

ANIMAL CONTROL COMMITTEE

MARCH 17, 2009

MINUTES

PRESENT: Novak, Vojas, Dragovich, Harding, Wiggins, Buzie Bertagnolli and Rob Wirth

ABSENT: Pomatto and Quarton

AGENDA:

Tour the Springfield Animal Control facility

The Committee met at the Highway Department at 9:00 a.m. to tour the Springfield Animal Control facility. Committee Chairman Novak reported that it was a very informative and insightful tour.

The tour will be discussed at the next Animal Control Meeting.

The tour ended at 11:45 a.m.

Prepared by: Char Taylor

Prepared on: 03-17-09

LEGISLATION AND TECHNOLOGY COMMITTEE MEETING

MARCH 17, 2009

MINUTES

PRESENT: Pratt, Schwallenstecker, Bacon, Dragovich, Quarton, Wieseman, John Bresnan, Robert Vercoglio and Dana Wagner

ABSENT: Pomatto

AMENDED AGENDA:

1. Interviews for the Supervisor of Assessments position will be done alphabetically according to last names.
2. Other Business

The meeting was called to order by Committee Chairperson Pratt at 6:00 p.m.

The following applicants were interviewed for the position of Supervisor of Assessments.

John Bresnan
110 N. Hanover
Moweaqua IL 62550

Bob Vercoglio
12168 Deer Road
Palmyra, IL 62674

Dana Wagner
1115 F.S. Road
Medora, IL 62063

The Committee Members were given a handout, "Suggested Questions for Interviewees for Supervisor of Assessments" which was completed by Board Chairman Manar. This was very helpful to the Committee Members, and a copy is attached. After the interviews were completed, the three applicants were discussed at length. The following motions were made:

MOTION: Motion was made by Quarton, seconded by Bacon, to request the Sheriff's Department to run a background check on the three candidates. All in favor, **Motion Carried.**

MOTION: Motion was made by Schwallenstecker, seconded by Wieseman, to recommend to the full Board that, pending the results of the background check, John Bresnan be hired for the position of Macoupin County Supervisor of Assessments. All in favor, **Motion Carried.**

The meeting adjourned at 7:45 p.m.

Prepared by: Char Taylor
Prepared on: 03-20-09

Suggested Questions for Interviewees for Supervisor of Assessments:

Background

Please provide us with a little personal background that would help the Committee understand why you chose to pursue Assessing.

Do you have all of the certification necessary to serve in the position? If not, how long would it take you to get the proper certification?

Experience

Do you have experience working with any other counties in their Assessors office?

Are there any specific accomplishments that you have achieved that the committee should be aware of in terms of your past assessing work?

Much of the work involves communicating with the Department of Revenue. What experience do you have in working with the Department of Revenue?

What experience do you have in managing a budget? In other words, the County Board relies on the Supervisor of Assessments to manage the budget for the office. What experience do you have that would help you do this?

Unassessed Property

Macoupin County has faced problems making sure that new construction, especially in Brighton and Bunker Hill townships, is being assessed. What suggestions do you have to make sure township assessors submit assessments in a timely fashion on new construction?

Follow up: do you feel that if the county assessors office has to make an assessment that the county should charge the township for the service?

In what ways do you think the office could better communicate with Township assessors to make sure that the County has accurate assessments of property?

Managing Staff

The Supervisor of Assessments manages part time staff and three full time staff. How would you describe your management style?

The staff also serve under the provision of a contract with AFSCME, do you have any management experience with union employees?

Do you think it is important that the staff receive continuous training on computer programs and assessing practices?

GIS

What experience do you have with operating a GIS system?

Follow up: Could you train the staff on how to operate the system?

Follow up: is this an area where you will need training?

Website

Some counties maintain a website database of all property parcels and corresponding tax bills. Is that something that you could help implement?

A lot of people are confused by their tax bill. In your opinion, is there something that we can develop on our website to help educate the public on how to better understand their tax bill?

Salary/Benefits

Knowing that the position is a full time position, what salary range are you looking for?

Would you want full benefits including IMRF, health insurance and life insurance?

Plat Officer

Our former Supervisor of Assessments also served as the County's Platt officer. If hired, could you serve in the capacity as Platt Officer or would you need additional training?

Follow up: Do you think the Platt Officer position and the Assessors position should be the same person or should those duties be separated between two different people?

