

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 February 20, 2018

ATTEST: MICHAEL C. GIANASI, 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 Carlson called the Board to order and led the Pledge of Allegiance to the flag. Pastor Caleb McGregor of the United Methodist Church of Stonington and Edinburg gave the invocation.

ROLL CALL

The roll call by County Clerk Michael Gianasi showing all members present did signify a quorum and was declared.

ACCEPT COUNTY BOARD MINUTES

Chairman Timothy Carlson asked for any corrections and to accept the January 16, 2018, County Board minutes. *It was moved by Becky Edwards and seconded by Paul Schmitz to approve said minutes of the County Board Meeting.* The motion carried.

PETITIONS, RESOLUTIONS, ORDINANCES OR PROCLAMATIONS-

Any will be addressed in committee.

READING OF COMMUNICATIONS

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

- 1- The Prevailing Wage report for January 2018 and it is placed on file in the Clerk's office and posted.
- 2- The January 2018 Public Defender's report is on file.
- 3- The Treasurer's reports ending 01/31/2018 are on file in the Clerk's office.
- 4- The Local Solid Waste Fees Fund Report for January, 2018, is filed with the Clerk.
- 5- The January 2018 Motor Fuel Tax Allotment Transaction reports dated 2/1/2018 were received for both the County and Road Districts.
- 6- A letter from the Illinois Dept. of Transportation authorizing a transfer of \$54,250 of Surface Transportation program funds for partial reimbursement of the County Engineer's salary.
- 7- The Christian County December PCOM report was received from the C.E.F.S. Economic Opportunity Corporation and is on file in the Clerk's office.
- 8- The Illinois Environmental Protection Agency sent a National Pollutant Discharge Elimination System Public Notice for the permit relating to the Five Oaks Recycling and Disposal Facility. The notice was posted outside the Clerk's office.
- 9- A letter dated February 1, 2018, from Ameren for mowing along rights-of-way was received and is on file in the Clerk's office.

APPROVE COMMUNICATIONS AS READ

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

PUBLIC COMMENTS

There were none.

COMMITTEE REPORTS

ACCEPT & FILE COMMITTEE REPORTS AS PRINTED

A motion was made by Aaron Allen 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 this month.

EXECUTIVE/PERSONNEL COMMITTEE 02/7/2018–Minutes read by Donna Hibbetts.

LIQUOR LICENSE RENEWAL

A list of current liquor license holders was presented for renewal. With no problems reported from the Sheriff or State's Attorney, *a motion was made by Donna Hibbetts and seconded by Mike McClure to approve the renewal of the eleven license holders.* The motion carried.

It was brought to the attention of the committee that an inquiry had been made for an additional class of license to be created to allow both the sale of package liquor and the onsite consumption. It would be reviewed by the State's Attorney and brought back to the committee.

PERSONNEL POLICIES

Two policies were presented for review by the committee: Victims' Economic Security and Safety Act (VESSA) and Policy against Discrimination, Harassment and Sexual Misconduct. Both policies are already incorporated in the Personnel Handbook. The attorney group associated with the County's liability carrier has offered the same policies in a different format for the County to use. As previously reported the harassment policy needed updates due to the change in the law. Both policies will be reviewed with department heads and brought back next month for Board approval.

RULES OF ORDER

Committee members made some suggestions to change parts of the Rules of Order for the County Board. All board should have received electronic copies for review. The suggestions will be written in for review next month.

ELECTED OFFICE HOLDER SALARIES

Committee Chair Donna Hibbetts explained the process of setting their salaries. The "must have" rule is setting the salary 180 days prior to the first Monday in December after the November election. [This year it is approximately June 6]. Since it must go to the full Board, the final decision must be determined by the May 22, 2018, County Board meeting or earlier.

- Last year the county board members' salaries and per diems have already been determined by motion for those individuals who will be elected in November, 2018.
- The offices up for election this year are County Clerk, Treasurer, Supervisor of Assessments, and Sheriff.

The salary and other compensations must be determined for a four year period. Each office must have but one salary and benefit package regardless of who wins the election. In the upcoming election all positions have a person currently serving in that position that will be running for the office. The County Clerk position is the only contested race.

The current salaries are \$62,797 for offices of County Clerk, Treasurer, Supervisor of Assessments and Circuit Clerk. The position of Sheriff is \$72,621. In 2014 the salaries remained the same each year for the four year period and also included a life and health insurance package. All positions are eligible to participate in IMRF/SLEP retirement.

Both the Finance and Personnel Committees will meet jointly to discuss their views on the salary and package for each office as well as hear proposals brought to the committee. This meeting will be March 15.

TRAINING AND EMAIL

- On January 25, department heads attended Sexual harassment training onsite and received other internal polices and discussion.
- County wide email for all offices has been presented to eliminate hotmail, yahoo and other "free" email service addresses for county business. The Office 365 system is available through the state and the cost for email compliance will be forthcoming.

