

**EEHW COMMITTEE MEETING**  
**August 21, 2014**  
**5:30 P.M.**

**MEMBERS PRESENT**

Tim Dudley, Chair  
Phil Hogan  
Kevin Greenfield  
Patty Cox  
Kevin Meachum  
Jerry Potts

**MEMBERS ABSENT**

Merv Jacobs

**COUNTY PERSONNEL PRESENT**

Carol Reed, Auditor's Office  
Lt. Jeff Scheibly, Animal Control  
Jennifer Hoffman, P&Z  
Deb Garrett, Environmental Mgmt  
Laurie Rasmus, Environmental Mgmt  
Kris Horton, Animal Control  
Sheree Zalanka, Health Dept  
Carol Carlton, Health Dept  
Nathan Pierce, Historical Society  
Doug Harlan, U of I Extension Office  
Matt Snyder, ROE  
Jeannie Durham, County Board Office

The meeting was called to order by Chair Tim Dudley at the Macon County Office Building.

**MINUTES**

Jerry Potts made a motion to approve the July 17, 2014 meeting minutes, seconded by Kevin Meachum, motion carried 6-0.

**CLAIMS**

Patty Cox made a motion to approve the claims as presented, seconded by Kevin Meachum and motion carried 6-0.

**ZONING**

R-01-08-14: John Morrow for rezoning approximately 1.75 acres of the 6.08 acres from (RE-5) Single Family Estate to (R-1) Single Family Residential. The property is commonly known as 10458 Riley Road in South Macon Township.

Jennifer Hoffman reported that on August 6, 2014, a public Zoning Board of Appeals hearing was held and based on the finding of facts & staff recommending approval, the ZBA voted 4-0 with 1 abstaining vote for approval of the petition.

Patty Cox made a motion to approve forwarding to the full board with recommendation for approval, seconded by Kevin Meachum and motion carried 6-0.

R-02-08-14: Martha Palmer for rezoning approximately 2.47 acres from (RE-5) Single Family Estate to (R-1) Single Family Residential Zoning. This property is commonly known as 6309 W. Cantrell Street in Harristown Township.

Jennifer Hoffman reported that on August 6, 2014, a public Zoning Board of Appeals hearing was held and based on the finding of facts & staff recommending approval, the ZBA voted 5-0 for approval of the petition.

Tim Dudley requested the location be pointed out on the map. Jennifer explained that they are wanting to do is to move a parcel of land that is currently 2.47 acres and take it down into one acre because they own other land (pointed to on map) and they are not able to get across the dam of a pond to get to a hayfield. Instead of having easements, they want to move the line over so one person doesn't have to cross over to another property.

Kevin Meachum said it looked like, from the map, that it is all family owned land. Jennifer said yes, one is the parents and one is the son's. Kevin asked if the red line would move over about 50' so they could sell off the hayfield. Jennifer said no that they were going to keep it all together. They are selling the house which is on 2.47 acres right now, but they want to sell the house with one acre. This request will clean it up and make it so other people's property doesn't have to be crossed over. Kevin asked if the ZBA was good with it. Jennifer confirmed. Kevin said the aerial looked good, but asked if the property line was moved over, if the culvert would still be able to be extended and access could be gained for the back property easily enough. Jennifer explained the access by pointing it out on the map. Kevin verified that another entrance would not be established. Jennifer said no. Kevin said he was looking at it for future reference so that if they decide to sell off the hayfield, that there is a straight line access to Cantrell because the 3 ponds would definitely be a natural barrier to the other property where the hayfield is if they ever want to develop it. There needs to be enough space there to extend the culvert out and get access to that property. Jennifer said yes, and to develop it, it would have to be rezoned anyway because it is all A1. Kevin said he understood what they want to do, but he is looking down the road because property values change and that property could be very valuable down the road and they may want to redevelop it. He asked again if there was plenty of access if they extend the culvert so they can do so if they want to. Jennifer said yes.

