

**AUDIT/FINANCE/PURCHASING/BUDGET COMMITTEE**  
**February 9, 2022**

Present: Venise McWard, Chairman, Ken Franklin, Linda Curtin,  
Vicki McMahon  
Absent: Tim Carlson  
Others present: Matt Wells, Betty Asmussen, Bryan Sharp, Julie Mayer, Jacque Willison,  
Chad Coady, Wes Poggenpohl, Jim Baker, Kim Jones and Elizabeth Hile.

The Audit/Finance/Purchasing/Budget Committee met on Wednesday, February 9, 2022 at 6:30 p.m. at the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address agenda items and any other matters properly brought before the committee. Roll call was taken and there was a quorum.

**CLAIMS**

A motion was made by Vicki McMahon and seconded by Ken Franklin to approve the claims presented for February. A roll call vote polled all ayes. Motion carried.

**PUBLIC COMMENTS**

There were no public comments.

**ASSISTANT STATES ATTORNEY SALARY(S)**

States Attorney Poggenpohl would like discretion to modify the salary paid to his Assistant 1 (currently vacant) and Assistant 2 States Attorney positions. He is not asking for additional money as he will stay within the total amount budgeted. He is asking for this discretion as he is trying to hire another assistant. Should a qualified candidate be interested, he would like to have some discretion in regard to the salary offered. The budgeted current salary for Assistant 1 is \$76,000 and \$55,000 for Assistant 2.

Treasurer Asmussen advised that the salary for these and non-bargaining positions are specific in the approved budget. Members of the Committee felt to remain in compliance a specific number for each position would be needed. States Attorney Poggenpohl advised if specific numbers are needed he would recommend \$60,000 for an entry Assistant and \$71,000 for his 1<sup>st</sup> Assistant. There would not be a salary increase next year unless he is wanting to give 1 or both individuals in these positions a raise.

Motion by Venise McWard and seconded by Vicki McMahon to recommend to the full Board to modify the salary for States Attorney 1<sup>st</sup> Assistant to \$71,000 and States Attorney 2<sup>nd</sup> Assistant to \$60,000. Roll call vote polled all ayes. Motion carried.

**LEVYING FOR SOLAR FARMS – 5% OR GREATER TRUTH IN TAXATION**

Supervisor of Assessments, Chad Coady had presented an email to all Board members and was present to answer questions related to solar farm levies. This matter is complicated because the County is a PTELL (Property Tax Extension Limitation Law) county. In regards to the new first time value on the solar farms, all levying bodies can levy beyond the limits set by the CPI on new property assessed, but they can only do it the first year the property is assessed. That is the case with all property. A truth in taxation hearing is required if the levy is greater than 5% of the prior year levy, which would likely be the case for the solar farms. If it's not done in the first year, that opportunity for increased levy is missed. Another matter that differs in solar versus other property taxation is that solar properties depreciate. This could cause the tax rate to gradually increase over the life of the solar farm. Levying bodies in other PTELL counties that have projects like these usually levy for the maximum amount that 1<sup>st</sup> year.

## ARPA FUNDING/ORDINANCE(S)

### Updates

Treasurer Asmussen highlighted the recent guideline changes made by the U.S. Treasury which allows for entities who received less than \$10 million dollars to elect a standard allowance versus using the initial profit loss formula. The standard allowance option allows for the whole amount (\$6.2 for the County) be spent on county services. Bellwether advised in a recent conference call not to make any more disbursements until that ordinance election has been made. The County Board would need to approve their election in form of an ordinance by April 1<sup>st</sup>. Betty also advised that if the Board does approve a standard allowance ordinance, new ordinances for previously expended funds will be needed also. Additionally, future expenditures will also still need ordinances approved by the Board.

Motion by Ken Franklin and seconded by Venise McWard to recommend to the full Board to adopt a standard allowance ordinance for County ARPA funds. A roll call vote polled all ayes. Motion carried.

### Circuit Clerk Ordinance

Circuit Clerk Julie Mayer and Chief Deputy Sheriff Jim Baker presented updated information on the digiTICKET proposal costs. As requested from the last meeting, Julie contacted the departments in the County that had not responded when initially asked about participation. After discussion, the remaining Counties would like to now participate. The new proposal, based on more participation, is based on 50 licenses.

