

## PLANNING AND SUBDIVISION COMMITTEE MEETING

May 8, 2012

### MINUTES

**PRESENT:** Bacon, Gay, Goodman, Kiel, Bill Nichelson, Schwallenstecker, Carl Nail-Nail Land Surveying, and Jeanette Baker

**ABSENT:** Wiggins

### AGENDA:

#### 1. Minor Subdivision (2 lots)

The meeting was called to order immediately following the County Board Meeting at 2:45 P.M. by Committee Chairperson Bacon. Bacon stated that this is a rather hurried meeting, and it does not follow the guidelines in the ordinance. She stated that there is a bit of urgency here otherwise it could take a month or so. Bacon said that the committee has not met for a year or two; she asked Nail if there were any major or minor subdivisions. Nail said that the major reason is because of the economy.

Bacon asked that when landowners ask to do a five acre tract if it is taken care of in the assessor's office. Nail said yes it falls under the Plat Act affidavit where they don't have to go through the subdivision committee in such a case.

Gay asked if this applies strictly for sub-division development. Reinhart stated that it's any division of land five acres or more and it can't have a new easement of access, otherwise it goes back to being sub-division. You can split off five acres, as long as you don't create an easement, and you can do a one time, less than five acres, if that parcel existed before 1973 according to Reinhart.

Carl Nail said that we would be creating a tract that is less than five acres in this case, and we don't have the one time exemption to do the less than five acre tract. Mike and Michelle Streeb (property owners) have nine acres located by the Staunton County Club entrance, there is a large historic two story house which is on the market and they think they have a buyer for it. The Streeb's want to build a new house on Lot 2 (on the attached drawing); Reinhart asked what the urgency is in this case to ask for action so quickly? There is supposed to be a pre-conference meeting with the plat officer, which Reinhart says he assumes is the supervisor of assessments.

Nail said the urgency on their (landowner) end is that they have a buyer for the house; they want to get the property divided up. Nail said that Chairperson Bacon was gracious enough to let him meet with this committee after the county board meeting at no cost to the County.



Reinhart stated that he has a waiver permit plan if there is no improvement, if the committee wishes to waive that prior to the approval, and it still would have to go before the full board for final approval.

Schwallenstecker stated that the county health department has to check the sewer and do soil samples and that all such items have to be approved before coming to this committee.

Schwallenstecker stated that we have new members on the committee and recommended that they get a copy of the subdivision ordinance for them to review. Reinhart stated that the ordinance is also posted online at the county's website.

Nail wanted to know if it is possible for him to submit an improvement waiver letter to Tom Reinhart, and then hand deliver the form to the health department and to Aaron Bishop with E911 for them to sign off on. Nail said otherwise he would follow the direction of the committee on how to move forward.

Schwallenstecker stated that he has a whole month before it would be presented before the County Board, which should give Nail time to get everything organized before coming back to the committee for proper action.

**The committee agreed not to take any action at this time.**

The committee stated that Nail would have to come back to this committee for final approval once all the other requirements have been signed off on.

The committee decided to meet on the regular meeting date according to the ordinance (the fourth Wednesday of the month) which would be May 23<sup>rd</sup> at 10:00 a.m.

Bacon adjourned the meeting at 3:01 p.m.

Prepared by Jeanette Baker



## **PLANNING AND SUBDIVISION COMMITTEE MEETING**

**May 23, 2012**

### **MINUTES**

**PRESENT:** Bacon, Gay, Goodman, Kiel, Schwallenstecker, Carl Nail-Nail Land Surveying, Craig Bussmann-County Health Department, Aaron Bishop-Macoupin County E-911 and Jeanette Baker

**ABSENT:** B. Nicholson, Wiggins

### **AGENDA:**

#### **1. Minor Subdivision (2 lots)**

The meeting was called to order by Committee Chairperson Bacon at 10:00 a.m. She then turned the meeting over to Carl Nail of Nail Land Surveying to present.

