

## Minutes of the Land Use and Development Committee Meeting

The Land Use and Development Committee of the McLean County Board met on Thursday October 1, 2015 at 3:30 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

Members Present: Chairman Gordon, Members, Erickson, Buchanan, Wendt, Harris, Johnson and Finch

Members Absent: None

Other Board Members Present:

Staff Present: Ms. Hannah Eisner, Assistant County Administrator, Mr. Don Knapp, First Assistant State's Attorney Civil, Ms. Diana Hospelhorn, Recording Secretary

Department Heads/  
Elected Officials  
Present: Mr. Phil Dick, Director of Building and Zoning,

Others Present:

Chairman Gordon called the meeting to order at 3:32 p.m. He presented the Minutes from the Land Use and Development Committee for the September 3, 2015 meeting. He asked for any additions or corrections. Hearing none, he approved and placed the September 3, 2015 Land Use and Development Meeting minutes on file as submitted.

Chairman Gordon presented the bills from September 30, 2015 which have been reviewed and recommended for transmittal to the Land Use and Development Committee by the County Auditor. The prepaid total and fund total for September 30, 2015 is \$1,449.51. He asked for any objections to the bills.

### MCLEAN COUNTY BOARD COMMITTEE REPORT

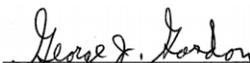
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AS OF 10/1/2015

#### EXPENDITURE SUMMARY BY FUND

##### Land Use Committee

FUND	FUND TITLE	PENDING TOTAL	PREPAID TOTAL	FUND TOTAL
0001	GENERAL FUND		\$1,449.51	\$1,449.51
			<hr/>	<hr/>
			\$1,449.51	\$1,449.51

  
COMMITTEE CHAIRMAN

Motion by Harris/Johnson to recommend approval of the September 30, 2015 Land Use and Development Committee bills.

Motion carried.

Chairman Gordon informed the Committee that the first item for action on the agenda is the request by Robert Schopp for a waiver of preliminary plan requirements and a one lot final subdivision for the R.S. Subdivision, file No. S-15-05.

Mr. Phil Dick, Director of Building and Zoning, referred to an aerial photo distributed to the Committee members. The 2.76 acre farm property is located at 26306 E 3000 North Road, in Chenoa Township. The one lot subdivision is zoned Agriculture. He noted that since the property is within 1.5 miles of the City of Chenoa, the City has also approved the subdivision.

Mr. Dick reported that the County Health Department, County Highway Department and Staff recommend approval of the request for a waiver of a preliminary plan, and a one lot final subdivision plat for R.S. Subdivision. The Chenoa Township Commissioner has signed the plat access certificate for the subdivision.

Mr. Dick stated that Ms. Schopp is present to answer any questions the Committee may have.

Motion by Wendt/Harris to recommend approval of the request by Robert Schopp for a waiver of preliminary plan requirements and a one lot final subdivision for the R.S. Subdivision, file No. S-15-05.

Motion carried.

Chairman Gordon continued with the review of the FY 2016 Recommended Budget for the Department of Building and Zoning.

Mr. Dick presented:

Highlights of the Recommended Budget:

Fund: General 0001 - Department: Building & Zoning 0038

Highlights of the Recommended Budget:

REVENUE:

401.0016 Filing Fees/Subdivisions: This line item is budgeted at \$4,880 in the FY 2016 Recommended Budget; \$4,880 was budgeted in the FY 2015 Adopted Budget.

401.0017 Filing Fees/Zoning: This line item is budgeted at \$11,200 in the FY 2016 Recommended Budget. \$11,200 was budgeted in the FY 2015 Adopted Budget. This amount is in line with fees for the past three years.

401.0027 Permit Fees: This line item is budgeted at \$42,700 in the FY 2016 Recommended Budget. \$42,700 was budgeted in the FY 2015 Adopted Budget. . This amount is in line with fees for the past three years.

EXPENDITURES:

Personnel:

The full-time Office Support Specialist II position was eliminated in 2009. The County Planner position became vacant on September 18, 2015. It is anticipated that this position will be filled and will result in a savings of \$7,009 for the FY 2016 Recommended Budget. There are no Full-Time Equivalent staffing changes for the FY 2016 Recommended Budget.

Materials and Supplies:

Materials and supplies are budgeted at \$7,459 in the FY 2016 Recommended Budget; \$7,732 was budgeted in the FY 2015 Adopted Budget. It is estimated that a decrease of 4% for all of these accounts can be made without significantly impacting service.

Services:

Services are budgeted at \$71,969 in the FY 2016 Recommended Budget; \$72,655 was budgeted in the FY 2015 Adopted Budget. It is estimated that a decrease of 1% for these accounts can be made without significantly impacting services.

Capital Assets:

Capital Assets are budgeted at zero for FY 2016 Recommended Budget; \$1,568 was budgeted in the FY 2015 Adopted Budget. This expense was for the leased copier/printer for the Department that was paid off in 2015.