Other

Do you have any other ideas for how we can improve our office and better serve the public?

LEGISLATION AND TECHNOLOGY COMMITTEE

MARCH 30, 2009

MINUTES

PRESENT: Pratt, Schwallenstecker, Bacon, Dragovich, Pomatto, Quarton, Wieseman and Cindy Shaw

AGENDA:

1. An interview for the position of Supervisor of Assessments
2. Discuss the position of the Supervisor of Assessments
3. Other Business

The meeting was called to order at 6:00 p.m. by Committee Chairperson Pratt.

The Committee interviewed Cindy A. Shaw, CIAO, from Pittsfield, for the position of the Supervisor of Assessments. The Committee Members interviewed Ms. Shaw at length.

Committee Member Schwallenstecker reported his findings regarding the reference checks of the candidates for the Supervisor of Assessments position. Schwallenstecker had contacted three references for each, and the results were excellent with no negative findings.

Committee Chairperson Pratt then reported the findings of the background checks as well.

The Committee then discussed the candidates, and the following motions were made:

MOTION: Motion was made by Schwallenstecker, seconded by Wieseman, to rescind the motion that was made at the Legislation and Technology Committee Meeting held March 17, 2009, regarding the position of the Supervisor of Assessments position. That motion was made by Schwallenstecker, seconded by Wieseman, to recommend to the full Board that, pending the results of the background check, John Bresnan be hired for the position of the Supervisor of Assessments. All in favor, **Motion Carried.**

MOTION: Motion was made by Wieseman, seconded by Pomatto, to direct County Board Chairman Manar to interview and negotiate salaries with the candidates for the Supervisor of Assessments position. All in favor, **Motion Carried.**

LEGISLATION AND TECHNOLOGY COMMITTEE

MARCH 30, 2009

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Committee Chairperson Pratt then informed the Committee that the Resolution which was approved March 10, 2009, failed to include the retroactive pay for the Plat Officer. After discussing the matter, the following motion was made:

MOTION: Motion was made by Pomatto, seconded by Wieseman, to recommend to the full Board the approval of paying the Plat Officer a stipend of \$200.00 per month retroactive pay as of January 1, 2009. All in favor, Motion Carried.

The meeting adjourned at 7:30 p.m.

Prepared by: Char Taylor

Prepared on: 04-01-09

EXECUTIVE COMMITTEE MEETING

APRIL 6, 2008

MINUTES

PRESENT: Manar, Bacon, Goodman, Lux, Pomatto, Pratt, Watson and County Clerk Zippay

ABSENT: Thomas, Coatney and Novak

AGENDA:

- a. Review and Approve Agenda for the April 2009 County Board Meeting
- b. Review Employee Timesheets

The Meeting was called to order by Committee Vice-Chairperson Bacon at 6: 00 p.m. Bacon then turned the meeting over to County Board Chairman Manar.

Board Chairman Manar and the Committee Members reviewed and discussed all items for the April 2009 Agenda for the County Board Meeting.

MOTION: Motion was made by Goodman, seconded by Pomatto, to approve all items for the April 2009 Agenda for the County Board Meeting in addition to any items from outstanding committee meetings. All in favor, **Motion Carried.**

Board Chairman Manar and the Committee Members discussed the appointment of Daniel Bates to the Job Center Board as of May 13, 2008, and the following motion was made:

MOTION: Motion was made by Pratt, seconded by Bacon, to direct County Board Chairman Manar to send a letter to Mik Arnett regarding the appointment of Daniel Bates to the Job Center Board as of May 13, 2008. All in favor, **Motion Carried.**

EXECUTIVE COMMITTEE MEETING

APRIL 6, 2009

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The Committee discussed the Mt. Olive Area Ambulance Service agreements pending before the Emergency Management Committee.

Copies of the non-union employees' timesheets were distributed, discussed and the following motion was made:

MOTION: Motion was made by Watson, seconded by Lux, to accept the non-union employees' timesheets as submitted for February and March 2009. All in favor, Motion Carried.

The meeting adjourned at 6:50 p.m.

Prepared by: Char Taylor

Prepared on: April 7, 2009

REPORT OF ROAD & BRIDGE COMMITTEE MEETING – APRIL 7, 2009

PRESENT: Goodman, Novak, Nichelson, Pomatto, Vojas, Wieseman, Chairman Manar and Reinhart.

