



**REGULAR MEETING OF THE WHITESIDE COUNTY BOARD  
TUESDAY, MAY 17, 2016 – 6:30 PM  
LEC CONFERENCE ROOM - 400 N. CHERRY, MORRISON, ILLINOIS  
CHAIR: JAMES C. DUFFY  
AGENDA**

- 1. A CALL TO ORDER BY THE CHAIR.**
- 2. ROLL CALL BY CLERK.**
- 3. PLEDGE OF ALLEGIANCE.**
- 4. READING AND APPROVAL OF THE JOURNAL.**
- 5. STANDING RESOLUTIONS AND ACKNOWLEDGMENTS:**
  - Resolution of Retirement for Sheila Wiersema**
  - Resolution of Retirement for Glen Estrada**
  - Resolution of Retirement for Jeff Bierman**
- 6. COMMUNICATION:**
  - Soil & Water Conservation Thank You**
- 7. PLANNING AND ZONING ACTION ITEMS.**
- 8. COMMENTS FROM THE PUBLIC.**
- 9. REPORT FROM COUNTY OFFICERS.**
- 10. COMMITTEE REPORTS AND RECOMMENDATIONS.**
- 11. UNFINISHED BUSINESS.**
- 12. NEW BUSINESS.**
- 13. ADJOURNMENT.**

## **PUBLIC WORKS COMMITTEE - Mr. McGinn, Chair**

The Public Works Committee met at the County Highway Office at 1:30 P.M. on Wednesday, May 4<sup>th</sup>, 2016. Members present were: Bill McGinn, Glenn Frank, Fidencio Campos, Jr., Tom Ausman & Doug Wetzell. Others in attendance were: Jim Duffy-County Board Chairman, Sue Britt-County Board member, Joel Horn-County Administrator, Stu Richter-Planning & Zoning Administrator, Russ Renner-County Engineer and Andrea Dalton-Executive Secretary.

1. Chairman McGinn called the meeting to order.
2. Routine Business:
  - a. The Budgetary Status Report for April 2016 was presented for review and approval. Township Motor Fuel Tax claims were also presented for approval. Motion was made by Ausman and seconded by Frank to approve the items as presented. The vote was unanimous.
  - b. Public Comment – There was no one present wishing to make comment at this meeting.
  - c. Planning and Zoning:
    - (1) Stu Richter presented the Building Report for April 2016 and the Planning and Zoning minutes of 4/21/16 meeting (See #1-3).
    - (2) Mr. Richter told the Committee there is nothing for the “Planning and Zoning Action Items” portion of the County Board’s May17, 2016 agenda.
    - (3) The Planning and Zoning Commission will not meet in May.
    - (4) Mr. Richter told the Committee the National Flood conference is June 19-24, 2016, in Grand Rapids, Michigan. It appears that all of his expenses are covered without using any of his office budget. Mr. Campos moved that Mr. Richter be allowed to travel out of state for this conference. Mr. Ausman seconded and the motion passed.
3. Old Business: Nothing at this time.
4. New Business:
  - a. Resolution – Sec. #15-40121-00-BR Fulton Township - bridge repairs (Spring Valley & Covell Rds.) Motion was made by Ausman and seconded by Frank to recommend approval of the Resolution and award to the low bidder M & M Concrete, Inc. of Stockton, IL with the low bid of \$37,998.16 with a maximum cost not to exceed \$41,797.98 (10% above the awarded contract) as presented. (See #4)

**MOTION: To approve the Resolution and award for Section Sec. #15-40121-00-BR Fulton Township – bridge repairs (Spring Valley & Covell Roads) as presented.**

5. Informational Items:
  - a. Airport Board:
    - (1) The minutes from the April 14<sup>th</sup>, 2016 meeting of the Whiteside County Airport Board and April Budget Status Report were presented for review. (See #5-10)

- (2) Wetzell is scheduled to attend the next meeting on Thurs. May 12<sup>th</sup>, 2016 @ 5:00 P.M. at the airport.

b. Landfill: Reports & Informational Items:

- (1) The Landfill Inspection Form (See #11) and the Leachate Report for April 2016 were presented for review. Mr. Renner noted that he had made some minor revisions on the Landfill Inspection form as recommended by the consultant.

**LEACHATE – MONTHLY TOTAL COMPARISON (In Gallons)**

	CY'09	CY'10	CY'11	CY'12	CY'13	CY'14	CY'15	CY '16
JAN	87,303	181,573	00,000	162,339	60,007	-0-	0	0
FEB	90,173	175,999	00,000	118,613	47,846	5,993	0	12,000
MAR	101,499	198,662	00,000	174,550	11,262	29,990	0	90,129
APR	77,826	180,842	00,000	72,132	-0-	11,818	0	17,868
MAY	203,734	47,209	251,633	48,180	6,067	-0-	33,165	
JUN	230,541	17,934	278,599	42,031	-0-	29,847	0	
JUL	131,790	00,000	194,816	35,699	-0-	59,492	18,844	
AUG	73,016	00,000	241,695	47,160	29,938	36,163	36,024	
SEP	67,078	00,000	168,947	17,971	72,264	6,010	78,190	
OCT	235,963	00,000	81,080	54,178	84,451	30,002	114,273	
NOV	308,891	00,000	120,034	30,012	22,733	3,886	53,963	
DEC	183,512	00,000	137,859	17,961	17,746	0	0	
Total =	1,064,325	1,791,326	802,219	1,474,683	352,314	213,181	334,459	119,997

c. Special Service Area #2: Quarterly Report (Jan. – Mar. '16)

- (1) The Quarterly Report for January '16 – March '16 was presented for review. Usage remained virtually unchanged from the previous quarter. (See #12)
- (2) The County Administrator informed the Committee that the City of Sterling recently increased the sewer basic user rate to \$2.35 per 100 cu ft. Since the City increased the amount they receive, the County will receive less unless they approve changing the rate for the User Charges to \$2.75 per 100 cu. Ft. Following a brief discussion by the Committee, a motion was made by Ausman and seconded by Wetzell to increase the total charge per hundred cubic feet to \$2.75 (\$2.35 to the City of Sterling; \$.40 to the County). The vote was all ayes.

