

**WHITESIDE COUNTY**  
**Building Report - Sept 2016**

2016

2015

2016-15

Cat	Type Construction	# Pmts		Val. of Constr.		# Pmt	Val. of Construction	Difference	
		Mo.	Yr.	Mo.	Yr.			# of permits	Value
	<b>RESIDENTIAL</b>								
101	Single-Family Home - Detached	2	9	470,000	2,057,000	17	2,891,280	-8	-834,280
102	Single-Family Home - Attached								
103	Two-Family Home								
104	Three- and Four-Family Homes								
105	Five- or more Family Homes								
110	Mobile Homes		3		83,038			3	83,038
115	Moved Residential Building								
	<b>RESIDENTIAL - OTHER</b>								
213	Hotel/Motel/Cabin/Apt. Hotel								
214	Other Nonhousekeeping Shelter								
	<b>NONRESIDENTIAL</b>								
318	Amusement/Social/Recreational								
319	Church/Other Religious								
320	Industrial								
321	Parking Garages								
322	Service Stations/Repair Garages								
323	Hospital/Institutional								
324	Office/Bank/Professional								
325	Public Works/Utilities		1		200,000	2	105,000	-1	95,000
326	School/Educational								
327	Stores/Customer Services								
328	Other Nonresidential	8	59	172,917	2,700,886	53	4,644,871	6	-1,943,985
329	Structures other than Buildings	3	26	6,200	63,431	25	219,800	1	-156,369
335	Moved Nonresidential Buildings								
	<b>ADDITIONS/CONVERSIONS</b>								
434	Residential	3	27	63,490	427,940	29	782,626	-2	-354,686
437	Nonresidential/Nonhousekeeping	1	9	850,000	11,762,500	13	2,176,610	-4	9,585,890
438	Garages/Carports	4	16	65,200	357,828	25	691,700	-9	-333,872
	<b>TOTAL</b>	21	150	1,627,807	17,652,623	164	11,511,887	-14	6,140,736

①



RESOLVED, by the County board of Whiteside County, that \$62,496.13 is appropriated from the Motor Fuel Tax allotment for the maintenance on county or State highways and meeting the requirements of the Illinois Highway Code, and be it further

RESOLVED, that maintenance sections or patrols be maintained under the provision of said Illinois Highway Code beginning January 1, 2009 and ending December 31, 2009, and be it further

RESOLVED, that the County Engineer/County Superintendent of Highways shall, as soon as practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in funds authorized for expenditure by said Department under this appropriation, and be it further

RESOLVED, that the County Clerk is hereby directed to transmit two certified copies of this resolution to the district office of the Department of Transportation.

Approved

STATE OF ILLINOIS

Whiteside County, } ss.

I, Dana Nelson County Clerk, in and for said County, in the State aforesaid, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the County Board of

Date

Whiteside County, at its

meeting held at Morrison, IL

on October 18, 2016 Date

Department of Transportation

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County at my office in

in said County, this day of A.D.

Regional Engineer

(SEAL) County Clerk.

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County Maintenance Resolution

Sec. #13-00000-00-GM

RESOLVED, by the County board of Whiteside County, that \$1,844.48 is appropriated from the Motor Fuel Tax allotment for the maintenance on county or State highways and meeting the requirements of the Illinois Highway Code, and be it further

RESOLVED, that maintenance sections or patrols be maintained under the provision of said Illinois Highway Code beginning January 1, 2013 and ending December 31, 2013, and be it further

RESOLVED, that the County Engineer/County Superintendent of Highways shall, as soon as practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in funds authorized for expenditure by said Department under this appropriation, and be it further

RESOLVED, that the County Clerk is hereby directed to transmit two certified copies of this resolution to the district office of the Department of Transportation.

Approved	STATE OF ILLINOIS
	Whiteside County, } ss.
	I, Dana Nelson County Clerk, in and for said County, in the State aforesaid, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the County Board of
Date	Whiteside County, at its
	meeting held at Morrison, IL
	on October 18, 2016 Date
Department of Transportation	IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County at my office in
	in said County, this day of A.D.
Regional Engineer	(SEAL) County Clerk.

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**MINUTES OF THE REGULAR MONTHLY MEETING  
OF THE WHITESIDE COUNTY AIRPORT BOARD**

The regular monthly meeting of the Whiteside County Airport Board was held September 13, 2016 at the Terminal Building at the Whiteside County Airport at 5:00 p.m.

Present for the Board were: Chairman Stan Domack, Jerri Robinson, Chris King, Dave Koster and John Zaeske. Others present were County Board Representatives Jim Duffy, Bill McGinn, Gene Jacoby and Sue Britt and Ron Hammer, Bill Havener, Michael Battles, Mckinzie Battles, Augie Ufkin, and Dave Murray.

Chairman Domack called the meeting to order and asked for the roll call. The Chairman then asked for approval of the minutes of the August 18, 2016 meeting as well as the Minutes of the Special Meeting on August 22 along with the Executive Session Minutes of the August 18 and August 22, 2016 meetings. Upon motion and second, all four sets of minutes were unanimously approved as written.

The following financial transactions were reported:

The itemized bills were presented for payment, a copy of which is attached hereto. Upon motion duly made and seconded, the bills were unanimously approved, 5 votes in the affirmative.

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CD Interest	\$613.96
3 <sup>rd</sup> RE Tax Distribution	\$9,132.69
VOID Check #5106 – Nelson’s Electric	\$100.00
Total Disbursements for September 2016 (See Itemized list of bills attached	\$96,015.20

The following Receipts and Accounts Receivable were reported. Upon motion duly made and seconded, the Receipts and Accounts Receivable were unanimously approved, 5 votes in the affirmative

**RECEIPTS**

T-Hangar Rents	\$2,864.00
Radio Ranch, Inc.	977.00
Illinois State Police	\$2,643.13
M & M Aviation Services – Flowage Fee	\$127.97
Perry Ports – 6SW Garage	--
Jeff Conklen – 6NE Garage	--
Civil Air Patrol - Building B Rent	\$150.00
Dave Murray	--
	<hr/> \$6,762.10

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**FUEL**

④

Total Gallonage sold by M & M Aviation, Ltd. For month of: August  
 Total Jet A Gallons Pumped: 285  
 Total 100 LL Gallons Pumped: 1421

**BUSINESS & ECONOMIC REPORT**

For the month of: August

M & M Aviation Services, Ltd.	Visitors and Fuel Customers:	8	14
Radio Ranch, Inc.	Customer Planes:	19	19
	Total		<hr/> 33

**OTHER SPECIAL BUSINESS**

NONE

**ACCOUNTS RECEIVABLE**

Allen Swift	2A	March/September	\$206.00
Nelson Hostetler	3C	September	\$94.00
Illinois State Police	4C	May & July & Oct- Nov & Feb., Nov, Feb., Mar- July	\$5,173.88
Greg Dempsey	6A	July	\$136.00
Jeff Conklen	6NE	September	\$100.00
		TOTAL	<hr/> \$5,709.88

**Old Business.**

1. Hangar 4. Dowell reported again that Herbie's Hangar Door Service from Burlington, Wisconsin has made a proposal to install the bottom bi-fold door frames for \$8,410.00. However, Mike reported that the doors from Erect-A-Tube will likely be more money. He has received an email which would appear to increase their bid approximately \$488.00 for each door and the cost appears to be the cost of the entrance doors. The Board unanimously agreed to table the matter until such time as the bid from Erect-A-Tube is definite and complete and full costs are known.
2. Hangar 5 Flashing Repair. The Board again discussed at some length the proposed replacement of the flashing which had cost over \$2,000.00 in 2014. Gutters are not possible due to the construction of the building. Gary Fulrath has agreed to do the flashing again and Mike would like to replace at least the flashing on the west side of the building. The Board is of the opinion that \$2,000.00 for flashing every two (2) years is still excessive and wants to continue to explore cheaper options before taking action.
3. CMT Outstanding Bills. Attorney Murray explained the rationale for CMT's engineering bills. Under the IDOT's procedure, we are to pay the engineering services and be reimbursed by the State for Projects 4363 and 4110. We have submitted reimbursement forms to IDOT and have received or will receive about \$75,000.00 in reimbursements. Most of that money has been deposited to our

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airport account but was reappropriated by the County Board to the extent of \$80,000.00. Tonight's bill was approved for payment to CMT for \$82,205.60 which should pay all outstanding bills to date. There will be further reimbursement from the State of about \$14,000.00 and perhaps a small bill from CMT.

