

COUNTY OF BUREAU)
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STATE OF ILLINOIS)
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County of Bureau)

September 9, 2014

The County Board met in the Court House in Princeton, Illinois, in said County of Bureau, in the State of Illinois, in the Board Room on September 9, 2014, which said notice is in the words and figures as follows:

NOTICE

Notice is hereby given that the members of the County Board of Bureau County, Illinois, will meet at the Court House in Princeton, Illinois, in Regular Session on Tuesday, September 9, 2014, at 6:30 PM and that all claims must be filed with the County Clerk on or before Friday, August 29, 2014.

Kamala S. Hieronymus
County Clerk

The meeting was called to order by Dale Anderson, Chairman of the Board. Members present: Albrecht, Ralph Anderson, Baracani, Basssetti, Dobrich, Donarski, Entwhistle, Feeney, Kohr, Lilley, Mangrich, Maynard, McCook, Rabe, Rediger, Sondgeroth, Stetson, Thompson, Volker, Warren, Whited, and Dale Anderson. Absent: Giordano, Marini, Piccatto, and Ptasnik.

The Invocation was given by Mrs. Volker, followed by the Pledge of Allegiance to the flag of the United States.

There being no additions or corrections to the August minutes, it was moved by Mr. Baracani, seconded by Mr. McCook, that the minutes be approved. On vote, motion carried.

Mrs. Hieronymus read the following communications:

1. A letter from IDOT stating the following contract was completed and accepted by the Department. It is for a bridge located one mile North of LaMoille over Bureau Creek.
2. A letter from IDOT stating they will be conducting a public open house meeting to present the current District 3 Fiscal Year 2015-2020 Proposed Multi-Modal Transportation Improvement Program "Transforming Transportation for Tomorrow" to seek public input. It will be held on September 23, 2014, from 4:00-6:00 PM at the IDOT, District 3 Office in Ottawa.
3. A letter from Ameren Illinois to advise they will be trimming trees in and around the Buda and Wyanet areas in the near future. Maps and common addresses were enclosed of the areas affected. Ameren Illinois is mailing a notice to customers affected by the work.

Mrs. Hieronymus presented the following appointments:

1. Cindy Scott, Trustee, to the Mineral-Gold Fire Protection District to May 2015, replacing Brent Heavener, who retired. Dale Anderson made that appointment and asked for the Board's approval. On vote, motion carried.

2. Ross Taylor, Trustee, to the Seatonville Fire Protection District, for a three-year term to May 2017. Dale Anderson made that appointment and asked for the Board's approval. On vote, motion carried.

EMA/ZONING

The claims for EMA totaled \$4,466.08 and those for Planning and Zoning totaled \$44,319.13.

Ms. Lilley said there were no applications for the Board to consider this month.

Ms. Lilley said the committee wants to rescind the agricultural structure building permit requirements. They have never charged permit fees for farmers, but in some instances there may be a report required which could be \$500, so they would have to charge for that. She made the motion to rescind, seconded by Mrs. Volker. On vote, motion carried.

Ms. Lilley presented a Resolution Fixing Zoning Application and Building Permit Fees. The applicant is responsible for paying all the fees, but it has not been written or clearly spelled out in the fee structure. The fees have not increased. The applicant shall be responsible for consultation under the Illinois Endangered Species Protection Act and Illinois Natural Areas Preservation Act and for applicable fees. This is a state requirement and the fee is \$500. A motion was made to waive the reading of the Resolution by Mrs. Feeney, seconded by Mr. Ralph Anderson. On vote, motion carried. A motion was made by Ms. Lilley, seconded by Mr. Dobrich, for approval of the Resolution. On vote, motion carried.