PURPOSE OF THE MEETING: Audit March claims and other business.

The meeting was called to order at 9:05 a.m..

Claims 6424 through 6466 totaling \$ 82,984.31 were read and approved.

PETITIONS:

The following 50/50 project petitions were presented:

<u>Project</u>	<u>Cost</u>	<u>County Share</u>
Barr # 32	\$ 2,500.00	\$ 1,250.00
Brushy Mound #16	35,000.00	17,500.00
Dorchester #29	7,500.00	3,750.00
Dorchester #30	11,000.00	5,500.00
Hillyard #48	3,000.00	1,500.00
Hillyard #49	1,500.00	750.00
Honey Point #33	5,000.00	2,500.00
North Otter #43	3,000.00	1,500.00
North Palmyra #21	22,000.00	11,000.00
Polk # 33	12,000.00	6,000.00
South Palmyra #29	4,000.00	2,000.00

MOTION: Made by Nichelson, seconded by Novak to approve the petitions and recommend passage by the full board. All in favor. Motion Carried.

APPROVED AND RECOMMENDED:

The Committee reviewed the results of the County's MFT oil and patch letting held March 26, 2009. The oil bids are up 25.2% over last year and 19.4% over the estimates. The patch bid is up 26.5% over last year and 37.8% over the estimate. Reinhart reported that the suppliers he has talked to are expecting prices to stay steady or rise through the year.

MOTION: Made by Novak, seconded by Wieseman to accept the bids and recommend awarding contracts to the low bidders.. All in favor. Motion Carried.

An agreement with Hutson & Associates for right-of-way consulting services was considered. Hutson and Associates has been performing right-of-way services for the highway department for the last three years. This agreement would be a renewal of their existing agreement.

MOTION: Made by Pomatto, seconded by Vojas to approve the agreement and recommend passage by the full board. All in favor. Motion Carried.

DISCUSSION:

Reinhart updated the Committee on the Village of Sawyerville's drainage structure inquiry. The County Engineer met with an official of the village to inspect the culvert. Reinhart sized the culvert and gave the village an estimated replacement cost. The project could be a 50/50 project if Sawyerville is eligible.

Summer help was discussed and the following motion was made:

MOTION: Made by Wieseman, seconded by Nicholson to hire no seasonal help this year. All in favor. Motion Carried.

The committee discussed the sale of the Highway Department property at 220 N. Oak Street and the cost to replace the storage facilities and salt shed at that location. Chairperson Goodman presented information on the cost of a new storage building. Reinhart provided information on the cost of a salt building. An appraisal of the 220 North Oak St. property will be necessary before any decision on selling the property can be made. The appraisal is estimated to cost \$2,000. The following motion was made:

MOTION: Made by Vojas, seconded by Wieseman to request approval from the Board to proceed with an appraisal of the 220 North Oak St. property. All in favor. Motion Carried.

The federal stimulus funds available to the County through the American Recovery and Reinvestment Act (ARRA) were discussed at length. The County has been allotted \$598,281 in ARRA funds. These funds are to be used by the County and municipalities under 5,000 population for eligible surface transportation projects. The division of the funds is at the discretion of the County. Many counties are using their full allotment on a single county highway project. Chairman Manar presented a preliminary proposal that would include eligible municipal projects in order to distribute the stimulus funds more evenly throughout the County. Currently, the eligibility requirements make the municipalities' use of the money difficult. Chairman Manar expects some of these requirements to change.

MOTION: Made by Novak, seconded by Nicholson to approve a resolution directing the County Engineer to work with the Illinois Department of Transportation to explore ways to make a portion of the County's ARRA allotment more available to municipalities with populations under 5,000. All in favor. Motion Carried.

Chairman Manar led a discussion about increasing the number of employees in the Highway Department. The new employees would be part of the maintenance crew. Adding an additional employee would cost the highway department approximately \$63,000 in salary and benefits. Reinhart indicated that would be difficult to absorb in the budget with the current revenue. Chairman Manar said he anticipates that Motor Fuel Tax (MFT) revenue will increase in the near future. Reinhart was instructed to research how an increase MFT funds would affect the budget and how it could provide the funds needed for new employees.

The meeting was adjourned at 11:20 a.m..

