDA budget had no significant changes.

### APPOINT AUTHORIZED AGENT

Due to the change and promotion of the chief deputy in the County Clerk's Office, the Board is required to designate an IMRF Authorized Agent. A motion was made by Vicki McMahon and seconded by Venise McWard to appoint Katrina Dieterich as the IMRF Authorized Agent by resolution R2019 CB 009. The motion carried.

#### IMRF 2020 RATE

Due to the estimated reduction in interest rates, each local government was asked to select the regular actuarial determined contribution rate (which is higher) versus a reduced phase in rate which would actually cost the county more. A motion was made by Venise McWard and seconded by Vicki McMahon to select the ADC rate of 11.93% for IMRF rather than the phase in rate of 9.63%. The motion carried. There was no phase in choice for the SLEP and ECO rates.

#### PUBLIC DEFENDER

Several years ago reimbursement to counties was based on a full time status and the salary is determined by the states attorney's salary—90% of that salary. Per statute the State reimburses 66 2/3% of the public defender's salary if the position is full time and the salary is 90% of the states attorney's salary. A motion was made by Vicki McMahon and seconded by Tim Carlson to designate the public defender's position as full time and to pay the salary of 90% of the states attorney's salary to receive the State's reimbursement. The motion carried.

#### COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY

Board Chairwoman Becky Edwards has been contacted to participate in a program to qualify the counties of Christian, Shelby, Jersey, Calhoun, Greene, Montgomery and Macoupin to apply for grants in disaster recovery and economic development projects. The cost to participate in this program will be \$1,334 (and not more than \$1,500) annually for a five year period.

A motion was made by Vicki McMahon and seconded by Mike McClure to participate in the CEDS and adopt the resolution R2019 CB 010. The motion carried.

#### SOLAR ORDINANCE--SPECIAL USE

Last month the Zoning Board of Appeals held a meeting as requested for a special use in an AG-1 District for Solar Farm Development. As part of the approval was a contingency payment for the extra two year extension.

During discussions concerning the contingency payment, Invenergy and Chairwoman proposed the payment upfront for the building permit. Generally the building permit is issued at the time to break ground which in this case would be in 2021 or 2022. A motion was made by Vicki McMahon and seconded by Venise McWard to drop the contingency clause and agree for \$248,000.00 building fee to be paid upfront prior to December 31, 2019. Chairwoman Edwards spoke to Treasurer Asmussen about which fiscal year would be more beneficial to the county's budget and it was concurred that either year was acceptable. The motion carried.

#### ELECTION EQUIPMENT

County Clerk Mike Gianasi introduced Ken Gibson from Liberty Systems, the current vendor for election equipment, supplies and service. He noted that after the meeting the members were welcome to preview the new equipment. Clerk Gianasi had discussed the possibility of purchasing new election equipment during his budget review.



A motion was made by Mike McClure and seconded by Tim Carlson. The motion carried.

Respectfully submitted,

Clark Pearce

Finance/Audit Committee Chairman

## **AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE**

**September 12, 2019**

Present: Clark Pearce, Chairman  
Venise McWard, Mike McClure, Tim Carlson, Vicki McMahon

Absent: None

Others present: Becky Edwards, Sean Flynn, Zach Hicks, Betty Asumssen, Mike Gianasi, Micki Ehrhardt, Julie Mayer, Mike Havera, Nancy Martin, Nancy Roggero, Amanda Cole, Tom Latonis and Jan Bland.

The Audit/Finance Committee met on Thursday, September 12, 2019 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairman Clark Pearce noted a quorum. There were no public comments.