HEALTH DEPARTMENT

Mrs. Volker reported that the last Health Department meeting was for budget purposes. At the end of this fiscal year a positive balance is expected of \$9,722, and at the end of the year 2015 a positive balance of \$6,884. She recognized Hector Gomez for putting all of the information together for contractual, salaries, and grants. No notification has been received yet for this year's grants. Special funding of \$52,000 was asked for from Adam Kinzinger, and they received \$74,700. There has been a change in the dental clinic. They had a high-producing dentist who saw new patients, old ones, and more children, but he has moved. A new dentist is in place and will be providing services two days per week. The clinic takes insurance and Medicaid. The Putnam County contract offsets \$50,925 for General Fund expenses. Mrs. Volker mentioned many other grants they receive. The Health Department has an in-person counselor to assist those needing to sign up for Medicaid on the new insurance exchange. The Health Department is continuing with the immunization storage grant. Many of the doctors do not want to continue with children's immunizations because of the strict refrigeration rules. They provide vouchers for WIC clients to use for farmers markets. For Drug Free Communities they have budgeted \$125,000 this year, and for the Farmers Market program \$96,771. The total revenues for 2014 are \$1,432,655 with anticipated revenues for next year of \$1,593,532.

FEES AND SALARIES

Mrs. Entwistle reported that the meal allowance for County employees has increased from \$10 to \$12 per meal effective December 1. She moved for approval of the increase, seconded by Mrs. Warren. On vote, motion carried.

Mrs. Entwhistle presented the delinquent tax property Resolutions and amounts. She moved for waiving the reading of them, seconded by Mr. Baracani. On vote, motion carried. She moved to accept the Resolutions and amounts, seconded by Mr. Rabe. On vote, motion carried.

Mrs. Entwhistle presented the monthly resolution list for September and moved to place it on file, seconded by Mrs. Feeney. On vote, motion carried.

Mrs. Entwhistle moved to hire a consultant to assist in hiring an administrator for an amount not to exceed \$20,000, seconded by Mr. Sondgeroth. The County will pay travel expenses for candidates, but we do not know what those will total. The consultant's charge is \$12,500, out-of-pocket expenses are estimated at \$4,000, and advertising \$1,500. Mr. Bassetti said the amount totals the salary of one County employee at \$18,200. The consultant will consider the candidates and recommend the top four. The County has the final say on who to ask. Some of the candidates can be weeded out through phone interviews. It was asked how much will be offered for the position, and Mrs. Entwhistle said the salary would range from \$85,000 to \$100,000. Mr. Dobrich said that initially he was in favor of hiring an administrator but since then wonders where to get the money because there are other matters facing the Board. Mr. Maynard asked if there is a job description and was told there is one from 2007. It was suggested that it be updated, and stated that last time when the County hired an administrator a special committee was appointed. The motion to hire a consultant was voted on.

Roll call.

Yes: Albrecht, Ralph Anderson, Entwhistle, Kohr, Lilley, Mangrich, Maynard, McCook, Rabe, Rediger, Sondgeroth, Stetson, Volker, Warren, Whited, and Dale Anderson.

No: Baracani, Bassetti, Dobrich, Donarski, Feeney, and Thompson.

Pass: None

Absent: Giordano, Marini, Piccatto, and Ptasnik.

Yes: 16; No: 6; Pass: 0; Absent: 4.

On roll call vote, motion carried.

Mrs. Entwhistle presented increasing the salary of the EMA Director to \$34,560, retro to August 1, 2014, and then to \$35,770 as of December 1, 2014. Mrs. Entwhistle moved for the increase, seconded by Mrs. Stetson. It is to be a full-time position. Mr. Bassetti said that the positions of animal control officer, coroner, and zoning officer make about that and he thought the pay should be connected to the amount of time served here. Mr. Albrecht asked what the market is for this kind of job. It was pointed out that one County's EMA director makes \$48,000 with a part-time associate making \$40,000. Ogle County pays \$60,000 and another County \$58,000. Mr. Dobrich pointed out that the increase proposed was a 40% increase in six months which he thinks is excessive. Mr. Sondgeroth said the EMA's qualifications must be considered. Putnam County pays \$30,000 for a 20-hour week. There wasn't a budget for EMA before so there are accounts in the red. It was asked where they will come up with the money in this year's budget. It was stated that it is to come out of contingencies. Transferring money from contingencies was the recommendation of the auditor. It was asked what special skills are needed for EMA director. It requires a two-year degree or five years of management experience. A list of FEMA

classes is needed in order to remain accredited. If the County loses accreditation, the funding goes away.