Motion by Wendt/Harris to recommend approval of the FY 2016 Recommended Budget for the Department of Building and Zoning.

Mr. Wendt noted that revenue continues to drop each year with no reduction in expenditures. Fees either need to be increased to balance with the costs or, reduce expenses. Budget revenue has been projected higher than actual revenue for the past few years. He continued with budgeted areas where money has not been spent in the past. He advised that a time when total budget decreases are needed, we need to decrease expenses not spent, keeping in line with actual revenues. Mr. Dick responded that the Department is spending less this year on schooling and conferences.

Mr. Went stated that to keep from raising the tax rate; some of these line item expenses can be reduced.

Mr. Wasson, County Administrator, advised that he completely understand the revenue vs the expenditures. There are some personnel costs that increase on an annual such as the 9% increase for employee health care costs. We do see some small increases that are needed by the Department and some increases we have no control over. Some line items have also been reduced. He added that from the stand point of the fees on the revenue side of the budget, this Committee has discussed more appropriate fee recovery in the past.

Mr. Wasson stated that Mr. Dick has presented the possibility of removing the ceiling on Commercial Building Permit fees. The County Administrator's office has regularly advocated to increase fees as may be appropriate to meet any increase in costs the Department may have. He suggested the Committee consider an incremental increase in filing fees and permit fees as well as the removing the ceiling on Commercial Building Permit fees.

Mr. Wendt would like to decrease the expenditures before discussing raising the fee structure. In some areas budgeted funds are not spent the prior year, however they are again in the budget. He suggested that we budget less in these areas to avoid expending budgets. Mr. Wasson responded that if it is the Committee's desire a multiple year historical prospective of expenditures can be done. He cautioned against Departments having the incentive to spend the budgeted money to assure they receive the funds the following year. County Departments are encouraged to save money and asked not to spend money that is not necessary without having their budget cut the following year.

Mr. Wendt agreed. He asked for an explanation for the increase in the Regional Planning Grant. Mr. Wasson responded the Regional Planning Commission has used unencumbered reserves to reduce the cost of the County, Town of Normal and City of Bloomington's share of contributions for the operation of the Regional Planning Commission since 2010. They have reached a point where that can no longer be done.

Mr. Wendt asked if when there is a down turn in the amount of permits being issued, there is a way to better use the Department staff. Mr. Wasson responded that staff has already been reduced by one full-time employee in the Department. We work annually for the sharing of employees, however, it is a challenge in a department such as Building and Zoning with only 4 authorized positions.

Ms. Harris commended Mr. Dick and his Department for the quick response concerning the shooting range. She noted that this department has never felt obligated to use funds allotted to them.

Ms. Harris asked for an explanation of a non-contractual service. Mr. Wasson responded that non-contractual services are services provided without a formal legal contract. Mr. Dick added that they are used for things such as an aerial photo map.

Mr. Wendt advised that including funds in the budget that are not spent, can possibly raise the tax rate. Mr. Wasson agreed, however he noted that expenditures included in the budget are funds that a department believes will be needed.

Mr. Erickson stated that it would be a benefit to the Committee to have an historical analysis of the Department's expenditures. Mr. Wasson will provide the information to the Committee.

Mr. Johnson called to question the vote on the FY 2016 Recommended Budget for the Department of Building and Zoning.

Chairman Gordon stated that unless there is an objection to voting, the Committee will vote on the FY 2016 Recommended Budget for the Department of Building and Zoning.

Mr. Wendt objected to voting on the FY 2016 Recommended Budget for the Department of Building and Zoning. He believes that the Committee should wait and consider the information Mr. Wasson will provide the Committee.

Mr. Wasson stated that the information will not be able to be provided at this meeting.

Chairman Gordon asked if the Committee can use the November Land Use and Development Committee meeting to consider the FY 2016 Recommended Budget for the Department of Building and Zoning. Mr. Wasson responded that the Committee can vote on the FY 2016 Recommended Budget for the Department of Building and Zoning at the November meeting.

Mr. Johnson withdrew the call to question.

Mr. Dick stated that over the last 6-8 years, the Department has been under financial constraints. Every year we have narrowed line items in our budget, some brutal. He added that he does not agree with there being a lot of cushion.

Ms. Harris agreed.

After a lengthy discussion it was the consensus of the Committee to have staff prepare an historical analysis of the Department's expenditures from 2009 – 2015. The FY 2016 Recommended Budget for the Department of Building and Zoning will be presented in November including the ratio of revenue to expenditures.

Mr. Wendt asked to discuss a possible increase in the fee structure.

Mr. Wasson advised that by direction of the Committee, staff will develop and provide the Committee with a fee ordinance with revisions along with the FY 2016 Recommended Budget for the Department of Building and Zoning at the November Committee meeting.