### **INTENT TO ISSUE REVENUE BONDS FOR CHRISTIAN COUNTY INTEGRATED COMMUNITY SERVICES**

Sean Flynn of Gilmore Bell spoke to the committee with a request for the County to issue revenue bonds for Christian County Integrated Community Services (CCICS). He noted that two years ago the County assisted Pana Community Hospital with the same type of bonds for their building expansion. For the County to issue the bonds allows the non for profit organization at a lower interest rate. Counties are allowed up to \$10 million in bonds to be issues per year. There is absolutely no financial liability to the County. The County has nothing scheduled for bonds in 2019 so there is no conflict. The CCICS is asking for \$8-8.5 million in bonds in 2019 and in 2020 a new allocation would be available to the County. Representatives from CCICS will attend the full board meeting. A motion was made by Vicki McMahon and seconded by Venise McWard to adopt the resolution with the intent to issue revenue bonds to finance and refinance the costs of a project for CCICS. The motion carried. In October, a resolution will be submitted for the issuance of revenue bonds for CCICS.

### **MONTGOMERY COUNTY ETSB DISCUSSION**

Micki Ehrhardt, 911 Coordinator for Christian/Shelby Counties, reported that Montgomery County ESTB was interested in consolidating with the Christian/Shelby 911 system. Two years ago Shelby County came on board with Christian County. Montgomery County would have vote on the transfer which would include the revenues from the 911 surcharge money through the State. More employees and equipment would be required. Ehrhardt noted that 911 consolidations are coming anyway so by accepting Montgomery County would be a first step to defining a regional group. Resolutions and ordinances will be presented upon the agreement to merge. A motion was made by Vicki McMahon and seconded by Mike McClure to proceed in the development to add Montgomery County to our 911 center. The motion carried.

### **SEPTEMBER CLAIMS**

A motion was made by Mike McClure and seconded by Vicki McMahon to approve the September claims as presented. The motion carried.

### **LANGLEY CEMETERY**

The annual allocation of \$300 was motioned by Venise McWard and seconded by Tim Carlson to award to the Langley Cemetery custodian. The motion carried.

### **ELEVATOR REBUILD NECESSARY**

Maintenance Manager Zach Hicks reported the issues of the request to spend at least \$250,000 on the courthouse rebuild. The base contract amount from OTIS is \$200,114. Zach detailed the main items that was required prior to OTIS actually rebuilding the elevator. The time frame is to approve immediately, OTIS will process the contract and order the equipment. The equipment may take up to 12 weeks to build offsite. During that time frame, the County must complete all of the projects required for the upgrade. Some projects like the electric power, will have to be outsourced and Zach has inquired locally for interest in the projects. During this

period there will still be certain days that the elevator will be down for us to do shaft work. Early in January is the projected beginning of at least ten weeks of OTIS installation. Zach, preliminarily has estimated another \$50,000 for the pre-work.

Unfortunately, there will be noise which will be problematic for the courts and then no elevator service during the install. The Circuit Clerk and Judges have already begun to plan and will meet with the other county officials soon. Changes to the courts may incur costs as well.

Treasurer Asmussen explained that last year the County got general obligation bonds with a balance of approximately \$1.2 million. This money was secured for use on only long term expenditures which this rebuild of the elevator would meet that standard. A motion was made by Mike McClure and seconded by Venise McWard for the Treasurer to move bond money to the budget for the elevator project. The motion carried.

#### BUDGET INFO

- South Fork Senior Citizens Director Nancy Roggero recapped their many programs for their group and was thankful for the funds the County of which levies for the senior citizen groups.
- Nancy Martin presented an updated budget for the Health/TB Department. She also noted that her Board had approved a 3% increase to their non-bargaining staff.
- Amanda Cole, County Extension Director submitted the budget and programs for the 7/1/2020 – 6/30/2021 and noted that this was a 3.03% reduction from the FY 2019 levy.
- County Clerk Michael Gianasi updated his initial request for new voting machines. He offered options for an election service contract to lease equipment for a six year period and a two year optional extension to own. He obtained local bank interest rates as well the suggested general obligation bonds for payment of all or partial. The Treasurer will move forward.
- Discussion on salary increases for non-bargaining employees was determined to revert back to a percentage increase rather than an equal increase for all Department Heads and mid-management exempt employees. A motion was made by Venise McWard and seconded by Mike McClure to offer a 2% increase to all non-bargaining management and mid-management employees and no longevity. The motion carried 4-1. Elected officials salaries are determined prior to their running for office and cannot be changed during their term. The county clerk, supervisor of assessments, treasurer and sheriff were declared at 2% each year in their four year term.
- Circuit Clerk Julie Mayer described a status of her current chief deputy and asked to promote from with a new chief deputy to overlap for several months. She will include it in the 2020 budget and has money in the current budget.
- Chairwoman Edwards reviewed changes in Office “0” line items.