4. Report on Legal Matters. Murray reported on legal matters which have occurred since the meeting on August 22 as follows:
  1. Michael A Dowell filed a complaint with the Attorney General's office that the notice for the special meeting held on August 22, 2016 was defective according to the Illinois OMA in that the time was not specified for the meeting which he had posted himself on August 19. A response was filed by the Board Attorney and Ward, Murray, Pace and Johnson admitting that the notice did not include a time, but noted that Mr. Dowell himself was fully aware of the time of the meeting and in fact attended that meeting and had a previous appointment with the Airport Board to attend that meeting. Further, as Airport Manager, he was the agent of the Airport Board and it seems a specious and curious argument that Mr. Dowell, as Airport Manager, complains of the notice which he himself was responsible for posting and indeed did post, either not noticing the time was omitted or realizing the time was omitted and still posting! Dowell has been given the opportunity by the AG to respond to the Board's response but nothing has been received to date.
  2. A FOIA request was received shortly after August 22 from John Kraft, the self-styled Edgar County Watchdog, requesting copies of all communications between the Board Attorney and any member of the Board during the past 4 months including but not limited to letters, emails and text messages. These were furnished to him and the Board Attorney talked with him personally and believes he is satisfied.
  3. A FOIA request was received at the same time from Carol L. Miller of Schaumburg, Illinois which requested copies of the 2015 and 2016 budgets, copies of all contracts the Airport has for those years and all information concerning any certificates of deposit which the board held or holds. This took some time but, was fully responded to with copies of all those documents by the Board Attorney and the County Treasurer.
  4. Michael A. Dowell has also written to the Attorney General's office complaining that in addition to the OMA violation the Board should not have held an executive session to discuss his 2017 FBO/Airport Manager lease. He asserted that since his company is being paid to perform such services it is not a true lease and he believes this is a deliberate violation of the Open Meetings Act. It is difficult to understand what remedy he is seeking but apparently he seeks to vitiate his own FBO/Airport Manager lease. The Attorney General has not responded to Dowell's letter as of this date.

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Board Attorney Dave Murray questioned Mr. Dowell as to why he filed those actions and what benefit he hopes to derive from them. He said the Board has often expressed displeasure with Mr. Dowell's attitude toward the Board and he advised Mr. Dowell one of the issues discussed in the executive session was the lack of trust and lack of appreciation exhibited by Mr. Dowell toward the Board. These actions only exacerbate that strained relationship and Murray expressed his belief that filing these actions against the Board was very ill advised and he does not understand what purpose Dowell hoped to achieve by continuing to irritate the Airport Board by unnecessary litigation. The result of that litigation was to cause County Administrator Horn extra work, cause Darlene Hook, the County Treasurer, extra work and cause the Airport Board to defend those actions, resulting in more legal fees for essentially no discernible purpose. He stated it is difficult to understand why Dowell wants to "bite the hand that feeds him \$96,000.00 a year" and provides him free rent, free utilities and has installed a self-fueling system which relieves Dowell of a fueling employee and provides him substantial fuel income.

Dowell responded and stated if he is wrong he will publicly apologize. He explained that he filed the complaint because he felt that by the meeting in executive session M & M would be treated unfairly. He stated that he felt the "inquiry" would help "to maintain a professional relationship with the Board and to hopefully stop the Board from again violating a portion of the OMA." He said it was not his intention to cause duress or animosity between M & M Aviation and the Whiteside County Airport Board.

### **New Business.**

1. TIPS Meeting. Murray advised the Board the TIPS meeting is scheduled for October 13, 2016 in Springfield at 1:30 PM.
2. Economic Development. Board Members King and Koster attended a special economic seminar in DeKalb on September 8 with Mr. Camarano. An economic airport consultant from Oregon provided ideas for airport economic development and acknowledged that the only 2 economically self-sufficient airports in the state are O'Hare and Midway because of a \$4.50 passenger charge.
3. FBO/Airport Manager Lease. After discussion, a motion was made and seconded to renew the current lease between the Airport Board and M & M Aviation for a one-year term at the current rate of \$96,000.00 yearly. The Board Attorney asked Mike Dowell if the form of the current lease was satisfactory. Dowell said it was except he wants a 60 day period after lease cancellation which would enable him to remove his equipment and property from the Airport. Murray recommended to the Board that this would be reasonable and advised Dowell this would be acceptable providing the cancellation clause could be exercised by either party with or without cause. Dowell said that was acceptable to him. Thereupon a motion was made and seconded to execute a lease of the airport premises with M & M Aviation in substantially the same terms as the current lease for the purpose of providing FBO and Airport Manager services at the airport for \$96,000.00 per year commencing October 1, 2016 and ending September 30, 2017. The motion was approved 3 votes yes and two no. Thereupon, a motion was made, seconded and passed unanimously approving the change in the proposed lease

to provide for 60 days for removal of equipment by operator in the event of cancellation during the term of the lease by either party which may be made with or without cause.

4. 2017 Preliminary Budget. Chairman Domack presented a proposed preliminary budget for 2017 which he said was a very conservative budget in view of the challenges we will face next year with regard to repairs to buildings, equipment and other property and perhaps acquisitions. He noted that the budget provides for income of \$332,849.00 and expenditures of \$374,900.00. He noted that the farm lease is expiring this crop year and a new lease may or may not provide the income of the current year. He also noted that we constantly have 5 or 6 empty hangars so it is difficult to project the income accurately although expenses continue. After discussion, a motion was made, seconded and passed unanimously to approve the 2017 preliminary budget as presented.

### **Manager's Report**

1. Tree Trimming. Mike reported that bid specs have been published and offered to four local contractors. The bids are due September 20, 2016 at 10:00 a.m. He advised the Board the specs were all clearly defined and he is meeting with the contractors.
2. NOTAMS. The FAA has a new system of issuing notices to airmen. As of October 1, 2016 all NOTAMS will be issued directly through the FAA's air traffic controllers. A webinar will be held at the airport at 9:00 a.m. on Tuesday, September 20, 2016 and everyone is invited to attend

**Public Comment.** Bill Havener announced that the "Old Fogeys" fly in will be held at the airport this Saturday from 11:00 – 2:00 p.m. Barbecues and baked beans will be served and everyone is invited.

John Zaeske advised the Board that the group establishing a Rock Falls Veterans Memorial would like to hold a concert fundraiser at the Airport if possible at an uncertain date. Mike advised of difficulties due to state statute requiring money raised at the Airport going to the Airport Board only and County Chairman Duffy advised that no alcohol may be served on County property.

**Next Meeting.** The next regular meeting is scheduled for October 13, 2016 at 5:00 p.m. at the Airport Terminal Building.

**Adjournment.** There being no further or other business to come before the meeting, on motion duly made, seconded and passed unanimously, the meeting was adjourned at 7:15 p.m.

Respectfully submitted,

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Secretary

A handwritten signature, possibly the name 'S', enclosed in a circle.

THIS FACILITY STOPPED RECEIVING WASTE ON SEPTEMBER 18, 1992.