The motion to increase the salary was voted on.

Roll call.

Yes: Albrecht, Ralph Anderson, Baracani, Entwhistle, Kohr, Lilley, Mangrich, McCook, Rabe, Rediger, Sondgeroth, Stetson, Thompson, Volker, Warren, Whited, and Dale Anderson.

No: Bassetti, Dobrich, Donarski, Feeney, and Maynard.

Pass: None

Absent: Giordano, Marini, Piccatto, and Ptasnik.

Yes: 17; No: 5; Pass: 0; Absent: 4.

On roll call vote, motion carried.

Mrs. Entwhistle presented the Sheriff's Earnings Report for August 2014 of \$ 4,121.47 and moved that it be placed on file, seconded by Mr. Rediger. On vote, motion carried.

Mrs. Entwhistle reported that the Sheriff received a check through the Circuit Clerk's Office in the amount of \$20 to be deposited in the Vehicle Procurement Fund. It is court funded income derived from fees gained through court supervision cases. He also received a check from the State of Illinois Comptroller in the amount of \$10,130.14 to be deposited in the General Fund. This is reimbursement for training given to three correctional officers. She moved to place the report on file, seconded by Mr. Dobrich. On vote, motion carried.

Mrs. Entwhistle presented the Circuit Clerk's Receipts and Disbursements Report for August which showed earnings of \$15,515.65, Interest Traffic/Criminal/Civil checking of \$13.77, Interest/Child support checking of \$.03, Interest/Savings of \$.25, Interest/Savings of \$.01 and August Passport fees of \$525. She moved to place the report on file, seconded by Mr. Donarski. On vote, motion carried.

Mrs. Entwhistle presented the County Clerk's Earnings and Expenditures Report which showed earnings for the month of August of \$10,125.47, and for the quarter of \$43,241.71. She moved to place the report on file, seconded by Mr. Rabe. On vote, motion carried.

Mrs. Entwhistle presented the sales tax report as follows:

1. The Local Share of Income tax collected in May and received in August of \$50,115.35, which is \$1,487.07 less than last year.
2. The Local share of state use tax collected in June and received in August of \$13,496.03, which is \$2,545.73 more than last year.
3. The ¼% sales tax collected in June and received in August of \$56,299.14, which is \$1,541.59 more than last year.
4. The Retailer's Occupational Tax collected in June and received in August of \$24,099.54, which is \$3,597.98 less than last year.

5. The Public Safety tax collected in May and received in August of \$94,299.02, which is \$1,454.56 more than last year.

Mrs. Entwistle moved to transfer \$69,299.49 and \$69,121.38 of Public sales tax to the General Fund, seconded by Mr. Whited. On vote, motion carried.

Colleen Gillespie, Henry County Administrator, addressed the Board regarding the duties and responsibilities of that position. She has worked for ten years in Henry County and during the last six as administrator. Their County population is 50,000, the County Board is 20 members, and she is the full-time administrator with a staff of one. She was asked to put together information, projects, and things she has done and then allow for questions.

She has gotten two grants from Landmarks Illinois, one for their clock tower and the other for courthouse lighting, the two totaling \$150,000. She got a Quad-Cities art grant for artwork in their main courtroom, CGI communications for a video series, hazard mitigation planning grant through FEMA and IEMA, a grant for new windows and some state funding for a parking lot and courthouse repair.

She is in charge of department head meetings. They do collaborative projects between the administrative office and many of the elected and appointed officials. She has done a website rewrite recently, a security camera project that involves various funding sources, and regular remodels that they are working on now.

