



AGENDA

WAYS AND MEANS COMMITTEE

Tuesday, May 22, 2018

@ 1:00 PM

Peoria County Courthouse, Room 402

1. **Call to Order**
2. **Approval of Minutes**
 - April 24, 2018
3. **Informational Items / Reports / Other Minutes / Updates**
 - Auditor
 - County Clerk's Office
 - Collections and Transactions Report
 - County Election Commission
 - Finance
 - Regional Office of Education
 - Supervisor of Assessments/Board of Review
 - Tax Cycle Update
 - Treasurer
 - Veteran's Assistance Commission
 - Legislative Update
4. **Resolution**
 - Monthly Delinquent Taxes
 - Amendment to Commercial Lease Agreement for Veterans Assistance Commission
5. **Miscellaneous**
6. **Adjournment**

DRAFT
MINUTES
Ways and Means Committee
April 24, 2018
@ 1:00 P.M.

MEMBERS PRESENT:	Allen Mayer - Chairman; Phillip Salzer, William Watkins, Jr., Sharon Williams - Committee Members
MEMBERS ABSENT:	James Fennell, Brad Harding, Steven Rieker
OTHERS PRESENT:	Scott Sorrel - County Administrator; Shauna Musselman - Assistant County Administrator; Larry Evans - State's Attorney's Office; Angela Loftus – Asst. Director of Human Resources; Randy Brunner – Interim Chief Financial Officer; Kim Hudson, Julie Ciesla, Paul Letcher – Finance; Beth Derry – Regional Office of Education; Kent Rotherham – County Auditor; Tom Bride – Election Commission; Dave Ryan - Supervisor of Assessments; Steve Sonnemaker, Mike Deluhery – County Clerk; Nicole Demetreas - Treasurer; Kathi Urban – Planning & Zoning; Mark Little – Chief Information Officer; Doug Gaa - Sheriff's Office

Call to Order

The meeting was called to order by Chairman Mayer at 1:00 p.m.

Approval of Minutes

A motion to approve the minutes of March 27, 2018 was made by Ms. Williams and seconded by Mr. Watkins. The motion carried.

Informational Items/Reports/Other Minutes/Updates

County Auditor

No report. Mr. Mayer suggested a monthly reporting of relevant statistics demonstrating the utility of the comptrolling function of the office, such as the number of invoices processed, as well as data on how many of those invoices are sent back to departments/offices.

County Clerk

Mr. Sonnemaker advised that Recordings are down approximately 14%. He stated that tax extensions have been completed and transferred to the Treasurer's Office. He noted that the total extension for all Districts has nearly doubled since the year 2000. He commented that nearly \$8.5 million in garbage fees for the City have been included in the 2017 tax bills.

Peoria County Election Commission

Mr. Bride advised that vote totals in the Primary were increased from 2014 numbers, both in absolute votes and percentage. He commented that he is compiling a report on numbers for early voting and mail-in ballots and will share the final report at the May meeting of the committee.

Mr. Bride advised that staff will receive on-line training on cyber security; he also commented that \$380 million has been set aside in the Federal Omnibus Bill for election security. He stated that the funds will be dispersed by the United States Election Assistance Commission, and there is the potential for Illinois to receive approximately \$13.8 million. He advised that any direct funding is anticipated to be distributed this summer, with the monies to be utilized in addressing security needs going into the November mid-term election.

Mr. Bride advised that the Commission will receive State grant funding which will cover over 90% of costs associated with voter registration and election management software.

Mr. Little advised that the contract and Purchase Order were submitted to Bishop Brothers today for the remodel of the new Election Commission facility space.

Finance

Mr. Brunner advised that the Medicaid Audit will be completed this week, and commended Mr. Letcher for reducing the figure from over \$300,000.00 to approximately \$75,000.00. He stated that the external audit is ongoing. He noted that initial preparation on the FY 2019 budget will begin in May.

Regional Office of Education (ROE)

Ms. Derry advised that a Preschool for All Expansion Grant of over \$600,000.00 has enabled the ROE to partner with St. Paul Baptist Church on an expansion into their facility. She stated that the ROE is also in negotiations with Oak Grove School District.