Date: 9/29/16 Time: 11:00 Temperature: 61 °F  
Weather Conditions: Sunny  Cloudy  Windy  Precipitation:  None Rain Snow

GENERAL SITE CONDITIONS

**Site Security**

- 1. Evidence of trespassing Yes  No
- 2. All signs posted and in good condition  Yes No
- 3. Access roads in good condition  Yes No

**Vegetation and Stability**

- 4. Drainage ditch in good condition  Yes No
- 5. South parcel slope in good condition  Yes No
- 6. South parcel vegetation acceptable  Yes No
- 7. North parcel slopes in good condition  Yes No
- 8. North parcel vegetation acceptable  Yes No
- 9. Standing water Yes  No
- 10. Exposed waste Yes  No
- 11. Leachate / Seepage Yes  No
- 12. Odor migration Yes  No

**Groundwater**

- 13. Visible damage to groundwater monitoring wells and/or perimeter gas probes Yes  No
- 14. Visible damage to horizontal wells and pumps Yes  No

**Leachate Collection**

- 15. Tank Level 9'
- 16. Visible damage to leachate containment, tank, pumps, etc. Yes  No

**Landfill Gas System**

- 17. Visible damage to gas collection / conveyance system / flare station Yes  No
- 18. Flare Running Yes  No

**Comments/Notes:**

Attach additional sheet that describes location, description of problems, and proposed remedies with time frame for correction.

THE FINDINGS OF THIS INSPECTION WERE DISCUSSED WITH APPROPRIATE PERSONNEL, CORRECTIVE ACTIONS WERE IDENTIFIED AND AN IMPLEMENTATION SCHEDULE WAS MUTUALLY AGREED UPON.

Whiteside County Representative: Brian Meinerman  
Next Inspection Date: 10/29/16

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## **October 2016 Committee meeting report**

### **Safety Inspections**

We have started our school inspections for this year. Every school building is inspected every year. We are looking out for the health and safety of the students and staff in our school buildings. There is a checklist every office uses to make sure the buildings are in compliance with the state code. We check to make sure that required drills are completed every year. We look at last year's drill sheets and check the progress of this year. A drill sheet is attached. Each school building is required to conduct three evacuation (fire) drills, one bus evacuation drill, one shelter in place (tornado) drill and one law enforcement drill. The fire department is requested to be involved in at least one of the evacuation drills and police are requested to be involved in the law enforcement drill. We check to make sure all emergency and exit lights work and all exits are opened and the doors swing freely. Every hallway and classroom are checked to make sure all safety procedures are followed. Every closet and store room are checked to make sure there is fire detection and any electrical panels are accessible. Whenever possible the local fire department goes with us for these inspections. So far 30 buildings have been inspected as of October 4<sup>th</sup>. We have about 50 more to inspect.

### **Student Enrollment (Truancy and Alternative School)**

So far this year our truancy caseload stands as follows: Lee County 30 students, Ogle County 49 students and Whiteside County 54 students. A student that has at least three unexcused absences can be referred to our truancy department. Our caseworkers work with the students and their families to find the cause of the truancy and refer them to any social service agencies that could help with any issues at home.

### **Professional Development**

Here is a list of the professional development activities held in the month of August.

#### **September – 326 Participants**

- 9/1 – SLO Coaching for East Coloma-Nelson @ East Coloma-Nelson
- 9/14 – Close Reading (Rochelle SIP Day) @ Rochelle Elementary District
- 9/21 – PLC Training (Morrison SIP Day) @ Morrison District Office
- 9/22 – PE Training @ SVCC
- 9/23 – K-12 Principals Meeting @ SVCC
- 9/27 – K-4 ELA Curriculum Work (Rochelle SIP Day) @ Rochelle Elementary District
- 9/27 – Mentoring Training @ ROE #47
- 9/28 – SLOs @ ROE #47
- 9/29 – 5-8 ELA Curriculum Work (Rochelle SIP Day) @ Rochelle Elementary District

## Report of Official Acts

### Regional Office of Education General Operations – FY16

	July-Sept.	Oct. – Dec.	Jan. – Mar.	Apr. – June
❖ Employees	51	51	51	51
❖ Grant Programs	15	15	15	15
❖ Walk-Ins Assisted	444	290	292	417
❖ Phone Calls Taken	2592	3247	3192	2763
❖ Criminal Background Checks	259	175	150	285
❖ Truant Referrals	25	124	142	0
❖ Regional Safe School Referrals	2	4	11	2
❖ Educational Highlights Newsletters Published	1	3	3	2
❖ Jump Start Newsletters Published	1	3	3	3
❖ PAT/First Years Newsletters Published	3	3	3	1
❖ Reg. Board of School Trustees Meetings	1	0	0	0
❖ Treasurers' Bonds Approved	28	0	0	0
❖ Annual School Audits Reviewed	30	2	0	0
❖ Substitute Teacher Lists Prepared	2	3	3	3
❖ Reorganization Hearings	0	0	0	0
❖ Bi-County Board of Control Meetings Attended	4	3	3	0
❖				
<b>Number of School Visits</b>				
❖ Public	34	60	32	15
❖ Non-Public	2	6	2	2
<b>Funds Received</b>				
❖ Federal	925,507.00	1,210,344.42	336,014.00	1,010,859.73
❖ State	233,632.97	495,752.51	1,183,393.58	424,238.67
❖ Local	103,987.48	863,814.28*	1,181,942.10	1,250,899.58
<b>Funds Distributed</b>				
❖ Federal	484,736.00	649,458.55	659,212.22	667,237.27
❖ State	157,317.49	140,635.34	140,650.21	140,675.84
❖ Local		709,095.76*	1,086,094.18	991,745.09
<b>Teaching/Paraprofessional Certificates</b>				
❖ Educators Registered	259	87	97	133
❖ Licenses Registered	259	88	100	136
❖ Licenses Issued	87	57	58	72
❖ Endorsements Issued	20	13	10	8
❖ ETS Paraprofessional Tests Administered	16	12	10	5
❖ Paraprofessional Issues	32	22	16	12
❖ Substitute Teachers added to Sub List	49	19	14	5
❖ School Administrators Employed FY16	142	142	142	142
❖ School Teachers Employed FY16	2038	2038	2038	2038
❖ School Service Personnel Employed FY16	929	929	929	929

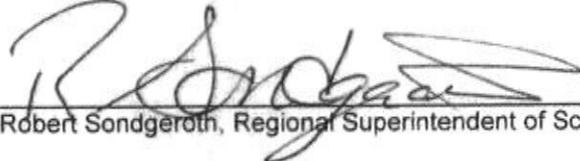
\*Figures amended to reflect Whiteside Local Option Tax Payments

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Report of Official Acts – FY16 (Continued)

	July - Sept.	Oct. – Dec.	Jan. – Mar.	Apr. – June
<b>School Buildings</b>				
❖ Life Safety Inspections	32	54	4	3
❖ Plans/Specifications Reviewed	4	3	6	4
❖ Health/Life Safety Funds Approved	6	8	23	3
<b>Professional Development</b>				
❖ Administrator Trainings/Meeting	1	5	3	4
❖ Administrators Served	8	143	48	152
❖ Teacher Workshops	10	23	30	24
❖ Teachers Served	232	279	413	256
<b>GED</b>				
❖ Diplomas Issued	12	9	14	29
<b>Bus Drivers</b>				
❖ Initial Courses	2	1	2	0
❖ Initial Course Participants	17	11	20	0
❖ Refresher Courses	7	2	2	0
❖ Refresher Course Participants	309	35	55	0

I affirm to the Whiteside County Board that this is a true account of my official acts, for the months of April - June, 2016, as Lee/Ogle/Whiteside County Regional Superintendent of Schools.