County administrators work in various budget capacities; some create the entire budget, some serve in an advisory capacity and still others have a hands-on role where they recommend budget increases or decreases with the committees still making the final decisions. She has developed a courthouse schedule of personnel policies and procedures. They recently instituted pre-employment and random drug testing policies. They created a Henry County human resources binder that goes out to all elected and appointed officials. It has documentation that they should be aware of so policies are performed the same throughout. She serves as the hub in labor negotiations. She coordinates all the County Board meetings as well as committee meetings. She makes sure the County is in compliance with laws, including Open Meetings Act, Freedom of Information Act and all employment laws. She serves as the FOIA officer and equal opportunity officer for Henry County. Other duties include: keep in compliance with County grants, create a reminder system for appointments and reappointments, keep tabs on the building projects and maintenance, and review all expenses and revenues of the County monthly. She also reviews staff salaries and wages and discusses major changes as appropriate, and serves as point of contact for all insurance related questions. Recently Henry County became self-insured and she serves as the third party administrator. She serves as supervisor of animal control officer, building and maintenance, zoning and building, Hillcrest Nursing Home, information services and revolving loan fund. She said the most important task of the administrator is to provide information to the County Board to make sure the meetings and county government run smoothly and efficiently, as well as make sure the elected officials and department heads feel their opinions are valued and understood with proper communication with the Board. The administrator acts as the intermediary between the County Board and the department heads and collaborates with department heads as beneficial. Position of administrator can soften Board and department head transition by keeping a non-biased and non-political employee in an advisory capacity. The best part of the establishment of the administrator position is the position and the duties are entirely dictated by the Board. In Illinois there are no set requirements and the Board sets whatever it is comfortable with and the Board keeps whatever duties it feels it can do best. Governing by consensus rather than by force works best. In County government, elected officials have unequalled powers. The position works best when the County Board and the

department heads want to create a working relationship rather than force changes. It was asked what the Board should look for in a candidate and if a Masters in Public Administration is required. That is not required, and it is completely up to the Board. They can choose someone off the street or someone with an MPA and experience. It is up to the Board, and Mrs. Gillespie thinks it is vitally important that the candidate can see both sides and be diplomatic about how things move. County government is hard because there are always limited dollars and there are more needs than dollars. It is important not to choose sides but choose the business. She has a full-time administrative assistant, but it is up to the Board how much it wants to task the person with. If many jobs and duties are assigned, it takes someone to do the in-between stuff.

TRANSPORTATION

The County Highway Fund totaled \$210,291.92, the County Motor Fuel Tax \$215,127.25, the Federal Aid Matching Fund \$41,079.49, the County Aid Bridge Fund \$43,682.52, the TBP Fund \$32,185.68, and Township MFT Fund \$523,794.57.

Mr. Sondgeroth did not have any Resolutions to present. They have a contract for salt for \$99 per ton. They plan to mix salt and sand in a one to one ratio which will reduce the cost to \$66 per ton. They also have access to some steel slag which they may try to incorporate into the salt mixture. They invited all the townships and municipalities to join in on the buying of salt. Last year the cost was approximately \$58 per ton. There are only a few suppliers with limited source. One of the requirements of the contractor, CMS, is they have to be in complete possession of 100% of everything they bid. There are 600 entities across the state that want to participate in the CMS bid so that is a huge amount of salt.

INSURANCE

The claims for Insurance totaled \$40,272.26.

Mr. Kohr reported that after last month's meeting when the Board voted to accept the UHC, he got a call from Kristine DeBrock that the insurance numbers presented at the committee meeting and to the full Board were inaccurate. He got the corrected numbers for their last committee meeting and the committee voted unanimously to approve BCBS, so he asked the Board to reconsider its vote. Mr. Kohr made a motion to reject the action last month for the United Healthcare proposal, seconded by Mr. Rabe. There is a higher deductible with Blue Cross Blue Shield, which is an additional \$50 per year. It is the same network as the previous insurance with Central States. On vote, motion carried.