Ms. Derry advised that Lt. Quast of the Sheriff's Office, Lt. Roegge of the Peoria Police Department and Roger Alvey, Superintendent of Illini Bluffs School District served on the Terrorism Task Force for the state of Illinois and have been relied on for their expertise on school safety. She stated that the Task Force released quality measures for schools to follow, and she commented that she will offering FBI training in Behavioral Threat Assessment at the Professional Development Center in Edwards, IL.

Ms. Derry advised that 15 Peoria County high school students attended "Creating Champions" to discuss race, school safety and other important topics.

Ms. Derry noted that April 25th is Administrative Professionals Day, and commended her Administrative staff for their exemplary work.

Supervisor of Assessments/Board of Review

- Tax Cycle

Mr. Ryan advised that the office is anticipating a rise in calls after the tax bills are distributed, particularly since garbage fees have increased. He stated that Legislature being monitored include bills regarding solar energy valuation and HB5244 (Property Tax Assessment Publication). The bill amends the Property Tax Code by proposing to eliminate the requirement to publish a list of assessments in a newspaper. He commented that the publication of the list is costly and an unnecessary expenditure of taxpayer dollars.

Treasurer

Ms. Demetreas advised that tax bills have been printed; she commented that staff is exploring outsourcing the process in 2019 as a cost and time saving measure. She stated that a newsletter has been distributed to taxing districts outlining the distribution schedule and providing a 2017 recap. She advised that banks have been contacted, and has met with those institutions that have merged.

Ms. Demetreas advised that pre-paid payments on 1,394 parcels are in the process of being applied, and tax bills will be sent to those individuals with a letter indicating either over-payment or under-payment of taxes.

Veteran's Assistance Commission

Mr. Mayer reported that over \$4 million in VA compensation has been brought in through April, with approximately 30 additional back-pays. He advised that an Outreach Coordinator has been hired and will begin May 7, 2018. He noted that the individual is a Navy veteran and Purple Heart recipient.

Legislative Update

Mr. Mayer advised that he briefly touched on the Township Collector issue previously discussed by this committee with the County's lobbyist, and suggested that Mr. Sorrel follow up with the lobbyist on potential solutions.

H4319 Hanna City Work Camp - Mr. Sorrel advised that an agreement has been reached with the Speakers office and Representative Unes wherein an amendment would be filed stating that if the County sell the property, the County would owe the State of Illinois 10% of the sale proceeds. Mr. Mayer advised that the amendment was recommended to be adopted by the Executive Committee on April 20th and is on second reading in the House.

Resolution

- Monthly Delinquent Taxes

A motion to approve was made by Ms. Williams and seconded by Mr. Salzer. The motion carried.

Discussion

- Alcoholic Liquor Ordinance Amendment

Mr. Sonnemaker advised that a not-for-profit organization called Valley Lakes Country Club was sold in 1999 to a for-profit organization. At that time, the club was issued the same "Class E" liquor license, which is a club license. He explained that only not-for-profit organizations may receive the "Class E" license, and the club has been operating since 1999 while not eligible for the "Class E" license. He commented that Valley Lakes Country Club is a private sportsman's club.

Mr. Sonnemaker stated that several months ago, the County Clerk's Office became aware that the club did not qualify for the "Class E" license, and were informed that the club would not renew their license. The club has now indicated that they would be renewing the license; however, under the Peoria County Code, the club does not qualify for the "Class E".

Mr. Sonnemaker advised that after conferring with the State's Attorney's Office, he is recommending expanding the definition of a "Class I" liquor license to allow the inclusion of sportsman's clubs. He also requests amending Sec. 3-1: Definitions to include the definition of a sportsman's club.

Mr. Evans noted that the definition of sportsman's club included "space used for hunting, shooting or firing rifles...", and objected to the allowance of consumption of alcohol outside of the premises where firearms are used. Mr. Mayer recommended adjusting the definition of a sportsman's club to ensure the State's Attorney's Office concerns are addressed by and clarifying the areas in which consumption of alcohol is allowed.