Carl Nail stated that this is a 2-lot minor subdivision for Mike and Michelle Streeb, located on the west side of Route 4 just north of Staunton County Club. The reasons for this request is there is an existing house located on lot 1 that is for sale; the Streeb's want to retain Lot 2 to build a new house on and to comply with the subdivision code, since less than five acres are being split. Carl Nail stated that after the last Planning and Subdivision meeting, he contacted the Platt Officer, Sherri Moreth, and filled out the subdivision application form and paid the \$400.00 fee. Nail said that Moreth distributed the information to all parties concerned, and now we are to the point of being ready for comments and approval from the county board.

Schwallenstecker asked what the size of lot 2 is. Carl Nail said it is basically 1.5 acres, with road frontage of 149 feet; then narrows down to the 125 feet in the back. The back of that lot goes into a ravine, so there's gravity flow for a septic system to dump into; also there is a natural swell behind all this property.

Aaron Bishop-Macoupin County E-911 Coordinator, asked if Lot 1 would retain the current address, and if Lot 2 would be addressed off of Route 4. Carl Nail said yes. Bishop asked how is this in relation to Terry Mosser; Carl Nail stated that Mosser is just north of lot 2; he has a long driveway that goes between the trees. Bishop asked if that driveway goes thru this lot 2, and if so is there is an easement? Nail said no, Mossers's property is north of Lot 2. Bishop stated that according to website, and the way they have it slotted out, this Lot 2 actually goes farther north. Nail said that there was some land swapping between the Streeb's and the Mossers and probably has not been updated. Nail said that they swapped some ground up front for some ground in the back.

Carl Nail stated that he faxed Tom Reinhart- County Engineer, a waiver for improvement plans for the subdivision ordinance and has not heard back from him. Nail said that he



didn't think Tom Reinhart would have any issues with that since its all frontage on Illinois Route 4.

Kiel asked if he had gotten hold of the Soil and Water Conservation representatives; Nail stated that he left it up to Craig Bussmann for approval of septic systems.

Bussmann stated that he went and looked at it this morning, the area is pretty flat, it's white chalky soil. Bussmann said that he seriously doubt that laterals will work, probably will have to put in an aeration system and probably some kind of a lateral field behind it.

Kiel asked if he was doing that for Public Health, Bussmann said yes, and Kiel also asked if he was doing it for Soil and Water; and if Soil and Water have to sign off on this. Nail stated that he does not have to sign off on anything for the final plat. Kiel asked if he has to be notified, Nail said yes, if he is on the list. Kiel asked if he had been notified. Nail said that is the responsibility of Sherri Moreth (Plat Officer) to distribute to all parties.

Bussmann stated that Sawyerville's water line goes along this section of Route 4; the houses south of that location are on Sawyerville water so they will probably tap on the line there.

Kiel stated that since we haven't meet for quite a while, he just wants to make sure that we are contacting everyone and doing everything properly. Nail said that there is no certificate that goes on his drawing for the Soil and Water Conservation, but it's possible that Soil and Water might have to sign off on the county side. Kiel said that when they changed the ordinance, Soil and Water Conservation was part of the process he believed.

Nail asked Craig Bussmann if they do percolation test; Bussmann stated that they don't do that many of them; rather the Soil Conservation person has to do it. Bussmann said that it is required if you do a subsurface installation. Nail said that he will have a civil engineer sign off that we are not forcing water on the adjoining property. Nail asked Bussmann when the owner comes to him for a septic permit will he (Bussmann) tell them what type of system to put in. Bussmann stated that he could do a soil evaluation; it's optional but if you don't want to do that, they can do aeration or sand filter which does not require a soil evaluation.

Schwallenstecker asked Bussmann if we had any new regulations this year on septic systems. Bussmann said they are trying to delay it again; Mr. Tryon in Chicago and the legislators are pushing this according to Bussman; he stated that the US EPA is not getting the permit work done in a timely manner, nor the NPDES permit surface discharge permit. Bussmann stated that he received an email that Mr. Tyron thinks that all the local health departments are going to assist him in doing this; it is not our regulations, it's the EPA, but they don't have the manpower so it's pushed on the locals according to Bussmann. Now they are drafting legislation to say that this will not go into effect until the US EPA or Illinois EPA has their NPDES permit and will go into effect six months after the permit is approved.