  
 Robert Sondgeroth, Regional Superintendent of Schools

# Whiteside County Veterans Assistance Commission



**Terry Woodard - Superintendent**

**Monthly Report for July 2016**  
(27 June 2016 through 23 July 2016 - A four week month)

**I. Number of Drivers this month: 6**

Transportation to:	Veterans	Trips	Transported from:	Veterans
Iowa City	38	21	Rock Falls	13
Bettendorf	1	1	Sterling	18
Madison	0	0	Coleta	0
Rockford	0	0	Tampico	3
Freeport	0	0	Morrison	2
Hines	0	0	Fulton	0
LaSalle	0	0	Erie	0
	=====	=====	Lyndon	1
<b>Total:</b>	<b>39</b>	<b>22</b>	Prophetstown	2
				=====

**Total number of veterans transported this month: 39**

**II. Miles Logged: 5464      Estimated Volunteer Hours: 176**  
**Cost per veteran transported: \$71.67      Cost (Fiscal Year) per veteran to date: \$75.65**  
**Number of trips transporting one veteran: 8      which is 36% of the cost this month.**

Number of veterans transported through Jul 2016      403  
 Number of veterans transported through Jul 2015      493

**YTD Comparison of Jul 2016 with Jul 2015      90 Less**

Rent Assistance	Requests	Amount	Utility Assistance	Requests	Amount
Rock Falls	0	\$0.00	Rock Falls	0	\$0.00
Sterling	1	\$180.00	Sterling	1	\$60.00
Morrison	0	\$0.00	Morrison	0	\$0.00
Tampico	0	\$0.00	Tampico	0	\$0.00
Lyndon	0	\$0.00	Lyndon	0	\$0.00
Prophetstown	0	\$0.00	Prophetstown	0	\$0.00
Fulton	0	\$0.00	Fulton	0	\$0.00
	=====	=====		=====	=====
<b>Total:</b>	<b>1</b>	<b>\$180.00</b>	<b>Total:</b>	<b>1</b>	<b>\$60.00</b>

**III. Working capital as of 22 Jul, 2016      \$3,162.60**

**IV. New cases this month:**  
 Transportation      5  
 Rent Assistance      0  
 Utility Assistance      0  
 =====  
**Total: 5**

**Total Cases to Date: 1040**



# Whiteside County Veterans Assistance Commission



**Terry Woodard - Superintendent**

**Monthly Report for August 2016**  
(25 July 2016 through 20 August 2016 - A four week month)

**I. Number of Drivers this month: 7**

Transportation to:	Veterans	Trips	Transported from:	Veterans
Iowa City	36	20	Rock Falls	14
Bettendorf	0	0	Sterling	17
Madison	1	1	Coleta	0
Rockford	0	0	Tampico	3
Freeport	0	0	Morrison	2
Hines	0	0	Fulton	0
LaSalle	0	0	Erie	1
	=====	=====	Lyndon	0
<b>Total:</b>	<b>37</b>	<b>21</b>	Prophetstown	0
				=====

**Total number of veterans transported this month: 37**

**II. Miles Logged: 5362      Estimated Volunteer Hours: 172**  
**Cost per veteran transported: \$73.78      Cost (Fiscal Year) per veteran to date: \$75.49**  
**Number of trips transporting one veteran: 9      which is 43% of the cost this month.**

Number of veterans transported through Aug 2016      **440**  
 Number of veterans transported through Aug 2015      **543**  
 =====  
**YTD Comparison of Aug 2016 with Aug 2015      103 Less**

Rent Assistance	Requests	Amount	Utility Assistance	Requests	Amount
Rock Falls	3	\$580.00	Rock Falls	3	\$165.92
Sterling	2	\$380.00	Sterling	3	\$200.00
Morrison	0	\$0.00	Morrison	0	\$0.00
Tampico	0	\$0.00	Tampico	0	\$0.00
Lyndon	0	\$0.00	Lyndon	0	\$0.00
Prophetstown	0	\$0.00	Prophetstown	0	\$0.00
Fulton	0	\$0.00	Fulton	0	\$0.00
	=====	=====		=====	=====
<b>Total:</b>	<b>5</b>	<b>\$960.00</b>	<b>Total:</b>	<b>6</b>	<b>\$365.92</b>

**III. Working capital as of 19 Aug, 2016      \$2,150.29**

**IV. New cases this month:**  
 Transportation      2  
 Rent Assistance      0  
 Utility Assistance      0  
 =====  
**Total: 2**

**Total Cases to Date: 1042**

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THE QUARTERLY MEETING OF THE WHITESIDE COUNTY 708 MENTAL HEALTH BOARD WAS HELD SEPTEMBER 27/16 AT HOME OF HOPE CANCER WELLNESS CENTER. THE MEETING WAS CALLED TO ORDER AT 4:30 p.m. BY CHAIRMAN OWENS.

THE FOLLOWING MEMBERS WERE IN ATTENDANCE: TRACY BANKS-GEIGER, JOHN HOFFMILLER, KAREN HUBER, GENE JACOBY, DAVE OWENS, NANCY PADILLA, AND MARK VOCK. SUE BRITT FROM THE WHITESIDE COUNTY BOARD WAS IN ATTENDANCE.

THE FOLLOWING AGENCIES WERE IN ATTENDANCE: BIG BROTHERS BIG SISTERS, EXCEPTIONAL CARE CENTER, HOME OF HOPE, HOSPICE OF THE ROCK RIVER VALLEY, L.S.S.I., SELF HELP ENTERPRISES, SINNISSIPPI CENTERS, WHITESIDE COUNTY HEALTH CLINIC, WINNING WHEELS, INC., AND Y.W.C.A.

THE SECRETARY'S REPORT WAS READ. MOTION TO APPROVE BY MARK VOCK, SECOND BY NANCY PADILLA, CARRIED.

CHAIRMAN OWENS INTRODUCED OUR NEW 708 BOARD MEMBER, TRACY BANKS-GEIGER. THE OTHER MEMBERS OF THE BOARD INTRODUCED THEMSELVES, ALONG WITH THE AGENCIES.

CHAIRMAN OWENS ASKED FOR THE ELECTION OF OFFICERS TO BE HELD AT THE FIRST MEETING OF 2017.

THE FOLLOWING DATES, TIME AND LOCATION WERE ESTABLISHED FOR 2017: MARCH 28 4:00 p.m. WHITESIDE COUNTY HEALTH CLINIC IN ROCK FALLS, JUNE 27 4:00 p.m. SELF HELP ENTERPRISES, JULY 25 4:00 p.m. SELF HELP ENTERPRISES, SEPTEMBER 26 TIME AND LOCATION TO BE DETERMINED.

GENE JACOBY, COUNTY BOARD REPRESENTATIVE WILL BRING REAPPOINTMENTS TO THE 708 BOARD, AT THE COUNJTY BOARD MEETING. MARK VOCK ANNOUNCED HE DOES NOT WANT TO BE REAPPOINTED.

THE BOARD MEMBERS EXPRESSED THANKS TO MARK FOR HIS 8 YEARS OF SERVICE.

A VIDEO PRESENTATION WAS PUT ON BY HOME OF HOPE EXPLAINING THEIR PROGRAMS.

MOTION TO ADJOURN BY GENE JACOBY, SECOND BY KAREN HUBER, CARRIED.

JOHN HOFFMILLER

SECRETARY

# WHITESIDE COUNTY COURT SERVICES

September 2016

## ADULT DIVISION

PRE-SENTENCE INVESTIGATIONS	Ordered: 7 Pending: 12
ACTIVE SUPERVISION	Beginning: 618 New: 56 Closed: <u>41</u> Ending: 633
ADMINISTRATIVE CASELOAD	371
TOTAL CASELOAD	1004
DRUG COURT CLIENTS	14
DOC COMMITMENTS	5
TRANSFERRED CASES	12
VIOLATIONS REPORTED	45
PUBLIC SERVICE WORK	Beginning: 303 New: 24 Closed: <u>14</u> Ending: 313 Hours Completed: 1593

## JUVENILE DIVISION

SOCIAL INVESTIGATIONS	Completed: 0
ACTIVE SUPERVISION	Beginning: 58 New: 15 Closed: <u>17</u> Ending: 56
ADMINISTRATIVE CASELOAD	7
TOTAL CASELOAD	63
INTAKE SCREENINGS	9
DOC COMMITMENTS	0
TRANSFERRED CASES	0
VIOLATIONS REPORTED	0
PUBLIC SERVICE WORK	Beginning: 31 New: 2 Closed: <u>6</u> Ending: 27 Hours Completed: 61

## ELECTRONIC MONITOR HOME DETENTION

EMHD/GPS	Beginning: 9
	New: 4
	Closed: <u>5</u>
	Ending: 8

## FEES COLLECTED

RESTITUTION	\$12,221.15
EMHD	\$141.00
PROBATION FEES	\$7,629.36
CARE KEEP	\$2,235.00

PLACEMENTS	Juveniles	Total Days	Cost Per Day	Total Cost
Arrowhead Ranch:	0	0	\$184.04	\$0.00
Focus House:	0	0	\$115.00	\$0.00
Mary Davis Home:	6	35	\$125.00	\$4,375.00
Mary Davis Home:	0	0	\$100.00	\$0.00
			<b>Medical &amp; Incidentals:</b>	<b>\$444.00</b>
			<b>TOTAL:</b>	<b>\$4,819.00</b>

