

LIVINGSTON COUNTY BOARD
MINUTES OF October 13, 2016 MEETING OF THE COUNTY BOARD
(Revised)

OPENING

Chairman Fannin called the meeting to order at 6:00p.m., in the County Board Room of the Historic Courthouse, 112 W. Madison, Pontiac, Illinois.

The invocation was provided by Corinne Blissard from the St. Paul Lutheran Church in Forrest. Kelly Cohlman led the Pledge of Allegiance.

The clerk called roll with the following **present:** Kathy Arbogast, Jason Bunting, James A. Carley, Mark Runyon, William Mays, Daryl N. Holt, Stanley R. Weber, John “Jack” Vietti, David W. Heath, John L. Yoder, Kelly Cochran Cohlman, Tim Shafer, G. Michael Ingles, Bob Young, Paul A. Ritter, Carolyn Gerwin, William G. Flott, Vicki Allen, Marty Fannin and William H. Peterson **Absent:** Justin Goembel, Robert F. Weller, Joseph D. Steichen, Ronald L. Kestner

Also Present: County Clerk-Kristy Masching, Administrative Resource Specialist-Alina Hartley, Public Health Department Administrator-MaLinda Hillman, Treasurer-Barb Sear, Human Resources Specialist-Linda Daniels and Zoning Administrator-Chuck Schopp

AGENDA

Chairman Fannin called for approval of the agenda as presented. *Motion by Young, second by Runyon to approve the agenda as presented.* **MOTION CARRIED ON UNANIMOUS VOICE VOTE.**

APPROVAL OF MINUTES

Chair Fannin noted that the September 15 meeting minutes would be presented for approval at the November 17, 2016 meeting.

PRESENTATION

None

APPEARANCES

None

CONSENT AGENDA

- A. Approval of Bills
- B. Appointments:
 - a. **Mark Travis** – Emergency Telephone System Board
 - b. **Dee Woodburn** – Regional Planning Commission Reappointment, four-year term commencing October 17, 2016 and ending October 16, 2020.
 - c. **Eddie Hoerner** – Regional Planning Commission Reappointment, four-year term commencing October 17, 2016 and ending October 16, 2020.

Chairman Fannin called for approval of the consent agenda. *Motion to approve the consent agenda by Ritter, second by Bunting.* **MOTION CARRIED ON ROLL CALL VOTE.** **Ayes:** Arbogast, Bunting, Carley, Runyon, Mays, Holt, Weber, Vietti, Heath, Yoder, Cohlman, Shafer, Ingles, Young, Ritter, Gerwin, Flott, Allen, Fannin and Peterson **Nays:** None **Absent:** Goembel, Weller, Steichen and Kestner

HIGHWAY

Committee Chairman Daryl Holt noted that there were no action items. He did state that interviews had been held with three candidates for the Maintenance Supervisor position with one of the candidates accepting the position.

AG & ZONING

Agreement: Diegan & Associates - Committee Chairman Flott commented that Diegan and Associates had provided environmental/solid waste landfill consulting services to the county for many years and that the Committee had unanimously recommended continuing this work with them. Zoning Administrator-Chuck Schopp noted that the only change in this agreement was that it included a \$3/hr. raise for two primary staff members who have worked on our county's issues for many years. *Motion by Flott, second by Holt to approve the agreement with Diegan and Associates.* **MOTION CARRIED ON ROLL CALL VOTE. Ayes:** Arbogast, Bunting, Carley, Runyon, Mays, Holt, Weber, Vietti, Heath, Yoder, Cohlman, Shafer, Ingles, Young, Ritter, Gerwin, Flott, Allen, Fannin and Peterson **Nays:** None **Absent:** Goembel, Weller, Steichen and Kestner

Other items of interest –Chuck reported that regarding the Zoning Text Amendment for extending the WECS moratorium, the ZBA has conducted a public hearing and are recommending that the County Board be allowed to make the decision whether to extend the moratorium or not at their November meeting. With regards to the review of the Zoning Text Amendments to the ordinance, he said that they had finished up the closing statements and comments. The ZBA is at the point where they are discussing proposals and recommendations within their group. They have scheduled additional meetings for further discussion and if all goes well, to formalize their recommendations into their completed document for presentation to the County Board at their November meeting. Discussion followed. It was noted that there has to be thirty days from the time the ZBA is finished with the document before the board can take action on it. The Board may have to consider having a special meeting in order for the current members to take action on the amended ordinance prior to the end of their term, which ends on November 30.