According to information that Bussmann received recently they are rewriting the code where aeration systems will have to be sampled every 6 months, if you do sand filters or another type of system they want them inspected every 2-3 years and do the sampling and run the test, and if the sample comes back bad, we have to sample every thirty days until we get a good test. They will eventually go back on the old systems for testing according to Bussmann.

Bussmann stated that for these people, he would recommend that they add a lateral field behind the aeration system. Then they are doubling the cost of the system because they are actually putting in two systems.

Schwallenstecker questioned if we have received a copy of the *covenants* that are stated on the plat map. Nail said that he put that statement the map to protect the buyer and the seller, but in this case there are no covenants.

**MOTION was made by Goodman and seconded by Kiel to recommend the minor subdivision to the full board providing that everyone has signed off on the certificate. All in favor, motion carried.**

Kiel wanted to clarify our meeting dates, according to the bylaws we meet every fourth Wednesday of the month, but we will only meet when we have items to discuss. Committee agreed that it will only meet when necessary.

**Motion made by Gay and seconded by Bacon to adjourn at 10:20 a.m. Motion carried.**

Prepared by Jeanette Baker



**MACOUPIN COUNTY  
EXECUTIVE COMMITTEE MEETING**

**June 4, 2012**

**MINUTES**

**PRESENT:** Thomas, Bacon, Coatney, Goodman, Pomatto, Quirk, Watson, Zirkelbach, Gabe Springer-Macoupin County CFO, Pete Duncan-County Clerk, Jeanette Baker-Administrative Assistant

**AGENDA:**

1. Approve timesheets
2. Approve agenda for the June 2012 meeting of the Macoupin County Board
3. Revolving Loan Fund Monthly Report – May
4. Executive Session: Review of Executive Minutes

The meeting was called to order by Committee Chairman Thomas at 5:00 p.m.

Committee reviewed non-union personnel time sheets and made the following motion:

**MOTION: Motion was made by Quirk, seconded by Watson, to accept the May 2012 Time Sheets for Non-union Personnel as presented. All in favor, Motion Carried.**

The Draft Agenda for the June 2012 County Board Meeting was reviewed discussed and the following motion was made:

**MOTION: Made by Pomatto, seconded by Bacon to approve (with additions and corrections) the draft Agenda for the June 2012 County Board Meeting. All in favor, Motion Carried.**

The Revolving Loan Fund report for May was reviewed and discussed. It was noted that the county has not received its due May payment from Connexus at this time.

**MOTION: A motion was made by Bacon and seconded by Coatney to act accordingly with regard to the delinquent loan payment and if at the 45 day mark to take appropriate action as dictated by the Revolving Loan Recapture Strategy Policy currently in place. All in favor, motion carried.**

CFO Springer stated that we are receiving consistent payments from all other loan recipients. The loan that was disbursed most recently to the Mercantile Center back in January for \$10,000.00 has a note attached that requires them to



come back this month (June) give the Economic Development Committee an update on the project and plans for the terms of re-payment which is due in full by January 2013. The loan recipients mentioned that there is a possibility they may be able to pay back earlier due to receiving their tax return earlier. CFO Springer noted that he made sure a provision was put in their promissory note requiring them to give the committee an update on re-payment.

### **Executive Session Minutes**

Last item is to review executive session minutes. Copies have been provided and committee went over to see if any minutes could be released to the public.

**MOTION:** Motion was made by Watson and seconded by Coatney to recommend to the full board to release executive session minutes dated November 8, 2011 and December 13, 2011. All in favor, motion carried.

**MOTION:** Motion was made by Watson and seconded by Zirkelbach to retain remaining executive session minutes (April 13, 2010, May 11, 2010, Sept. 14, 2010, Oct. 12, 2010, Sept. 13, 2011, May 16, 2011, July 11, 2011, Aug. 3, 2011, August 22, 2011, August 22, 2011, January 2012, April 2012, and May 2012) that have been reviewed and recommend to the full board that they not be released to the public do to collective bargaining / personnel issues that have not been resolved. All in favor, motion carried.

