

PROCEEDINGS OF THE COUNTY BOARD

AT A MEETING OF THE COUNTY BOARD MEMBERS OF CHRISTIAN COUNTY ILLINOIS, BEGUN AND HELD AT THE COURTHOUSE IN TAYLORVILLE, ILLINOIS, ON **January 17, 2017.**

ATTEST: LAURIE J. MENSE, COUNTY CLERK

The following proceeding had and entered at large upon the records of said Board, which is done accordingly in the following words and figures to wit;

Chairman Timothy J. Carlson called the Board to order and led the Pledge of Allegiance to the flag. Pastor Gerald McPhillips of Grace Baptist Church of Taylorville gave the invocation.

A roll call disclosed fifteen members present signifying a quorum as declared by Chairman Carlson with Ashley Linton absent.

ACCEPT COUNTY BOARD MINUTES

The Chairman Carlson asked for any corrections and to accept the December 20, 2016 County Board minutes. *It was moved by Charles DeClerck and seconded by Paul Schmitz to accept and place on file the minutes for the December 20, 2016 County Board Meeting.* The motion carried.

PETITIONS, RESOLUTIONS, ORDINANCES OR PROCLAMATIONS

These items will be addressed during committee reports.

COMMUNICATIONS

The following communications were presented and read and placed on file in the Clerk’s Office.

- 1- The Prevailing Wage report remains the same as the July 2015 rates would prevail.
- 2- The December 2016 Public Defender’s report is on file.
- 3- The Treasurer’s report ending 12/31/2016 is on file in the Clerk’s office.
- 4- The December 2016 Local Solid Waste Fees Fund Report is filed with the Clerk.
- 5- Received were letters from IDOT of disbursements or allotments for the December 2016 for MFT County and Road District Report.

APPROVE COMMUNICATIONS AS READ

Chairman Carlson *called for a motion by Marilyn Voggetzer and was seconded by Donna Hibbetts to accept the communications as read.* The motion carried.

PUBLIC COMMENTS

None

RECOGNITION OF COUNTY BOARD MEMBER JACK PEARCE JR.

Chairman Tim Carlson called Jack Pearce Jr. to the front to honor him with a paper weight for his 19 years of service. In his comments, Mr. Pearce said that it was bittersweet, “What a ride!” He had thought about not running this time, but did. One of his goals was to see a republican board and now that has happened. His grandpa was the first republican coroner then his father, his mother represented the township and his wife the Library Board. He learned young that public service was important. He gave best wishes to the Board in their work.

COMMITTEE REPORTS

ACCEPT & FILE COMMITTEE REPORTS AS PRINTED

A motion was made by Paul Schmitz and seconded by Donna Hibbetts to accept & file the committee reports as printed. The motion carried.

HIGHWAY/BUILDING/GROUNDS/ENVIRONMENTAL/ZONING AND WELFARE COMMITTEE—No meeting

EXECUTIVE/PERSONNEL COMMITTEE -01/03/2017. Minutes were read by Donna Hibbetts and there were no public comments.

HIGHWAY VACANCIES

- Engineer/Department Head Cliff Frye reviewed the funding for the highway department. There are several funds that fund the department: County Highway, MFT, County Bridge and Highway Matching are a few which make up the entire budget. Both vacant positions being requested to fill have the salaries included in the budget. The office manager position has been vacant since 2015. Cliff has been doing the day to day bookkeeping, but there is much more than the minimum daily bookkeeping. The salary range is \$12 to \$17/hour for this non-bargaining position. He had interviewed previously and will revisit those candidates first. *A motion was made by Chad Michel and seconded by Phil Schneider to fill the office manager position at the Highway Department.* The motion carried with one nay.
- In June of 2014, Cliff hired a civil engineer. Recently he lost this employee as he was recruited back to his former employer. This position ranges from \$50,000 - \$65,000 annual salary and also is included within the highway budget. *A motion was made by Donna Hibbetts and seconded by Marilyn Voggetzer to fill the civil engineer position.* The motion carried with one nay.
- Cliff summarized the many duties of the Highway Dept. for both maintenance and new construction on the 159 miles of County Highways and 38 County bridges. They work with the 17 townships that combined have 1102 miles of roadway and 253 bridges. They assist with road and bridge projects, MFT programs, etc. He has five road maintainers, a working supervisor, a janitor, with the office manager and civil engineer openings and himself.

