

COUNTY OF TAZEWELL, ILLINOIS

COUNTY BOARD PROCEEDINGS

DECEMBER 3, 2012



DAVID ZIMMERMAN, COUNTY BOARD CHAIRMAN

CHRISTIE A. WEBB, COUNTY CLERK

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Proceedings of the Tazewell County Board of Tazewell County, Illinois were held in the Justice Center Community Room in the City of Pekin on Monday, December 3, 2012.

Board members were called to order at 9:00 a.m. By Chairman David Zimmerman presiding with the following members present: Ackerman, Connett, Donahue, B. Grimm, D. Grimm, Graff, Harris, Hillegonds, Imig, Meisinger, Neuhauser, Palmer, Proehl, Rinehart, Sinn, Stanford, Vanderheydt and VonBoeckman,

Absent: Crawford, Hahn and Sundell.

Invocation was given by Chairman Zimmerman, followed by Chairman Zimmerman leading the Pledge of Allegiance.

All Board members rose for the swearing in of the new Board members.

Motion by member Hillegonds, Second by member
VonBoeckman to approve adoption of Rules of Order. Motion
carried by Voice Vote.

Title 1- Chapter 4

Rules of Order and Procedure Tazewell County Board

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1 TCC 4-1 Preamble

The members of the County Board of Tazewell County, Illinois express their expectations and intent that all Board members follow a high standard of ethical behavior in exercising their duties, responsibilities and judgment as a Board member. All members of the Tazewell County Board shall:

- a. Handle county affairs with a deep sense of responsibility, upholding the spirit as well as the letter of the law and constitution.
- b. Faithfully perform all duties as Board members by studying Board issues and by attending all sessions of the Board and assigned committees, unless prevented from doing by a compelling reason.
- c. Avoid participation in any action which would result in a conflict of personal interest with county responsibility.
- d. Refrain from obtaining improper personal benefit with regard to public funds, equipment, property, or the services of employees.
- e. Respect the confidentiality of privileged information.
- f. Refrain from accepting gifts, favors or promises or future benefit which could tend to impair independence of judgment or action as a Board member.

The following rules shall govern the County Board of Tazewell County, Illinois:

1 TCC 4-2 Organization and Officers

- a. **Initial Meeting.** In years of County Board elections the initial Meeting of the County Board (hereinafter called the "Board") shall be the first Monday in December. The Board Chairman shall call the meeting to order and preside.

- b. General Powers of Chairman. The Chairman shall:
1. Be responsible for administering the Board Office, including the supervision of staff and assignment of work.
 2. Preside at all meetings of the Board and the Executive Committee;
 3. Conduct the business of the Board meetings in order prescribed in these Rules with all necessary general power including: to recognize members entitled to the floor, to state and to put to a vote all questions which are regularly moved and seconded or which necessarily arise in the course of the proceedings, to announce the results thereof, to protect the Board from all frivolous or dilatory actions, to decide all questions of order, subject to an appeal to the Board. In case of disturbances, breach of decorum, or disorderly conduct, to take action pursuant to Section 1 TCC 4-6 (m); and to assist in expediting the business of the Board;
 4. Have all the powers necessary to perform all other duties prescribed by law or by action of the Board; and
 5. Vote only when the vote of the Board results in a tie.
- c. Appointment of Vice-Chairman of the Board and Standing Committees.
1. Vice Chairman. The Vice Chairman of the Board shall be nominated by the Chairman and elected by the members of the Board. The Vice Chairman must be a member of the Board and shall be a member of the Executive Committee and may also serve as Chairman of any committee or subcommittee.
 2. Standing Committees. The Chairman shall appoint the Chairman, Vice Chairman and members of all Standing Committees not later than the initial December Board Meeting in each year in which Board elections are held, subject to approval of the Board.
 3. Vacancies. In case of a vacancy on the Board, the person named to fill the vacancy may also fill any vacancies on standing or special committees except that such person shall not be designated as Chairman or Vice Chairman thereof. When a vacancy has been created on a Committee of the Board, the Chairman of the Board shall have the authority to fill the vacancy by shifting a Board Member from another Committee.
- d. Clerk of the Board. The County Clerk or a deputy selected by the County Clerk shall be the Clerk of the Board. The Clerk shall be the keeper of the records and minutes of the Board and its Committees and shall be in attendance at all meetings of the Board.
- e. Minutes of Closed Meetings. Minutes of any closed meeting held pursuant to the Open Meetings Act, 5 ILCS 120/1.01 et seq. shall be made available to the members of the body which conducted such meeting at the next meeting of that body for approval. Upon approval of such closed session minutes all distributed copies shall be returned to the County Clerk. The Clerk shall keep such minutes in