**MOTION: To increase the Sanitary Sewer Basic rate to \$2.75 per 100 cubic feet as presented.**

d. Miscellaneous:

- (1) Mr. Renner informed the Committee of a complaint he received on May 2, 2016 concerning damage to a vehicle that was apparently caused by a large hole on a county road. The area in question had been damaged recently by farm equipment. Temporary repairs had been applied to the road and warning signs were in place with permanent repairs scheduled for later this month when hot-mix asphalt would

be available. Recent rains had apparently washed out the temporary repair material. The Committee discussed the matter and the County Administrator will contact the State’s Attorney for input regarding the liability of the county. More information will follow next month.

- (2) The County Engineer informed the Committee that he will be attending a 2-day class in Chicago on August 2<sup>nd</sup> & 3<sup>rd</sup>, 2016 and will not be able to attend the Public Works meeting on August 2<sup>nd</sup>. The Committee discussed changing the date of the August meeting but postponed the decision until next month.
- (3) Mr. Renner informed the Committee that he had attended Lobby Day in Springfield on May 2<sup>nd</sup>, 2016 for the Transportation For Illinois Coalition (TFIC).
- (4) The annual evaluation of the Zoning Officer and County Engineer was discussed with more information to follow next month.

e. Other items:

- (1) There was no additional business at this time and a motion to adjourn was made by Ausman and seconded by Campos. The vote was unanimous and the meeting was adjourned at 2:07 P.M.

Meeting Date: The next regular meeting – June 7, 2016 at 1:30 PM, Highway Office

**MOTION: To place on file the Public Works Committee’s meeting report, April claims reports and related informational items, as presented.**

**LANDFILL COMMITTEE - Mr. Ausman, Chair**

The Committee convened at the Prairie Hill Recycling and Disposal Facility meeting room on Monday, April 18<sup>th</sup>, 2016 at 9:00 a.m. Members Present: Mr. Ausman, Mr. Glazier, Mr. Crandall and Mr. Wetzell. Others Present: Mr. Duffy, Mr. Wiersema, Mr. Johnston and Mr. Horn. Meeting was called to order at 9:00 AM.

- 1. Prairie Hill Recycling and Disposal Facility Reports. Mr. Wiersema presented the following:
  - a. A summarized 1<sup>st</sup> Quarter Activity Report for Fiscal Year ‘16. (See #13-14) The full report is available for review at the County Clerk’s Office. He also submitted the 1<sup>st</sup> Qtr. Payment totaling \$60,512.81. Since the volume has fallen below the guaranteed amount, a catch-up payment will be calculated and paid next quarter.
  - b. Historical data:

Tipping Fees	2014		2015		2016 (YTD)	
	Tons (in thous)	Fees	Tons (in thous)	Fees	Tons (in thous)	Fees
Original Area	254	\$ 572,280*	54	\$ 572,280*	3	\$ 5,175
Expanded Area	191	\$ 369,859	235	\$ 262,811	21	\$ 55,338
<b>Total</b>	<b>445</b>	<b>\$ 942,139</b>	<b>289</b>	<b>\$ 835,091</b>	<b>24</b>	<b>\$ 60,513</b>

\* Guaranteed minimum payment.

- c. Mr. Wiersema indicated they are still getting Special Waste from a single source. He also indicated they are still receiving small amounts of Asbestos.
  - d. Mr. Ausman inquired about a letter that was received recently complaining about the landfill being closed on Saturdays. Mr. Wiersema informed the committee he has been in contact with the person. He indicated there isn't the volume to justify staying open any more. They will continue to be open the Saturday after the following holidays: Christmas, Thanksgiving, New Year's day, Fourth of July, Memorial Day and Labor Day.
  - e. Mr. Wiersema reminded the committee the landfill has been open for 20 years with no increase in fees. At some point this year he will probably come to the committee with a request to increase fees.
  - f. Mr. Wiersema informed the committee there are no projects scheduled for this year.
  - g. Mr. Wiersema talked to the committee about issues they are having with recycling. They are receiving more recycling with other materials co-mingled. They are increasing their monitoring and educational efforts to insure only recyclable materials are accepted and sent on to Self-Help for processing.
2. Health Department Inspection Reports:
- a. Mr. Johnston submitted the 4<sup>th</sup> Quarter Waste Activity Inspection Report (See #15-17). Out of 828 loads inspected there were 0 problems.

Committee adjourned at 9:15 A.M.

Meeting Date: The next regular meeting—July 18, 2016 at 9:00 AM, Prairie Hill Recycling Center

**MOTION: To place on file the Committee's report, Quarterly Prairie Hill RDF Activity reports, Quarterly Waste Activity Inspection Reports and related informational items, as presented.**

#### **COUNTY OFFICES COMMITTEE - Mr. Arduini, Chair**

There was no meeting held.