Prepared by: Tom Reinhart

EMERGENCY MANAGEMENT COMMITTEE MEETING**APRIL 7, 2009****MINUTES**

PRESENT: Lux, Belim, Dragovich, Long, Quirk, Zippay, Joan and Art Schoen, States Attorney Moreth, Aaron Bishop, Jim Pitchford, Stanley Krushas and Attorney Jim Sinclair

ABSENT: Nicholson, Thomas and Zirkelbach

AGENDA:

1. Mt. Olive Area Ambulance Service
2. Intergovernmental Agreement with City of Litchfield and Gillespie/Bend Ambulance Service.

The meeting was called to order at 10:30 a.m. by Committee Chairman Lux who turned the meeting over to Jim Pitchford. Pitchford introduced Stanley Krushas of IEMA Regional Office in Collinsville who gave the committee an update in the process to find assistance for the Bend School System.

The Bend elementary school was discovered damaged on Saturday, March 28 by employees. Preliminary damage assessment was done on Sunday March 29 by engineer, architects, school employees and Emergency Management Officials. On Monday, March 30th, IEMA Stan Krushas and Jim Pitchford Macoupin County EMA met to tour the facility and do a secondary assessment. Request for assistance was made to the IEMA and the state Board of Education along with a request to the American Red Cross for assistance food and drinks for the latchkey program being set up in Gillespie.

On Friday, School, City, County and State Officials met for a process review and update meeting and several issues were discussed and resolved. On Tuesday, April, 2009, Jim Pitchford, Stan Krushas, Mayor Matt Turcol and Supt. Paul Skeans met to discuss future needs and unmet needs of the City and the School District. The Disaster Declaration was prepared, signed and sent to the State of Illinois from Bend and the Macoupin County Government. A news release was sent by County Board Chairman Manar to the local media explaining the current situation.

Stanley Krushas of IEMA discussed the request for portable storage containers and the availability of the containers in Springfield and Georgia. Mr. Krushas advised the committee of the avenues the School District could approach for grants and low interest loans. Representative Phil Hare was meeting with the School Superintendent to discuss future funding of the rebuilding of the school. Estimated cost for the school replacement

EMERGENCY MANAGEMENT COMMITTEE**APRIL 7, 2009****PAGE -2-**

is at \$22 million dollars. Committee Chairman Lux thanked Mr. Krushas for his report and Mr Krushas left the meeting to return to Collinsville Regional Office of IEMA.

Jim Sinclair , attorney for the Mt. Olive Special Taxing District and States Attorney Vince Moreth discussed the many issues involved with transferring the funding and assets from the old district to the new service providers.

A discussion was held regarding the Macoupin County Special Service Area #1, and the following motion was made:

MOTION: Motion was made by Bellm, seconded by Dragovich, to recommend to the full Board the approval of joining into two separate agreements to resolve the service provider issue for the Special Taxing District. An intergovernmental agreement with the City of Litchfield to provide coverage for Interstate 55 and all property to the east for a 64.5% share of the revenue generated by the Special Taxing District #1 and a contractual agreement with the Not-for-Profit group that run the Gillespie-Benld Ambulance Association to provide coverage to the west of Interstate 55 to receive 34.5% of the funds generated and the remaining 1% to be retained by the County of Macoupin for use by the County in the event one of the ambulance districts dissolves or desires to no longer become part of the district. All in favor, **Motion Carried.**

The meeting adjourned at 11:45 a.m.

Prepared by: Char Taylor
Prepared on: April 8, 2009

LEGISLATION AND TECHNOLOGY**APRIL 10, 2009****MINUTES**

PRESENT: Manar, Pratt, Schwallenstecker, Bacon, Dragovich, Quarton
and Wieseman

ABSENT: Pomatto

AGENDA:

1. Discuss the candidates and salaries for the Supervisor of Assessments position.

The Committee Members, Board Chairman Manar and Committee Chairperson Pratt discussed the final two candidates, which were unanimously agreed upon, for the Supervisor of Assessments position. After the discussion, the following motion was made:

MOTION: Motion was made by Schwallenstecker, seconded by Wieseman, to recommend to County Board Chairman Manar to offer John Bresnan a salary of \$49,000.00 annually for the Supervisor of Assessments position. The salary will be reviewed September 2009. In addition, Board Chairman Manar offer John Bresnan \$200.00 per month for mileage and four (4) weeks vacation per year. The vacation must be taken no more than two (2) weeks at a time. All in favor, **Motion Carried.**

The meeting adjourned at 8:45 a.m.