FINANCE

Resolution (#2016-10-42) Community Healthcare Program – Public Health Director-MaLinda Hillman was present to request continued funding of the Community Healthcare Program for FY 2017. She explained that the program was the same, and that the fees charged are based on a sliding fee scale with the minimum fee waived under hardship situations. They currently serve seventy unduplicated individuals. On the Home Service Program, 59% of the participants have incomes below \$20,000., with 20% of the participants in the Home Nursing Program having incomes less than \$20,000. Hillman reported that the average age of 60% of the participants in the Home Service Program is 80 years or more, and that the average age of 39% of those participating in the Home Nursing Program was 80 years or more. *Motion by Cohlman, second by Shafer to approve funding of the Community Healthcare Program for FY 2017.* **MOTION CARRIED ON ROLL CALL VOTE. Ayes:** Arbogast, Bunting, Carley, Mays, Holt, Weber, Vietti, Heath, Yoder, Cohlman, Shafer, Ingles, Young, Ritter, Flott, Allen, Fannin and Peterson **Nays:** Gerwin and Runyon **Absent:** Goembel, Weller, Steichen and Kestner

Resolutions (#2016-10-43 - #2016-09-46): Authorizing Sale of Property for Back Taxes – Treasurer Sear presented information on four (#2016-10-43, PIN# 25-25-03-453-011, IG Twp.), (#2016-10-44, MH PIN#12-12-900-140, Emington), (#2016-10-45, PIN# 02-02-07-301-001, Newtown Twp.), and (#2016-10-46, PIN#25-25-03-453-027, IG Twp.) of eight parcels purchased through the County Trustee's sealed bid auction held on September 9, 2016. She noted that Board approval would finish the process on these transactions and put the parcels back on the real estate tax roll. *Motion by Shafer, second by Cohlman to approve the resolutions authorizing the sale of property for back taxes.* **MOTION CARRIED ON ROLL CALL VOTE. Ayes:** Arbogast, Bunting, Carley, Runyon, Mays, Holt, Weber, Vietti, Heath, Yoder, Cohlman, Shafer, Ingles, Young, Ritter, Gerwin, Flott, Allen, Fannin and Peterson **Nays:** None **Absent:** Goembel, Weller, Steichen and Kestner

Presentation of FY 2017 Budget and Levies – Committee Chairman Shafer noted that the proposed budget would be presented for display for thirty days, with final action taking place in November. Finance Resource Specialist John Clemmer commented on the FY 2017 Budget and Levies and presented two hand-outs (Proposed Draft Budget and a Summary) for the members to review. He stated that the three goals of the committee were to hold the tax levy at the current rate for the county, cap the limit on the Pontiac Host Fund to \$2 million in expenses/transfers and make prudent decisions regarding expenses to maximize efficient funding of expenses. Factors taken into consideration in determining parameters to be used during the budget process were: slight increase in EAV of about 2%; State and other revenues are anticipated to remain at current levels; fees and assessments remain flat at this time; and a slight increase in health insurance premiums of about 2.2% (14% last

year). Clemmer explained that in reviewing all the department budgets, non-personnel expenditures were flat-lined as much as possible. John reported the following items regarding the proposed FY17 Budget for the General Fund: estimated revenue at \$9,217,841; includes a total transfer in of \$1,995,779 from the Pontiac Host Fund to fund General Fund (\$1,370,019), capital expenditures (\$353,260) and the Enterprise Zone Fund (\$272,500); transfer in from Charge for Services of \$586,693; and transfers out of \$40,000 for Social Security and IMRF); with an expenditure projection of \$11,134,553. The Board Contingency line was increased by \$60,000 due to a large number of costs that are variable.

