

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 **April 18, 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. Steve Robinson, Pastor at the First Baptist Christian Church in Taylorville gave the invocation.

A roll call signified a quorum as declared by Chairman Carlson. Absent were Chad Michel and Mike McClure.

ACCEPT COUNTY BOARD MINUTES

The Chairman Carlson asked for any corrections and to accept the March 21, 2017 County Board minutes. *It was moved by Paul Schmitz and seconded by Becky Edwards to accept and place on file the minutes for the March 21, 2017 County Board Meeting.* The motion carried.

PETITIONS, RESOLUTIONS, ORDINANCES OR PROCLAMATIONS-Will be addressed during the committee reports.

PUBLIC COMMENTS

There were none.

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 March 2017 Public Defender's report is on file.
- 3- The Treasurer's report ending 3/31/2017 is on file in the Clerk's office.
- 4- The Local Solid Waste Fees Fund Report is filed with the Clerk.
- 5- Received were letters from IDOT of disbursements or allotments for March 2017 for MFT County and Road District Report.
- 6- A letter from Ameren with maps notifying vegetation management of the trimming of trees is on file.
- 7- Two checks from Refreshment Services Pepsi were received in the amounts of \$59.74 and \$28.92 and were deposited with the Treasurer's office.
- 8- Letters from IDOT were received 4/11/17 about the County Engineer's Salary Resolution and Social Security and IMRF Resolution. These resolutions were adopted 12/20/16.
- 9- First Quarter Newsletter from Gift of Hope is on file.
- 10- Our Mississippi quarterly newsletter is on file.

APPROVE COMMUNICATIONS AS READ

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

COMMITTEE REPORTS

ACCEPT & FILE COMMITTEE REPORTS AS PRINTED

A motion was made by Arron Allen and seconded by Becky Edwards to accept & file the committee reports as printed. The motion carried.

HIGHWAY/BUILDING/GROUNDS/ENVIRONMENTAL/ZONING AND WELFARE COMMITTEE—April 12, 2017. The report was given by Phil Schneider.

HIGHWAY BUSINESS

The Committee toured the building of the Probation Department. Laura Cooper, Chief Probation Officer described the many changes to the building by creating offices, conference rooms and

storage facilities. Zach Hicks noted that this building seemed to be in good condition as far as maintenance repairs or projects. New A/C and roof repairs have been done in the past few years. Most recently was the enclosure of walls for a client conference room, break room and special storage for the Circuit Clerk.

BUILDING UPDATES

Zach Hicks, Maintenance Supervisor began the building updates with the most recent issue at the Animal Control building with the incinerator. Over the past few years, certain valves and other parts have created down time and constant hand manipulation for the burner to burn during a six to eight hour process. He explained that either he or Tom would have to stay during that time to maintain the burn. Currently, there are over \$2,000 in replacement parts that need to be purchased and repair time as well as a whole replacement of the fire bricks will need to be done at a cost exceeding \$15,000. Discussion was held as to the other options for the animal control for their own needs. Zach noted that it has been few and far between that the county's facility has actually needed that service. The local veterinary clinics pay for their disposals in bulk for a minimal cost per pound. There is still plenty of maintenance work to do at the animal control building beyond the incinerator beyond the incinerator work.

In review of issues at the courthouse, Zach reminded all that the Freon expense continues to climb to excessive costs of which the A/C units in the attic use. Two units continue to freeze up which in turn creates condensation which creates large amounts of water dripping into the States Attorney office. He continues to just fix each unit. A new system needs to be installed. The boiler is at its maximum use of hopefully five years. The elevator repair and service contract really needs to be evaluated. Downspouts have been installed but more are needed to keep rain water from creating mini rivers in the basement. Zach will be asked to submit costs to the Finance committee for budgets.

The jail has an elevator issue as well with the dumbwaiter for inmate food. The rubber roof has been patched but that is not a permanent fix. He has installed a new dishwasher and lift stations but each day is a new challenge.

The highway building is looking at a new roof (it is 20 years old), windows and a re-wiring project. Those are projects that would have to be bid out. Committee members told Zach they appreciate his work and understand these are just old buildings with many problems.

HIGHWAY BUSINESS

The County Highway No. 12 (Bear Creek Rd) project is scheduled to start the first week of May. Due to the nature of the work, there will be some temporary partial closures of the roadway during construction.

CULVERT QUOTES

Reinforced Concrete Box Culvert quotations were presented for culverts to be replaced on County Highway #4 and County Highway #7, with the following results:

	County Materials	McCann Concrete Products
6'x2' & 12'x5' Box Culvert	\$45,869.40	\$39,032.00

A motion was made by Phil Schneider and seconded by Donna Hibbetts to accept the low bid of \$39,032.00 from McCann Concrete Products. The motion carried.