Meeting Date: The next regular meeting – June 6, 2016 at 2:30 PM Room 108, Courthouse

#### **HEALTH AND SOCIAL SERVICES COMMITTEE - Mrs. Nelson, Chair**

The Health & Social Services Committee met on May 4, 2016 at 6:30 p.m. in Room 117 at the Courthouse. Members present were Nelson, Jacoby, Hamilton, Crandall and Celestino. Others present were Jim Duffy, Beth Fiorini, Joel Horn, Bob Sondgeroth, Katherine Nelson, Sue Britt, Emily Taylor, Bruce Black and Martha Ebbesmeyer.

- 1. Motion was made and seconded to approve the claims. Motion carried.
- 2. Health Department

- a. Mrs. Fiorini briefed the committee on a lawsuit the Health Department has joined suing the state for payments owed to the county. The total owed is approximately \$180,000.
  - b. Mrs. Fiorini asked the committee if they wished to have reports from the various departments of the Health Department since there are several members of the committee that would benefit. It was the consensus of the committee to ask various department's of the Health Dept. to give a brief report to the committee.
3. University of Illinois Extension
- a. Mr. Black and Ms. Ebbesmeyer submitted the Quarterly Highlights newsletter. A copy will be distributed to the board members at the County Board meeting.
  - b. Mr. Black and Ms. Ebbesmeyer highlighted several programs included in the newsletter including the Preschool Family Experience program, Berry School in Amboy, Health Jams and upcoming summer camps.
4. Regional Office of Education
- a. Mr. Sondgeroth submitted his monthly report and Quarterly Report of Official Acts (See #18-21). Mr. Jacoby moved the approval of the Quarterly Report of Official Acts, Hamilton seconded, motion carried.
  - b. Mr. Sondgeroth pointed out that Karen Price of Dixon HS was named assistant principal of the year.
  - c. Mr. Sondgeroth reviewed his report and briefed the committee on funding issues with federal grants.
5. Mental Health Board
- a. Mr. Jacoby reported the Mental Health board will meet on June 28, 2016 at 4:00 pm at Self Help.
6. Senior Citizen
- a. Mrs. Nelson introduced Emily Taylor with Hospice of the Rock River Valley. Ms. Taylor reviewed the request for funding with the committee. The committee had several follow-up questions.
  - b. The committee reviewed the agency requests for funding. After a lengthy discussion Mr. Jacoby moved Life Scape be awarded \$10,000 as requested, the remaining agencies receive a 2.5% increase and the balance be put in contingency. Motion was seconded by Mr. Hamilton, motion carried. A schedule is attached (See #22).

**MOTION: To approve the awards to various agencies serving senior citizens from the senior citizen levy as presented.**

Meeting adjourned at 7:55 p.m.

Meeting Date: The next regular meeting – June 8, 2016 at 6:30 PM Room 117, Courthouse

**MOTION: To place on file the Health and Social Services Committee's meeting report, April claims report and related informational items, as presented.**

**JUDICIARY COMMITTEE - Mr. Wilkins, Chair**

The Judiciary Committee met on May 4, 2016 in Room 108 at the Courthouse. Members present were Wilkins, Milby, Glazier and Katherine Nelson. Others present were Kevin Johnson, Sue Ottens, Sue Costello, Jim Heurman, Joel Horn, and Lori Keppen.

1. Mr. Steve Wilkins called the meeting to order at 4:05 PM.
2. The monthly claims and budget status reports were reviewed. Kurt Glazier made a motion to approve the monthly reports. Bill Milby seconded the motion. All voted ayes.
3. Court Services.
  - a. Kevin Johnson distributed the monthly report (See #23).
4. Circuit Clerk.
  - a. The Sue Ottens and Sue Costello presented the monthly report:

	<b>February</b>	<b>March</b>	<b>April</b>
Total Fines	78,296.15	75,884.61	79,788.06
Total Fines Paid to County	50,827.29	49,836.12	56,323.80
Clerk's Fees	34,491.02	32,719.18	36,589.81
County 38.675% Fee	9,752.56	9,601.90	8,697.75
Sheriff's Fees	2,271.71	3,365.33	2,947.59
State's Attorney Fees	2,822.75	2,432.31	2,446.18
Bailiff's Fees	11,627.14	12,519.28	10,209.91
Public Defender & GAL Fee	2,770.68	2,117.64	2,651.00
Juror Fees Paid	5,600.00	7,100.00	2,850.00
Number of Trials	2	2	1
Number of Trial Days	4	6	2
Grand Jury Days	0	0	1
Payment from SC Services	105.00	25.00	0
Payments collected by Clk for def's in collection with SC Services	75.00	0	0
Commutative Total	38,414.46	38,439.46	38,439.46

- b. Updates were given on the following:
  - (1) Using another collection agency
  - (2) Still working on E-Pay programs
  - (3) Using bar codes on files
- c. Sue Ottens advised she terminated their part-time employee in Sterling this past week. Instead of hiring another part-time position, she would like to hire someone full time since she will be retiring in November. A full time person in Sterling will move up to the Chief Deputy position and will work between the two offices. If a full time person was hired they would work in the Sterling office. By hiring a person now, it is hoped the person would be trained by the time Sue Ottens retires. However, the Circuit Clerk would like to keep it open and revisit in the future the hiring of a part time position if needed be. Discussion was held by the committee. Before the Executive Committee

meeting, the Circuit Clerk will advise the cost of the new employee along what fund these costs will be paid from. Bill Milby made a motion to forward to the Executive Committee the approval of a full time position now so they are trained for the transition of the Circuit Clerk position. Katherine Nelson seconded the motion. All voted in favor.

d. The Circuit Clerk’s office advised the county auditors had no findings on their office this year!

