

**COUNTY OFFICES COMMITTEE  
COUNTY BOARDROOM  
TUESDAY, FEBRUARY 14, 2017  
AGENDA  
4:00 PM**

- 1. Call to Order.**
- 2. Roll Call.** – John Delaney(ch), Mike Hinrichsen, Jason Jording, Richard Hill, Donald Tolan
- 3. Approval of Minutes**
  - a. January 10, 2017 Minutes
- 4. Review of Executive Session Minutes**
- 5. Public Input**
- 6. Appointments**
  - a. Reappointment of Robert Seggerman to the Secor Fire Protection District for a 3 year term expiring June 12, 2020.
  - b. Appointment of Brian Shirley to complete the unexpired term of Tony Bertolo to the Roanoke Fire Protection District for a 3 year term expiring May 13, 2017
  - c. Reappointment of Brian Shirley to the Roanoke Fire Protection District for a 3 year term expiring May 13, 2020
- 7. Unfinished Business**
  - a. Comprehensive Review of County Ordinances
  - b. Open meetings act training
  - c. Annual Report – Probation
  - d. House Bill 4379 – Resolution or Ordinance to regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees.
- 8. Approval of claims**
  - a. County Clerk
  - b. County Board Per Diem
- 9. New Business**
  - e. Freedom of Information Officers for departments and monthly tracking logs
  - f. Charges for county records and services
  - g. Webpages for Resolutions and Motions
  - h. Annual Report – Health Department
  - i. Community Health Improvement Plan (CHIP)
  - j. Payment of Extension Claim for 2016 funding
- 10. Budget**
- 11. Other**
- 12. Executive Session (if necessary)**
- 13. Any action coming out of Executive Session**
- 14. Adjournment**

**COUNTY OFFICES COMMITTEE  
COUNTY BOARDROOM  
TUESDAY, JANUARY 10, 2017  
MINUTES  
4:00 PM**

**1. Call to Order** at 4:03pm

**2. Roll Call.** – Present: John Delaney(ch), Mike Hinrichsen, Jason Jording, Richard Hill. Donald Tolan arrived at 4:05

**3. Approval of Minutes**

a. December 12, 2016 Minutes

Motion to approve made by Hinrichsen, seconded by Jording. *Motion Carried.*

**4. Review of Executive Session Minutes**

**5. Public Input**

**6. Appointments**

a. Reappointment of Stanley Glazier to the EDD CEDS (Economic Development District-Comprehensive Economic Development Strategy) Strategy Committee for a 3 year term expiring July 16, 2019

b. Reappointment of Stanley Glazier to the EDD (Economic Development District Governing Board for a 3 year term expiring July 16, 2019

Mr. Hinrichsen discussed that Mr. Glazier is already on CEDS and it is not something the board can appoint, they can recommend only. He noted he did not feel any action was necessary.

Mr. Jording noted that Mr. Logan has resigned from the negotiating committee and has recommended Mr. Cotton take his place. Mr. Jording noted that the appointment will be on the County Board agenda. Mr. Hinrichsen discussed that it is important for the Finance Committee Chair to be on that committee.

**7. Unfinished Business**

**8. Approval of claims**

a. County Clerk

Motion to approve the claims made by Jording, seconded by Tolan. *Motion Carried.*

b. County Board Per Diem

Motion to approve per diems for Umdenstock, Karr, Delaney, Pinaire and Hinrichsen made by Hill, seconded by Jording. *Motion Carried with Delaney abstaining.*

**9. New Business**

a. Purchase of Microsoft Server Data Center 2016

Mrs. Jording discussed that this is the new Microsoft pricing scheme, the county will need to purchase the minimum 8 licenses allowed for the server software. She presented four bids with CDW-G having the lowest price at \$3,982.50.

Motion to approve the purchase accepting the lowest bid made by Jording, seconded by Tolan. *Motion Carried.*

b. Circuit Clerk Salary Resolution

Mr. Hinrichsen presented his data on the Circuit Clerk salary, he discussed that had the circuit clerk received the same pay increases as the County Clerk, Treasurer, and Assessor each year since 2012-13 the salary for this year would be 58,595. He recommended the committee go with that salary amount.

