

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, FEBRUARY 13, 2018
MINUTES
4:00 P.M**

1. Call to Order

2. Roll Call – Bryant Kempf (Ch.), Richard Hill, Jason Jording, Donald Tolan, Pete Streid all present

3. Approval of Minutes

a. Approval of January 9, 2018 regular meeting minutes

Motion to approve January 9, 2018 regular meeting minutes made by Hill, seconded by Tolan. *Motion passed.* Jording abstaining.

b. Approval of January 16, 2018 special meeting minutes

Motion to approve January 9, 2018 special meeting minutes made by Streid, seconded by Tolan. *Motion passed.* Jording and Hill abstaining.

4. Approval of Executive Session Minutes

a. Approval January 9, 2018 executive session minutes of 55 ILCS 120/2(c)5

Motion to approve and keep confidential January 9, 2018 executive session minutes made by Tolan, seconded by Hill. *Motion passed.* Jording abstaining.

5. Public Input

6. Appointments

a. Reappointment of Paul Murphy to the Benson Community Fire Protection District for a 3 year term expiring May 1, 2021.

Motion to reappoint Paul Murphy to the Benson Community Fire Protection District for a 3 year term expiring May 1, 2021 made by Jording, seconded by Tolan. *Motion passed.*

b. Appointment of James Loshier to the Zoning Board of Appeals to complete the unexpired 5 year term of George Irick expiring August 1, 2019.

Motion to appoint James Loshier to the Zoning Board of Appeals to complete the unexpired 5 year term of George Irick expiring August 1, 2019 made by Jording, seconded by Tolan. *Motion passed.*

c. Appointment of Pete Streid to the Finance and Economic Development Committee to replace Russ Cotton for the remainder of his term.

Motion to appoint Pete Streid to the Finance and Economic Development Committee to replace Russ Cotton for the remainder of his term made by Jording, seconded by Hill. *Motion passed.*

d. Appointment of Richard Hill as Finance and Economic Development Chairman.

Motion to appoint Richard Hill as Finance and Economic Development Chairman made by Jording, seconded by Tolan. *Motion passed.* Mr. Hill abstaining.

e. Appointment of the Woodford County Coordinator, Deb Breyman, as the County Ethics Officer until reappointed.

Motion to appoint the Woodford County Coordinator, Deb Breyman, as the County Ethics Officer until reappointed made by Jording, seconded by Tolan. *Motion passed.*

f. Appointment of Gary Hull to the Germantown Fire Protection District to complete the unexpired three year term of Bruce Mathes expiring April 30, 2019.

Motion to appoint Gary Hull to the Germantown Fire Protection District to complete the unexpired three year term of Bruce Mathes expiring April 30, 2019 made by Jording, seconded by Streid. *Motion passed.*

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- g. Reappointment of Randy Nash to the Germantown Fire Protection District for a three year term expiring April 30, 2021.

Motion to reappoint Randy Nash to the Germantown Fire Protection District for a three year term expiring April 30, 2021 made by Jording, seconded by Tolan. *Motion passed.*

7. Approval of Claims

- a. County Clerk – Roll Call vote

Motion to approve February claims made by Jording, seconded by Tolan. Roll call vote – Kempf – yes, Hill - yes, Jording – yes, Tolan – yes, Streid – yes, Hill – yes. *Motion passed.*

- b. County Board Per Diem – Roll Call Vote

Two claims this month – one for Mr. Kempf and one for Mr. Umdenstock. Motion to approve County Board Per Diem claims made by Jording, seconded by Tolan. Roll call vote - Kempf – yes, Hill - yes, Jording – yes, Tolan – yes, Streid – yes, Hill – yes. *Motion passed*

8. Unfinished Business

- a. Discussion and update of Sexual Harassment Policy

Ms. Breyman reported that the things in bold were the changes that were made to make our current policy conform to the new law. Mr. Jording stated that is was the intention to make this new policy part of our employee personnel policy. Mr. Streid questioned why the County Clerk was eliminated as one of the go-to people. Ms. Breyman reported that Mr. Minger and her talked about it, and we just talked about the three people listed, the Ethics officer, the State’s Attorney and the Domestic Advocate. Mr. Jording stated that as long as they had an Ethics Officer and the State’s Attorney listed, they were covered. Motion to approve the updated sexual harassment policy and send to the full Board made by Jording, seconded by Streid, *Motion passed.*

- b. Discussion on vehicle/travel (section 5c) policy- discussion.