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JUDICIARY COMMITTEE REPORT

Feb-16   Mar-16   Apr-16   May-16   Jun-16   Jul-16   Aug-16   Sep-16

<u>TOTAL DEPOSITS for month</u>	<u>Feb-16</u>	<u>Mar-16</u>	<u>Apr-16</u>	<u>May-16</u>	<u>Jun-16</u>	<u>Jul-16</u>	<u>Aug-16</u>	<u>Sep-16</u>
TOTAL DEPOSITS for month	\$322,591.00	\$368,722.83	\$279,392.64	\$252,459.10	\$267,022.76	\$273,661.24	\$270,074.17	\$289,396.77
ACH (online payments)	\$45,833.53	\$44,759.63	\$47,876.35	\$43,681.68	\$36,086.80	\$31,897.40	\$35,691.68	\$44,339.87
Epay 2 (eplea & epay)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,040.00
as part of total								
<u>TOTAL CHECKS issued for month</u>	<u>\$313,032.61</u>	<u>\$299,820.83</u>	<u>\$289,098.64</u>	<u>\$237,162.10</u>	<u>\$302,867.76</u>	<u>\$252,595.60</u>	<u>\$232,973.17</u>	<u>\$253,966.72</u>
<b>WHITESIDE COUNTY</b>								
of this total portions received	\$176,413.48	\$169,928.94	\$162,864.96	\$147,171.59	\$192,555.20	\$153,233.75	\$139,846.48	\$151,073.48
**Fines and Fees	\$65,277.18	\$64,787.71	\$69,279.89	\$51,582.84	\$78,050.24	\$58,701.24	\$48,190.33	\$59,673.62
**Clerk	\$34,491.02	\$32,719.18	\$36,589.81	\$37,871.83	\$39,132.43	\$36,175.43	\$34,795.95	\$41,797.97
**Court Automation	\$11,650.54	\$11,961.99	\$10,339.45	\$9,392.65	\$10,814.00	\$10,478.50	\$9,742.32	\$8,253.96
**Court Records Storage	\$11,777.50	\$12,035.66	\$10,278.00	\$9,487.00	\$10,752.34	\$10,463.52	\$9,674.54	\$8,298.16
**Probation	\$20,057.81	\$18,371.33	\$10,633.24	\$15,527.58	\$10,882.75	\$12,038.30	\$13,603.64	\$9,913.36
**E-Citations	\$0.00	\$0.00	\$67.00	\$129.00	\$332.50	\$237.00	\$252.00	\$288.30
RESTITUTION - Court Services	\$12,892.27	\$20,097.88	\$24,313.31	\$9,974.18	\$10,208.43	\$9,039.33	\$10,204.95	\$10,919.15
SHERIFF'S Department	\$6,494.21	\$7,007.46	\$6,758.96	\$6,166.51	\$4,861.88	\$6,217.39	\$5,383.23	\$6,632.52
STERLING	\$15,784.84	\$10,643.09	\$14,318.36	\$8,554.49	\$11,434.27	\$8,802.66	\$11,054.79	\$10,828.87
ROCK FALLS	\$11,324.19	\$10,654.42	\$6,340.68	\$6,953.88	\$7,197.35	\$6,395.04	\$6,817.63	\$6,949.97
IL STATE TREASURER	\$72,134.65	\$65,210.00	\$61,634.36	\$48,580.80	\$63,464.78	\$56,270.01	\$46,842.67	\$52,954.58
IL STATE POLICE	\$5,029.45	\$6,406.65	\$6,408.83	\$4,032.17	\$4,170.28	\$3,259.14	\$3,811.54	\$4,690.15

**JURY INFORMATION**

Juror Fees paid	\$5,600.00	\$7,100.00	\$2,850.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$3,725.00
Number of Jury Trials	2	2	1	0	0	0	0	0	2
Number of Jury Trial Days	4	6	2	0	0	0	0	0	3
Grand Jury days	0	0	1	0	0	1	0	0	0

**SC SERVICES INFORMATION**

Payments from SC Services	\$105.00	\$25.00	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00
SC Services collected by Clerk	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00
Total	\$180.00	\$25.00	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00	\$0.00	\$0.00
Previous Balance	\$38,234.46	\$38,414.46	\$38,439.46	\$38,439.46	\$38,439.46	\$38,514.46	\$38,514.46	\$38,514.46	\$38,589.46
Ending Total	\$38,414.46	\$38,439.46	\$38,439.46	\$38,439.46	\$38,514.46	\$38,514.46	\$38,589.46	\$38,589.46	\$38,589.46

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**COUNTY OF WHITESIDE, IL**  
**RESOLUTION NO. \_\_\_\_**  
**Resolution setting Juror Compensation and Jury**  
**Trial Demand Fees**

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**WHEREAS**, pursuant to authority of the Counties Codes Act, 55 ILCS 5/4-11001 and the Code of Civil Procedure, 735 ILCS 5/2-1105 and previous County Board Resolution, the Circuit Clerk presently assesses and collects from the requesting litigant a fee for civil jury trial demands, and provides that the County Board compensates grand and petit jurors for their services, as designated by the above-referenced Acts, as well as payment of travel expense to grand and petit juror; and

**WHEREAS**, the County Board wishes to adjust compensation for Jurors and fees for Jury Trial Demand;

**NOW, THEREFORE, BE IT RESOLVED** by the County Board of the County of Whiteside, that the fee to be paid by the County of Whiteside to grand and petit jurors for their services in attending court shall be the \$25 per day inclusive of mileage.

**BE IT FURTHER RESOLVED** by the County Board of the County of Whiteside, that the Clerk of the Circuit Court of Whiteside County is hereby authorized and directed to charge and collect a fee of \$212.50 for a civil jury trial demand, as provided by the Clerks of Courts Act, 705 ILCS 105/27.1a(s) said fee to be collected from the first requesting party in each civil jury trial demand case. No fees will be assessed for alternate jurors.

**This Resolution and every provision thereof, shall:**

- A. Be considered separable and the invalidation of any provision(s) shall not affect the validity of the remainder.
- B. Supersede any other Ordinance or parts thereof, in conflict herewith.
- C. Go into effect December 1<sup>st</sup>, 2016.

**PASSED, ADOPTED AND APPROVED THIS 15<sup>th</sup> DAY OF NOVEMBER A.D. 2016.**

\_\_\_\_\_  
James C. Duffy, Chair

**ATTEST:**

\_\_\_\_\_  
Dana Nelson, Clerk

STATISTICS 2016

July Totals		August Totals		September Totals	
1st App - JA	0	1st App - JA	0	1st App - JA	0
1st App - JD	5	1st App - JD	15	1st App - JD	6
1st App - J	0	1st App - J	3	1st App - J	1
1st App/Plea Agreement	0	1st App/Plea Agreement	0	1st App/Plea Agreement	1
1st App - TR & CM	0	1st App - TR & CM	0	1st App - TR & CM	0
1st App - PTR	1	1st App - PTR	0	1st App - PTR	3
Stipulation	1	Stipulation	7	Stipulation	1
Adjudicatory Hearing	3	Adjudicatory Hearing	5	Adjudicatory Hearing	0
VOP Hearing	0	VOP Hearing	0	VOP Hearing	0
PTC/Status - JA	11	PTC/Status - JA	17	PTC/Status - JA	13
PTC/Status - TR & CM	9	PTC/Status - TR & CM	0	PTC/Status - TR & CM	0
PTC/Status - JD	21	PTC/Status - JD	48	PTC/Status - JD	22
PTC/Plea - JD	3	PTC/Plea - JD	7	PTC/Plea - JD	11
PTC/ TR & CM plea	0	PTC/ TR & CM plea	1	PTC/ TR & CM plea	0
PTC/Status - J	0	PTC/Status - J	0	PTC/Status - J	2
PTC/Plea - J	0	PTC/Plea - J	0	PTC/Plea - J	1