Mr. Dick advised that the attempt last year was to raise Building and Zoning fees to be in line with comparable Counties, Peoria County and Champaign County. The dependence on general – property tax revenue is similar with these comparable counties. He added that last year a larger fee increase was recommended to the Committee. The Committee's pleasure was to reduce the recommended fee increases.

Mr. Erickson asked if the Committee can relook at this information in November. Mr. Wasson responded that the fee comparison will be included in the presentation to the Committee.

Mr. Dick asked the Committee if fee studies should be done annually. Mr. Wendt responded that fee studies should be done annually to keep them in balance with costs. Mr. Erickson added that annual fee study is a policy decision.

Mr. Wasson concurred that fees should be evaluated on an annual basis. Incremental fee increases based upon the costs of operations are appropriate.

Chairman Gordon cautioned that, increasing fees year after year affects predictability which could affect construction in McLean County.

Chairman Gordon stated that we have deferred action on the approval of the FY 2016 Recommended Budget for Building and Zoning.

Motion by Wendt/Harris to table the approval of the FY 2016 Recommended Budget for Building and Zoning for the November 5, 2015 Land Use and Development Committee Meeting.

Motion carried.

Chairman Gordon presented the FY 2016 Recommended Budget for the Solid Waste Management Program.

Motion by Wendt/Erickson to table the approval of the FY 2016 Recommended Budget for Solid Waste Management Program for the November 5, 2015 Land Use and Development Committee Meeting.

Mr. Wasson noted that the budgets are unrelated. The revenue comes from the Land Fill Agreement based upon tipping fees. The expenditures are specified in the Solid Waste Plan Agreement.

Motion by Went/Johnson to Call for the Question.

Chairman Gordon stated that in opposition to postpone the FY 2016 Recommended Budget for the Solid Waste Management Program. These two budgets are relatively distinct. He believes the budget can be considered.

Motion by Wendt/Johnson to withdraw the motion to table the approval of the FY 2016 Recommended Budget for Solid Waste Management Program for the November 5, 2015 Land Use and Development Committee Meeting.

After discussion, it was the consensus of the Committee to present the FY 2016 Recommended Budget for Solid Waste Management Program

Mr. Dick reviewed the FY 2016 Solid Waste Management Recommended Budget

Solid Waste Management Fund 0001-0159 Department: County Board/Solid Waste Management

Highlights of the Recommended Budget:

REVENUE:

410.0575 Landfill Host Fee: This line item is budgeted at \$137,200 in the FY 2016 Recommended Budget; this is changed from \$140,000 in the FY 2015 Adopted Budget. The decreased host fee for FY 2016 is because a lower tonnage is expected to be deposited in the ADA/McLean County Landfill since its expected closure date is June 2017.

400.0000 Unappropriated Fund Balance: This line item is budgeted at \$20,000 in the FY 2016 Recommended Budget; \$20,000 was budgeted from this line in the FY 2015 Adopted Budget.

EXPENDITURES:

Contractual Services:

706.0001 Contract Services: This line item is budgeted at \$137,200 in the FY 2016 Recommended Budget; \$140,000 was budgeted in the FY 2015 Adopted Budget.

999.0001 Interfund Transfer: This line item is budgeted at \$20,000 in the FY 2016 Recommended Budget, unchanged from the FY 2015 Adopted Budget. The proposed transfer will fund the composting and educational programs on resource conservation by the Parks and Recreation Department as well as recycling and shredding at the Law & Justice and Government Centers.

Motion by Wendt/Johnson to recommend approval of the FY 2016 Recommended Budget for Solid Waste Management Program.

Motion carried.

Chairman Gordon presented the first item for information, discussion of fees for the Department of Building and Zoning. He asked if this should be considered for action at the November, 2015 Land Use and Development Committee meeting. Mr. Wasson responded

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that it would be his preference to bring a resolution to the Committee with the fees at the November Committee meeting.

Chairman Gordon asked if it was the Committee's desire to hold discussion on the informational item, Fees for the Department of Building and Zoning for the November 5, 2015 Committee meeting.

It was the consensus of the Committee to discuss the fee structure at the November 5, 2015 Committee meeting. Chairman Gordon referred the Committee to the information included in their packet.

Chairman Gordon advised the Committee that the 2015 American Planning Association Illinois Chapter Conference will take place at the Marriot Hotel and Conference Center in Normal on October 7-9, 2015. "Planning Skills for all Contexts" will take place from 8:45 AM to 5:00 PM on Thursday, October 8, 2015. He noted that there will be 37 different sessions offered.

Chairman Gordon reported that the Household Hazardous Waste Collection Event is on Saturday October 17, 2015 for McLean County residents.

Chairman Gordon stated that the next meeting of the Land Use and Development Committee will be November 5, 2014 at 3:30 p.m.

Chairman Gordon asked if there was any other information to come before the Committee. Hearing none, he adjourned the Land Use and Development Committee Meeting without objection at 4:47 p.m.

Respectfully Submitted,

Diana Hospelhorn  
Recording Secretary