Ms. Breyman stated that there is some confusion with this policy as written. People are coming to her and stating that in inclement weather, they are more comfortable driving their own vehicle as they know how their vehicle handles on the road, instead of driving a vehicle that they are not familiar with. However, the way the policy is written, would they not receive mileage if they drove their own vehicle? She would like some clarification on this. And, the policy states, “only when the County automobile is not available, pursuant to the County’s vehicle use policy.” However, the County’s vehicle use policy does not state that they county vehicle must be used. Mr. Jording stated that if the County’s vehicle policy does not state that the County vehicle must be used, then pull that sentence out. Mr. Kempf stated it is a win win for people to drive their own vehicle. Motion to amend 5c to strike everything after the last parenthetical, so it will now read, “Any personal automobile expenses will always be approved at the IRS rate for business travel if the traveler uses their own automobile (as opposed to the County Automobile).”made by Jording, seconded by Tolan. Mr. Streid stated this still gives them the option to use the County vehicle if they want. *Motion passed.*

- c. Discussion for building and storage issues.

This is discussed under New Business 9(c).

- d. Discussion and action on formation of Ethics committee. 5 ILCS 430

Mr. Hill has spoken to a couple people about this, and they want to know what all it entails. He doesn’t know how we can move forward until the committee knows where they are going.

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Mr. Streid stated that they need to write a job description. Ms. Breyman reported that in 2010 there was an Ethics Ordinance the Board adopted, but it only addressed gifts. Mr. Kempf stated that he felt we needed to do this but didn't want to see any Board members on the committee. He feels it has to be a group of people outside the Board. Mr. Jording stated that he doesn't agree with a group, it could be independent inspector general. Mr. Hill feels it should probably be three people. Mr. Jording stated that we needed direction in what the Ethics Committee are empowered to do, and where did this come from. Ms. Breyman stated that she believed it came from a recommendation from the UCCI that Counties have an Ethics committee. Mr. Jording stated that the UCCI Board member needs to ask if the UCCI has a template for us to use. Mr. Tolan stated that if this not mandated, then he sees it as unnecessary growth of government. Mr. Kempf stated that in Illinois it is usually suggested that something be done, and then later it becomes the law. It doesn't cost us to ask the UCCI for help. Mr. Hill stated that we needed to define the role and not create a monster organization. Get volunteers for 1 or 2 years, is wise to have a third party watchful eye. Mr. Tolan stated he thinks it would be extremely hard to populate. How far do we push this? Mr. Jording stated that we have to be careful how you populate, as they could get rid of all the Board members, or maybe just 7 of the members, so it then it becomes another political tool.

9. New Business

- a. Approval of Resolution 2017-18 #015 Authorizing Participation in the Illinois State's Attorneys Appellate Prosecutor Program

Motion to approve Resolution 2017-18 #015 authorizing participation in the Illinois State's Attorneys Appellate Prosecutor program made by Jording, seconded by Hill. *Motion passed.*

- b. Woodford County Health Department 2017 Annual Report

Ms. Aggertt reported that by state statute, she is required to provide an annual report. This report will be in the Board packet this month.

- c. Architectural services for building comparison

Mr. Kempf, and Ms. Aggertt, met with two architectural designer last week to look at the Roanoke building. A copy of correspondence from Architectural Design Group, in which they state they will charge the County \$2,000 to sit down with Ms. Aggertt and plan a design that would work with the Health Department, was provided to the committee members. We have yet to purchase this building, but at this point it seems to be the only option. Mr. Jording stated that there is a building in El Paso, next to OSF that might be an option for them to look at. Ms. Aggertt stated that do to some grant regulations, they have to be centrally located. They also have to have their site approved, so the Health Department would need at least a year to move. Mr. Streid has some reservations about the building since it is so large. He would like to get the Highway's Department input if they could also use the shop portion of the building. He also doesn't want to see the county getting into commercial leasing. Mr. Jording asked the purchase price and Mr. Kempf responded \$550,000. Mr. Jording stated that even if they left part of the building vacant, they would be in the same position as the County is in now with the current building being rented in Eureka. Mr. Kempf stated it is a lower cost per square foot. He is trying to look long term. He feels that government in general has a hard time looking past the next budget. He stated that we had already dumped \$160,000 into a building that the County doesn't own. Ms. Aggertt stated that we have paid \$389,925.34 over