Mrs. Gilbert presented salary comparable she pulled for other counties (the comparable counties identified in the FOP negotiations) those amounts ranged from \$60,000-\$75,643. Mr. Jording expressed concern over why those were considered comparable, if it was based on population, case load, police force, etc. Mr. Hinrichsen and Mrs. Gilbert discussed the condition the Circuit Clerks office was in and the amount of issues and problems that need correcting. Mr. Hinrichsen made the motion to approve the resolution, seconded by Jording. *Motion Carried as amended.* Mr. Hinrichsen made the motion to amend the resolution to set the salary at \$58,595, seconded by Jording. *Motion Carried.*

c. Comprehensive Review of County Ordinances

Mr. Jording discussed that is time to get the ordinances codified to present them in a better format. Mr. Harms explained that prior to 1992 the ordinances were indexed in an index book, the index referenced the minute's book, the minute's book then referenced the supervisor's record. In December of 1991 the file system changed. Mrs. Harms discussed that she would not know what ordinances are in effect without going back to 1841. She noted that this is a significant cost in supplies and personnel time. Mr. Jording discussed that the County cannot tell its citizens what ordinances are in effect. His recommendation was to identify the ordinances from 1991 to present, identify the committee should review the ordinance. He noted that he would like to rescind all ordinances prior to that to clear old ordinances. Mr. Hinrichsen noted that this was uncomfortable for everyone, however he felt it was important to get the ordinances codified so it is usable. Mr. Spence discussed his concern with rescinding old ordinances. He discussed that those could be setting town names, boundaries, the county seat, etc. that need to be retained. Mr. Spence noted that Germantown Hills and Eureka are paying a company to codify their ordinances. Mr. Spence noted that a FOIA for all ordinances could be deemed over burdensome and denied and appealed to the attorney general. Mr. Jording noted the attorney general position is that ordinances should be immediately available. Mr. Hill expressed concern over just rescinding those pre-1991 ordinances without know what they are. Mr. Delaney noted that the county needs to determine the method to complete this. Mr. Jording asked if she could begin the process. Mrs. Harms noted she will not allow the materials to leave her office.

Mr. Delaney asked for a motion to recommend completion of a comprehensive ordinance review. Motion to complete a comprehensive ordinance review with the method to be determined made by Hinrichsen, seconded by Hill. *Motion Carried.*

- d. Ordinance Repealing County Ordinances Passed Prior to December 1991 – discussed with 9d.
- e. Charges for county records and services – no discussion
- f. Open meetings act training – Mrs. Jording noted that all newly elected or reelected members need to complete their OMA training.
- g. County Board Rules change regarding item 4T mailing of the County Board minutes and 7B mailing of claims.

The committee discussed that the board minutes had always been included only in the board package instead of mailing separately. Mr. Jording made the motion to striking under 4T “The County Clerk (Clerk) shall mail minutes to Members and they shall be considered for approval as mailed rather than read at the next meeting.” Seconded by Hinrichsen. *Motion Carried.* Mr. Jording made the motion modify 7B to read “The Clerk shall ~~mail~~ email or mail if requested copies of the claims summaries to Members and shall have the claims available at the meeting and shall provide copies of claims and other materials to reporters at the reporters’ request.

- h. Annual Report – Probation – no discussion
- i. Bulk Computer Purchase – Assessment, Zoning, County Clerk, Treasurer

Mrs. Jording discussed that this was just requesting a go ahead on the purchase. Mr. Jording asked if bids had been requested. Mr. Jording moved to move this to the Full board meeting for approval, seconded by Hinrichsen. *Motion Carried.*

- j. House Bill 4379 – Resolution or Ordinance to regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees.

Mr. Delaney that this is a state requirement which must be completed. Mr. Jording explained that the state passed a law stating the an ordinance or resolution setting the reimbursement rate for travel, meals and lodging as well as a standard form which meets the requirements. Mr. Jording noted mileage can be the federal rate and possibly using the federal rate for lodging.

k. Review of final 2016 General Fund budget actual vis a vis 2017 General Fund Budget  
Mr. Hinrichsen stated he will make this presentation at the County Board meeting.

**10. Budget**

**11. Other**

**12. Executive Session (if necessary)**

**13. Any action coming out of Executive Session**

**14. Adjournment**

Motion to adjourn made by Jording, seconded by Hinrichsen. *Motion Carried.*

Submitted by: Lisa Jording

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John Delaney, Chairman  
County Offices Committee

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Date