MFT AND NON-MFT MAINTENANCE MATERIALS

Bids were opened and read on Tuesday, April 11, 2017 for MFT and Non-MFT Maintenance Materials to be used by the County and Townships during FY17. Cliff Frye presented tabulation of bids for all items and are available for review.

For the County, a motion was made by Phil Schneider and seconded by Becky Edwards to accept the low bids for MFT and Non-MFT Materials as presented and to dispense with the reading. The motion carried.

For the Townships, a motion was made by Phil Schneider and seconded by Paul Schmitz to accept the low bids for MFT Materials as presented and refer them to the individual Township Highway Commissioners for approval and to dispense with the reading. The motion carried.

SURPLUS PARTICIPATION RESOLUTION

Resolution R2017HY007 authorizing participation in the State of Illinois Federal Surplus Property Program was presented. The Federal Surplus warehouse has items we use from time to time at a large discount compared to full retail value. A motion was made by Phil Schneider and seconded by Marilyn Voggetzer to recommend to the full Board adoption of resolution R2017HY007 authorizing the County to participate in the State of Illinois Federal Surplus Property Program and dispense with the reading. A roll call vote being necessary polled the following: Paul Schmitz, Phil Schneider, Marilyn Voggetzer, Matt Wells, Molly Alaria, Aaron Allen, Timothy Carlson, Craig Corzine, Ben Curtin, Charles DeClerck, Becky Edwards, Donna Hibbetts, Ashley Linton, Vicki McMahon (14) yea; (0) nay; (2) Chad Michel and Mike McClure absent. The motion carried.

RECYCLING

Hold Harmless agreements have been distributed to local governments participating in the roll off container continuation. Joe Stepping will attend meeting next month with an update.

EXECUTIVE/PERSONNEL COMMITTEE –4/6/2017 report given by Donna Hibbetts.

FIREWORKS ORDINANCE

States Attorney Mike Havera explained that earlier this month he had a meeting with Troy Woollens-consumer fireworks retailer, Donna Hibbetts, Tim Carlson and Jan Bland in order to develop the type of county ordinance required in order for the State Fire Marshal to issue their permits. Briefly, there are two types of permits for supervised display of fireworks:

- A Pyrotechnic Display
- A Consumer Display

He noted the proposed ordinance was drafted based on some of the policies of Champaign, McLean and Macoupin counties with some financial decisions yet to be made by the committee:

- Is \$100,000 enough liability coverage to require for consumer permit holders?
- What dollar amount do we want to charge for the fees?
- The fees are in two parts: 1-fee to administer the permit goes to County Clerk's automation fund (minimally \$2) and 2- a fee for the permit goes to the general fund.

After discussion and a check on the statute for fee collection, *a motion was made by Donna Hibbetts and seconded by Becky Edwards to adopt the proposed ordinance for A Pyrotechnic Display and A Consumer Display permit to be issued by the County. Included in the motion is the administrative fee of \$25 to be charged and payable to the County Clerk (automation fund) and a fee of \$25 would be paid and deposited into the general fund and dispense with the reading.* A roll call vote being necessary polled the following: Phil Schneider, Marilyn Voggetzer, Matt Wells, Molly Alaria, Aaron Allen, Timothy Carlson, Craig Corzine, Ben Curtin, Charles DeClerck, Becky Edwards, Donna Hibbetts, Ashley Linton, Vicki McMahon, Paul Schmitz (14) yea; (0) nay; (2) Chad Michel and Mike McClure absent. The motion carried.

IMRF AUTHORIZED AGENT DESIGNATED

As Christian County is an IMRF employer and required to designate a specific person as the Authorized Agent, County Clerk Laurie Mense has requested that Monica Haines, her chief deputy be appointed as such. The two main areas of duties as the Agent is updating the employee's participation and the collection and reporting of IMRF payroll deductions as well as the payment of the county's portion. Additionally, service to the employees as they enroll, apply for missed service, temporary disability options, voluntary contribution participation, termination, retirement or a death benefit is another facet of the program. One person is named by appointment as the official authorized agent and has been and should be from the Clerk's Office who does payroll. [Past agents: Jayme Sims-chief deputy, Linda Curtin-County Clerk, Laurie Mense-County Clerk] Employee service and assistance is fulfilled mostly by Jan Bland since 2000. Annual trainings are offered and many employees involved in payroll have attended those trainings. Monica and Jan are both registered to attend the annual training April 19th. *A motion was made by Donna Hibbetts and seconded by Molly Alaria to rescind resolution R2014 CB033 and release Laurie Mense as the Agent.* A roll call vote being necessary polled the following: Phil Schneider, Marilyn Voggetzer, Matt Wells, Molly Alaria, Aaron Allen, Timothy Carlson, Craig Corzine, Ben Curtin, Charles DeClerck, Becky Edwards, Donna Hibbetts, Ashley Linton, Vicki McMahon, Paul Schmitz (14) yea; (0) nay; (2) Chad Michel and Mike McClure absent. The motion carried.