Mr. Kohr made a motion to accept the proposal by Blue Cross Blue Shield, seconded by Mr. Maynard. There is dental, vision, short-term disability and life insurance if the employee wants to pay for it. The premium will be lower for medical insurance. Short-term disability is available through IMRF. Each employee has \$10,000 of life insurance and that will continue. If the employee takes the dental, the cost will be \$24 or \$25 per month, and the vision will be \$8 or \$9 per month. It is a lot less money than if we stayed with Central States, and it will save the County \$106,955.16 per year. The insurance will be effective October 1, and meetings have been set up with Kris DeBrock for the employees starting tomorrow. Employees can waive the health insurance and the County won't have to pay. Mr. Rabe thanked the committee. This is for one year. If the County decides to put the insurance out for bids again next year, we can do that. Or we can revisit this in two years or three, whatever the Board thinks is in the best interest of the employees and the taxpayers. On vote, motion carried.

Roll call.

Yes: Albrecht, Ralph Anderson, Baracani, Bassetti, Dobrich, Donarski, Entwistle, Feeney, Kohr, Lilley, Mangrich, Maynard, McCook, Rabe, Rediger, Sondgeroth, Stetson, Thompson, Volker, Warren, Whited, and Dale Anderson.

No: None

Pass: None

Absent: Giordano, Marini, Piccatto, and Ptasnik.

Yes: 22; No: 0; Pass: 0; Absent: 4.

On roll call vote, motion carried.

Mr. Kohr moved to adopt the Resolution for Inmate Medical Reimbursement by Public Aid, seconded by Mr. Dobrich. Mrs. Entwistle made a motion to waive the reading of the Resolution, seconded by Mr. Baracani. On vote, motion carried. Adoption of the Resolution was voted on. On vote, motion carried.

Rogers Human Resources Consulting of Springfield was hired by the executive committee of CIRMA. They will provide free HR base line assessment and services to the member counties of CIRMA. This company wants to make a personal visit to the County. The first round of evaluations will be done September through November. Six out of eight member counties will be covered during that time period. Then he will resume after the holidays sometime early in 2015. They need a single contact person in the county. If we want to get in on the initial assessment, we need a single contact person so Rogers Healthcare can come to determine what our needs are across all the different departments. Or the County can wait until later. It should be someone that is here at the courthouse every day. An HR hotline has been set up, which can be accessed prior to the assessment being completed. The next CIRMA meeting will be held in Bloomington on October 23.

LAW/ASSESSMENTS

The claims for Law totaled \$8,349.99 and those for Assessments totaled \$7,483.05.

Mr. Donarski presented the coroner's report which showed 16 coroner's cases, 5 death investigations, 10 cremations, 1 autopsy, and income of \$100. He moved to place the report on file, seconded by Mrs. Feeney. On vote, motion carried.

Mr. Donarski presented the Public Defender's report for July which showed 43 cases opened and 66 cases closed. He moved to place the report on file, seconded by Mr. Baracani. On vote, motion carried.

Mr. Donarski reported that there was an increase in the Illinois Attorney General Grant for victim witness coordinator from \$19,700 to \$21,670. This requires amending the budget to show that increase. Mr. Donarski moved for approval, seconded by Mr. Albrecht.

Roll call.

Yes: Albrecht, Ralph Anderson, Baracani, Bassetti, Dobrich, Donarski, Entwhistle, Feeney, Kohr, Lilley, Mangrich, Maynard, McCook, Rabe, Rediger, Sondgeroth, Stetson, Thompson, Volker, Warren, Whited, and Dale Anderson.

No: None

Pass: None

Absent: Giordano, Marini, Piccatto, and Ptasnik.

Yes: 22; No: 0; Pass: 0; Absent: 4.

On roll call vote, motion carried.

BUILDING/GROUNDS/PRINTING/STATIONERY

The claims for Building and Grounds totaled \$38,484.10 and those for Printing and Stationery totaled \$9,977.08.