Other Funds – John noted that the expenses for the ETSB assessment, Livingston County Soil and Water Conservation District, and the Odell tower have been moved from the Enterprise Zone Fund to the Pontiac Host Fund. There is a budgeted amount in the Pontiac Host Fund of \$1,960,000 for a possible early retirement plan. Building Construction and Renovation is the new name for the Construction Fund/Liv Manor Fund. There is \$1 million budgeted in the BC&R Fund for demolition of Livingston Manor. The Enterprise Zone Fund includes a new budgeted line item of \$1.5 million for Economic Development. As part of the new Purchasing Policy, a new Vehicle Fund with a budgeted amount of \$314,000 has been established for fuel, vehicle maintenance, and vehicle purchases. These costs were previously included in department budgets in the General Fund. Discussion highlights follow. Clemmer stated that the \$1.5 million budgeted for Economic Development was new funding and didn't include funding for Caterpillar expenses. It was noted that this money was budgeted with no plans at this time to spend unless an opportunity came along for an economic development project with a reasonable return on investment (ie: increased jobs and taxes), then the money would be available. Areas having significant funding incentives readily available are more apt to attract businesses to their locations. The money will not be expended for a project until it has been brought before the County Board for approval. There is a potential for all or part of this money to be spent with the balance remaining in the Enterprise Zone Fund. The Enterprise Zone Fund could be close to depletion due to the Caterpillar grant agreement, if it wasn't subsidized with funds from the new Building Construction and Renovation Fund (formerly Construction Fund/Livingston Manor Fund). Clemmer noted that as a county, we spend about \$31 million, with the General Fund budgeted disbursements amounting to about \$11 million. *Motion by Shafer, second by Ritter to approve putting the FY17 Budgets and Levies on display.* Discussion followed. Gerwin commented that she would be voting against it because she felt there were other areas where cuts could be made and regarding the Economic Development Fund, would like to see a comprehensive plan and much public input. **MOTION CARRIED ON ROLL CALL VOTE. Ayes:** Arbogast, Bunting, Carley, Mays, Holt, Weber, Vietti, Heath, Yoder, Cohlman, Shafer, Ingles, Young, Ritter, Flott, Allen, Fannin and Peterson **Nays:** Runyon and Gerwin **Absent:** Goembel, Weller, Steichen and Kestner

ADMINISTRATION

Resolution (#2016-10-47) Approving Intergovernmental Agreement for Joint Authority Board – Chairman Fannin explained that this resolution would approve the agreement which would take ETSB out of the county's jurisdiction and become its own entity. Benefits to the county with this transfer include the following: 911/LivCom employees will no longer be county employees, but employees of the Joint Authority Board; county will no longer be paying for their IMRF; and services the county has provided for free to the ETSB (ie: payroll, HR and legal services) will now be reimbursed to us. Mike Ingles provided some of the history leading up to the creation of the Joint Authority Board. Ingles stated that with the implementation of SB96, a certain level of consolidation of the dispatching units was required in order to reduce duplication of services and expenses. In order to reach out to other dispatch centers outside of Livingston County, such as the City of Streator and in order to become a regional center, the center couldn't be tied to Livingston County. The new Joint Authority Board will be comprised of members from Livingston County and the City of Streator, with the hope of adding more members from other areas in the future. *Motion by Fannin, second by Arbogast approving the Intergovernmental Agreement for a Joint Authority Board contingent upon final attorney review and approval.* **MOTION CARRIED ON ROLL CALL VOTE. Ayes:** Arbogast, Bunting, Carley, Mays, Weber, Vietti, Heath, Yoder, Cohlman, Shafer, Ingles, Young, Ritter, Gerwin, Flott, Allen, Fannin and Peterson **Nays:** Runyon **Absent:** Goembel, Weller, Holt (left at 6:32 pm), Steichen and Kestner

SHERIFF, JAIL & LICENSE

2017 Holiday Schedule - Committee Chairman Yoder reported that the committee recommended approval of the FY 2017 holiday schedule. It was noted that this is the same schedule that has been approved for several years

and is set by the court. *Motion by Yoder, second by Ingles to approve the FY 2017 holiday schedule.* **MOTION CARRIED ON UNANIMOUS VOICE VOTE.**

ELECTION, RULES & LEGISLATION

Chairman Vietti reported that at their committee meeting prior to the board meeting, they recommended approval of the following appointments: **Mark Travis** – Emergency Telephone System Board; **Dee Woodburn** – Regional Planning Commission; and **Eddie Hoerner** – Regional Planning Commission.

VETERANS

John Yoder (in the absence of Committee Chairman Joe Steichen) reported that they discussed the monthly report and approved the bills.