STATISTICS 2016

Motions – JA	4
Motions – JD	2
PTR Hearing	0
Trial/Sentencing	5
Permanency/Review	15
Court Review - JA	0
Court Review - JD	4
Shelter Care	4
Detention Hearing	3
Dispositional Hearing	1
# of POA s	92
# of cases w/GAL Fees	2
# of cases w/Restitution	0
# victims for Restitution	0
GAL Fees \$	\$300.00
Restitution \$	\$0.00
Reimbursement \$	\$460.00

Motions – JA	6
Motions – JD	3
PTR Hearing	0
Trial/Sentencing	2
Permanency/Review	27
Court Review - JA	2
Court Review - JD	2
Shelter Care	3
Detention Hearing	1
Dispositional Hearing	3
# of POA s	89
# of cases w/GAL Fees	1
# of cases w/Restitution	3
# victims for Restitution	3
GAL Fees \$	\$150.00
Restitution \$	\$1,274.33
Reimbursement \$	\$775.00

Motions – JA	3
Motions – JD	1
PTR Hearing	0
Trial/Sentencing	0
Permanency/Review	23
Court Review - JA	0
Court Review - JD	2
Shelter Care	1
Detention Hearing	2
Dispositional Hearing	1
# of POA s	76
# of cases w/GAL Fees	3
# of cases w/Restitution	1
# victims for Restitution	1
GAL Fees \$	\$200.00
Restitution \$	\$30.00
Reimbursement \$	\$1,325.00

RESOLUTION #

Recognizing the contribution of the Multicraft Extended Internship Program Board in meeting the challenges of the workskills gap by developing a skilled and talented workforce in the Whiteside County Region

WHEREAS, manufacturing has, and continues to be an important part of our local economy, employing over 12% of our local workforce; and

WHEREAS, there exist a workskills gap on both a national and local level that hinders the growth and viability of our manufacturing sector; and

WHEREAS, while there are programs that seek to address this issue, the problem continues; and

WHEREAS, several of our local manufacturers, including Astec Mobile Screens, Borg Warner, Crest Foods, Etnyre International, Fulton Corp., FRANTZ Manufacturing, Genesis III, Menk USA, Raynor, Spectrum Brands, Timken Drives and Walmart Distribution Center have, in collaboration with Sauk Valley Community College, and the Whiteside Area Career Center, developed the Multicraft Extended Internship Program, a workforce development program that provides an outstanding opportunity for select students to obtain valuable work experience, and get paid, while earning their two year applied associates degree in the Multicraft Technology Program at Sauk valley Community College; and

WHEREAS, this program shows the value of collaboration, community involvement and the strength of a regional response to a critical problem, and should be a model for other programs that address critical issues in the community;

NOW, THEREFORE BE IT RESOLVED, that the Whiteside County Board of the State of Illinois recognizes and commends the Multicraft Extended Internship Program Board, Sauk Valley Community College, the Whiteside Community Career Center, and their partners,

AND FURTHER, that the Whiteside County Board strongly encourages future collaborations and efforts to address problems and issues critical to the economic vitality and quality of life in the community.

Passed and approved at its regular County Board meeting held on 18th of October, 2016.

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James C. Duffy  
Whiteside County Board Chairman

Attest:

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Dana Nelson, Whiteside County Clerk

RESOLUTION #

Recognizing October 26, 2016, as "Manufacturing Day" in Whiteside County

WHEERAS, manufacturing is an important part of our national and local economies; and

WHEREAS, during the month of October communities across the country observe National Manufacturing Day, a day in which local and regional manufacturers are recognized and acknowledged for their contributions to the economic vitality and quality of life in their communities and our nation; and

WHEREAS, manufacturing in particular plays an important role in the Whiteside County economy, employing over 12% of the County's workforce, and providing good, family sustaining jobs;

NOW, THEREFORE BE IT RESOLVED, that the Whiteside County Board of the State of Illinois recognizes October 26, 2016, as "Manufacturing Day" in Whiteside County and encourages individuals, businesses and governmental organizations to participate in the Manufacturing Day events around the county;

AND FURTHER, that the Whiteside County Board strongly recognizes, acknowledges and appreciates the contributions that our manufacturers make to the economic vitality and quality of life in our region.

Passed and approved at its regular County Board meeting held on 18<sup>th</sup> of October, 2016.

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James C. Duffy  
Whiteside County Board Chairman

Attest:

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Dana Nelson, Whiteside County Clerk



# COUNTY OF WHITESIDE, IL

ORDINANCE # \_\_\_\_\_

## An ordinance establishing the reimbursement of all travel, meal, and lodging expenses of officers and employees

**WHEREAS**, Whiteside County, Illinois is a non-home rule unit of local government pursuant to Article VII, § 8 of the 1970 Illinois Constitution;

**WHEREAS**, the Local Government Travel Expense Control Act, Pub. Act 99-0604, requires all non-home rule local public agencies, including counties, to regulate, by ordinance or resolution, the reimbursement of all travel, meal, and lodging expenses of their officers and employees by the effective date of January 1, 2017; and

**NOW, THEREFORE, BE IT ORDAINED THAT THE FOLLOWING ORDINANCE TO REGULATE THE REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF THEIR OFFICERS AND EMPLOYEES BE AND HEREBY IS ADOPTED:**

### SECTION I: Definitions.

The following words, terms and phrases, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Entertainment: includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Travel: any expenditure directly incident to official travel by employees and officers of the County or by wards or charges of the County involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

### SECTION II: Official Business for which Expenses May Be Reimbursed.

- (1) An official of the County shall be entitled to reimbursement for travel, including meals or lodging, related to the following types of official business:
  - a. Education conferences related to the duties of the official.
  - b. Site visits to current or potential vendors of the County.
  - c. Case site visits by governing bodies.
  - d. Meetings of governing bodies.
  - e. Other travel as authorized by County Board Chairman in compliance with County regulations.
- (2) An employee shall be entitled to reimbursement for travel, including meals or lodging, related to the following types of official business:
  - a. Education conferences related to the duties of the officer of the County.
  - b. Site visits to current or potential vendors of the County.
  - c. Transportation of prisoners, probationers, or other persons in the County's custody, law enforcement and investigative efforts.
  - d. Transportation of County equipment.
  - e. Case site visits by governing bodies.
  - f. Home visits as required for clients, etc.
  - g. Travel between County offices as authorized by department head.
  - h. Meetings of governing bodies.
  - i. marketing of locations in the county to prospective businesses/consultants.
  - j. Other travel as authorized by department head in compliance with County regulations.

### SECTION III: Maximum Allowable Reimbursement for Expenses

- (1) Lodging – Negotiated Conference rate.
  - \$250/night – Out of State, Chicago and collar counties.
  - \$150/night – Downstate.
- (2) Meals - \$41/day in-state; \$50/day out-of-state.
- (3) Mileage - \$0.40/mile - County Board and other body members; IRS rate – County employees.

- (4) Parking and tolls - \$20/day Out of State, Chicago and collar counties; \$10/day downstate.
- (5) All other travel expenses shall not exceed 200% of the reimbursement rates set by the General Services Administration (GSA) for the applicable time and place.

**SECTION IV: Approval of Expenses**

The Board must approve the following reimbursements for travel, including meals or lodging, by a roll call vote at an open meeting of the Board:

- (1) Any expense of any officer or employee that exceeds the maximum permitted in Section III; or
- (2) Any expense of any member of the Board.

**SECTION V: Documentation of Expenses**

Before any reimbursement for travel, including meals or lodging, may be approved pursuant to Section IV, a standardized form for submission of travel, meal, and lodging expenses supported by the following minimum documentation shall first be submitted to the Board:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act, 5 ILCS 140/1 et seq.

**SECTION VI: Entertainment Expenses**

No employee or officer of the County shall be reimbursed by the County for any entertainment expense.