SUPERVISOR OF ASSESSMENTS

Chad Coady has a chief deputy who does the mapping and two staff that work for him. Previously there were three staff members as well as the chief deputy. He included a multiple page list of what the assessor's office does. Also, he submitted a list of about 260 properties that have had new construction without zoning permits. These properties have previously not been on the tax rolls due to no permits. Discussion found that there are no penalties, fees or fines in the zoning ordinance for not obtaining zoning new construction permits. The fly over will be early March and the software program will be available mid-March.

STATES ATTORNEY

Mike Havera explained his staff includes two assistant attorneys, four secretaries and a victim witness advocate. The advocate position is grant funded and the county pays another portion of the salary for that position. The victim witness advocate is required. As assumed, this office handles most everything relative to the county: prosecute crime, traffic court, juvenile delinquent cases, the County's attorney and more. He spoke of the types of drug cases that change up in cycles as one type of drug offender is caught another type rises. It is a busy office.

CIRCUIT CLERK

Julie Mayer Circuit Clerk is the keeper of all records of the circuit court. She says the wonderful and cooperative working relationship with the offices of the States Attorney, Public Defender, Probation and all offices is a plus for working relationships. A few years ago, she condensed her two office location to all staff in one office and the large filing system in the other. It has made a great difference allowing cross training of duties. Their office handles all of the cases brought by the states attorney and public defender and addresses civil cases, divorces, probates, child support, traffic tickets and more. State mandates continue to dictate many of the extra duties assigned to the clerk's office.

IMRF FOR COUNTY BOARD MEMBERS

As discussed in in September 2016, on August 26, 2016 the Governor signed PA 99-900 into law which alters the IMRF participation of all County Board members.

The following is a summary of facts:

- Any CB member elected or appointed after 8/26/2016 is not eligible to ever participate in IMRF, concluding after that date, the position of CB member is not an IMRF position.
- The current CB members still in IMRF at the grandfathered 600 hour rule, may continue if:
 - The CB passes a resolution by February 2017 to continue their participation-declaring 600 hours is the rule and they work at least that many hours. This would need to be done every two years after an election in order to continue.

- That CB member would have to submit monthly timesheets validating their CB official government business as defined by IMRF.
 - If the CB votes to pass the resolution, a CB member may opt out if they don't wish to submit timesheets or don't feel they can reach the 600 hours. They may opt out but still stay on the board.
 - The current CB members still in IMRF at the grandfathered 600 hour rule will no longer be able to participate if the resolution is not passed by February 2017.
 - If the resolution authorizes a CB member to continue to participate, they will submit the monthly timesheets to a designated person. This person does not police what is submitted; the fiscal officer is just to file and wait for an IMRF audit. It was voted to use the Board Chairman's office as the designee to be the county fiscal officer.
 - In April of 2009, the CB voted by resolution that all positions including the CB were 1000 so CB members elected after that date were/are not eligible to participate.
 - The County Board Chairman position is already designated as a 1000 IMRF position and would also require timesheets because it is a county board member position. Any CB member who was appointed or elected prior to 8/26/2016 would be able to participate in IMRF in this position. Any CB member elected or appointed after the date could hold the chairmanship, but not be allowed to participate in IMRF.
- . The options for consideration are:
- Pass a resolution prior to February 2017 as to the continuation of any grandfathered CB members participation at the 600 hour participation.
 - Pass a resolution to terminate all county board members participation IMRF effective February 1, 2017.
 - Take no action and automatically all Christian County Board members will not be eligible to participate in IMRF after the end of February 2017.

It should be noted that this only applies to the position of county board member. The chairman position is still eligible at the 1000 hour level for any board member that would have been elected prior to 8/26/2016 and recording hours worked is required. To eliminate the chairman position, it must be removed by a separate motion.

