

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

April 7, 2017

Present: Donna Hibbetts, Chairwoman
Ashley Linton Ben Curtin Molly Alaria
Absent: Marilyn Voggetzer
Others present: Tim Carlson, Mike Havera, Betty Asmussen, Troy Woollens,
Sheriff Bruce Kettelkamp, Chief Deputy Bruce Engeling, Mary Rhodes and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Thursday, April 6, 2017 at 6:30 p.m. in the County Board Meeting Room, second floor of the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address any agenda items, any personnel issues, policies, and any other matters properly brought before the Committee. Roll call was taken and Chairwomen Hibbetts noted a quorum. No one made a request for a public comment.

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 Molly Alaria and seconded by Ashley Linton 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. The motion carried with all ayes.

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

Page 2, April 6, 2017
Executive/Personnel Committee

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 Ashley Linton and seconded by Ben Curtin to rescind resolution R2014 CB033 and release Laurie Mense as the Agent and appoint Monica Haines as IMRF Authorized Agent effective April 19, 2017. The motion carried with all ayes.

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 Molly Alaria and seconded by Ashley Linton to recertify that the listed elected positions are eligible at the 1000 hour rule. The motion carried with all ayes. Also in the #337 IMRF Memo, a resolution will need to be adopted every two years.

TREASURER AND SHERIFF REVIEW DUTIES OF THEIR 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 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.

A motion was made by Ashley Linton and seconded by Molly Alaria to adjourn. The motion carried.

Respectfully submitted,

Donna Hibbetts, Executive/Personnel
Chairwoman

Page 3, April 6, 2017