**MOTION:** Motion was made by Pomatto and seconded Bacon to adjourn at 5:45 p.m. All in favor, motion carried.

Prepared by Jeanette Baker  
June 5, 2012



## **REPORT OF ROAD & BRIDGE COMMITTEE MEETING – JUNE 5, 2012**

**PRESENT:** Goodman, Novak, Pomatto, Schwallenstecker, Wieseman, and Reinhart.

The meeting was called to order at 9:00 a.m..

Claims 8065 through 8110 totaling \$ 98,531.66 were read and approved.

The Committee reviewed the results of the May 17, 2012 letting for the Macoupin Business Park Drive project (Section 11-00095-00-PV). Five bids were received. The low bid was \$242,575.20 from Kilian Corporation. The low bid was 4.3% over the engineer's estimate of \$232,475.00. The following motion was made:

**MOTION:** Made by Novak, seconded by Pomatto to accept the bids from the May 17, 2012 letting for the Macoupin Business Park Drive project and recommend awarding a contract to Kilian Corporation, Mascoutah, IL in the amount \$242,575.20. All in favor. Motion Carried.

The resolution approving the signing "Route 66 Trail" on designated county highways was reviewed. The resolution was drafted after the Committee voted to support the signing of the trail May 2012 Committee meeting. The trail route already exists on paper but the Illinois Department of Natural Resources (IDNR) is requesting that the County approve and be responsible for erecting signs on the county highways on which the trail is routed. IDNR will supply the signs. The Highway Department will supply the hardware, posts and install the signs. Future maintenance of the signs will be the responsibility of the County. The following motion was made:

**MOTION:** Made by Schwallenstecker, seconded by Wieseman to recommend the full board approve the resolution signing the Route 66 Bike trail on the designated County Highways. All in favor. Motion Carried.

The Committee reviewed a utility relocation agreement with Ameren Illinois for the relocation power lines adjacent to the Standard City Bridge project. The relocation is estimated to cost \$51,443.27. The County would be responsible for half of the estimated cost or \$25,721.64. The following motion was made:

**MOTION:** Made by Pomatto, seconded by Wieseman to recommend the full Board approve the Relocation Agreement with Ameren Illinois for the Standard City Bridge project with the County's obligation being \$25,721.64. All in favor. Motion Carried.

The meeting was adjourned at 9:50 a.m.

Prepared by: Tom Reinhart



## **SHERIFF, BUILDING AND GROUNDS COMMITTEE**

**June 5, 2012**

**10:00 a.m.**

**PRESENT:** Coatney, Kiel, Long, Novak, Quirk, Watson, Sheriff Albrecht, CFO  
Springer, Jeanette Baker

**ABSENT:** Vojas

### **AGENDA:**

- 1) Discuss Scrap Iron Ordinance
- 2) Budget Update
- 3) Update on Property Sale

The meeting was called to order by Committee Chairman Coatney at 10 a.m. Coatney turned the meeting over to Sheriff Albrecht.

First item on the agenda is **Scrap Iron Ordinance**. Sheriff Albrecht passed out copies of Alton, Illinois Scrap Metal Ordinance which basically regulates the sale and purchase of scrap metal in the City of Alton. Sheriff Albrecht stated that he had been approached by Madison County Sheriff Bob Hertz and Alton Chief of Police David Hayes about a month ago wanting the Sheriff to consider a similar ordinance for Macoupin County. Reason being we have about six (6) scrap purchasers in Macoupin County and at least two of them are within 5 to 10 minutes of the Macoupin/ Madison county border. St. Louis proper has scrap ordinance very similar to these according to Sheriff Albrecht, so they are saying the likely place where people will begin to sell illicit scrap iron without a lot of regulation close to the metro area is Macoupin County. That being said, a lot of that illicit property is being funneled up here and being sold in Macoupin, not being sold illegally by our scrap processors because they are working within the law that exist currently, but this would tighten things up a little bit. Some of the items in the ordinance such as electronic data base requirements, most of scrap processors have electronic data bases already, not for all scrap iron though. This exists for copper and the high dollar scrap where they have to get people Drivers License information. This ordinance requires the databases for any purchases and also requires that they get the license number and separate the poundage on the different kinds of metals and requires that no payment be made by cash.