COUNTY BOARD MEMBERS NO LONGER ELIGIBLE TO PARTICIPATE IN IMRF

A motion was made by Donna Hibbetts and seconded by Craig Corzine to adopt a resolution and dispense with the reading that all county board members would no longer be eligible to participate in IMRF. [A yes vote means there is no more participation. A no vote supports the continued participation of current county board members in IMRF.] The motion carried. During the discussion, it was noted that all members except one have either opted out of IMRF or are no longer on the board. Discussion and questions included: How much will the County save by eliminating this benefit for CB members? Responses: It affects only one person now- Chad Michel as all of the others have opted out. The savings is not a firm number and one that can and could vary year to year. Each year the County receives a different employer's rate base on all employees with many variables. Tim Carlson noted that he has opted out so even in the Chairman's position he will not create any further obligation. (He also noted a separate resolution should be addressed to term the position of Board Chairman as an eligible position.) Mike McClure was not in favor of pulling out for those that were still participating in IMRF as were others, but yet most comments were that it should not have ever been an option. Matt Wells asked the States Attorney if this was legal to eliminate this? Others noted that these options were put in place through a public act of which IMRF states the rules and the County can choose their options. IMRF is an option given to every elected official. They do not have to participate. That is different than the salary provisions stated prior to the elected official taking office. Was participation in IMRF tied with the salary package for board members? It was never specified. IMRF participation by a board member is initially optional at their time of election and this public act is done by legislation. A dollar amount of savings with this action was requested.

A roll call vote being necessary polled the following: Charles DeClerck, Becky Edwards, Donna Hibbetts, Vicki McMahan, Chad Michel, Paul Schmitz, Phil Schneider, Marilyn Voggetzer, Matt Wells, Molly Alaria, Aaron Allen, Timothy Carlson, Craig Corzine, Ben Curtin (14) yea; (1) Mike McClure nay; (1) Ashley Linton absent. The motion carried. Mike McClure requested to change his vote to yes.

40 HOUR POLICY

On November 22, 2016, an injunction was filed postponing implementation of the new Fair Labor Standard Act “white collar” exemption rule. The affect this event would have on our employees in mid-management was urgent as the new Management/Mid-management non-exempt status was to change the following week [11/27/2016]. The change would require six employees to be converted from a salary status to an hourly status because their salaries did not meet the minimum salary of \$47,476. The duties would not change, only the manner in which they were paid.

- After a consult with the labor attorney, he advised for those employees affected, to continue to keep track of their work hours.
- An executive decision was made after discussion with the elected office holders to continue the work hours based on 35 hours (the current norm) and keeping track of their hours. The hours worked for an exempt employee can be any amount or as directed by the department head. Keeping track of the hours would be relevant only if the law is reinstated back to December 1 (or for us beginning November 27, 2016) and the employee worked over 40 hours.
- The question to the Board is do we maintain status quo for normal hours worked-- whether it be 35 or 40 hours (as determined by each department head) and continue to record the actual hours worked until a federal determination has been made. This would make the County compliant and if any hours were worked over 40 at any time from 11/27/2016 forward, the adjustment could be made to pay the employee an overtime rate of pay or a comp time award.

A motion was made by Donna Hibbetts and seconded by Chad Michel to continue either the 35 or 40 hour standard as has previously been required by the respective department heads and to maintain hours worked each week and to record their hours worked. The motion carried. [This does not change the 40-hour policy, it puts it on hold and the six exempt employees continue to work as before, but must record their hours worked.]

AUDIT/FINANCE COMMITTEE- 01/12/2017-Minutes read by Becky Edwards. There were no public comments.

COUNTY CLERK

The meeting began with an update as to the status of the purchase/install of the server which will be dedicated to the Financial Edge software (accounting and payroll for both Treasurer and County Clerk’s duties). There has been an ongoing concern about replacing the current server since the installation of the new software package. Compatibility was always in question and CTI techs have continued to work with Zobrio, before and after the new software installation on compatibility with the current server. At the time the software was installed, it was determined the current server was sufficient but only had a couple of year’s use. At that time the software was installed, a new server was not purchased. Zobrio advised the County a new server should be considered again. The County Clerk addressed the Finance Committee at the December 15, 2016 meeting advising the Committee that the Clerk’s office was ordering a new server. As of this month’s meeting the server was *not* ordered, however, bids were received from both CTI and Zobrio with CTI being selected because of their low bid. Again, communication with Zobrio and CTI was pursued to make sure all the necessary components would be built into the new server. As noted above, a month has passed since the Committee was notified the server was being ordered and apparently is because they (County Clerk/ CTI) have been working through the details. County Clerk Mense noted that as of today’s date (January 12th), they were able to get a final approval with Zobrio. The Committee was adamant that this project get completed as soon as possible and requested commitments and timeframes from both parties. The estimated date of completion is mid-February. Per CTI the server will be ordered from Dell and it is estimated it will take about one week to build the server, about the same time for the techs to do their work and then Zobrio will be able to add the software program. Follow-up questions were asked to clarify for all.