5. Public Defender.

a. The Committee reviewed the monthly report:

Category	February	March	April
Number of Defendants	275	285	306
Number of new appointments	38	56	54
Number of defendants taken by private counsel	2	6	4
Number of defendant resolved	26	29	37
Number of defendants at end of month	285	306	319
Bond reductions	0	0	2
Plea agreements	17	24	31
Felony	12	12	16
Misdemeanors	5	12	15
Open pleas	0	0	4
Felony	0	0	4
Misdemeanors	0	0	0
Jury trials	2	0	1
Bench trials	0	2	0
Sentence hearings	6	1	2
Felony	6	0	1
Misdemeanors	0	1	1
Dismissed cases	3	4	4
Juvenile appearance in court	133	129	100
Clients in Substance Abuse Treatment	0	0	0

A motion to adjourn was made by Bill Milby and seconded by Kurt Glazier. All voted in favor. The meeting adjourned at 4:35 PM.

Meeting Date: The next regular meeting – June 8, 2016 at 4:00 PM Room 108, Courthouse

**MOTION: To place on file the Judiciary Committee’s meeting report, April claims reports and related informational items, as presented.**

**PUBLIC SAFETY COMMITTEE - Mrs. Britt, Chair**

The Public Safety Committee meeting was held on May 5, 2016 in Room 108 at the Courthouse. The meeting was called to order by Sue Britt at 3:00 PM. Members present were Britt, Thompson, Bradley and Cunniff. Also present were Alan Huizenga, Michael Rizzo, Ron Jensen, Joe McDonald, Sheriff Kelly Wilhelmi, Trish Joyce, Joel Horn, Neil Johnson and Lori Keppen.

1. The claims and budget status reports were reviewed. Mr. Bradley made a motion to approve the claims. Mr. Thompson seconded the motion. All voted in favor.
2. A Public Comment speaker slip was received from Michael Rizzo. Mr. Rizzo lives in Chicago but is the farm manager of his mother's farm (Jay & Ida Mae Dykema) which is outside of Morrison.

Mr. Rizzo has filed criminal damage to property complaints with the Sheriff's Department which was done by farm equipment. Mr. Rizzo advised the deputy took off without his photos and seemed to lack in following up on his complaint. Mr. Rizzo had requested Freedom of Information (FOIA) requests on past complaints. When his request was completed there were no photos included. Mr. Rizzo submitted photos of the damage to Sheriff Wilhelmi. A letter to the Public Safety Committee was received from Mr. Rizzo and will be placed on file concerning these issues (See #24-25).

3. Coroner.
  - a. Joe McDonald presented his monthly report:

	<b>February</b>	<b>March</b>	<b>April</b>
Number of Cases	35	53	31
Autopsies	1	2	2
Permits	15	32	22
Revenue	\$305	\$1200	\$1400

4. State's Attorney:
  - a. Trish Joyce presented monthly and juvenile case statistic reports (See #26-27).

	<b>February</b>	<b>March</b>	<b>April</b>
Felony convictions	51	25	26
Misdemeanor convictions	18	20	29
Traffic convictions	113	163	158
DUI convictions	5	18	12
Juvenile Adjudications (delinquency, child abuse etc)	0	6	5
Juvenile Permanency/Reviews	19	13	10
Found not guilty(felony, traffic, misd jury, bench trial	0	6	1

There were 22 defendants convicted of felony crimes in April 2016. Among the felony convictions were: 10 Violations of Probation, 1 Burglary, 3 Theft, 1 Aggravated Battery/Child, 1 Criminal Trespass Residence, 1 Reckless Conduct, 1 Conceal Fugitive, 1 Violate Order of Protection, 1 Failure to Register, 1 Produce 50-200 Cannabis, 2 Unlawful Possession of Controlled Substance, 1 Unlawful Deliver of Controlled Substance, and 2 DLWR.

This report does NOT include statistics for bond reduction hearings, Sexual Dangerous Persons petitions, post-trial petitions, post-conviction petitions, mental health petitions, Statutory Summary Suspension hearings, Petitions to Revoke Probation hearings, suppression hearings, and other motion and pretrial hearings.

- b. Updates were given by State's Attorney Joyce:
      - The next Drug Court graduation will be held at the Morrison Courthouse on 6/2/16 @ 4:00 PM.
      - There will be more information coming on the April House golf outing and future raffles.

5. Sheriff's Report.

a. Sheriff Wilhelmi presented the monthly report:

	February	March	April
<b>CIVIL PROCESS – REVENUE</b>	<b>\$9,183.00</b>	<b>\$6,284.00</b>	<b>\$7,966.00</b>
Papers Served	238	250	245
Sheriff Sales	10	7	9
<b>MISCELLANEOUS FEES</b>			
Circuit Clerk – Police Vehicle Fund	\$128.50	\$430.50	\$309.50
DUI Fund	\$1,821.00	\$1,632.00	\$1,572.00
Drug Fund	\$125.63	\$0	\$35.63
PI Fees	\$460.00	\$1,810.00	\$1,445.00
Sheriff Fees	\$2,352.11	\$2,271.71	\$3,365.33
Police Reports	\$107.00	\$194.00	\$198.00
Prisoners Trust Fund	\$461.98	\$640.50	\$654.79
Lectronic – monthly rent	\$75.00	\$75.00	\$75.00
Warrant Fees	\$140.00	\$350.00	\$350.00
Subpoena Fees	\$0	\$0	\$0
Sheriff Surplus	\$0	\$0	\$0
Fingerprints – 1 @ \$10	\$0	\$10.00	\$0
Hearing Room Rental	\$0	\$0	\$50.00
Leslie Geisler Munger– transport prisoners	\$0	\$0	\$0
Restitution (Mitchel. Squad Damages)	\$25.00	\$0	\$50.00
SSA Treasury Deposit	\$0	\$800.00	\$0
Radio Bill Fees – year 2015	\$3,360.00	\$0	\$0
Miscellaneous Rebate	\$0	\$0	\$0
Climco Recycling	\$144.30	\$3.00	\$0
Sterling Park District – reimburse	\$0	\$0	\$0
Community State Bank – car payoff	\$0	\$0	\$0
ESDA Reimbursement	\$0	\$0	\$0
Witness Fees	\$0	\$0	\$20.00
<b>MISCELLANEOUS TOTAL</b>	<b>\$9,200.52</b>	<b>\$8,216.71</b>	<b>\$8,125.25</b>
<b>GRAND TOTAL</b>	<b>\$18,383.52</b>	<b>\$14,500.71</b>	<b>\$16,091.25</b>

	Feb		Mar		Apr	
	Male	Female	Male	Female	Male	Female
Beginning Census	61	20	66	15	65	11
Admissions	79	19	70	27	78	18
Releases	74	24	71	31	76	17
Ending Census	66	15	65	11	67	12
Average Daily			86		86	
Meals Served			7,589		8,100	
Number Accidents			53		31	
Patrol Miles			21,366		37,201	

b. Sheriff Wilhelmi advised there were two coils in the air conditioner unit on top of the Law Enforcement Center which were budgeted to be replaced this year. Upon looking into the replacement it has come to their attention if the other two coils are not replaced at the same time damage will be done. Since this is an emergency expenditures as the

coils were leaking and according to code, Sheriff and the County Administrator could approve this expense. The Sheriff paid the expense from his budgeted expenses for the year. Mr. Horn advised if something else happens during the year, then the Committee may have to make a re-appropriation. The Committee concurred.

- c. The Sheriff advised a newly hired employee has asked for an unpaid leave of absence for medical reasons. Sheriff requested an unpaid leave of absence and IMRF Benefit protection leave be granted so the employee does not lose benefits. Mr. Thompson made a motion to approve the unpaid leave of absence and IMRF Benefit protection leave, with Mr. Cunniff seconding the motion. All voted in favor.

**MOTION: To enter closed session pursuant to 5 ILCS 120/2/c(1) employment issues.**

**MOTION: To approve the unpaid leave of absence and IMRF Benefit protection leave.**

A motion to adjourn was made by Mr. Thompson and seconded by Mr. Cunniff. The meeting adjourned at 3:48 PM.

Meeting Dates: The next regular meeting – June 9, 2016 at 3:00 PM Room 108, Courthouse

**MOTION: To place on file the Public Safety Committee’s meeting report, April claims reports and related informational items, as presented.**

#### **FINANCE COMMITTEE - Mr. Truesdell, Chair**

The Finance Committee met on Monday, May 9, 2016 at 1:00 p.m. in Room 108 at the Courthouse. Members present were Truesdell, Abbott, VanDeVelde, and Bitler. Also present were Board Chair Jim Duffy, Treasurer Darlene Hook, Enterprise Zone/Economic Development Coordinator Gary Camarano, Matt Schueler and Brook Woodin from WIPFLI, County Administrator Joel Horn and Deb Workman.

1. The Committee reviewed the monthly claims and budget reports. A motion was made by Abbott, seconded by Bitler, to approve the monthly claims and budget reports as presented. All voted in favor of the motion.
2. Mr. Camarano met with the Committee. He reported to the Committee on meetings he has had with regional partners, towns and cities, E-Zone businesses and area organizations regarding his plans to promote Whiteside County and businesses within the County. He is putting together a “Business Assistance Guide” to help businesses get started. He is also planning to put information on the web site to assist small businesses.
3. Treasurer Darlene Hook presented the monthly Temporary Investments Report and the Summary of Fund Balance Report. She reported to the Committee that tax bills would be going out in the mail today with the first installment due June 10<sup>th</sup> and the second installment due September 2<sup>nd</sup>. She also reported that the overpayment made by the State to the County for personal property replacement tax was \$74,334.38. The State has not notified us how the overpayment will be collected or when it will be collected.
4. Matt Schueler from WIPFLI reported to the Committee on the Audit for the Fiscal Year Ending November 30, 2015. He pointed out 4 items of importance:

- a. Whiteside County received a clean opinion on the Audit for Fiscal Year Ending November 30, 2015
- b. New pension reporting standards went into effect this year. It is worth noting that the IMRF regular fund is 90% funded and SLEP is 87% funded.
- c. The County receives over \$500,000.00 in federal awards. There were no findings on these awards. There is no compliance opinion.
- d. Whiteside County's General Fund has a healthy balance. Operations could continue for 206 days with our fund balance. This is a 4 day improvement from last year.

A motion was made and seconded to accept the Audit as presented and have it placed on file with the County Clerk. All voted in favor of the motion.