A motion was made by Donna Hibbetts and seconded by Aaron Allen to appoint Monica Haines as IMRF Authorized Agent effective April 19, 2017. The motion carried.

IMRF RECERTIFICATION OF ELECTED OFFICIALS

A recent IMRF Memo #337 was distributed to all IMRF employers. The memo requires all governing bodies of units of government with elected positions participating in IMRF to pass a new resolution to recertify that they work 1000 hours in a year and are eligible to participate. In 2009, all County positions both employees and elected officials became eligible at the 1000 hour rule for anyone hired after that date (prior to that it was 600 hours).

The following elected positions do work at least 1000 hours and are eligible to participate in IMRF:

Treasurer	Sheriff
Circuit Clerk	County Clerk
States Attorney	Supv. Of Assessments
Coroner	
County Board Chairman (only eligible if they were elected prior to August 2016)	

A motion was made by Donna Hibbetts and seconded by Paul Schmitz to recertify that the listed elected positions are eligible at the 1000 hour rule. A roll call vote being necessary polled the following: Marilyn Voggetzer, Matt Wells, Molly Alaria, Aaron Allen, Timothy Carlson, Craig Corzine, Ben Curtin, Charles DeClerck, Becky Edwards, Donna Hibbetts, Ashley Linton, Vicki McMahon, Paul Schmitz, Phil Schneider (14) yea; (0) nay; (2) Chad Michel and Mike McClure absent. Also in the #337 IMRF Memo, it was noted a resolution will need to be adopted every two years. The motion carried

TREASURER REVIEW DUTIES OF HER OFFICE

Treasurer Betty Asmussen explained the duties of her office as the treasurer. The maintenance of all financial records: 23 different accounts equaling about \$6 million; receiving all departments collections; balance over \$36 million in assets while looking for the best rate on investments; balance payroll and claims to the general ledger; balance all monies received and disbursed; the general fund has 13 different offices within the general fund and the trust has 19 different offices; she is the treasurer for 51 different drainage districts; prepares monthly reporting to the finance committee, the full board, and each office; prepares reports for the budgets, prepares the budget and reviews the ever changing statutes pertaining to the treasurer.

As the county collector she sends out over 25,000 tax bills with a total of \$39 million billed; receive and distribute over 18 accounts; process payments; prepare, oversee and balance the tax sale and other processes of delinquent taxes; send reports to over 150 municipalities in each distribution and make final payments to taxing bodies.

SHERIFF REVIEW DUTIES OF THEIR OFFICE

Sheriff Kettelkamp and Chief Deputy Bruce Engeling described the staffing and challenges they face in the department. The jail has eight correctional officers, several part time CO's and the jail administrator which is required due to the number of inmates lodged here. Twenty years ago the average number of inmates was 16 and now it is 50. The population also contains 17 federal prisoners of which the county is paid to house them. The CO's must have five weeks of training. About four years ago, we switched to a food service which saves the county \$20,000 to \$30,000 a year. The county contracts a company to do health and mental evaluations to determine if there are any special needs a prisoner might have. There is only one padded cell and more are always needed. There are eight full time dispatchers with several part timers. They require annual certifications and training. This job is very stressful. There are 12 sworn road deputies, one investigator, one task force deputy, and one security deputy. They are required to complete a ten week training at the Illinois State Police Academy. Constant trainings are also required for the deputies. At the end of this year, the full time security deputy will retire and part time deputies will man the courthouse with about a \$50,000 savings to the county. The Sheriff noted that our deputies "see a lot and do a lot", they have a hard job and do it well.

STATES ATTORNEY REQUEST

If during any meeting or at any time, if any board member has a question or interpretation that they wish him to review, please put it in writing and submit to him so that he will be able to assist board members or office holders.

AUDIT/FINANCE COMMITTEE- 04/13/2017-Minutes read by Becky Edwards. There were no public comments.