#### AFSCME CONTRACT

It was reported that a meeting was set for Wednesday, September 18<sup>th</sup> with the mediator and the AFSCME union.

A motion was made by Mike McClure and seconded by Tim Carlson. The motion carried.

Respectfully submitted,

Clark Pearce  
Finance/Audit Committee Chairman  
Page 2-9/12/2019

## AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE

October 2, 2019

Present: Clark Pearce, Chairman  
Venise McWard, Mike McClure, Tim Carlson, Vicki McMahan

Absent: None

Others present: Becky Edwards, Betty Asmussen, Mike Gianasi, Mike Havera, Brian Wilbur, Cindy Drea, Tom Latonis and Jan Bland.

The Audit/Finance Committee met on Wednesday, October 2, 2019 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairman Clark Pearce noted a quorum. There were no public comments.

### EXEMPT EMPLOYEE SALARIES MUST BE AT LEAST \$35,568-BY THE DEPARTMENT OF LABOR

On March 7, 2019 the United States Department of Labor made a final ruling on the proposed change that would increase the minimum salary threshold to qualify for exemption from the overtime provisions of the Fair Labor Standards Act. The current level of \$23,660 annually has changed to \$35,568 annually for exempt employees who meet the standards. These are employees who are generally in management and other professional positions. Currently in the County, the only salaries not meeting the new rate are the chief deputies at step one (\$35,000). If the salary is not increased, those employees would receive overtime which most likely would exceed the \$568 increase and is unpredictable. A motion was made by Venise McWard and seconded by Mike McClure to increase the starting salary for the chief deputy classification to \$35,568 effective January 1, 2020 and change the policy describing the steps to reflect the \$35,568. The motion carried. [There are three chief deputies in step one of which this increase will apply.]

### NON-BARGAINING SALARY INCREASED

Last month the County Board returned the discussion back to this committee for the non-bargaining raises. Committee Chair Clark Pearce reviewed that there are different classes of employees: bargaining, non-bargaining and elected office holders and the salaries should reflect the different groups in an equitable manner. The 2% that was proposed last month is not equitable to this group due to the range in salaries and a flat rate would be more equitable. He proposed a flat rate of \$1000. During discussion and after reviewing the positions of which the Board could make salary determinations the following positions will receive \$1000 in the 2020 budget: 2-Asst. States Attorneys, Victim Witness Coordinator, 1-Chief Deputy of Circuit Clerk, Jail Administrator, County Board Assistant/HR, Maintenance Supervisor; Solid Waste Manager, Solid Waste Educator, and Highway Office Manager. The motion for the increase of the above positions was made by Mike McClure and seconded by Vicki McMahan. The motion carried. Other positions eligible for the County Board to determine are in steps for 2020. [All but three of these positions are deemed exempt employees.]

### FY2020 BUDGET REVIEW

Chairman Pearce asked the Treasurer to review the preliminary budget. She explained no real changes in what the department heads had submitted. A few recommendations included:

- the cost of shredding approved documents should be coordinated department wide
- an additional line item was added to separate longevity paid from hours work pay
- money was transferred from bond money to pay for the election equipment
- \$15,000 for specialty courts was removed

The largest increases in the budget are due to salaries and health insurance increases. And

- the increase of IMRF and SLEP percentages will make a large impact in the budget.
- Office "0" numbers were updated with some reductions.

- 911 potentially may have the opportunity for a merger with Montgomery County, so those numbers have been projected both in revenue and expenses if it transpires.

In the past the County has charged the non-general fund accounts a fee for services and both liability and worker compensation expenses. Treasurer Asmussen suggested to the committee that we reinstate those assessments. A motion was made by Mike McClure and seconded by Vicki McMahon to reinstate the assessments in the amount of \$3,000 per year plus the liability: Health-\$6,559; Solid Waste-\$2,761; 911-\$4,200; and Highway-\$22,080. The motion carried.

