

COUNTY OF MENARD        )  
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STATE OF ILLINOIS        )

The Menard County Board of Commissioners met on Tuesday, October 11, 2011, at 1:30 p.m. in the Commissioners' Room of the Menard County Courthouse, Petersburg, Illinois for a special meeting to discuss Fiscal Year (FY) 2012 budget planning and preparation. Commissioners Merle Kirby, Barb Kyes, Bob Lott, Jeff Fore and Ed Whitcomb were physically present. A quorum was present. County Coordinator Steve Duncan was also in attendance.

Chairperson Kirby called the meeting to order at 1:30 p.m.

**Fiscal Year 2012 Budget Preparation & Review**

Circuit Clerk – Circuit Clerk Penny Hoke was in attendance and provided an overview of Funds 05 (General Fund – Office of the Circuit Clerk); 55 (Court Automation Fund); 59 (Court Document Storage Fund); and 75 (Circuit Clerk Operation & Administrative Fund). The changes from what was initially presented were a reduction in the Fund 05 “Stationery & Supplies” line item from \$4,000 to \$3,000 and the establishment of a \$1,000 “Stationery & Supplies” line item in Fund 59 (Court Document Storage Fund). The Board asked Ms. Hoke to look at whether or not she could transfer any funds from her specialized funds to the General Fund.

Supervisor of Assessments – Supervisor of Assessments Jason LeMar was in attendance and provided an overview of Fund 07 (General Fund). The changes from what was initially presented were a reduction in the Fund 07 “Legal Notice or Publishing” line item from \$8,000 to \$6,000. There was also discussion about creating a GIS Technician position (utilizing GIS Fund dollars) that would also assist the Assessor and Zoning offices with field work and site visits. The Board requested that staff look at how the creation of such an office might be accomplished and provide feedback.

Probation – Chief Probation Officer Dara Gilbert was in attendance and provided an overview of Funds 09 (General Fund) and 60 (Probation Service Fund). There were no changes.

Community Services – Community Services Administrator Dara Worthington was in attendance and provided an overview of Funds 41 (General Assistance Fund); 42 (Senior Transport Fund); and 93 (Emergency Relief Fund). There were no changes.

County Treasurer – County Treasurer Jackie Horn was in attendance and provided an overview of Funds 06 (General Fund); 27 (Tax Sale Automation); 52 (Tax Sale in Error Interest Payment Fund); and 53 (Indemnity Fund). There were no changes.

County Clerk – County Clerk Gene Treseler was in attendance and provided an overview of Funds 04 (General Fund); 50 (County Elections Fund); and 56 (County Clerk Document Storage Fund). The Board asked Mr. Treseler to look at budgeting funds from Fund 56 for document storage space rental. Otherwise, there were no changes.

Highways – County Engineer Tom Casson was in attendance and provided an overview of Funds 45 (County Bridge Fund); 46 (Federal Aid Matching Fund); 47 (County Highway Fund); 48 (Road Repair & Maintenance Fund); and 49 (County Motor Fuel Tax Fund). Mr. Casson also provided handouts related to the five year improvement program and fund balance trends. There were no changes.

Sheriff – Sheriff Charles Jones was in attendance and provided an overview of Funds 01, 02 and 12 (General Fund); 26 (Court Services Fund); 29 (DUI Equipment Fund); 54 (Drug Traffic Prevention Fund); and 77 (Sheriff Vehicle Fund). Sheriff Jones informed that he should be coming in under budget for Fiscal Year 2011 and would like to purchase a used vehicle using FY 2011 funds. This would allow him to request less than what is being requested in the FY 2012, Fund 01 “Automotive Equipment & Supplies”. There were no objections from the Board regarding purchasing the vehicle with FY 2011 budgeted funds. The FY 2012, Fund 01 “Automotive Equipment & Supplies” line item was tentatively set at \$23,000.

There was discussion that Fund 26, which is used to pay for Courthouse and Court security, was not sustainable in the long term as not enough Court Service Fees were collected to off-set the cost of providing the current security level. Fund 26 is currently relying on fund reserves to make up for the difference between fees collected and expenditures made on security.

There was no other discussion of the Fiscal Year 2012 budget at this meeting and it was declared that the State's Attorney's, County Coordinator's and other FY 2012 fund budgets may be discussed at the regular meeting to begin at 6:00 p.m.

### **Executive Session**

There was no executive session.

### **Adjournment**

Commissioner Lott moved to adjourn the special meeting at 4:55 p.m. Commissioner Whitcomb seconded the motion. The motion carried unanimously.