a secure location and submit a copy to the State's Attorney. The State's Attorney shall preserve the copy in a secure location. Such minutes shall be reviewed at least semi-annually by the Board for continued need for confidentiality in accordance with the Illinois Open Meetings Act.

- f. Parliamentarian. The Board Chairman shall designate a member as Parliamentarian subject to the approval of the full Board. Upon request of the Chairman or a member of the Board, the Parliamentarian shall render advice or an opinion on questions of parliamentary law and procedure applicable to the matters arising before the Board. The rules or parliamentary procedures as set forth in the latest published edition of "Roberts Rules of Order, Revised" shall govern the procedure of the Board in all cases applicable and to the extent not inconsistent with these rules.
- g. Appointments of officers and/or members to various Boards, Councils, Commissions, Special Authorities, Special Districts, and other agencies shall be made by nomination by the Chairman and approval of the Board unless otherwise provided by law.
- h. Procedure for Filling Vacancies in Elective County Offices. When a vacancy in any county elective office occurs, the procedure for filling such vacancy shall be as follows, to the extent consistent with any laws (10 ILCS 5/2511)(Note: Circuit Clerk vacancy is filled by Circuit Judges, 10 ILCS 5/2510):
 - 1. When a vacancy occurs, the Chairman shall publicly announce the vacancy and shall provide at least 21 days notice of the date upon which the appointment to fill the vacancy shall be made. Said appointment is to be made at a regular Board meeting not later than sixty days after the vacancy occurs.
 - 2. Written applications and resumes must be submitted to the Board office by noon of the Monday prior to the regularly scheduled Board meeting and signed by the applicant. The Board Chairman or his designee shall screen all applicants for eligibility. All applications shall be made available to Board Members.
 - 3. Any applicant must be otherwise qualified for the office in which the vacancy exists and must meet all the qualifications for holding public office. Each applicant must provide evidence of membership in the same political party as the person who the applicant proposes to succeed.
 - 4. At a regular Board meeting, an appointment will then be made by the Chairman subject to the approval of the Board. All voting regarding the appointment shall be by a Roll Call Vote.

1 TCC 4-3 Board Staff

- a. The County Board shall be served by the Board Staff which is comprised of the County Administrator, the Chief Clerk, administrative secretary, and one support secretary.
- b. All work shall be assigned to the staff by the Board Chairman or the County Administrator. Any Board Member requiring services from the Board Staff shall make such request through the Board Chairman or the County Administrator.