Treasurer Asmussen also noted that the levy is currently being reviewed for presentation.

The preliminary budget projects a \$220,400 deficit, however that number will change some with the changes suggested during the meeting.

A motion was made to adjourn by Mike McClure and seconded by Tim Carlson. The motion carried.

Respectfully submitted,

Clark Pearce  
Finance/Audit Committee Chairman  
Page 2-10/02/2019

## **AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE**

**October 10, 2019**

Present: Clark Pearce, Chairman  
Venise McWard, Tim Carlson, Vicki McMahan  
Absent: Mike McClure

Others present: Becky Edwards, Mike Gianasi, Brian Wilbur, Donna Hibbetts, Sean Flynn, Tom Latonis and Jan Bland.

The Audit/Finance Committee met on Thursday, October 10, 2019 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairman Clark Pearce noted a quorum. There were no public comments.

### **CLAIMS**

A motion was made by Vicki McMahan and seconded by Venise McWard to approve the October claims as presented. The motion carried.

### **CHRISTIAN COUNTY INTEGRATED COMMUNITY SERVICES BOND APPROVAL**

Sean Flynn of Gilmore and Bell, P.C. presented the resolution for the final documents for County of Christian to secure the taxable revenue bonds for the not-for-profit corporation of Christian County Integrated Community Services to refinance the Hickory Estate affordable housing units in the Pana area and to secure a loan to build an eighteen bed memory care center. The president of the Christian County Integrated Community Services also spoke and thanked the County for assisting them in this project. The County has no obligation to pay back the bonds, it only the use of the local government entity to acquire the revenue bonds at a lower interest rate. A motion was made by Vicki McMahan and seconded by Venise McWard to adopt the resolution R2019 CB 021 authorizing the County to issue its revenue bonds series 2019 and authorizing and approving the documents and agreements associated with the associated transactions. The motion carried.

### **MAINTENANCE VEHICLE AND PART TIME COORDINATOR APPROVED**

Yet one more thing to be needed from the maintenance department is a vehicle that runs. At the Highway meeting they agreed to the importance of a dependable vehicle. After discussion, a motion was made by Vicki McMahan and seconded by Venise McWard to approve a good newer used cargo van up to \$20,000 or compare the increase for a new cargo van with a warranty at about \$25,000 and to pay from contingency. The motion carried.

As most of the Finance members participated in the conversation from the Personnel Committee, they made the same motion to pass on to the full Board. A motion was made by Vicki McMahan and seconded by Venise McWard to approve the temporary part time position of a maintenance project coordinator to work between 21 to 35 hours per week with a rate of pay between \$14 and \$18 for a six month period of time when the position would be reevaluated and to refer the motion to the full Board. This position as temporary does not offer pension or other benefits. The motion carried.

### **FY 2020 TENTATIVE BUDGET TO BE PLACED ON FILE**

An updated budget was presented with the changes made at the October 2 meeting. At that time there was a deficit of \$220,400. With the changes both up and down the proposed budget for FY 2020 was reduced to a \$167,544 deficit. Tim Carlson made a motion and it was seconded by Venise McWard to place the tentative budget on file for the approval in November. The motion carried.

## SECOND SET OF CLAIMS

As the norm for the end of the fiscal year, a second set of claims are allowed for payment. A motion was made by Vicki McMahon and seconded by Tim Carlson to approve the Board Chair to sign the second set of claims in November. The motion carried.

A motion was made to adjourn by Venise McWard and seconded by Tim Carlson. The motion carried.

Respectfully submitted,

Clark Pearce  
Finance/Audit Committee Chairman  
Page 2-10/10/2019

## AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE

November 12, 2019

Present: Clark Pearce, Chairman  
Venise McWard, Tim Carlson, Vicki McMahan, Mike McClure

Absent: none

Others present: Becky Edwards, Mike Gianasi, Betty Asmussen and Jan Bland.