WORK COMP PREMIUM

The 2016 Work Comp audit was completed in February and Dan McNeely came before the committee to note the increase to the premium. The 2016 policy premium was \$69,039 and after the audit (based on payroll and job duties) an additional premium is due in the amount of \$4,257. It was noted that these rates will vary from year to year as some work comp rate codes increased and some decreased. The additional amount is a one-time adjustment and is included in the claims submitted for April charged to the appropriate line item.

WEST CENTRAL DEVELOPMENT COUNCIL RESOLUTION

Recently a letter was received from West Central Development Council requesting the annual renewal resolution. When Mr. Cavanaugh was unable to attend the meeting, Becky Edwards spoke to Michael Sherer the Executive Director. Past history and current reasoning was explained. For ten years or more the WCDC has requested our county to pay \$6,000 annual dues for writing grants for entities within our county. Many years ago, we had no grants to be written and chose not to participate. The only problem was without a Resolution in support of the grant writing organization, WCDC could not assist other local governments in Christian County. After review by States Attorney Havera, it was determined the Resolution is just for support and not the promise of dues. In the past, WCDC has written grants for Edinburg, Pana and Kincaid. *A motion was made by Becky Edwards and seconded by Paul Schmitz to adopt R2017 CB 008 and dispense with the reading.* A roll call vote being necessary polled the following: Molly Alaria, Aaron Allen, Timothy Carlson, Craig Corzine, Ben Curtin, Charles DeClerck, Becky Edwards, Donna Hibbetts, Ashley Linton, Vicki McMahon, Paul Schmitz, Phil Schneider, Marilyn Voggetzer, (13) yea; (1) Matt Wells-nay; (2) Chad Michel and Mike McClure absent. The motion carried.

MOBILE HOME TAX SALE CERTIFICATE RESOLUTION

Treasurer Betty Asmussen presented for approval the resolution to issue a certificate of purchase for a mobile home at Richwood Manor, 200 N. Pine, Lot 60 in Pana Township [parcel # 11-25-15-PL-060]. Pursuant to a public auction sale, Michael L. Mays and Tina K. Mays have deposited \$695.00 for the purchase. *A motion was made by Becky Edwards and seconded by Aaron Allen to adopt R2017 TR 006.* A roll call vote being necessary polled the following: Molly Alaria, Aaron Allen, Timothy Carlson, Craig Corzine, Ben Curtin, Charles DeClerck, Becky Edwards, Donna Hibbetts, Ashley Linton, Vicki McMahon, Paul Schmitz, Phil Schneider, Marilyn Voggetzer, Matt Wells (14) yea; (0) nay; (2) Chad Michel and Mike McClure absent. The motion carried.

CLAIMS FOR APRIL APPROVED

All claims were signed by committee members, and a motion was made by Becky Edwards and seconded by Paul Schmitz to approve the claims submitted for April 2017. A roll call vote being necessary polled the following: Aaron Allen, Timothy Carlson, Craig Corzine, Ben Curtin, Charles DeClerck, Becky Edwards, Donna Hibbetts, Ashley Linton, Vicki McMahon, Paul Schmitz, Phil Schneider, Marilyn Voggetzer, Matt Wells, Molly Alaria (14) yea; (0) nay; (2) Chad Michel and Mike McClure absent. The motion carried.

BUDGET ITEMS FOR REVIEW

- Finance Chair Becky Edwards reported that this week a meeting was held with Julie Wollerman, the Regional Office of Education Superintendent. As of two years ago Christian County is now in a consolidated ROE group of five counties: Fayette, Bond, Montgomery, Effingham and Christian. The total budget of all counties is then divided for payment by the Equalized Assessed Value. Our percent due is based on approximately 28% of the total budgets combined. Referencing the salary line item, Christian pays \$44,000+ for the total of salaries. The staff member for Christian is paid approximately \$28,000 including benefits. In preparation for directing our county offices to reduce their salaries by 5%, the same was suggested to Julie Wollerman and/or to address the salary line item for each county to pay only the amount of their staff person thus creating a savings for the general fund.
- A review of postage using stamps verses a machine to weigh each parcel will be discussed with the departments. This is in relationship to daily usage not bulk mailings.

- Finance Chair Edwards has requested the reduction of budgets should be 5%. Further, the discussion of other areas of the budget were discussed and Edwards notified the Committee that she was encouraged to see there could be a significant amount of savings (possibly \$150,000 to 200,000) in some of those areas allowing the actual percentage requested from the Elected Office Holders could be reduced, possibly to 3%. However, she emphasized the Office Holders should base their budgets on the 5% requested not knowing the outcome of the other line items. If other areas produce projected savings, we may be able to reduce the actual to 3%. Chairman Edwards goal is to reduce the budget by \$330,000.00 for FY 2018.
- Look into the distribution of the levy.
- Consider consolidating insurance premium to a single line item which would allow some variance from waived employees.
- To discuss with departments the possibility to buy items at a bulk rate like copy paper, folders and other common items.