1 TCC 4-4 County Board Meetings

- a. Regular Meetings. Regular meetings of the full Board shall be last held in the Justice Center Community Room on the last Wednesday of each month convening at 6:00 p.m. except when other meeting dates/times are designated. A monthly schedule of meetings shall be made available to all members and other interested persons. *All meetings of the Board and its committees shall be open to the public, except for limited purposes as specified by law.*
- b. Special Meetings. Special Meetings of the Board shall be held when requested by the Chairman or at least one-third of the members of the Board. The requests shall be in writing, addressed to the Clerk and specify the time, place and nature of matters to be considered. The Clerk shall immediately notify, in writing, each member of the time and place of such meeting and shall also cause notice of such meeting to be published in a newspaper published in Tazewell County.
- c. Agenda Preparation. The Chairman shall prepare an agenda for each regular meeting, listing the order of business in as much detail as is practical, and shall file the agenda with the Clerk for notification. The agenda shall include a "consent agenda" which shall include all matters that are to come before the Board that in the opinion of the Chairman will be of routine nature.
- d. Reports and Communications. Any Committee Chairman or any elected or appointed County official who desires to present any report or communication to the Board shall deliver a copy of same to the Chairman by the fifth calendar day prior to the Board meeting. Failure to comply with this rule will not prohibit a report or communication from being considered by the Board.
- e. Agenda Mailing. At least three business days before each regular meeting, the Clerk shall send to each member, the following documents:
 1. Agenda for the next meeting
 2. Minutes of the previous meeting
 3. Resolutions, ordinances and written reports to come before the Board at the next meeting, which have been filed with the Board Office.
 4. All Committee minutes filed with the Clerk since the previous meeting.
 5. All other material that in the opinion of the Chairman will be of interest to Members.
- f. Resolution of Congratulations or Bereavement. Any Board Member who desires to have the Board adopt a Resolution of Congratulations or Bereavement, recognition to an individual, group achievement, and/or community special event shall forward the Resolution (or the information to be included in the Resolution) to the Chairman's Office six business days prior to the Board meeting (or as soon as possible for a Bereavement). In lieu of a formal Resolution of Congratulations, a Board member may move that the Board Chairman prepare a letter of congratulations in recognition of an individual, group achievement and/or community special event. The Chairman shall include all such letters on the Consent Agenda of the next regularly scheduled Board meeting.

- g. Items for Final Action by the Board. Ordinances, resolutions (except those covered by 1 TCC 4-4 (f) and other agenda items requiring final action by the Board must be reported out of a Standing Committee to the Board to be placed on the agenda for a final vote. A copy of the motion to be presented to the Board shall be given to the Chairman and the State's Attorney (unless prepared by the State's Attorney) at least six calendar days prior to the Board Meeting at which it is to be considered. Any motion made that does not comply with this provision may only be considered by suspension of the rules. Matters which are frequently adopted by the Board in the same form except as to certain detail, such as Highway resolutions, need not be so timely with the Chairman, or furnished to the State's Attorney.

1 TCC 4-5 Order of Business

The order of business before the Board shall be as follows, unless otherwise determined by action of the Board:

- a. Call of Roll
- b. Invocation and Pledge of Allegiance
- c. Approval of Minutes
- d. Consent Agenda
- e. Communications from members of the public and county employees.
- f. Communications from elected and appointed County officials.
- g. Appointments
- h. Unfinished Business
- i. New Business
 - 1. Reports of Standing Committees
 - 2. Reports of Special Committees
- j. Approval of Bills
- k. Approval of calendar of meetings for succeeding month.
- l. Recess

1 TCC 4-6 Procedure at Board Meetings

- a. Quorum. A majority of the members of the Board, exclusive of the Chairman, shall constitute a quorum.
- b. General voting. Unless otherwise expressly provided, any actions taken by the Board or any Committee shall only require the affirmative vote of the majority of the members present and voting.
- c. Roll Call Vote
 - 1. A roll call vote of the Board shall be taken by a "yes", "no", "abstain" (with reason) or "present" on the following matters:
 - (i) All contracts relating to the sale or leasing of County property.
 - (ii) Appropriation and tax levy ordinances
 - (iii) All expenditures of County funds
 - (iv) Any other matter required by law

- (v) Upon any other matters, when announced by the Chairman or requested by two members, providing such request is made before another item of business has been taken by the Board.
2. On a roll call vote the Clerk shall call the names of the Members of the Board in alphabetical order, with the first names called for each roll call being the second name called in the previous roll call. The Chairman shall only vote when the vote of the Board results in a tie. In any action requiring a roll call vote, if any members ask for and received unanimous consent of the members present for the Clerk to show all members present as voting in favor of such action, the Clerk shall show and record such vote accordingly.
 3. A member who has voted on a roll call vote shall not be allowed to change that vote on the matter under consideration *after the tally is announced*. A member not voting when called upon by the Clerk will be presumed absent and will not be allowed to cast a vote on the matter under consideration.