**SECTION VII: Go into effect January 1<sup>st</sup>, 2017.**

**PASSED, APPROVED AND ADOPTED, THIS 15<sup>TH</sup> DAY OF NOVEMBER, 2016 A.D.  
BY AND FOR THE WHITESIDE COUNTY BOARD**

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James C. Duffy, Chair

**ATTEST:**

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Dana Nelson, Clerk

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**COUNTY OF WHITESIDE, IL**  
**RESOLUTION NO. \_\_\_\_**  
**Risk Management Plan**

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**BE IT RESOLVED**, that the Whiteside County Board does hereby adopt the Risk Management Plan as set forth in Exhibit 1, attached hereto and by reference made a part hereof.

**BE IT RESOLVED**, that the Whiteside County Board does hereby adopt the County Administrator's recommended Allocation of Salaries and Benefits to TORT-Related Activities pursuant to the Tort Immunity Act, as set forth in Schedule 1, attached hereto and by reference made a part hereof.

**PASSED, ADOPTED AND APPROVED THIS 15<sup>TH</sup> DAY OF NOVEMBER, A.D. 2016.**

\_\_\_\_\_  
James C. Duffy, Chair

**ATTEST:**

\_\_\_\_\_  
Dana Nelson, Clerk

(26)

## Risk Management Plan

Whiteside County, IL shall have in operation a comprehensive Risk Management Plan (hereinafter, the “plan”), which shall endeavor to further reduce or prevent the County’s exposure to liability.

The plan shall endeavor to ensure that statutory and common law, health and safety requirements are met with regard to visitors, employees, and students. The plan shall promote and enhance efforts to ensure that the County’s buildings and grounds are maintained in a safe condition. Finally, the plan shall provide additional careful supervision and protection of all the County’s real and personal property.

The Illinois Local Government and Government Employees Tort Immunity Act (745 ILCS 10/9-107) provides for a County to levy a tax which when collected will pay the cost of risk-care management. In addition, this section (9-107) provides for funds raised pursuant to this section to be used:

“...to: (i) pay the cost of insurance, ..., including all operating and administrative costs and expenses directly associated therewith, claim services and risk management directly attributable to the insurance, self-insurance, or joint-insurance program, and educational, inspectional, and supervisory services directly relating to loss prevention and loss reduction...”

A primary component of the plan is the provision of insurance arrangements that will provide protection to the County against liability. This component that shall include, but not be limited to:

1. Purchase of insurance consultant services if needed.
2. Premiums for the various necessary insurance, including all liability insurance, building insurance, and workers compensation.
3. Premium for unemployment insurance.
4. Payments for all judgments or settlements arising against the County.
5. Payments for all legal fees connected with protecting or defending the County against tort liability and potential litigation, including unfair labor practice charges.
6. Allowance for the time expended by assigned County personnel concerning the above-delineated assignments.

The general, overall responsibility for the development and maintenance of this plan rests with the County Administrator of the County. The County Administrator shall be responsible for the development of the plan, identifying various components of the plan, delegating responsibilities for these components to the various personnel, overseeing the implementation of this plan, and complying with County Risk Management Procedures. It is expected that the County Administrator will continually evaluate the effectiveness of the plan and be apprised of needed revisions, additions, or deletions to the components and assigned responsibilities

The Administrative Assistant in the County Administrators office is assigned the responsibility for the administration of various components of the Risk Management Plan. He/She will serve as the County liaison to the various consulting services, claim and adjustment services, and insurance companies. In addition, this employee will be responsible for all communications concerning claims against, or on behalf of, the County, and for complying with County Risk Management procedures.

As legal counsel for the County the States Attorney’s office is responsible for defending the County against “all actions and proceedings brought against the county, or against any county or State officer, in his official capacity, within his county” as well as “to give his opinion, without fee or reward, to any county officer in his county, upon any question or law relating to any criminal or other matter, in which the people or the county may be concerned”.

Expenses for Tort related activities shall be allocated as follows:

**Schedule 1.**

<b>Allocation TORT Related Activities</b>		
<b>INSURANCE</b>		
	Unemployment Insurance	100%
	Worker's Compensation Insurance	100%
	Property and Liability Insurance	100%
	Insurance Consultants	100%
<b>SALARIES AND BENEFITS</b>		
<b>Administration</b>		
	County Administrator	10%
	Administrative Assistant	25%
<b>States Attorney</b>		
	Civil Assistant	50%



**COUNTY OF WHITESIDE, IL**  
**ORDINANCE # \_\_\_\_\_**  
**Amend Disposal Policy**

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**WHEREAS**, the County of Whiteside, Illinois (the "County") is a duly organized and existing County of the State of Illinois; and

**WHEREAS**, the County is now operating under the provisions of the Illinois Counties Code, as supplemented and amended; and

**WHEREAS**, there is a Whiteside County Code ("the Code"), adopted on September 20<sup>th</sup>, 2016, subject to revision by Ordinance and Resolution of the Whiteside County Board from time to time; and,

**WHEREAS**, the County Board wishes to amend its disposal policy to allow surplus equipment to be sold to other units of government at fair market price,

**THEREFORE, BE IT ORDAINED, BY THE WHITESIDE COUNTY BOARD, that:**

**Paragraph 1. Chapter 2 Administrator, Sec. 2-393. Disposition of surplus fixed assets.** be amended as follows:

- (a) Disposition of surplus fixed assets shall be effectuated and managed by the management services administrator.
- (b) Surplus Fixed Assets may be sold to another government agency at fair market price.
- (bc) Disposition thresholds.
  - (1) Surplus fixed assets with an original purchase price not exceeding \$10,000.00 may be disposed in a method selected by the management services administrator. The method shall be "market-driven," open, accountable (requiring the endorsement of the county administrator or his designee) and cost-effective. Examples include silent auctions conducted at the courthouse or elsewhere, public auction, the soliciting of sealed bids, or trade-in for like equipment. The responsibility of disposition may be delegated to another department head.
  - (2) Surplus fixed assets with an original purchase price of \$10,000.00 or more and not exceeding \$30,000.00, may be disposed in a method selected by the parent committee. The method shall be "market-driven," open, accountable and cost-effective. Examples include public auction, the soliciting of sealed bids, or trade-in for like equipment.
  - (3) Surplus fixed assets with an original purchase price greater than \$30,000.00 shall be disposed by public auction or by a method selected by the county board.
- (de) Unsuccessful auctions/sealed bids. In the event a surplus fixed asset is not liquidated, despite attempts to liquidate, as discussed above, the management services administrator may dispose of the surplus fixed asset in any of the methods listed below:
  - (1) As a gift to any unit or entity of government, school district, a board grantee, a not-for profit corporation for a use in the county, or a private school. In the event two or more parties are interested in the same surplus fixed asset, preference will be given to the above list, in descending order.
  - (2) If, after reasonable effort, a surplus fixed asset cannot be gifted pursuant to subsection (c)(1) of this section, the management services administrator is hereby authorized to declare the surplus fixed asset as "no value" and is further authorized to dispose of the surplus fixed asset in any method he deems fit.

(ed) Deposit of liquid assets. In the event a surplus fixed asset is liquidated to cash, the cash asset shall be deposited into the appropriated fund which originally bore the expense of the purchase, minus expenses related to disposition.

**Paragraph 2.** This Ordinance and every provision thereof shall:

- Section 1. Be considered separable and the invalidation of any provision(s) shall not affect the validity of the remainder.
- Section 2. Supersede any other Ordinance or Resolutions or parts thereof, in conflict herewith.
- Section 3. Go into effect immediately upon passage.