Adjournment

The meeting was adjourned by Chairman Mayer at 1:48 p.m.

Recording Secretary: Jan Kleffman



Steve Sonnemaker
County of Peoria - Office of the County Clerk

Peoria County Courthouse • Room 101 • 324 Main Street • Peoria, Illinois 61602
Phone: (309) 672-6059 • Fax: (309) 672-6063 • Email: countyclerk@peoriacounty.org

County Clerk Collections and Transactions Report - April 2018

	2018		
	Budget	Apr	YTD (Apr.)
County Clerk Revenues:			
Recording Related Fees - General Fund:	810,500	59,697	222,768
Recording Related Fees - Automation Fund:	239,650	14,469	61,988
Real Estate Transfer Tax - County:	325,000	27,716	101,166
Vital Records Certifications:	334,300	28,902	113,639
Property Tax Redemption Fees:	268,190	12,236	84,198
Marriage/Civil Union Licenses:	59,000	4,365	13,050
Raffle Licenses:	13,500	792	4,212
Liquor Licenses:	41,000	518	758
Assumed Name Filings:	1,300	93	395
Notary Filings:	3,900	325	1,395
Miscellaneous:	1,000	60	839
Total	2,097,340	149,171	604,407
County Clerk's Collections to Benefit Other County Departments:			
GIS Recording Fee (IT):		38,286	145,236
Postage Reimb. - Redemption Notices (IT):		-	9,659
Plat Certification Fees (Planning & Zoning):		90	195
Total		38,376	155,090
County Clerk's Collections to Benefit Other Entities:			
Property Tax Redemption:		393,235	1,490,058
Real Estate Transfer Tax - City of Peoria:		83,968	333,230
Real Estate Transfer Tax - State of Illinois:		55,432	202,332
Illinois Rental Housing Fee:		14,895	54,873
Illinois Marriage/Civil Union Fee:		485	1,450
Illinois Death Certificate Fee:		384	1,684
County Trustee (property tax related):		210	1,109
Total		548,609	2,084,736
TOTAL COLLECTIONS		736,156	2,844,233

Transactions

	<u>Apr</u>	<u>YTD (Apr.)</u>
Recordings	1,917	7,262
Vital Records Certifications	1,845	7,314
Property Tax Redemptions	121	669
Marriage/Civil Union Licenses	97	290
Raffle Licenses	12	70
Liquor Licenses	3	7
Assumed Name Filings	12	48
Notary Filings	43	165
Statement of Economic Interest Filings	239	1,583

County Clerk Functions Without Revenue

Property Tax Extension, Clerking County Board (minutes, records, County Code & certifying),
Statement of Economic Interests, Contracts, Addressing, Service Directory, Military Discharge
Recording/Certifying & Various Filings (bonds, oaths, reports, etc.)

Peoria County Monthly Resolution List - May 2018

RES#	Account	Type	Account Name	Parcel#	Township	Total Collected	County Clerk	Auctioneer	Recorder/ Sec of State	Agent	Treasurer
05-18-001	201300547	REC	KARLA GLUCK-MUNSON	14-32-177-006	City of Peoria	4,253.63	167.78	0.00	122.00	1,161.42	2,802.43
05-18-002	0817188	SAL	ANDRES A DIAZ	18-03-305-014, 015	CITY OF PEORIA	667.00	168.00	6.00	143.00	350.00	0.00
05-18-003	0318902	SAL	CITY OF PEORIA	18-08-385-020	City of Peoria	651.00	191.34	0.00	94.00	350.00	15.66
05-18-004	0318903	SAL	CITY OF PEORIA	18-08-385-013	City of Peoria	651.00	95.31	0.00	112.00	350.00	93.69
05-18-005	0318904	SAL	CITY OF PEORIA	18-08-381-040	City of Peoria	651.00	105.61	0.00	90.00	350.00	105.39
05-18-006	0817470	SAL	DONALD E. WILLIAMS	18-17-159-004	CITY OF PEORIA	667.00	104.48	6.00	122.00	350.00	84.52
Totals						\$7,540.63	\$832.52	\$12.00	\$683.00	\$2,911.42	\$3,101.69