INFORMATION & TECHNOLOGY

Committee Chairman Vickie Allen stated that Jon Sear, the Network & Computer Systems Administrator reported that the server project is progressing. The last transfer will be the Time Zone Program and once that transfer is finalized, they will have consolidated six servers down to one. An advance purchase of paper was made with the remaining budgeted funds this fiscal year. Facebook usage was down with approximately 150,000 hits within the last two and a half months compared to the 140,000 in the previous month. She also noted that John Clemmer reported that the IT budget was in great shape for this fiscal year.

PUBLIC PROPERTY

Committee Chairman Mike Ingles reported that their committee had reviewed the results of the request for proposals for the Regions Bank Building, which the county owns. Proposals for leasing and or purchasing the building were solicited, with one response received back from one of the banks for \$100 per month for use of the drive up lanes. The response was rejected with the committee deciding to hold off on proceeding with any action on the building at this time.

PERSONNEL

Human Resources Specialist, Linda Daniels reported that they were continuing to work on the early retirement incentives and are currently analyzing the data and cost. **Health Insurance Update** - Daniels stated that they had received the health insurance renewal rates and were pleasantly surprised since the premium only increased by 2.2%. Two health insurance plans will be offered, one with a \$1,000 deductible and the other with a \$3,500 deductible. Both plans will include a wellness incentive which could reduce their deductible by \$500. The dental plan increased by 0.7%, and will include implant coverage. There were no changes in coverage or premium for the vision coverage. Open enrollment will be conducted on-line via the Navigator program and will run November 1-15. **FLSA Ruling** – Daniels reported that discussion was held on the new Fair Labor Standards Act ruling which affects the salary requirement for exempt status. She has been working with the State's Attorney's office on this as it affects one position within our county. **Employee Self Service Module** - Daniels stated that the Employee Self Service Module is up and running and after some minor tweaking, will be available for employee use in November. Employees will use this program for viewing their paycheck data, W2's, a message center and includes links to the Personnel Manual, IMRF and the Navigator.

LIVINGSTON COUNTY HOUSING AUTHORITY

Kelly Cohlman reported on the breakdown for the housing units at the St. James Place Housing Development. She noted that the Leader and WJEZ had also provided detailed information after the recent ribbon cutting ceremony and open house. Kelly noted that there were a total of twenty-six (1, 2 or 3 bedroom) units available. The housing is project based assistance and will accept applicants with Section 8 vouchers, but the assistance remains with the apartment and is not transferable. Veterans have preferential priority as well as Pontiac and county residents, state referral network applicants and Americans with disabilities. This development is considered a tax credit project. At this time, over half of the units have been filled with all of the residents thus far, coming from within our economic development area. She encouraged those who had questions, to contact the Housing Authority for more detailed information. Their next meeting is scheduled for Wednesday, November 16 at 1:00 p.m. at the Housing Authority office at 903 W. North Street in Pontiac.

RECREATION

There was no meeting.

PUBLIC COMMENT

None

Recess was held from 6:50-6:55 p.m.

EXECUTIVE SESSION

*Motion to go into Executive Session pursuant to 5ILCS 120/2 (c) (1) Personnel Matters was made by Young, second by Mays. **MOTION CARRIED ON ROLL CALL VOTE. Ayes:** Arbogast, Bunting, Carley, Mays, Weber, Vietti, Heath, Yoder, Cohlman, Shafer, Ingles, Young, Ritter, Gerwin, Flott, Allen, Fannin and Peterson **Nays:** Runyon **Absent:** Goembel, Weller, Holt (left at 6:32 pm), Steichen and Kestner*

Executive Session began at 6:55 p.m. Regular Session resumed at 7:04 p.m.

ACTION RESULTING FROM EXECUTIVE SESSION

*Motion by Young, second by Ingles to change the title of Administrative Resource Specialist to Executive Director, the Finance Resource Specialist to Finance Director and the Human Resources Specialist to Human Resources Director, with no increase in salary associated with the title changes. **MOTION CARRIED ON UNANIMOUS VOICE VOTE.***

COMMUNICATIONS/ANNOUNCEMENTS

Chairman Fannin announced that the next meeting was scheduled for November 17, 2016 at 6:00 pm, but could be tentative depending upon action of the ZBA.

ADJOURNMENT

*The meeting adjourned at 7:07 p.m., on motion by Vietti, second by Mays. **MOTION CARRIED WITH ALL AYES ON VOICE VOTE.***

Marty Fannin, Chairman

Attest:

Kristy A. Masching
County Clerk

November 17, 2016
Approved

Minutes Bd 10-13-16.A.R