Phil Hogan made a motion to approve forwarding to the full board with recommendation for approval, seconded by Patty Cox and motion carried 6-0.

### ***Subdivisions –***

Heritage Point- 3 lot minor subdivision located on Wise Road in Hickory Point Township and involves 21.56 acres. The property is zoned RE-5 single family estate. This was already brought to the committee for the rezoning of it 2 to 3 months ago. The owner wants to divide the 21.56 acres into 3 lots. Lot 1 contains 10.13 acres, Lot 2 contains 6 acres and Lot 3 contains 5.43 acres. The Macon County Zoning Ordinance definition of a lot states that the lot shall abutt the street or a place for at least 60% of the lot width prescribed for the district in which the **LOT** is located. Therefore, with this lot being zoned RE5, Single Family Estate with a minimum lot frontage of 190', 60% of that required road frontage is 114'. All documents and certifications have been reviewed and signed off by all entities. Staff recommends approval of the subdivision. When the people come in for building permits for these lots, they will have to have an elevation survey because there is flood plain on part of the lots. We make them surveyor stamp where the elevations are at so we ensure that they are not going to be building in a flood plain.

Patty Cox made a motion to approve forwarding to the full board with recommendation for approval, seconded by Kevin Meachum. Kevin Greenfield asked if there were 4 lots there originally. Jennifer said originally, but when they came in for the final plat here, it was 3 lots. Motion carried 6-0.

## **REPORTS**

*Veterans Assistance* – No Report

### ***Planning & Zoning – Budget Report***

Jennifer Hoffman explained that this is combined budget with the County Board. The County Board portion has already been presented to O&P, Jennifer only presented P&Z line items. The only lines increased were travel, line 7121, by \$200 and line 7194, training by \$600 which was \$2,400. It is going up to \$3,000 because no one in the office has ever been certified for flood plain and Jennifer said she would like to look into & go to some training for that. Line 7200, Contractual Services has been increased to \$2,500, which is an increase of \$1,530. Right now 2 inspectors are contracted for plumbing and electrical inspections. Another one has been hired to relieve Jennifer when she is on vacation for the footing, framing, & final inspections. He is paid mileage. She said he will also be used when she gets swamped in the office. Line 7201 was increased by \$1,000 from \$5,000 last year to \$6,000 because mileage has to be paid. She said that it was supposed to have been paid the whole time, but they had not been and they are also going crazy on zoning hearings. There has not been one month this whole year that there has not been a zoning hearing. Normally there are lapses, but not this year. Kevin Greenfield asked about paying mileage and if that was for going out to look at the property. Jennifer said yes, and that it is State Statute. Kevin asked if they are doing it. Jennifer said yes, but some are going out and not turning the mileage in – Merry Christmas to us. Kevin said they all need to be going out and looking. Jennifer agreed and said there was a letter sent out from Jay addressing that. The ZBA was also increased because they are going to be asked to attend more meetings next year because of the wind turbines coming.

Kevin Meachum made a motion to approve forwarding to the Finance Committee Budget Hearing with recommendation for approval, seconded by Phil Hogan and motion carried 6-0.

### ***Health Department – Budget Report***

Sheree Zalanka explained that the budget was approved at the Health Department Board meeting and Finance meeting on Tuesday night. It shows total revenue of \$6,808,000, total expenses of \$6,700,000 which leaves \$107,000. Overhead expenses are something that they continually attempt to decrease over the years. During FY14, a new janitorial supply company was brought in to decrease the supply costs. Currently, they are looking at new telephone provider proposals to streamline services and decrease costs. This budget represents a 15% indirect cost which are overhead and administrative costs. A 3% increase to payroll is included which will be given through performance evaluations in the fall. Significant grant changes include in FY13, a new grant, Better Birth Outcomes. This grant target high risk prenatal clients. Original funding was for 120 clients. In February, 2014, additional funding for 30 more cases was received. In FY15, they were again funded for 150 cases. The total grant award is \$450,000 and they are currently being considered for 30 more additional cases.