Committee Members

Clerk Fees **\$832.52**
 Recorder/Sec of State Fees **\$683.00**
 Total to County **\$4,617.21**

AGENDA BRIEFING

COMMITTEE: Ways and Means Committee
MEETING DATE: May 22, 2018

LINE ITEM: N/A
AMOUNT: N/A

ISSUE:

For RESOLUTION: Amendment to the Commercial Lease Agreement for Peoria County Veterans Assistance Commission

BACKGROUND / DISCUSSION:

In 2008, The County Board's adoption of a Finance Department assembled employees from the Treasurer, Auditor, and County Administration offices. To accommodate staff for the Finance Department, Veterans Assistance Commission and Sustainability (formerly Recycling and Resource Conservation) employees were asked to relocate outside of the Courthouse as the functions of these office are independent. In 2007, the County Administrator and Veterans Commissioner approved it as a viable location. March 2008, Veterans Assistance Commission and Sustainability staff moved in the office space located at 3116 N Dries Lane, Suite 200, Peoria.

After nine years, the VAC has increased its workload and number of employees. Space constraints have led to discussions of the Sustainability office to relocate. In January 2018, Sustainability staff relocated to the Health Department. At the same time, space in the same building on Dries Lane became available that better suits the operational needs of the Commission. The space, which is 2,530 square foot space, is smaller but has individual offices where Commission employees can conduct private meetings with veterans and/.or family members regarding their benefits.

VAC staff negotiated with the building owner, and was able to freeze the lease rate in exchange for owner-supplied improvements to the new space and extends the life of the lease an additional 5-years out to 2028. Owner-supplied improvements include remodeling of the reception area and the creation of a conference room for Commission staff to meet jointly and for the Commission to conduct its business meetings. County Administration was engaged in the process throughout, and endorses the recommended Amendment to the existing lease.

COUNTY BOARD GOALS:



FINANCIAL STABILITY



INFRASTRUCTURE STEWARDSHIP



EFFECTIVE SERVICE DELIVERY



HEALTHY VIBRANT COMMUNITIES



COLLABORATION

STAFF RECOMMENDATION:

APPROVAL

COMMITTEE ACTION:

PREPARED BY: MICHAEL A. BROOKS, SUPERINTENDANT
DEPARTMENT: VETERANS ASSISTANCE COMMISSION

DATE: MAY 16, 2018

SECOND AMENDMENT TO COMMERCIAL LEASE AGREEMENT

This Second Amendment to Commercial Lease Agreement, dated as of _____, 2018, amends the Commercial Lease Agreement dated as of January 18, 2008 (“Lease”) and First Amendment to Commercial Lease Agreement dated as of May 1, 2015 between the County of Peoria, Illinois (“Tenant”) and 3116 Dries, LLC, whose interest has been assigned to Mainmast Properties, LLC (“Landlord”).

1. The parties agree that Tenant will be vacating their current suite (Suite 200) and will be relocating to the former Heartland Behavior Health Suite (Suite A).
2. The parties agree that the term of the Lease shall be ten (10) years, commencing May 1, 2018 and expiring April 30, 2028.
3. The parties agree that Basic Rent shall be as follows:

<u>Lease Year</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
May 1, 2018 – April 30, 2019	\$40,290.53	\$3,357.54
May 1, 2019 – April 30, 2020	\$40,894.89	\$3,407.91
May 1, 2020 – April 30, 2021	\$41,508.32	\$3,459.03
May 1, 2021 – April 30, 2022	\$42,130.94	\$3,510.91
May 1, 2022 – April 30, 2023	\$42,762.90	\$3,563.58
May 1, 2023 – April 30, 2024	\$43,404.34	\$3,617.03
May 1, 2024 – April 30, 2025	\$44,055.41	\$3,671.28
May 1, 2025 – April 30, 2026	\$44,716.24	\$3,726.35
May 1, 2026 – April 30, 2027	\$45,386.98	\$3,782.25
May 1, 2027 – April 30, 2028	\$46,067.79	\$3,838.98