**PASSED, APPROVED AND ADOPTED, THIS 18<sup>TH</sup> DAY OF OCTOBER, 2016 A.D.  
BY AND FOR THE WHITESIDE COUNTY BOARD**

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James C. Duffy, Chair

**ATTEST:**

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Dana Nelson, Clerk



**COUNTY OF WHITESIDE, IL**  
**ORDINANCE # \_\_\_\_\_**  
**Management Services Name Change to Information Technologies**

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**WHEREAS**, the County of Whiteside, Illinois (the “County”) is a duly organized and existing County of the State of Illinois; and

**WHEREAS**, the County is now operating under the provisions of the Illinois Counties Code, as supplemented and amended; and

**WHEREAS**, there is a Code of Ordinances of Whiteside County, Illinois (“the Code”), adopted on September 20<sup>th</sup>, 2016, subject to revision by Ordinance and Resolution of the Whiteside County Board from time to time; and,

**WHEREAS**, the County Board desires to change the name of the Management Services Department,

**THEREFORE, BE IT ORDAINED, BY THE WHITESIDE COUNTY BOARD, that:**

**Paragraph 1. Chapter 1 GENERAL PROVISIONS: Sec. 1-2. Definitions and rules of construction generally(c.)** be amended as follows:

*add: Management Services Department.* All references to the Management Services Department shall mean the Information Technologies Department(IT Department).

*add: Management Services Administrator.* All references to the Management Services Administrator shall mean the Information Technologies Director(IT Director).

**Paragraph 2.** This Ordinance and every provision thereof shall:

- Section 1. Be considered separable and the invalidation of any provision(s) shall not affect the validity of the remainder.
- Section 2. Supersede any other Ordinance or Resolutions or parts thereof, in conflict herewith.
- Section 3. Go into effect December 1<sup>st</sup>, 2016.

**PASSED, APPROVED AND ADOPTED, THIS 18<sup>TH</sup> DAY OF OCTOBER, 2016 A.D.  
BY AND FOR THE WHITESIDE COUNTY BOARD**

\_\_\_\_\_  
James C. Duffy, Chair

**ATTEST:**

\_\_\_\_\_  
Dana Nelson, Clerk



**COUNTY OF WHITESIDE, IL**  
**ORDINANCE # \_\_\_\_\_**  
**Redefine Eligible Part-Time employees**

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**WHEREAS**, the County of Whiteside, Illinois (the “County”) is a duly organized and existing County of the State of Illinois; and

**WHEREAS**, the County is now operating under the provisions of the Illinois Counties Code, as supplemented and amended; and

**WHEREAS**, there is a Code of Ordinances of Whiteside County, Illinois (“the Code”), adopted on September 20<sup>th</sup>, 2016, subject to revision by Ordinance and Resolution of the Whiteside County Board from time to time; and,

**WHEREAS**, the Affordable Care Act(ACA) requires all employees working more than 30 hours per week be offered Health Insurance; and,

**WHEREAS**, the County Board desires to amend its definition of “*Eligible part-time employees*” to reflect current Federal Law,

***THEREFORE, BE IT ORDAINED, BY THE WHITESIDE COUNTY BOARD, that:***

**Paragraph 1. APPENDIX C PERSONNEL PRACTICES, Sec. 3-320** be amended as follows:

**Sec. 3-320. Group health and life insurance.** ~~(Also See Chapter 2)~~ A group insurance program, consisting of a group health insurance program and a group life insurance program shall be made available as a benefit to eligible employees, as defined in the regulations. A group health insurance program shall be made available as a benefit for eligible retired employees, including eligible retired elected department heads.

(2) DEFINITIONS. All definitions regarding the group insurance program described by contracts between the Board and the insurers shall, in all cases, take precedence. In addition to the aforementioned definitions, the following terms and definitions shall also apply.

D. "Eligible Part-Time Employee" shall mean an employee of the public agency known as Whiteside County, hired on or after July 1, 2002, with an approved work time of ~~64-60~~ hours per pay period, or more, but less than 70 hours per pay period. In addition, employees of the public agency known as Whiteside County hired before July 1, 2002 who have an approved work time of 40 hours or more, up to ~~64-60~~ hours per pay period as of June 30, 2002 shall also be considered eligible part-time employees.

**Paragraph 2.** This Ordinance and every provision thereof shall:

- Section 1. Be considered separable and the invalidation of any provision(s) shall not affect the validity of the remainder.
- Section 2. Supersede any other Ordinance or Resolutions or parts thereof, in conflict herewith.
- Section 3. Go into effect immediately upon passage.

**PASSED, APPROVED AND ADOPTED, THIS 18<sup>TH</sup> DAY OF OCTOBER, 2016 A.D.  
BY AND FOR THE WHITESIDE COUNTY BOARD**

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James C. Duffy, Chair

**ATTEST:**

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Dana Nelson, Clerk



**COUNTY OF WHITESIDE, IL**  
**ORDINANCE # \_\_\_\_\_**  
**Committee Reassignments**

**WHEREAS**, the County of Whiteside, Illinois (the “County”) is a duly organized and existing County of the State of Illinois; and

**WHEREAS**, the County is now operating under the provisions of the Illinois Counties Code, as supplemented and amended; and

**WHEREAS**, there is a Code of Ordinances of Whiteside County, Illinois (“the Code”), adopted on September 20<sup>th</sup>, 2016, subject to revision by Ordinance and Resolution of the Whiteside County Board from time to time; and,

**WHEREAS**, the County Board desires to reorganize certain committee and reporting assignments,

**THEREFORE, BE IT ORDAINED, BY THE WHITESIDE COUNTY BOARD, that:**

**Paragraph 1. Certain sections of Chapter 2 Administration, Article I. In General be amended as follows:**

**Sec. 2-117. County offices committee.**

The county offices committee:

- (1) In terms of budget-building, accountability reporting and chain of communication to the board, serves as parent committee to the county clerk, county recorder, the regional office of education, and the assessments supervisor and the management services administrator.

**Sec. 2-118. Health and social services committee.**

(a) The health and social services committee:

- (1) In terms of budget-building, accountability reporting and chain of communication to the board, serves as the parent committee for the public health administrator, the superintendent of the ~~regional office of education~~, the mental health board, the veterans' assistance commission, and the state university cooperative extension board.
- (2) Serves as liaison between the county health department and the board and is available for consultation with the county board of health all phases of public health.
- (3) Inspects the condition of and reviews space utilization at the health department ~~and the regional office of education~~ annually.
- (4) Periodically reviews the health department ~~and regional office of education~~ fixed asset spending plan that has been approved in the annual budget.
- (5) Periodically reviews the health department ~~and the regional office of education~~ repair and replacements and improvements plan as approved in the annual budget.

**Sec. 2-239. County administrator**

(12) Oversight of other administrators. The county administrator is charged with oversight of the day-to-day activities of the economic development coordinator and enterprise zone administrator and the planning and zoning administrator.

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**Sec. 2-241. Management services administrator.**

~~(c) Oversight of other administrators. The management services administrator is charged with oversight of the day-to-day activities of the economic development coordinator and enterprise zone administrator and the planning and zoning administrator.~~

(cd) *Support staff.* The management services administrator is authorized to employ such technicians, assistants and support staff as may be authorized by the board.

**Sec. 2-244. Economic development coordinator and enterprise zone administrator.**

(a) The economic development coordinator and enterprise zone administrator shall:

(1) Be responsible jointly to the enterprise zone management organization and the ~~management services administrator~~ county administrator.

**Sec. 2-245. Planning and zoning administrator.**

It is the intention of the board to provide planning and zoning functions congruent with and authorized by state law and the locally adopted county zoning regulations. The day-to-day activities related to these functions shall be carried out by the planning and zoning administrator, who shall:

(1) Be appointed by and be accountable to the board relating to performance and monthly reporting.

(2) Report to the ~~management services administrator~~ county administrator in the areas of scheduling, administrative support and other day-to-day activities.

**Paragraph 2.** This Ordinance and every provision thereof shall:

Section 1. Be considered separable and the invalidation of any provision(s) shall not affect the validity of the remainder.

Section 2. Supersede any other Ordinance or Resolutions or parts thereof, in conflict herewith.

Section 3. Go into effect December 1<sup>st</sup>, 2016.

**PASSED, APPROVED AND ADOPTED, THIS 18<sup>TH</sup> DAY OF OCTOBER, 2016 A.D.  
BY AND FOR THE WHITESIDE COUNTY BOARD**

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James C. Duffy, Chair

**ATTEST:**

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Dana Nelson, Clerk