Building repairs are ongoing. The roofing and drainage projects are still not completely finished. There are a few issues that need to be resolved. That has not been included in the budget as it is easier to come back with a resolution when the total costs is known. Annual maintenance needs have not been a priority in the past and they are still trying to catch up with all of that. General maintenance is included in the budget, except for the big projects.

The Health Fund Balance is currently at \$2.4 million. The roofing project was done. Phase II was the drainage work. Now the HVAC units are being worked on. Bids are being sought. Rebates have been applied for and received for the roofing project. A HVAC rebate and replacement of the fluorescent light ballasts rebate are being expected. During FY15, electronic health records, digital signage and some personnel additions and changes are being anticipated. Aside from a new administrator, a salary survey is being conducted right now so there could be some salary changes coming up. The Health Department operates on expenditures averaging \$520,000 per month. They like to keep 3 to 4 months in the Health Fund at a time. There should be between \$1.6 and \$2.1 million just to make sure the money is there in case the State stops paying or if there are problems.

Patty Cox made a motion to approve forwarding to the Finance Committee Budget Hearing with recommendation for approval, seconded by Jerry Potts. Kevin Greenfield asked if there was an \$88,000 gain over last year. Sheree confirmed. Motion carried 6-0.

Chair Dudley repeated that a new Director had been hired at the Health Department and he thanked Carol Carlton for stepping up, filling in very well and doing a great job during the transition.

### ***Animal Control – Budget Report***

Lt. Scheibly presented the statistical report showing the comparables for the month of July to last year. They are very comparable. The biggest difference is in the number of adoptions where there were almost 30 more than last year at this time.

Going over the changes in the budget proposal, Lt. Scheibly started with Line 4110, Tag Registration is being increased by \$5,000 to \$435,000 because the number of animals that are being adopted out, there has been an increase and it is being projected to be higher in the coming year. Kevin Greenfield asked if there was an increase with the city. Lt. Scheibly said yes, in FY14 it was a quarterly payment by the City of \$139,467. The contract with the city runs through the end of July, then it is recomputed with the CPI and for next year it is \$142,357 for a difference just shy of \$3,000 a quarter. That is billed to the City quarterly and we have been getting that with no problems at all. Line 4220, County Contracts is being reduced by \$200 down to \$1,000 and this is for the Villages that are in the County that we bill services for animal control. We do not get a lot of business from those villages so it is being reduced. Line 4325, Adoptions, is being kept the same as last year. Line 4330, Return to Owners, is substantially higher this year than it has been, so it is being increased by \$5,000 to \$20,000 for next year. Line 4335, Euthanasia is for the owner surrender. There has been an increase in the owner surrenders so it is being raised from \$2,000 to \$3,000. Line 4510, Citations, is being left at \$2,000. There has been a big increase in the number of citations the wardens are issuing, so this number should be going up. Line 4514, Owner Release Fee, is showing a huge increase in the

number of animals that are being owner surrendered to the shelter so an increase of \$1,000 to \$5,000 is expected. Line 4515, the Trap Rental Fee, is being taken out because we are no longer renting traps out because they are not coming back or they come back damaged. We are losing money on those, so it is being discontinued. Line 4516, disposal fee, stays the same. Line 4990, vending machine is being reduced by \$20 down to \$200.