Julie highlighted the citation fees that have been collected since 2016 for each department noting we would never be in a position to purchase digiTICKET based on our rate of funding. Funding is based on traffic tickets. She feels with the availability of the ARPA funds it's the County's chance to make this purchase.

The software license fees, professional service fees and equipment quote with a 15% discount, which will be honored if a contract is signed by the end of February 2022, is \$120,097. The Circuit Clerk will pay for training and lodging to get the system installed and running. At the end of the year, each department would pay their own per car licensing fee. The Circuit Clerk will pay for the hosting fee.

Chief Deputy Sheriff Jim Baker explained the records management systems used at the Sheriff's department and how everything interfaces. He recommends one more option through Motorola to ensure CJIS compliance. The cost for this feature for all departments in Christian County is an additional \$8571.23. At the end of the year, each department would pay their own return sharing maintenance fee.

Jim noted how easily the digiTICKET equipment could be moved from vehicle to vehicle and noted at some point there will be a mandate to have this system in place and echoed the benefit of using onetime ARPA funding. In regard to what happens if after the first year a department does not want to pay the costs, Jim advised that department just drops out of the system without any effect on the remaining participants.

Motion by Vicki McMahon and seconded by Ken Franklin to recommend to the full Board to approve the cost of \$128,668.23 for digiTICKET software license fees, professional service fees, equipment and software with Motorola solutions as presented using ARPA funds with each department paying their per car licensing fee and Motorola fee after the first year. A roll call vote polled all ayes. Motion carried.

### HVAC System Costs/Engineering

Bill Kennedy has provided costs related to the installation of HVAC in the court house. The cost for a system on all floors that have HEPA filtration and independent zones is \$525,000 plus an additional 12% engineering cost.

Motion by Venise McWard and seconded by Vicki McMahon to recommend to the full Board to replace the HVAC system in the court house at the estimated cost of \$588,000 (\$525,000 plus \$63,000 for the 12% engineering fee) using ARPA funds. A roll call vote polled all ayes. Motion carried.

### SURVEY RECORDS

Chairman Wells has no new information on the records.

### REFERRALS FROM OTHER COMMITTEES

Committee Chairman McWard advised that there was a matter referred from the Executive/Personnel meeting on Monday night. With the appointment of Vince Harris to Solid Waste, Dwanna Kelmel will be doing the day to day operation of animal control. The Executive/Personnel Committee felt her duties were equivalent to a non-exempt employee and made a motion to pay her hourly with Finance determining the hourly rate for the added duties.

The Committee discussed the duties of the position and reviewed exempt and non-exempt status. Committee Chairman McWard noted that because of the duties, she felt the position should be paid the minimum salary of an exempt employee (\$35,568 annually). Dwanna currently is paid \$15.88 per hour. An hourly rate increase of \$1.00 to \$16.88 a hour with Dwanna working 40 hours a week (2080 a year) would be \$35,110 annually before overtime. This is only a \$458.00 difference before any additional overtime. Chairman Wells advised that the Executive/Personnel Committee made the decision that the employee was to be paid hourly and that the matter before Finance was to establish the new hourly rate.

Motion by Venise McWard and seconded by Linda Curtin to recommend to the full Board to increase Dwanna Kelmel's hourly rate from \$15.88 per hour to \$16.88 per hour for the additional duties of overseeing the day to day operation of animal control. A roll call vote polled all ayes. Motion Carried.

### OTHER MATTERS

Treasurer Asmussen wanted to know why her request to put elected official salaries on Finance this month wasn't honored and why the request to put CDAP on Finance was put on the Board meeting instead. Betty advised in the past matters related to Finance started at committee and then went to the Board.

Chairman Wells advised regarding the elected officials salary, the Executive/Personnel needed to review the policy before the matter went to Finance. The matter of elected officials salaries is scheduled for the March Finance meeting. In regard to the CDAP request, Chairman Wells wanted the full Board to hear what information was provided.

Motion by Ken Franklin and seconded by Vicki McMahon to adjourn. Motion carried.

Respectfully submitted,

Venise McWard  
Finance/Audit/Purchasing/Budget Committee  
Chairwoman  
02/09/2022