Question was asked if Madison County currently has an ordinance. Sheriff stated that they are working on one now but do not currently have one either. As with everything with a legal nexus, Sheriff Albrecht noted that we would have to take it to our States Attorney for final recommendation. Our states attorney will have to tailor it for Macoupin County if we choose to move forward at any point. Basically the request from them is for us to help police Madison County and Alton specially by virtue of eliminating



a run off problem. Many people do not even know that scrap iron has been stolen off their property in the rural areas according to the Sheriff. It is becoming such a big problem that Sheriff Mertz and Chief Hayes from Alton are willing to come and plead their case when the time comes asking for the county's support.

Novak asked if anyone has sat down with the scrap dealers to discuss any potential ordinance with them. Sheriff agreed that they need to have input in the proposed ordinance, but noted that he has not yet made contact.

Sheriff said that a couple of years ago he helped push an initiative through the Illinois Sheriffs Association on identifying people who sold \$100.00 or more worth of copper. The state later passed such similar legislation.

Sheriff stated that if we come out of this meeting with a recommendation it would be a good idea to host a meeting with all the scrap processors in the near future.

**MOTION: Motion was made by Novak and seconded by Long to forward the draft ordinance currently in place with the City of Alton to the States Attorney for review and recommendations with regard to Macoupin County. All in favor, motion carried.**

Next, Sheriff Albrecht gave a **budget update** with three months left in the fiscal year. It takes 8.3% of the budget per month is divided equally which means he should have 24.9% left according to the Sheriff. Currently he has 18.5% left. Sheriff stated that it would put his office at about \$100,000.00 shortfall in his current budget to end up the year. Sheriff stated that he has taken in funds from the 911 takeover into his Public Safety Fund which should be enough funds to cover that and he has been paying most of his operational bills for the last couple of months to keep his budget where it's at. This will probably work to get his office through the entire fiscal year unless it comes to a point where only payroll is left – he cannot pay payroll out of Public safety funds, so there might have to be some type of transfer of funds in such an event. Sheriff stated that he also has some available funds in the COPS grant which at this point Southwestern School District pays him so much a month to furnish a school resource officer. That should be enough funds to transfer to pay some bills if necessary near the end of the fiscal year; Sheriff noted that this is something that has been done in years past to mitigate a shortfall. CFO Springer stated that is something we would look to potentially in July.

#### **Update on Property Sale:**

Sheriff Albrecht discussed the next item on the agenda which was the apartment building. Albrecht said that he will defer this item to CFO Springer. Springer stated that he talked to Assistant State's Attorney Jordan Garrison and he explained that we have to go through the same procedure that we did when we sold property to Poggenpohl with regard to sale of the property. Specific steps must be taken. CFO Springer handed out a sheet with the various steps that would need to be followed. First step is that an appraisal



of the property would be required. According to Sheriff, it has been re-platted to reflect that we are only going to sell the home and we are keeping the open land / parking lot which is separate. Sheriff stated that he does not know if the building solely has been appraised but does not think so. CFO Springer stated that we need an appraisal, and the board would have to appoint a person to handle the sale of the property. We would then need a resolution by the county board which states that it is surplus property and what we intend to use the proceeds for. Also within the resolution we would cite state statute and reference the size, use, and zoning, how we intend to sell it (terms of sale), and other provisions.

Sheriff stated that we would seek to offer the property for bids and then it would need to be approved by the county board by 2/3rds vote.

**MOTION: Motion was made by Novak and seconded by Kiel to recommend to the full board to appoint CFO Springer as contact person for the sale of the duplex at the July meeting. All in favor, motion carried.**

Kiel asked how we are doing on the program to get federal prisoners. Sheriff stated that he has a phone conference later today with the firm that is doing the research and audit work to seek the per diem rate. Sheriff noted that we are moving forward with the hope to have a contract in July, if not June at some point. Today the Sheriff said he was hoping to finalize the proposal that will later be sent to the feds.

**Motion by Novak, seconded by Kiel at 10:45 a.m. to adjourn. Motion carried.**

Prepared by Jeanette Baker  
June 5, 2012