Expenditures – The vast majority of the employees at the shelter are covered by contractual agreements. There are only a few of the management positions that are not covered by that. Most of the increases in the salary line are from contractual raises. There are 4 that are non-contractual at about an average of 1% raise. Chair Dudley asked about Line 5545 and the \$25,000 increase. He asked if a couple more part time people were being hired. Kris Horton said that another person or two had been added so there is one more person during the day during the week on a rotating schedule. Someone does AC dogs, bite dogs & stray cats. There is someone there everyday to take up that slack There are more part time than there were last budget and the figures were all pulled from the pay sheets, but Jeff & Kris are going to double check the figure. Kevin Greenfield asked if the person who would be taking Jeff's job would be at the same salary. Lt. Scheibly said no, but they aren't sure exactly when everything would take place. It was advised to leave Lt. Scheibly's salary structure for now. The position will not be filled by a Lieutenant so the pay scale will be lower. He said he is slated to start his new position on Sept 2 and the new person will not be there until Sept 8, so he will be doing both jobs for a while. Kevin asked if the figures could be updated and Lt. Scheibly said yes. Chair Dudley said there may be an adjustment on Line 5305 before the presentation at the budget hearing and Lt. Scheibly agreed.

Line 7110, maintenance of equipment, and the radio fees and the telephone lines stayed the same.

Line 7160, printing, has been reduced by \$1,000 down to \$500

Line 7180, computer software is a big one at \$19,000. The big chunk of that is for the licensing fees for the software at the shelter.

Line 7195, training, was at \$2,500 and has been reduced by \$500 down to \$2,000

Line 7200, contractual services was also at \$2,000 & has been reduced by \$500 down to \$2,000

Line 7330, Drug Testing, was at \$1,000 and has been reduced \$500 to \$500.

Line 7620, Rabies Vaccine, was at \$500 and has been reduced to \$300. That is if our vet at the clinic would participate in the clinic that is held annually. Sometimes she is able to participate and other times not.

Line 8020, supplies, shows a \$5,000 increase from \$45,000 to \$50,000. This will cover the vast majority of the supplies at the shelter ranging from medications to animal food & litter, etc... We are seeing a huge increase in pharmaceuticals.

Line 8060, Vehicle Maintenance, FY14 was \$30,000 and it is being reduced down to \$27,000

Line 8090, Uniforms, is being dropped \$500 down to \$4,000

Line 9040, Equipment will stay the same

Line 9060, Vehicle, is included every other year and this is not the year to include it.

Revenue brought in from the Foundation to cover the two part time personnel for the adoption coordinators. This shows the \$22,000 that is brought in to the shelter from the Foundation.

Jerry Potts asked about the trap rental fee and said it seems like we could help catch raccoons and things. He asked if we were going to see an increase in those types of animals. Lt. Scheibly said no, the traps could be bought at Rural King or farm stores. This is not something that they are bound by law to pick up. He said it is just that they would not be renting out the traps any longer. Kris said that people take better care of them if they buy them themselves and most people are not opposed to buying them. They've got to buy a permit. The shelter still has some traps for elderly, handicapped people and the wardens will go out to help them, but the shelter cannot trap animals without a trapping permit. Kevin Meachum said its better to stay out of this business. Kris said that if they are elderly and can't do it themselves, they will assist them with the traps that are left, but as far as renting them out, they were becoming a one use item. People would tear them up immediately and we've lost money on them in the last few years. We could buy 7 or 8 and they'd be gone in a month. Kevin Meachum said we need to be an informational source letting them know how to get the DNR permit to trap live nuisances, but furnishing a cage is something we can't afford. Kris said they would pick up the wildlife. If they are in the trap, they will pick them up, get them out of the trap, and even reset the trap. We just can't supply the traps. The \$300 mentioned was the rental income from the traps at \$1 per day.

Kevin Meachum made a motion to approve forwarding to the Finance Committee Budget Hearing with recommendation for approval, seconded by Jerry Potts. Chair Dudley said he wanted to remind them to check out line 5545 and to make the change to line 5305 and motion carried 6-0.

Committee members thanked Lt. Scheibly for everything he has done with the Animal Control Shelter and wished him luck as he moves to his new position.