**MOTION: To accept the Audit for Fiscal Year Ending November 30, 2015 as presented and place on file with the County Clerk.**

5. A request has been made on behalf of an employee for IMRF Benefit Protection leave. The employee has properly requested a Leave of Absence which has been approved by his Department Head. The employee will pay his share of IMRF while he is off and the County is responsible for its share of IMRF. A motion was made by VanDeVelde, seconded by Abbott, to approve the IMRF Benefit Protection leave. All voted in favor of the motion.
6. Mr. Horn presented the Ordinance amending the County's group insurance program. This ordinance does not include the Teladoc program which is being dropped. It was noted that the County had a loss ratio of 82% this past year which is good considering we have 400+ covered lives with an average age of 51 years. The cost for the coverage is \$3.4 million dollars with the County assuming 75% of the cost. Bids were received and reviewed on fully self-insured products and fully insured, partially self-funded products. It was the consensus of the Insurance Committee that the risk potential for a fully self-insured product is not worth the possible savings. The increase from BC/BS is 7%. After adding the partially self-funded portion and calculating the premium, Employees will see an increase of 9% in their premium withholding. A motion was made by VanDeVelde, seconded by Bitler, to place the Ordinance amending the County's group insurance program on the agenda for Board action. All voted in favor of the motion. (See #28-31)

**MOTION: To adopt the Ordinance amending the County's Group Insurance Program, as presented.**

7. The Committee reviewed and approved the per diem claims and mileage reimbursements for the Board members.
8. There being no additional business, the meeting adjourned at 1:55 p.m.

**Insurance Committee:**

The Insurance Committee met at 10:00 a.m. in Room 117 at the Courthouse. Members present were Truesdell, Arduini, Abbott, Milby, and Duffy. Also present were Cheryl Bush, Beth Fiorini, Linda Blumhoff, Ray Rice from Williams Manny, Joel Horn and Deb Workman.

1. Mr. Rice presented the Committee with quotes from Blue Cross Blue Shield of Illinois, United Health Care, and Health Alliance for a fully insured, partially self-funded plan. Blue Cross Blue Shield presented an original quote with an 11.1% increase. Mr. Rice presented a Rate Relief quote from Blue Cross Blue Shield with an increase of 7%. The quote from United Health Care was 11% higher and Health Alliance was 20.3% higher. Aetna and Humana declined to submit bids. Four quotes for fully self-insured products were also reviewed. Mr. Rice advised that Blue Cross Blue Shield offers the best discounts for “in network” usage. We currently have 99.5% of all claims being “in network”. He advised against changing from Blue Cross Blue Shield because of this whether we decided to go fully self-insured or not. It was the consensus of the Committee to remain with Blue Cross Blue Shield of IL. Discussion then moved on to how much the County could potentially save by going fully self-insured. The estimate for savings was \$300,000.00. This would be with a stop loss (deductible of \$70,000.00). This means that the County pays the first dollars up to \$70,000.00. After that Blue Cross Blue Shield would pick up any costs on a claim. Several Committee members voiced concern on whether or not it would be wise to assume the risk and responsibilities of being fully self-insured based on “possible” savings or losses. Mr. Rice mentioned the average age of those insured is 51 years. A motion was made by Milby, seconded by Arduini, to accept the Blue Cross Blue Shield Rate Relief quote for a fully insured, partially self-funded plan. Four members voted in favor of the motion and one against. Motion carried.

Mr. Horn reminded those present that currently the split on insurance premium is:

Single coverage	15% employee	85% County
Employee w/1 dependent	30% employee	70% County
Employee w/2+ dependents	30% employee	70% County

He also informed the Committee that based on the action taken at this meeting, employees will see a 9% increase in their payroll deduction beginning in June 2016.

Discussion was held regarding dental coverage and whether to make that a voluntary product like vision. Mr. Rice told the Committee that the annual cost for dental claims is \$88,000.00 and that 74% of our insured individuals are using the dental plan. It was the consensus of the Committee to make no changes in the dental coverage.

2. The Teladoc program was discussed. Mr. Horn reported the program had cost the County \$10,000 with only a handful of individuals using the program. A motion was made by Abbott, seconded by Milby to discontinue the Teladoc program. All voted in favor of the motion.

Mr. Rice told the Committee that Blue Cross Blue Shield will probably add a product similar to Teladoc to its plan in the next couple of years.

3. The committee briefly discussed open enrollment for the health insurance, annual enrollment in the Flexible Savings Plan, AFLAC, and the vision plan. Dates for these enrollments will be set up following Board action on the health insurance plan at the May Board meeting.

4. There being no further business, the meeting adjourned at 10:54 a.m.

Meeting Date: The next regular meeting – June 13, 2016 at 1:00 PM Room 108, Courthouse

**MOTION: To place on file the Finance Committee’s meeting report, April claims reports and related informational items, as presented.**

**SPECIAL SERVICE AREA # 1 COMMITTEE: Mr. VanDeVelde, Chair**

The Ambulance Committee met at 5:00 PM on Monday, April 18, 2016 at the CGH board room. Members present: Espinoza, Nelson (Katherine), Jacoby, Glazier, and Van De Velde. Others present: Horn, Duffy, Ryan Venema, Director of CGH emergency services, Randy Davis, VP of support services and Dr. Stenke, President, CGH.

1. Mr. Venema briefed the committee on the ambulance response times. They continue to maintain the established standard guide lines for response times, page (See #32-34).
2. Mr. Venema informed the committee one of the ambulances (G23) had to have an engine replaced. During the down time the spare ambulance was upgraded to ALS and placed in service. The repairs have been made and the ambulance is back in service.
3. Randy Davis briefed the committee on the revenue & expenses for the first quarter of 2016. (See #35)
4. Mr. Venema advised the committee he has been in contract with Mr. Searing at the City of Rock Falls Building Department to discuss the possible expansion of Rock Falls Ambulance Garage to accommodate the spare truck. He also updated the committee regarding conversations he’s had with a couple local builders. After a brief discussion the committee instructed Mr. Venema to get estimates for several options to expand the building in Rock Falls. The first would be to add two bays, the second to add three bays and the third to pour the concrete for three bays but only build two with the option of extending in the future.
5. Mr. Venema updated the committee regarding the 911 consolidation efforts and preliminary figures regarding savings in the cost of the ambulance service.