The Audit/Finance Committee met on Tuesday, November 12, 2019 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairman Clark Pearce noted a quorum. There were no public comments.

### CLAIMS

Due to the change in days for the committee meeting, a motion was made by Vicki McMahan and seconded by Tim Carlson to authorize the finance chair and the board chair to review and sign the claims as presented. The motion carried.

### EMA CONSOLIDATION

After his resignation as Christian County EMA Director, Mike Crews has searched for his own replacement. After discussion with the current Montgomery EMA Director, they developed a proposal for both counties to consider. As Montgomery County is already in discussions with the Christian County 911 Board for consolidation, Greg Ninmo, who is currently employed as both the EMA and 911 Director, consolidating the position would be a good fit for both counties. He would split his time with both counties and Christian County would be the primary employer. There are monies to support this position, as in the past with Mike Crews, which are reimbursed through federal grants for both salary and select budget items at a 50% schedule. Several questions were asked:

- Time sharing between the two counties [It would be a 2/3 day one week and the next 3/2 pending on schedules and demands.]
- What reimbursement would Montgomery make to Christian? [All grant funding would come to Christian then Montgomery would split the balance as detailed FY2020 amount would be \$12,357.]
- As the primary employer, benefits would be added to the budget; however, 50% of benefits are also requested in the grant subsidy.
- Salary proposed is \$57,026 [During discussion, the salary proposed was to be reduced.]

*A motion was made by Vicki McMahan and seconded by Venise McWard to amend the EMA Consolidation salary proposal to read \$50,000. The motion carried with one opposed. A motion was made by Vicki McMahan and seconded by Venise McWard to approve the Intergovernmental Agreement with Montgomery County for EMA Services. The motion carried with all ayes.*

### MAINTENANCE DEPARTMENT UPDATES

Chairwoman Edwards noted

- A 2016 van had been purchased for \$19,000 which was under the agreed amount last month.
- Lacey Franklin was hired for the part time coordinator position at \$14/hour.
- As previously reported, the laborer position employee is still out on FML and the return date is not known. With the elevator project, boilers and regular building maintenance duties, a temp service was contacted and within two days we had a person to assist in those laborer duties. Due to the situation, the need was immediate and there was no other staffing in that department. Other offices which have that situation have other staff to cover or a budget to hire temporary employees during an FML event. An executive decision was made not knowing the return to work date. *A motion was made by Vicki*



*McMahon and seconded by Tim Carlson to pay the temp agency from contingency through FY19. Payment is through accounts payable. The motion carried with one opposed.*

#### TAX SALE CERTIFICATE CANCELED

In 2015 parcel 11-25-22-140-009-00 was sold at the tax sale. Recently, the owner paid all back taxes and requested a surrender of the tax sale certificate. *A motion was made by Vicki McMahon and seconded by Venise McWard to accept the full amount and surrender the tax sale certificate. The motion carried.*

#### IMRF RESERVE DEFICIENCY

Recently, it was discovered through a search of internal website IMRF reports that Christian County was underfunded more than \$1.4 million with ECO (elected county officials) and the enhanced SLEP (sheriff's law enforcement pension) and has been for over five years. ECO was a short term option offered to counties only under IMRF. In 2011 the enrollment was terminated and only in effect for those currently enrolled. For Christian County there are 18 members/dependents who receive pensions from ECO and SLEP. The last member to have pension withholdings left in 2014. Around that time, IMRF assessed the county with an additional \$10,000 monthly contribution in lieu of the membership contributions and there was no other known communication of deficiency. The current situation was brought to the attention of the county clerk from another county's inquiry. During Mike Gianasi's search, he found internal documents for Christian County that as of 11/12/2019 there was a negative reserve balance of \$1,215,450.65. A negative reserve balance happens when the employer's assets exceed costs. IMRF charges 7.5% interest every year on January 1. Networking with other county clerk's has determined that Christian County is not the only county that has been surprised by the underfunded liabilities. Treasurer Asmussen recommended, after consult with both the former auditor and current auditor that a onetime payment should be made before 11/30/2019 up to \$300,000. *A motion was made by Mike McClure and seconded by Vicki McMahon to authorize the Treasurer and County Clerk to make the additional onetime payment of \$300,000 (\$200,000 to ECO and \$100,000 to SLEP) and notify in writing to IMRF how to apply the payment. The motion carried.*