- The bids and the additional costs for the server install - CTI had the low bid for the equipment and the building of the server. On site work is covered under their service contract. There will still be a charge from Zobrio for the actual software install on the new server. It was noted that the specs were not only met for the hardware, but the server is bigger and will hold more data for a longer period of time.
- The use of the Clerk’s automation fund—since 2014 when first looking for the new programs, software money was never included in the “office 0” budget line items which

share the costs between the treasurer, assessor and county clerk for programs in real estate. After negotiations with Zobrio for the software, it was agreed to pay a portion from the clerk's office (as a position had been open awhile leaving available money). Clerk Mense noted it was never her intention to begin to pay (from the automation) for the software or hardware that the two offices both used, but with no other means she would purchase the server from automation to move along the process. [Research had been found that the clerk had the right to spend automation funds for office functions.]

- Agreements with Zobrio and CTI for compatibility and coordination of the product had originally been reached the day of the last finance meeting, but with further clarification on the day of the county board meeting it was then agreed by Zobrio and CTI.
- Confusion on additional clean-up costs associated with the conversion--\$12,000; \$9,000 and where the money was paid from—the \$12,000 was to clean-up the general ledgers due to the payroll initial problems and paid from contingency; KEB was hired to direct the clerk's office as to how to make the corrections and address the issues with the union and then to verify their accuracy. Monies will be paid from clerk's budget.
- To help outline the events and funds, Clerk Mense was asked for a timeline detailing the events and dollars spent (which fund) and to which vendor for these unexpected expenditures. All finance committee and board members are given a claims report showing who and how much was spent each month.
- Training—Zobrio sent no one for onsite payroll training until the fourth payroll. Neither employee that currently works in that department was trained on site. There was a two-day training on the accounts payable/general ledger etc., but again neither of the current employees were in those positions.
- Contract vs. county care agreement are two different things. County care explains what things are covered for assistance and if not covered additional charges are billed.

No motion was necessary for the timeline request as Clerk Mense agreed.

During the committee, the update concerning the payroll issue was addressed by County Clerk Laurie Mense. The outside accounting firm is due back next week to finish checking that the system is running properly and the adjustments have been calculated correctly. The County Clerk advised the Finance Committee the cost would be an additional financial commitment of \$4,500 to \$5,500 and will be paid from the Clerk's automation fund. She further stated W-2's will be ready this month as required.

HIGHWAY VACANCIES

Cliff Frye reviewed with the Committee the two vacancies at the Highway Department—the office manager and the civil engineer. He was asked to define the duties of the civil engineer which include being on site for construction inspections of materials when any work for state and federal funds are used; bridge inspections which require a licensed person and are required routinely; handling the signage, culvert replacements and GIS are some of the most important duties with this position. Matt Wells asked if Cliff could wait to fill that position and the response was that it will take three to four months before the position is filled. Cliff further stated that he will have to use some retirees on a part time basis until the position is filled. It should be noted that the various highway funds fully support the salaries and benefits for all highway employees not the general fund. During committee, Aaron Allen made a motion to fill the positions of office manager and civil engineer and Paul Schmitz seconded the motion. A roll call vote polled four yes: Becky Edwards, Vicki McMahon, Paul Schmitz, Aaron Allen and one no: Matt Wells. Since the Board voted on the positions during the Personnel Committee portion, no further motion was called upon. States Attorney Havera noted that for elected office holders and the Highway Engineer, if money is appropriated in their budget, filling vacancies do not require Board approval. Board Chairman Carlson stated the Cliff did have the authority to replace and it is appreciated when department heads keep us informed.

CLAIMS APPROVED FOR JANUARY

During the committee, a discussion developed on how and why the bills should be approved (called claims against the county). The various departments submit the invoices for payment once a month. The County Board, by roll call, authorizes the payments. States Attorney Mike Havera offered information on the duties of the County Board which is to set a budget and allow it to be carried out. The review of the claims allows the Committee to see what is being spent from the office heads' budget which then gives them a chance to review with the office holder any questionable expenditure. This committee receives a Treasurer's report and a claims report to review prior to voting (all board members receive a claims report prior to the full Board vote).