### ***Environmental Management – Budget Report***

Deb Garrett reported that her budget was reduced by the requested 1%. Although the budget was cut by 1% and it shows in the total bottom line, there was no money cut out of the Enforcement because if even \$1 or \$10 is cut, less is reimbursed. The bottom line of that budget stays the same. The 1% came out of the Environmental Management fund.

Salaries were increased by 3%. Hospitalization, per the Auditor's directive has an increase of \$888 per person. Two are in the Environmental Management fund and one is the Enforcement Grant.

Maintenance / Equipment was reduced by \$50

Telephone – reduced by \$300

No change in 7120, Travel

Car Mileage & Legal Advertising is being zeroed out.

Postage – no change

Line 7160 –Printing has been reduced by \$400 since a new copier was bought, which reduces the CDS costs per copy by quite a bit.

Line 7185, Computer Tech Support is no longer needed because of contracts with Decatur Computers and it is no longer used.

Training – no change

Line 7200 – Sundry – reduced by \$1,000. This is used for association fees, trade publications, website fees, etc... The new website Maconggreen.com is pretty cool. Deb encouraged everyone to check it out and added that the web fees will be going down going forward.

Line 7220, Library has been zeroed out. There is no need to keep a library as everything is done online. The books purchased for the schools are bought out of the education line. This is done for Earth Day.

7250, Consultant – no change

7550 – Education – right on track with no changes

7580 – Promotional – also no change

7710, Grant Clean Community was a grant that was put into place prior to Deb's being in the office. It was a partnership with the City of Decatur and has not been used for several years so it is being zeroed out.

7716 – Deb said she had mentioned last month how she wanted to increase the Municipal Grants line because it has such a good economic impact in the county. The last grant was for the Good Samaritan Inn which has been in the news lately. The garden area is being used as job skills training and it is working out well

7717 – The Recycling Programs line has been increased. Deb explained that the increases for the Municipal Grants and the Recycling Programs, one is \$6,000 & one is \$10,000, was taken out of the equipment line. The reason for increasing the Recycling line is that there has not been a household chemical or hazardous waste collection here in 7 years and we get a lot of phone calls for that, especially for things like anti-freeze and pesticides. We are trying to develop a limited household chemical waste collection in the county that we fund. A whole full-out collection can run up to \$100,000. With a limited, we could do anti-freeze and pesticides, Deb said she needed to talk to Michael Brown from Bloomington who is the Director for the Ecology Action Center. They've been raising funds for and doing a lot of their own collections.

Line 7719 – Rural Cleanup has been reduced by \$500. This year a huge illegal dump was paid for by the IEPA through their IRID (Illinois Removes Illegal Dumps) program. It took a lot of phone calls & emails to get it accomplished.

Line 8025 – Computers has been reduced by \$1,300 due to the replacement of two last year, leaving only one needed replacement this year.

Line 9040 – Equipment has also been reduced (by \$15,000) and Deb explained that this is where she took a reduction to make up for the other two line items that were increased (7716 & 7717).

On the revenue, line 4460, Disposal Fees have been reduced by \$1,300. Deb explained that they license all the garbage trucks in the community and in 2011, there were 132 trucks. In 2015, there are only 90 and this is because the new trucks have a much larger capacity. Some of the smaller companies have sold out to some of the larger companies. That is offset by Line 4900, Misc Receipts. Last year, more was taken in than budgeted because of revenue from selling rain barrels & Christmas lights & Recycling Events. The revenue bottom line is the same, but these two lines offset each other.

Jerry Potts asked about the advertising line. Deb explained that she had zeroed the line out. The line had been used when they were doing contracts & siting and legal ads had to be put in the newspaper. She said they haven't had to do that, but if they ever do again, they could use the sundry line. Jerry asked about the mileage line. Deb said they drive a county car and don't put mileage on their own vehicles so they don't need it any longer.

Kevin Meachum made a motion to approve forwarding to the Finance Committee Budget Hearing with recommendation for approval, seconded by Patty Cox and motion carried 6-0.