ANIMAL CONTROL INCINERATOR

As discussed during the Highway meeting, the incinerator continues to need repairs and attendant supervision during the 6-8 hour usage period. It is also recommended replacing the fire brick within the unit estimated at \$15,000 plus cost. Joelynda Conrad does a good job of finding homes or rescues for the cats and dogs brought in to the pound, so the county's pound use has been minimal. They do offer the local vets cremation for groups of animals at \$.45/pound. In review of the gas bill, it appears extremely high and as noted above and there has to be someone supervising when the incinerator is in use. The committee agrees with the Highway committee about the elimination of the use of the incinerator even if it is temporary and not to do the repairs at this time. A motion was made by Becky Edwards and seconded by Phil Schneider to prepare a letter to send to the veterinarians that the County will no longer be accepting animals for cremation. The motion carried.

DATES ARE SET FOR BUDGET HEARINGS IN MAY

Department head memos concerning the budget will be sent out next week. The hearings will be scheduled for Monday, May 22 and Wednesday, May 24.

CIRCUIT CLERK VACANCY

Circuit Clerk Julie Mayer notified the committee that she has a vacancy in her department. As in the past with money in her budget she notified the board chairman and finance chairman of the vacancy. At this time, she will post the position and evaluate the upcoming circumstances.

ILLINOIS COUNTY INSURANCE TRUST

Paul Schmitz updated the committee on the ICIT 01 liability claims and projected obligation. As of March 23rd, there were four open work comp claims of which will continue to be open for several more years. At some point the "01" Trust will run out of money and each member county at that time will be assessed an amount. It will be an obligation to the county forever.

EXECUTIVE SESSION IN COMMITTEE

A motion was made by Paul Schmitz and seconded by Vicki McMahon to go into executive session pursuant to 5ILCS 120/2(c)(11) Pending litigation and 5ILCS 120/2(c)(1): the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body & (2): collective negotiating matters between the public body and its employees or their representatives. A roll call vote polled all ayes: Vicki McMahon, Aaron Allen, Paul Schmitz, Becky Edwards. The motion carried.

A motion was made by Vicki Mahon and seconded by Aaron Allen to come out of executive session pursuant to the above statement. A roll call vote polled all ayes: Vicki McMahon, Becky Edwards, Aaron Allen, Paul Schmitz. The motion carried. No action taken.

NEW OR UNFINISHED BUSINESS:

MILEAGE AND PER DIEM REPORT:

A motion was made by Phil Schneider and seconded by Molly Alaria to approve the mileage and per diem report for the month of April 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	2
Becky Edwards	\$200.00	\$50.00	2
Donna Hibbetts	\$200.00	\$50.00	2
Ashley Linton	\$200.00	\$50.00	2
Mike McClure	\$200.00	\$50.00	2
Vicki McMahon	\$200.00	\$50.00	2
Chad Michel	\$200.00	\$50.00	0
Paul Schmitz	\$200.00	\$50.00	2
Philip Schneider	\$200.00	\$50.00	2
Marilyn Voggetzer	\$200.00	\$50.00	1
Matt Wells	\$200.00	\$50.00	1

APPOINTMENTS/REAPPOINTMENTS:

- Reappoint Frank Blanchfield 2017 to 2020—a three year term for the Taylorville Sanitary District. A motion was made by Aaron Allen and seconded by Ashley Linton. The motion carried with three in opposition.
- Appoint Tom Snyder to Taylorville Sanitary District to fill a vacancy of Bruce Barry through 5/2018. A motion was made by Becky Edwards and seconded by Vicky McMahon. The motion carried.
- Appoint Pat Grant as trustee to the Owaneco Fire Protection District to replace retiring Alex Menchetti for a three year term 5/2020. A motion was made by Donna Hibbetts and seconded by Ben Curtin. The motion carried.
- Reappoint Roger Clymer as trustee to the Nokomis Area Fire Protection District for a three year term—2020. A motion was made by Paul Schmitz and seconded by Phil Schneider. The motion carried.

ANNOUNCEMENTS/OTHER:

ADJOURNMENT

With no other unfinished business to come before the Board, a *motion was made by Aaron Allen and seconded by Donna Hibbetts to adjourn until Tuesday, May 16, 2017 for the regular meeting at 6:30 p.m.* The motion carried.