Betty Asmussen reviewed the expenditures and revenues printout and other information contained in the Treasurer's report. After some discussion, as to whether all of the individual claims would be signed or just reviewed through the report is still to be determined. The committee does sign off acknowledging their review and it is given to the Treasurer. *A motion was made by Becky Edwards and seconded by Matt Wells to approve the claims as presented.* A roll call vote being necessary polled the following: Becky Edwards, Donna Hibbetts, Mike McClure, Vicki McMahon, Chad Michel, Paul Schmitz, Phil Schneider, Marilyn Vogetzer, Matt Wells, Molly Alaria, Aaron Allen, Timothy Carlson, Craig Corzine, Ben Curtin, Charles DeClerck (15) yea; (0) nay; (1) Ashley Linton absent. The motion carried.

DELINQUENT TAX BID

Resolution 2017TR001 was presented for acceptance of the bid of \$660.00 from Homer J. Barfield and Richard A. Moon to purchase the parcel 11-25-22-102-018-00 in Pana Township. *A motion was made by Becky Edwards and seconded by Aaron Allen to accept the bid as read and dispense with the reading.* A roll call vote being necessary polled the following: Donna Hibbetts, Mike McClure, Vicki McMahon, Chad Michel, Paul Schmitz, Phil Schneider, Marilyn Vogetzer, Matt Wells, Molly Alaria, Aaron Allen, Timothy Carlson, Craig Corzine, Ben Curtin, Charles DeClerck, Becky Edwards (15) yea; (0) nay; (1) Ashley Linton absent. The motion carried.

FY 2017 AMENDED BUDGET

The FY 2017 amended budget was submitted in total with only changes to the 911 and GIS parts of the budget. The numbers from those two separate funds had no bearing on the general fund. *A motion was made by Becky Edwards and seconded by Aaron Allen to adopt the amended FY2017 Budget as presented.* A roll call vote being necessary polled the following: Mike McClure, Vicki McMahon, Chad Michel, Paul Schmitz, Phil Schneider, Marilyn Vogetzer, Matt Wells, Molly Alaria, Aaron Allen, Timothy Carlson, Craig Corzine, Ben Curtin, Charles DeClerck, Becky Edwards, Donna Hibbetts (15) yea; (0) nay; (1) Ashley Linton absent. The motion carried.

POLICY TO FILL VACANCIES

There was some discussion as to why and when does a particular department come only to the Finance Committee or Personnel Committee or both. Many factors apply in these decisions and it was suggested to ask how this committee prefers to review vacancies. Mike Havera will present the facts as to how this decision would affect elected office holders at next month's Finance Meeting.

NEW OR UNFINISHED BUSINESS:

Mike McClure made a comment concerning the frustration we all have with the payroll problem; however, he felt the outburst at the last Finance meeting shed a poor light on this board. Whether democratic or republican, we all represent Christian County. He called for change from that committee chair.

Matt Wells asked the States Attorney to clarify: As long as Laurie (an elected office holder) tells us she has the money is in her budget and submits the receipts, the Board cannot do anything? Attorney Havera agreed that an elected office holder can make software decisions and other purchases to operate the office if within their budgets.

Becky Edwards asked to whom does the contingency fund belong? The response given was the County Board.

MILEAGE AND PER DIEM REPORT:

A motion was made by Paul Schmitz and seconded by Donna Hibbetts to approve the mileage and per diem report for the month of January 2017. The motion carried.

	<u>Salary</u>	<u>Rate</u>	<u>Meetings this month</u>
Molly Alaria	\$200.00	\$50.00	2
Aaron Allen	\$200.00	\$50.00	2
Timothy Carlson	\$813.73		
Craig Corzine	\$200.00	\$50.00	2
Ben Curtin	\$200.00	\$50.00	2

Charles DeClerck	\$200.00	\$50.00	1
Becky Edwards	\$200.00	\$50.00	2
Donna Hibbetts	\$200.00	\$50.00	2
Ashley Linton	\$200.00	\$50.00	1
Mike McClure	\$200.00	\$50.00	2
Vicki McMahon	\$200.00	\$50.00	2
Chad Michel	\$200.00	\$50.00	1
Paul Schmitz	\$200.00	\$50.00	2
Philip Schneider	\$200.00	\$50.00	1
Marilyn Voggetzer	\$200.00	\$50.00	2
Matt Wells	\$200.00	\$50.00	2

APPOINTMENTS/REAPPOINTMENTS:

There were none.

ANNOUNCEMENTS:

None

ADJOURNMENT

With no other unfinished business to come before the Board, a *motion was made by Aaron Allen and seconded by Phil Schneider to adjourn until Tuesday, February 21, 2017 for the regular meeting at 6:30 p.m.* The motion carried.