

**COUNTY OFFICES COMMITTEE  
COUNTY BOARDROOM  
TUESDAY, JUNE 11, 2019  
MINUTES  
4:00 P.M.**

**1. Call to Order**

**2. Roll Call** – Russ Cotton (Ch.), Emily Barker, Chuck Nagel present. Jason Spence excused. Dan Steffen absent.

**3. Approval of Minutes**

a. Approval of regular meeting minutes.

Motion to approve the May 14, 2019 regular meeting minutes made by Nagel, seconded by Barker. *Motion passed.*

b. Release or keep confidential December 12, 2017 executive minutes, session 1

Motion to release December 12, 2017 executive session 1 minutes made by Nagel, seconded by Barker. *Motion passed.*

c. Release or keep confidential December 12, 2017 executive minutes, session 2

Motion to release December 12, 2017 executive session 2 minutes made by Nagel, seconded by Barker. *Motion passed.*

d. Release or keep confidential October 9, 2018 executive session minutes

Motion to release October 9, 2018 executive session minutes made by Nagel, seconded by Barker. *Motion passed.*

e. Release or keep confidential January 9, 2018 executive session minutes

Motion to release January 9, 2018 executive session minutes made by Nagel, seconded by Barker. *Motion passed.*

f. Release or keep confidential June 12, 2018 executive session minutes

Motion to release June 12, 2018 executive session minutes made by Nagel, seconded by Barker. *Motion passed.*

g. Release or keep confidential July 10, 2018 executive session minutes

Motion to release July 10, 2018 executive session minutes made by Nagel, seconded by Barker. *Motion passed.*

h. Release or keep confidential August 14, 2018 executive minutes, session 1

Motion to release August 14, 2018 executive session 1 minutes made by Nagel, seconded by Barker. *Motion passed.*

i. Release or keep confidential August 14, 2018 executive minutes, session 3

Motion to release August 14, 2018 executive session 3 minutes made by Nagel, seconded by Barker. *Motion passed.*

**4. Public Input**

**5. Appointments**

a. Approval of appointment of Sandra Christ to the Oakwood Cemetery – Metamora Township to replace Julie Schertz for a 6 year term expiring July 1, 2023.

Motion to approve the appointment of Sandra Christ to the Oakwood Cemetery, Metamora Township to replace Julie Schertz for a 6 year term expiring July 1, 2023 made by Barker, seconded by Nagel. *Motion passed.*

b. Approval of reappointment of Robert Murphy to the Oakwood Cemetery – Metamora Township for a 6 year term expiring July 1, 2025.

**COUNTY OFFICES COMMITTEE  
COUNTY BOARDROOM  
TUESDAY, JUNE 11, 2019  
MINUTES  
4:00 P.M.**

Motion to approve the reappointment of Robert Murphy to the Oakwood Cemetery, Metamora Township for 6 year term expiring July 1, 2025 made by Nagel, seconded by Barker. *Motion passed.*

**6. Approval of Claims**

a. County Clerk

Motion to approve June 2019 claims made by Barker, seconded by Nagel. *Motion passed.*

b. County Board Per Diem

One claim submitted for Bryant Kempf. Motion to approve Bryant Kempf per diem made by Barker, seconded by Nagel. *Motion passed.*

**7. Unfinished Business**

a. Codification

The new codification books have arrived. The numbering is all different and it is hard to look up ordinances. State's Attorney Minger will sit down with the department heads and go through the ordinances and make sure they are up to date. He will report back next month with a plan. Discussion on why the number changed and if the number system used by the company is standard. The website will need to be kept up to date with all ordinance changes once they are put on the website. This will be a huge task to keep it updated.

b. Discussion/action on Granite

The committee had decided to contact some of the references before they make a decision.

c. Discussion and approval of Palo Alto agreement

With all the changes coming down the line with IT, the committee doesn't want to get into an agreement 5 years out. Motion to approve a 3 year Palo Alto agreement for \$6,849 made by Barker, seconded by Nagel. *Motion passed.*

d. Discussion/action on ICRMT mandatory classes/policy changes

Ms. Breyman has taken several of the 11 classes that were recommended. The Ethics class, which is the one required by GATA, takes over two hours to complete. When you consider all 11 classes, and the time they entail, it was questioned if all 11 classes were needed. Discussion on classes being made to department specifics. The Health Department needs to take Blood Borne Pathogens, but other departments do not. A handbook for Executive Branch Government on Ethics was presented. After discussion, it was determined that we will have the employees read this document, and sign off on it. Since this is all new with GATA, we are hopeful this will satisfy the requirement. A copy of the document will be provided to each department head. Ms. Breyman had written a policy to cover the required classes, but since this has now changed the policy also needs to change. She will revise the policy and bring it back next month.

e. Strategic Planning

Ms. Barker would like to create a comprehensive plan that includes mission statements and goal for the whole county and encompasses all departments. When you look at our website, compared to other counties, we do not tell anything about our county - what we are, what we have accomplished over the years, etc. There needs to be goals set so that the board can show what they are doing to achieve those goals. These goals need to incorporate all areas – economic

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development, health, growth, etc. All areas need to align, but currently we have no steering guidance. Mr. Cotton and Ms. Barker will work on putting together some mission statements and bring back to the committee next month.

f. Take Cover and Evacuation for County Employees  
Chief Deputy Tipsword and EMA Director Kent McCanless on working on an evacuation plan. Sheriff Smith will present it to the department heads in July and back to the committee next month.

**8. New Business**

- a. Approval of Resolution 2018/19 #050 for the Continued Operation of the Office of the State's Attorneys Appellate Prosecutor

This is something that is done every year. Motion to approve Resolution 2018/19 #050 for the Continued Operation of the Office of the State's Attorneys Appellate Prosecutor made by Nagel, seconded by Barker. *Motion passed.*

- b. Resolution 06-19-001 Authorizing the County Board Chairman to execute a deed of conveyance on Parcel #17-13-400-023

Every year there is a tax sale. All parcels not purchased are picked up by the County Trustee and we offer them for sale. This piece of property is for a small piece of land surrounding a cell tower in Goodfield. Goodfield will now be purchasing that parcel, so this is conveying that parcel to them. Motion to approve the County Board Chairman to execute a deed of conveyance for parcel 17-13-400-023 made by Nagel, seconded by Barker. *Motion passed.*

- c. Approval of Resolution 2018/19 #052 Authorizing Execution and Amendment of Federal 5311 Grant Agreement (We Care)

This is done every year. Motion to approve resolution 2018-19 authorizing execution and amendment of Federal 5311 Grant Agreement made by Barker, seconded by Nagel. *Motion passed.*

**9. Budget**

**10. Other**

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

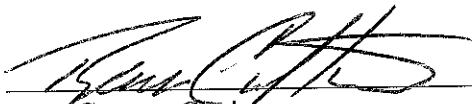
**12. Any action coming out of Executive Session**

**13. Adjournment**

Motion to adjourn made by Nagel, seconded by Barker. *Motion passed.*

Meeting adjourned at 4:55 PM.

Submitted by: Deb Breyman

  
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Russ Cotton, Chairman  
County Offices Committee