### ***Regional Office of Education- Budget Report***

Matt Snyder explained that the ROE office splits funds between Macon & Piatt Counties. They take the EAV from each of the counties and divide to determine a budget based on that. Last year, Macon County paid 80.2% and Piatt 18.8%. This year, Piatt shares 20% and Macon is 80%. The last 3 years, the grand total has remained the same. Macon County's share has gone down .2%. It would take another \$1,077 to get the 1% reduction and if that is the recommendation of the Committee, he would be happy to do it, taking it out of dues, postage, copier, etc... There has not been a supply line for years. There are 5 hourly employees that the county pays partially for. They are actually ROE employees, not county employees. Chair Dudley said they would like to see the 1% reduction. Matt Snyder agreed.

Kevin Meachum asked if there were salary increases included. Matt said not in this. He explained that they had reduced what they are asking for by about \$300. Kevin asked if any of them were contractual. Matt said no, and added that 4 of the 5 are experienced employees that are looking at retirement soon and they would likely not replace all of them when they retire. Kevin said he was wondering if asking for the 1% reduction would be an issue in keeping them from giving at least a 3% raise like they had been seeing for the contractual employees. Matt said it would not be a problem. The County budget does not show full salaries for any of them. He explained that the money gotten from Macon County is only a part of the \$5.5 million revenue generated from grants and other things and it is all split out.

Jerry Potts made a motion to approve forwarding to the Finance Committee Budget Hearing with recommendation for approval, seconded by Patty Cox and motion carried 6-0.

### ***Historical Society – Budget Report***

Nathan Pierce updated the committee on things going on at the Historical Museum. There is a rock and mineral exhibit right now. It will be up a couple more months. An aviation exhibit is coming up that will feature a couple of local brothers, the Moody brothers who were pioneers of early aviation along with other aviation related items. Nathan said he is also trying to get a Decatur Staleys exhibit together, but there is only one photo in existence. He said he was trying to go back and get college photos. There are a few items in the Hall Of Fame in Canton, OH, but that is it.

Line 6010, Hospitalization is the only thing that has increased in the budget. He explained that the Historical Society makes up their own funding because the expenses are way above the tax levy, so they are not asking for anything different than they have in past years.

Kevin Meachum made a motion to approve forwarding to the Finance Committee Budget Hearing with recommendation for approval, seconded by Patty Cox and motion carried 6-0.

***U of I Extension – Budget Report***

Doug Harlan explained that the tax levy request is for the same amount as it has been for the last 6 years.

\$1,500 income was lost due to the 4H Federation money being all used up. This was intended. The State is paying 75% County Board match for this year and the projection is the same for next year. They are actually paying on time.

The Gifts / Donations non-matchable line is being projected to have a \$10,800 increase. That is raised through local partnerships with ADM & District 61. There is a national grant on nutrition that is being worked on with Con Agra out of Omaha, Nebraska.

There is a 2.5% pay increase reflected.

The travel budget has been raised by \$5,000 because of increased programming causing increased travel.

The total budget expenditures are up by just \$8,175 because of reductions in other lines.

The Tax Levy request reflects level funding for next year.

Kevin Meachum made a motion to approve forwarding to the Finance Committee Budget Hearing with recommendation for approval, seconded by Jerry Potts and motion carried 6-0.

***Mental Health Board –***

Chair Dudley announced that Dennis Crowley is on vacation and this budget will be presented at the September EEHW committee meeting.

**Citizen’s Remarks -** None

**OLD BUSINESS -** None

**NEW BUSINESS -** None

**Closed Session**

None needed

**NEXT MEETING**

Next regular meeting - Thursday, September 18, 2014

**ADJOURNMENT**

Kevin Meachum made a motion to adjourn, seconded by Jerry Potts, the motion carried 6-0 and the meeting was adjourned at 6:30 p.m.

*Minutes submitted by Jeannie Durham*  
Macon County Board Office