AUDIT/FINANCE COMMITTEE- 02/15/2018--Minutes read by Becky Edwards. There were no public comments.

WEBSITE UPDATE

Chairwoman Edwards reported a second bid was received for the website and that we are waiting on the third. By the March meeting the Board should have three bids to review.

OVERCROWDING AT THE JAIL

Sheriff Bruce Kettelkamp and Chief Deputy Bruce Engeling presented a proposal to help accommodate the inmate numbers at the jail. Although the real solution to an outdated facility is to build a new complex with an estimated cost in excess of \$11 million, the following expansion would assist in relieving the over-crowded situation we currently have. The expansion would include a twenty-bed dorm, three “watch” cells, storage and allow the kitchen space to be increased and updated. The expansion would be added onto the current facility into the parking lot area. In order to determine the cost of the project, Sheriff Kettelkamp and Chief Deputy Engeling requested funds to begin the bid process to find an architect and engineer to design and estimate the cost of the project. The initial projections are \$400,000 plus. The \$400,000 would be borrowed with an estimated ten-year payback period. It is projected the loan would be paid by increasing the federal inmates creating the funds for the loan payment. This is a preliminary plan to be developed professionally. *A motion was made by Becky Edwards and seconded by Paul Schmitz to approve the request to pay for the architect/engineer from the Capital Improvement Fund in the amount of \$40,000 not to exceed \$60,000.* Several points of discussion followed:

- Why borrow money for the project and pay interest when we have the Capital Improvement Fund to borrow from with no interest? Agreed, but the Board should still have a document stating the repayment from federal inmate money to the Capital Improvement Fund. It was asked if there is a guarantee for more inmates and the response was there is no guarantee, however the Marshals are always looking for more accommodations.
- It was clarified the moneys set aside into the Capital Improvement Fund was from the general obligation bonds and one time electric line payment to the County and have varying rates of interest and due dates.
- The \$400,000 anticipated cost will be voted upon after the bids come in.
- Additionally, the sewer and other systems will need to be addressed. As an additional note, the Department of Corrections will also have to approve the project.

A roll call vote being called for polled the following: Phil Schneider, Marilyn Voggetzer, Matt Wells, Molly Alaria, Aaron Allen, Tim Carlson, Craig Corzine, Ben Curtin, Charles DeClerck, Becky Edwards, Donna Hibbetts, Mike McClure, Vicki McMahan, Venise McWard, Chad Michel, Paul Schmitz—ayes (16); nay (0); absent (0). The motion carried.

CLAIMS

A motion was made by Becky Edwards and seconded by Paul Schmitz to approve the claims as presented for payment in February. A roll call vote being called for polled the following: Marilyn Voggetzer, Matt Wells, Molly Alaria, Aaron Allen, Tim Carlson, Craig Corzine, Ben Curtin, Charles DeClerck, Becky Edwards, Donna Hibbetts, Mike McClure, Vicki McMahan, Venise McWard, Chad Michel, Paul Schmitz and Phil Schneider—ayes (16); nay (0); absent (0). The motion carried. Paul Schmitz suggested that the committee physically review each claim on a quarterly basis. The committee agreed.

CREDIT CARD PROPOSAL FOR COUNTY USE

Treasurer Asmussen explained that more and more department heads need to use a credit card to make purchases for items such as software on line and need a credit card to do so. Currently, they must either use their own credit card or pass on the best deal due to no credit card. After review with the auditors, it was determined that a credit card with a \$2,000 limit was suggested as well as creating a policy setting forth the procedure on how to request use of the card. *A motion was made by Becky Edwards and seconded by Aaron Allen to authorize the Treasurer to obtain credit cards for general fund use and for the solid waste office with a \$2,000 limit and conditioned upon the full amount must be paid off monthly.* A roll call vote being called for polled the following: Matt Wells, Molly Alaria, Aaron Allen, Tim Carlson, Craig Corzine, Ben Curtin, Charles DeClerck, Becky Edwards, Donna Hibbetts, Mike McClure, Vicki McMahan, Venise McWard, Chad Michel, Paul Schmitz, Phil Schneider, Marilyn Voggetzer—ayes (16); nay (0); absent (0). The motion carried. The treasurer will oversee the use of the cards and will create a policy for the department heads setting forth the procedure for accessing the card. The payments will still be passed through the claims process.

NEW FRANCHISE AGREEMENTS

This item is still in discussions and will be brought back to committee at a later date.