There being no further business the committee adjourned at 6:30 PM.

Meeting Date: The next regular meeting – July 18, 2016 at 5:00 PM, CGH Board Room

**MOTION: To place on file the Special Services Area #1 Committee’s meeting report and related informational items, as presented.**

**WAGE & SALARY COMMITTEE – Mr. Wilkins, Chair**

The Wage & Salary Committee met on Tuesday, April 26, 2016 at 7:00 p.m. in Room 117 at the Courthouse. Members present were Wilkins, Abbott, Wetzell, Jacoby, Espinoza, and Duffy. The meeting to order at 7:30. Mr. Cunniff was absent. Also present were Board member Sue Britt, States Attorney Trish Joyce, Sheriff Kelly Wilhelmi, County Recorder Dawn Young, Regional Supt. of Schools Bob Sondgeroth, Supervisor of Assessments Robin Brands, County Administrator Joel Horn and Deb Workman.

1. Mr. Horn presented a recommendation for setting the salaries of the elected officials who will be taking office December 1, 2016. Those officials are the Circuit Clerk, County Recorder, and Coroner.

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Circuit Clerk	\$76,500	\$78,000	\$79,500	\$81,000
Recorder	\$76,500	\$78,000	\$79,500	\$81,000
Coroner	\$48,250	\$49,200	\$50,000	\$51,000

These increases amount to a 2% increase each year. After a brief discussion a motion was made by Abbott, seconded by Wetzell, to adopt the schedule for the Elected Officials as presented by Mr. Horn. All voted in favor of the motion. (See #36)

**MOTION: To adopt a resolution establishing the salary schedule as presented for the Circuit Clerk, County Recorder, and Coroner for the Fiscal Years of 2017, 2018, 2019 and 2020.**

2. Bob Sondgeroth presented his request for his Secretary. Currently his Secretary is receiving pay in the amount of \$13.82 per hour for 70 hrs. per pay period. She is receiving additional pay from other sources (grants) which brings her hourly wage to \$18.10 per hour working 80 hrs. per pay period. He is not asking for a pay increase for his employee, just that the total source of pay be from the County. In order to justify what is a pay increase by County standards, a PDQ was requested and completed by the employee in question and Mr. Sondgeroth and then scored by the Administrator's office. Mr. Horn explained to the Committee that the employee is currently in a Pay Grade 26 position and after scoring the PDQ it has been determined that she belongs in Pay Grade 28. The maximum increase between Pay Grades is 8%. By changing this employee to a Pay Grade 28, if she received the maximum, she would receive an increase of 16% and by increasing her hours thru the County from 70 per pay period to 80 she would make almost identically what she is currently making. A motion was made by Jacoby, seconded by Espinoza, to change this position from Pay Grade 26 to Pay Grade 28 and to increase the approved work time from 70 hrs. per pay period to 80 hrs. per pay period effective April 25, 2016. All voted in favor of the motion.
3. Robin Brands presented her request for the GIS Coordinator. A PDQ was requested for this position. It was completed by the employee and Mrs. Brands and then scored by the Administrator's Office. The position is currently in Pay Grade 31 and after scoring the PDQ it has been determined the position should be in Pay Grade 33. Mrs. Brands had requested a pay increase from \$49,528 annually to \$54,423 annually. Mr. Horn informed the Committee that the requested increase falls within Pay Grade 33. A motion was made by Wetzell, seconded by Jacoby to change the Pay Grade from 31 to 33 for the position of GIS Coordinator and to award a pay increase to \$54,423.00 effective April 25, 2016. All voted in favor of the motion.
4. Trish Joyce reviewed her request for increases for all of her Assistant States Attorneys with the Committee. Material regarding this request was sent to the Committee prior to the meeting. She was asking for an additional \$33,183 to be spread out among her seven (7) Assistants. A motion was made by Espinoza, seconded by Wetzell, to grant the salary

increases for the seven Assistant States Attorneys as requested in the total amount of \$33,183.00 effective April 25, 2016. During discussion, Mr. Horn reminded the Committee that the Corporate Fund's Contingency line item, following pay increases in March, only has available funds of \$25,000.00 to last until November 30, 2016. Following discussion, a vote was taken on the motion and all voted in favor of the motion.

5. Sheriff Wilhelmi presented a request for an increase of pay for the Building & Grounds Supervisor. In 2014 this employee was making \$22.18 per hour. The employee was awarded a temporary increase of \$2.00 per hour bringing his hourly rate up to \$24.18 per hour. In March 2016 this temporary increase ended and the employee's hourly rate returned to \$22.18. Along with other County employees, this employee received a 3.5% pay. The increase was based on the hourly rate of \$22.18. The Sheriff requested the \$2.00 temporary increase be given to this employee with the 3.5% increase based on \$24.18 bringing the employee's hourly wage to \$25.03 per hour. The Sheriff also pointed out he is currently making less than his highest paid subordinate. Mr. Horn informed the committee of Mr. Cunniff's concerns that there are no continuing education requirements or certifications for this position. A motion was made by Abbott, seconded by Jacoby, to raise the hourly rate of the position of Building & Grounds Supervisor to \$25.03 per hour effective March 14<sup>th</sup>, 2016. All voted in favor of the motion.
6. There being no further business, the meeting adjourned at 8:31 p.m.