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10 years for the current Health Department building. Mr. Jording stated that we also pay maintenance on that building. Ms. Aggertt stated that it depends on what is needed. Her husband fixes what he can, if it is something that is structural, Mr. Litweiller has to pay for. If it is something other than structural, we have to pay for. Mr. Kempf stated that with rent and maintenance, we are paying roughly \$55,000 a year for the current Health Department building. Ms. Aggertt stated that the Health Department Board is open to the concept of moving. Any renovations to a building would have to be done to the standards set by State and Federal laws. She asks who would be responsible for paying for those renovations- the County or the Health Department? Mr. Jording stated that is the County's responsibility to provide a place for all county facilities. He stated they can figure out who pays once we figure out where we are going. Price per square foot is not out of line for the Roanoke building, it's just a big building. The empty space does not bother him as we can always renovate it to fit our needs. Mr. Kempf stated that he felt it was a good idea to spend the \$2,000 to see if they could renovate the building to fit the Health Department instead of spending \$500,000 and finding out it would not work. There was a short discussion if some of the shop space would need to be used for office space and it was determined that it would not need to be used. Mr. Tolan stated that there are several big shop doors that are worth at least \$35,000 in the shop. Ms. Aggertt stated that the company chosen to do the design work, Architectural Design Group, is a company that does health care design and knows the laws that govern what needs to be done. She stated that they question what other areas will be used for. Mr. Kempf asked the Highway Engineer, Lindell Loy, about using the shop area of the building. Mr. Loy stated that he has looked at the floor plan, but has not been in the building. He felt that it would not work for the Highway Department to have to go back and forth between two buildings. Mr. Streid stated that it would be tough, as no matter what you needed, it would never be at the building you needed it at. Ms. Aggertt also brought up the need for the Health Department to have fiber connections – VPN connections. Mr. Jording stated that since the Health Department currently doesn't have VPN connections, that is irrelevant. It would have to be installed no matter where the Health Department goes. Mr. Hill inquired if we have a third option. Mr. Kempf stated that we can renegotiate our current rental agreement. We can purchase the current Health building, but that doesn't look that will happen as the owner and the County are too far apart on price. We can purchase Roanoke, which isn't perfect, but is the easiest option for now. He has a real estate agent who is scouring the county for commercial buildings that are for sale. He feels that spending \$2,000 is a good option to see if moving forward with this building. And he stated that last option would be for us to build a building. We do own property, but the property is not big enough and he is in favor of selling the property. Mr. Hill stated that he would like to move away from renting. He stated that if we can't negotiate a better deal, then look at Roanoke. He agrees that spending \$2,000 to find out if it is a viable option and a good idea. We are always needing more space. Mr. Tolan stated that it would make it easier if the Highway Department could use part of the Roanoke building. However, he stated that the easy option is not always the best option. He is on board with spending the \$2,000 to see if the building in Roanoke would work. Mr. Streid agrees that the \$2,000 is a good start, as we may find out it is too costly. Mr. Jording stated that he feels it would cost about \$150,000 to get Roanoke where we need it. The building is cheap per square

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foot. He likes moving the Health Department to Roanoke as that is more centrally located than Eureka is. However, if you take the purchase price, plus the renovation cost for Roanoke, then we are right at the same spot as the Eureka building. He questions if the Board would be willing to pay \$2,000 to see if Roanoke could work, as he stated some Board members are sending out mailers saying they would not pay for a new Health Department. Mr. Glazier stated our options are limited. He doesn't have a problem spending the \$2,000. Ms. Aggert stated that there are not too many options out there, and would like to see what the full Board thinks before we even spend the \$2,000. Mr. Tolan stated that looking at what the owner of the current Health Department building wants to purchase it, and looking at the Roanoke building plus renovations of it, they are about equal if you look at the \$58,000 we are spending yearly for the current building, or possibly cheaper with the Roanoke building. Mr. Glazier recommends that the committee send a unanimous vote to spend the \$2,000 to the Board, and send a message that the committee approves it. Mr. Streid and Mr. Hill think that sending it to the full Board is a good idea. Motion to send to the Board a recommendation to spend the \$2,000 made by Jording, seconded by Hill. *Motion passed.*

10. Budget

11. Other

Ms. Breyman reported that she has passed the first HR class. Class number two starts next week.

Ms. Harms reported that she has heard from American Legal. They have started the codification project on December 6. They are working on the draft, and they are not sure when the draft will be completed, but should have it done by June 6th.

12. Executive Session (if necessary)

13. Any action coming out of Executive Session

14. Adjournment

Motion made Jording to adjourn, seconded by Tolan. *Motion passed.*

Meeting adjourned at 5:24 PM.

Submitted by: Deb Breyman



Bryant Kempf, Chairman
County Offices

3-13-18

Date