STATE'S APPELLATE PROSECUTOR'S SERVICES

The annual resolution from the State's Attorney Office to maintain the State's Appellate Prosecutor's services was presented for approval. This \$12,000 fee is in the State's Attorney's budget. It provides attorneys from the Appellate Prosecutor's office to serve the County when there is a conflict in the State's Attorney's office in handling a case or on a criminal appeal and other circumstances. Without this agreement by resolution, the county would be forced to pay an hourly fee should they require an outside attorney. *A motion was made by Becky Edwards and seconded by Chad Michel to adopt R2018 SA 003.* A roll call vote being called for polled the following: Molly Alaria, Aaron Allen, Tim Carlson, Craig Corzine, Ben Curtin, Charles DeClerck, Becky Edwards, Donna Hibbetts, Mike McClure, Vicki McMahan, Venise McWard, Chad Michel, Paul Schmitz, Phil Schneider, Marilyn Voggetzer, Matt Wells—ayes (16); nay (0); absent (0).

LETTER TO REJECT PROPOSALS THAT MANDATE SPECIFIC ACCOUNTING PRACTICES OF LOCAL GOVERNMENTS

The Comptroller's Office is filing an amendment to include counties for specific accounting practices. The proposed resolution urges the Comptroller and the General Assembly to reject any proposals to significantly modify the acceptable forms of accounting and auditing utilized by units of government in their mandated reporting to the Comptroller's Office. There are two systems of accounting: accrual or cash basis. Christian County uses accrual; however, the bill proposed would force to mandate all local governments to use the accrual system forcing them to change their current accounting system. *A motion was made by Becky Edwards and seconded by Marilyn Voggetzer to adopt the resolution rejecting any proposals to significantly modify the acceptable forms of accounting and auditing utilized by units of local government in their mandated reporting to the Comptroller's Office.* A roll call vote being called for polled the following: Aaron Allen, Tim Carlson, Craig Corzine, Ben Curtin, Charles DeClerck, Becky Edwards, Donna Hibbetts, Mike McClure, Vicki McMahan, Venise McWard, Chad Michel, Paul Schmitz, Phil Schneider, Marilyn Voggetzer, Matt Wells, Molly Alaria—ayes (16); nay (0); absent (0). A letter will be written to the Honorable Susana Mendoza respectfully requesting reconsideration in the restructure of any accounting practices.

ALLOCATION OF BOND FUNDING

Treasurer Betty Asmussen asked the committee their plans for use of the funds from the General Obligation Bonds suggesting \$1.0 million be invested in a CD with the remaining \$200,000 moved to the General Fund until it was determined how the funds will be utilized. *A motion was made by Becky Edwards and seconded by Venise McWard for \$200,000 to be transferred into the general fund in a short-term CD and the balance of \$1 million be invested as stated above until the committee researches current and future projects for the county.* A roll call vote being called for polled the following: Tim Carlson, Craig Corzine, Ben Curtin, Charles DeClerck, Becky Edwards, Donna Hibbetts, Mike McClure, Vicki McMahan, Venise McWard, Chad Michel, Paul Schmitz, Phil Schneider, Marilyn Voggetzer, Matt Wells, Molly Alaria, Aaron Allen—ayes (16); nay (0); absent (0).

POLICY FOR CONTINGENCY FUND REQUESTS

A policy and procedure were presented to the Finance Committee detailing the procedure the Department Heads would use to receive approval to expend funds from the contingency line item. As a reminder, the contingency fund is not available for the funding of a shortfall in a departments budget. The approval will be based on the necessary but unexpected expenditures. *A motion was made by Becky Edwards and seconded by Paul Schmitz to approve the contingency fund access policy and procedure.* The motion carried. Department heads will be given the information.

NEW OR UNFINISHED BUSINESS: Due to the late arrival of a mobile home tax sale certificate, *a motion was made by Matt Wells and seconded by Becky Edwards to adopt R2018 TR 004 for 55 Hillcrest Mobile Home Park-Taylorville.* A roll call vote being called for polled the following: Craig Corzine, Ben Curtin, Charles DeClerck, Becky Edwards, Donna Hibbetts, Mike McClure, Vicki McMahan, Venise McWard, Chad Michel, Paul Schmitz, Phil Schneider, Marilyn Voggetzer, Matt Wells, Molly Alaria, Aaron Allen, Tim Carlson—ayes (16); nay (0); absent (0).

MILEAGE AND PER DIEM REPORT:

A motion was made by Venise McWard and seconded by Molly Alaria to approve the mileage and per diem report for the month of February 2018. 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	1
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
Venise McWard	\$200.00	\$50.00	2
Mike McClure	\$200.00	\$50.00	2
Vicki McMahan	\$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	3
Matt Wells	\$200.00	\$50.00	1

APPOINTMENTS/REAPPOINTMENTS: None

ANNOUNCEMENTS/OTHER:

None

ADJOURNMENT

With no other unfinished business to come before the Board, *a motion was made by Aaron Allen and seconded by Molly Alaria to adjourn until **Tuesday, March 27, 2018**, for the regular County Board meeting at 6:30 p.m. The motion carried.*