Mrs. Warren reported that Jim Eatock was here last Wednesday to do an assessment of the work that has been done by Starved Rock Communications. There are still a few issues. The login recorder still needs a few lines hooked up to it, and there are some issues with digital and analog that he is working with Ficek Electric on. The vehicular repeaters were programmed, but there are some additional issues with the programming, requiring that more information be programmed in. The County got the frequency we need, but we do not have a license yet. Mr. Cawley wanted all but \$3,000 of his \$19,000, but Mr. Anderson and the committee agreed that we should not pay anything more until this is all completed. Mrs. Warren moved to make the final payment if the work is completed before the next meeting, seconded by Mr. Kohr. This is based on Jim Shipp's decision that all the work is done. On vote, motion carried.

It was recommended that a fence be put around the tower, and Mrs. Warren will try to get quotes on that.

A request was received from Freedom House for use of the park for "Take Back the Night" to be held on October 2. She moved for approval, seconded by Ralph Anderson. On vote, motion carried.

It was announced that Donna Barker, newspaper reporter for the BCR who has covered the County Board meetings for a long time, is retiring in one more month.

Mrs. Entwhistle moved for the payment of claims, including the payroll and additional claims of \$2,027.71, as well as a claim for \$1,250 for a commercial appraisal, seconded by Mrs. Stetson.

Roll call.

Yes: Albrecht, Ralph Anderson, Baracani, Bassetti, Dobrich, Donarski, Entwhistle, Feeney, Kohr, Lilley, Mangrich, Maynard, McCook, Rabe, Rediger, Sondgeroth, Stetson, Thompson, Volker, Warren, Whited, and Dale Anderson.

No: None

Pass: None

Absent: Giordano, Marini, Piccatto, and Ptasnik.

Yes: 22; No: 0; Pass: 0; Absent: 4.

On roll call vote, motion carried.

Mr. Rabe reported that the Building and Grounds Committee is aware that there is a little bit of work being proposed so that E911 does not interfere with the paging system. Mr. Rabe said the E911 stats for last month were at the desks.

Mr. Kohr recognized Kris Donarski for wearing two hats for all those years when she served as Zoning and ESDA coordinator.

It was asked about the status of the Everpower letter of credit. Mr. Herrmann said the letter of credit was approved, and the County has sent the check by certified mail.

The November County Board meeting is scheduled for November 11, which is Veteran's Day, and the Board decided to stay with that date.

According to the union contract, the employees are to have the half day of Christmas Eve and the half day of New Year's Eve off. Mr. McCook moved to do the same for the non-union employees, seconded by Mr. Baracani. The courthouse will close at noon on those two days. On vote, motion carried.

It was moved by Mrs. Entwhistle, seconded by Mr. Whited, to go into executive session to discuss labor negotiations according to 5 ILCS 120/2c2 and real estate according to 5 ILCS 120/2c5.

Roll call.

Yes: Albrecht, Ralph Anderson, Baracani, Bassetti, Dobrich, Donarski, Entwhistle, Feeney, Kohr, Lilley, Mangrich, Maynard, McCook, Rabe, Rediger, Sondgeroth, Stetson, Thompson, Volker, Warren, Whited, and Dale Anderson.

No: None

Pass: None

Absent: Giordano, Marini, Piccatto, and Ptasnik.

Yes: 22; No: 0; Pass: 0; Absent: 4.

On roll call vote, motion carried.

Upon conclusion of the Executive Session, it was moved by Mrs. Entwhistle, seconded by Mr. McCook, that the Board return to regular session.

Roll call.

Yes: Albrecht, Ralph Anderson, Baracani, Bassetti, Dobrich, Donarski, Entwhistle, Feeney, Kohr, Lilley, Mangrich, Maynard, McCook, Rabe, Rediger, Sondgeroth, Stetson, Thompson, Volker, Warren, Whited, and Dale Anderson.

No: None

Pass: None

Absent: Giordano, Marini, Piccatto, and Ptasnik.

Yes: 22; No: 0; Pass: 0; Absent: 4.

On roll call vote, motion carried.

It was regularly moved and seconded that the Clerk of the Board be directed to issue orders to the members for their attendance and mileage to the session as listed on the roll call sheet.

There being no further business to come before the Board, it was moved by Mr. Donarski, seconded by Mr. Baracani, that the meeting be recessed to October. On vote, motion carried.