4. This Amendment may be signed in any number of counterparts, each of which shall be deemed an original. The exchange of executed counterparts of this Amendment by facsimile or portable document format (PDF) transmission shall constitute effective delivery of such counterparts and may be used in lieu of originals of this Amendment for all purposes. In the event this Amendment is executed by the exchange of facsimile or portable document format (PDF) copies, the parties agree to exchange ink-signed counterparts promptly after the execution and delivery of this Amendment.

5. Except as specifically amended herein, the Lease shall continue in full force and effect in accordance with its original terms. Reference to this specific Amendment need not be made in any note, document, letter, certificate, the Lease itself, or any communication issued or made pursuant to or with respect to the Lease, any reference to the Lease being sufficient to refer to the Lease as amended hereby. All terms used herein which are defined in the Lease shall have the same meaning herein as in the Lease. In the event of any conflict between the terms of the Lease and the terms of this Amendment, this Amendment shall control.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed as of the day and year first above written.

COUNTY OF PEORIA, ILLINOIS

MAINMAST PROPERTIES, LLC

By: _____

By: _____

Its: _____

Its: _____

Mainmast Properties LLC - Peoria County Lease
 April 23, 2018

Current Space 2675 sf
 Heartland Space 2530 sf

Lease Renewal	Current Lease		Proposed Lease		% Increase on SF
	Annual Rent	Price per SF	Annual Rent	Price per SF	
May 1, 2018	\$40,290.53	\$15.06	\$40,290.53	\$15.93	5.73%
May 1, 2019	\$40,894.89	\$15.29	\$40,894.89	\$16.16	1.50%
May 1, 2020	\$41,508.32	\$15.52	\$41,508.31	\$16.41	1.50%
May 1, 2021	\$42,130.94	\$15.75	\$42,130.94	\$16.65	1.50%
May 1, 2022	\$42,762.90	\$15.99	\$42,762.90	\$16.90	1.50%
May 1, 2023			\$43,404.34	\$17.16	1.50%
May 1, 2024			\$44,055.41	\$17.41	1.50%
May 1, 2025			\$44,716.24	\$17.67	1.50%
May 1, 2026			\$45,386.98	\$17.94	1.50%
May 1, 2027			\$46,067.79	\$18.21	1.50%

TO THE HONORABLE COUNTY BOARD)
)
COUNTY OF PEORIA, ILLINOIS)

Your Ways and Means Committee does hereby recommend passage of the following Resolution:

RE: Vacating Current Suite 200, Relocation to Suite A with Amended Lease Extension Agreement for Space Occupied by the Peoria County Veteran's Assistance Commission

RESOLUTION

WHEREAS, Peoria County Veteran's Assistance Commission has provided service to the veteran community at record levels, due in part to a location more convenient for the veteran community; and

WHEREAS, Peoria County has a legal duty to provide minimum necessary funding for the VAC's statutorily mandated duties; and

WHEREAS, the term of lease for current Commercial Lease Agreement is set to expire April 30, 2023;

WHEREAS, an Option to Extend term of lease for one additional five (5) year term is included is proposed in Second Commercial Lease Agreement; and

WHEREAS, your committee recommends the County Administrator or County Chairman be authorized to execute a lease with Mainmast Properties LLC for Option to extend and relocate office space with rent in installments as detailed in the Commercial Lease Agreement dated May 1, 2015 and attached hereto.

NOW, THEREFORE BE IT RESOLVED, by the Peoria County Board, that the County Administrator or County Chairman be authorized to execute First Amendment lease with Mainmast Properties LLC for Option to Vacate Current Suite 200, Relocation to Suite A with Amended Lease Extension Agreement for Space Occupied with rent in installments as detailed in the Amended Commercial Lease Agreement.

RESPECTFULLY SUBMITTED,

Ways and Means Committee