**MOTION: To place on file the Wage & Salary Committee's meeting report and related informational items, as presented.**

#### **LIQUOR COMMITTEE – Mr. Duffy, Chair**

**ANTICIPATED MOTION: To approve an ordinance amending Chapter 4 Alcoholic liquors, as presented.**

#### **EXECUTIVE COMMITTEE - Mr. Duffy, Chair**

##### **ALL STANDING COMMITTEES WILL MEET AFTER THE BOARD MEETING**

The Executive Committee met on Tuesday, May 10, 2016 at 6:30 p.m. in Room 117 at the Courthouse. Members present were Duffy, McGinn, Arduini, Karen Nelson, Wilkins, Britt and Truesdell. Also present were Board members Tom Ausman, Bob VanDeVelde, and Katherine Nelson; Circuit Clerk Sue Ottens; Chief Deputy Circuit Clerk Sue Costello; County Administrator Joel Horn and Deb Workman.

1. Retirement Resolutions were presented for Sheila Wiersema who has 31 years of service in the Sheriff's Department, Glen Estrada who has 23 years of service in the Sheriff's Department, and Jeff Bierman who has 34 years of service at the Highway Department. A motion was made by Britt, seconded by Karen Nelson, to place these Resolutions on the agenda for Board action. All voted in favor of the motion.

**MOTION: To adopt Retirement Resolution recognizing Sheila Wiersema for her 31 years of service in the Whiteside County Sheriff's Department.**

**MOTION: To adopt Retirement Resolution recognizing Glen Estrada for his 23 years of service in the Whiteside County Sheriff's Department.**

**MOTION: To adopt Retirement Resolution recognizing Jeff Bierman for his 34 years of service in the Whiteside County Highway Department.**

2. It was noted that a thank you had been received from the Soil & Water Conservation for the additional funding the received.
3. Circuit Clerk Sue Ottens and her Chief Deputy Sue Costello met with the Committee. They were requesting permission to hire a full time person (70 hrs. per pay period) for the Sterling Circuit Clerk's office. Currently a part time position (42 hrs. per pay period) is vacant and they would like to make the position full time. When the part time position was last filled few applications were received as most people looking for employment want a full time position. They are hoping for more and better qualified applicants to choose from if the position is full time. Sue Ottens is retiring at the end of her term as Circuit Clerk and Sue Costello is on the ballot to replace her. When Ms. Costello takes office and appoints a new chief deputy they will be back down to the current staffing level with a vacancy for a part – time position. Sue Costello is planning to make changes in duty assignments within the office and getting a new full time person hired and trained will assist in this process. It was also noted that this will be at no additional cost to the Corporate/General Fund (01). The salary for the full time position will be paid from the Circuit Clerk's Document Storage Fund (16). A motion was made by Wilkins, seconded by Karen Nelson, to allow the Circuit Clerk to hire a full time employee. All voted in favor of the motion.
4. All Standing Committees, the Landfill Committee, the Insurance Committee, the Wage & Salary Committee, Special Service Area #1 Committee, and the Liquor Committee reported.
5. During the Finance Committee report on the Audit, Mr. Horn noted that there were three findings that are noted annually by the auditors: 1) We do not produce our own financial documents; 2) There is not enough segregation of duties in the Highway Dept.; and 3) We do not have a centralized grant department. Mr. Horn also explained to the Committee that beginning this year uniform guidelines will be required for grants which means we will be looking at all of our policies for possible required changes.

At this time Mr. Duffy acknowledged the clean opinion the County received on its Audit and thanked Joel Horn and all Department Heads and Elected Officials who make this possible.

6. Mr. Duffy noted for the Liquor Committee report that the Committee has not yet met to discuss this change. The Committee will meet prior to the Board meeting on May 17<sup>th</sup> to discuss this matter. County Clerk Dana Nelson brought this changed to Mr. Duffy's attention. Currently catering businesses from outside the County are prohibited from serving in the County. This change would allow caterers to simply need a Retail Food Permit issued by the Health Department and a Class "G" Liquor License from the County to do business in Whiteside County. It is the intent to have this change ready in time for Liquor License renewals in July.
7. A motion was made and seconded to place the following appointments on the agenda. All voted in favor of the motion.

- a. Delbert Housenga will be re-appointed as Trustee of the Fulton Flood Control District.

**MOTION: To confirm the re-appointment of Delbert Housenga as Trustee of the Fulton Flood Control District.**

- b. Mark Vandersnick will be appointed to the Rock Falls Rural Fire Protection District Board.

**MOTION: To confirm the appointment of Mark Vandersnick to the Rock Falls Rural Fire Protection District Board.**

- c. Margo Myers will be appointed to the Whiteside County Board of Health.

**MOTION: To confirm the appointment of Margo Myers to the Whiteside County Board of Health.**

- 8. Mr. Horn informed the Committee that he will be on vacation June 22<sup>nd</sup> thru July 1<sup>st</sup>.
- 9. The Committee reviewed the monthly claims report. A motion was made by Britt, seconded by Wilkins, to approve the monthly claims report as presented. All voted in favor of the motion.
- 10. There being no further business, the meeting adjourned at 7:40 p.m.

Next Regular Meeting:	Executive Committee:	06/14/16
	County Board	06/21/16
Compensation and Reimbursements:	Payroll Check Print Date:	05/27/16
	Reimbursement Check Print Date:	06/06/16

**MOTION: To place on file the Executive Committee’s meeting report, April claims reports and related informational items, as presented.**