#### FY2020 BUDGET CHANGES

Treasurer Betty Asmussen presented a revised budget noting the following changes:

- Maintenance lines added for temporary service through the elevator project completion
- Maintenance line added for the part time maintenance coordinator
- Work comp premium reduced
- Probation building line item for the additional office spaces and mileage due to the increased client home visits
- EMA budget due to consolidation of position.

*A motion was made by Vicki McMahon and seconded by Mike McClure to accept the proposed FY2020 budget including the changes presented tonight and recommend to the full Board. The motion carried by all ayes.*

#### TAX LEVY ORDINANCE

The annual tax levy ordinance was presented for adoption. There was a question as to the levy portion for the Mental Health as it was reported the facility was closing the clinical portion. After consultation with the auditors and Brent DeMichael, the Director of Christian County Mental Health, Betty Asmussen and Michael Gianasi have verified that CC Mental Health can and need the funding for their developmental program. *A motion was made by Vicki McMahon and seconded by Mike McClure to recommend for adoption to the full Board the Tax Levy Ordinance 2019 CB 011. The motion carried.*

Mike McClure made a motion to adjourn with the second by Venise McWard. The motion carried.

Respectfully submitted,

Clark Pearce

Finance/Audit Committee Chairman- Page 2--11/12/2019

## **AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE**

**December 12, 2019**

Present: Clark Pearce, Chairman  
Venise McWard, Tim Carlson, Vicki McMahan, Mike McClure

Absent: none

Others present: Becky Edwards, Mike Gianasi, Judge Paisley and Jan Bland.

The Audit/Finance Committee met on Thursday, December 12, 2019 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Attendance was taken, and Finance Chairman Clark Pearce noted a quorum. There were no public comments.

### **CLAIMS**

A motion was made by Vicki McMahan and seconded by Venise McWard to approve the claims as presented for December. The motion carried.

### **ASSISTANT PUBLIC DEFENDER APPROVED**

Christian County Resident Judge Brad Paisley approached the committee to hire an assistant public defender. He reported the various types of cases required by law that judges must assign public defenders. A combination of all types of cases currently are 515 and even compared to last year of 375, is an overwhelming number. The public defender in his duties to represent these clients must defend, represent them in a timely manner and to keep them informed which is usually necessary through jail or office visits.

Judge Paisley noted that this position will not have any reimbursement from the State as does the primary PD. He recommended a salary range of \$45,000 to \$55,000 plus benefits for this assistant PD position. After some discussion, a motion was made by Vicki McMahan and seconded by Mike McClure to hire a full time assistant public defender within the salary range of \$45,000 to \$55,000. The motion carried.

The current Public Defender Mike Drake chose not to renew his contract. Former PD Greg Grigsby will fill in until another full time PD can be hired. It was commented that there are three open positions for attorneys.

### **COURTHOUSE PROJECTS**

At this time there were no decisions to be determined by the finance committee. Possible projects include bids for the south entrance and clock tower. Chairwoman Edwards spoke briefly about the elevator project noting that the upgrade to the elevator has been talked about for years and all board members voted yes to the current needs of elevator project. She will address the full board next week.

### **WECS LEGAL APPROVED**

As previously discussed, due to the Appellate Prosecutor not having any other attorney available having the background on wind energy systems, the County, in order to proceed with the request from PCC and addressing any changes in the current wind ordinance, must obtain legal counsel, and also as advised by States Attorney Havera. Names have been submitted for review. A motion was made by Mike McClure and seconded by Vicki McMahan to seek outside counsel allowing up to \$50,000 from contingency. The motion carried. The selection will be determined with consultation of Mike Havera.

Respectfully submitted,

Clark Pearce  
Finance/Audit Committee Chairman-