Recognition

1. Every member previous to speaking or making a motion shall first be recognized by the Chairman.
 2. When two or more members request recognition at the same time, the Chairman shall recognize the member who is to speak first.
 3. No person shall speak more than twice nor more than five minutes on the same matter without permission from the Chairman.
- d. Motion to Adjourn or Recess. A motion to adjourn or recess shall always be in order and shall be decided without debate.
- e. Reconsideration. An action may be reconsidered at any time during the meeting or at the next meeting held thereafter. A motion to reconsider shall be made and seconded by members of the Board who voted on the prevailing side of the question to be reconsidered.
- f. Seconded Required. No motion shall be debated or put to a vote unless it is seconded. It shall then be stated by the Chairman before debate or vote and every motion shall be reduced to writing when requested by the Chairman or any member.
- g. Appearance by Non-Members
1. Any member may request that a County Officer or employee, or other persons, be permitted to appear before the Board on matter of County business, and such request shall be granted by the Chairman unless there is objection by any member, in which event Board action will be required to overrule the Chairman.
 2. All requests by nonmembers of the Board for appearance before the Board shall be made to the Chairman, in writing with the subject matter stated, not less than six business days before the next scheduled Board meeting. Such appearance with regard to any particular topic shall be

limited to a time not to exceed three minutes for each individual, five minutes for a representative spokesman of a group and fifteen minutes total. The Chairman may act to prevent repetition or digression, to maintain decorum and exclude discussion of matters which have had previous public hearing conducted according to law, discussion of matters where public comment would interfere with the due process of law or discussion of matters which would be in direct conflict with restrictions placed upon the Board by other applicable law.

- h. Request of Legal Opinions. Requests to the State's Attorney on questions of law shall be submitted in writing by a Standing Committee or by the Chairman of the Board. The Chairman and Vice Chairman of the Board and Members of the Executive Committee shall receive copies of such requests. Said copies shall also be included in materials distributed to members of the Board as provided in Section 1 TCC 4-4 (e) of these rules prior to the next meeting of the Board unless such request originated after materials have been distributed, in which case such copies shall be distributed at the beginning of the meeting. Any Member of the Board desiring an advisory opinion on a matter within the jurisdiction of a Standing Committee shall submit such request in the form of a motion at any meeting of the Board which shall be granted upon approval by a majority of the Members of the Board.
- i. Suspension of Rules, Any of these rules may be temporarily suspended by action of a two-thirds majority of Members present and voting on the Board. Immediately upon the termination of the business arising out of the event for which the rules were suspended, these rules shall again be in effect without vote of the Board.
- j. Consent Agenda. All matters on the Consent Agenda that are not removed will be voted on by one roll call vote. An item shall be removed from the Consent Agenda upon the oral request of any Member of the Board prior to the vote. Any matter taken off the Consent Agenda shall be considered at the time of the Standing Committee report to which it pertains.
- k. Closed Meeting or Session. Any closed meeting or closed session held by the Board shall be held in accordance with the provisions of the Illinois Open Meetings Act. Neither the news media nor the general public shall be allowed to record the proceedings of any said closed meeting or closed session.
- l. Decorum. During the proceedings of the County Board decorum shall be maintained at all times by Members, interested parties, the public and the media. The Chairman shall be authorized to take appropriate action to maintain said decorum.
- m. Contracts. No contracts shall be approved by the Board unless:
 - 1. (i) All Board Members have been given the opportunity to obtain a copy of the contract at least 5 business days before the Board meeting by notice that the contract would be on the agenda by mailing of committee minutes or otherwise, and the contract was available at the Board Office; or
 - (ii) The text of the contract was included in the Agenda mailing required by 1 TCC 4-4 (e); and

2. It has been reviewed by the State's Attorney and his comments have been provided to the Board, or unless such approval is contingent upon review and approval of the State's Attorney.

1 TCC 4-7 Committees Number, Designation and Membership

- a. The Standing Committees
 1. Standing Committees are:
 - (i) The Executive Committee which consists of the Board Chairman, Vice Chairman of the Board and the Chairman of the other Standing Committees as well as any other Board Member designated by the Chairman. The Chairman of the Board shall have the same voting rights as designated in 1 TCC 4-2 (b).
 - (ii) The Finance Committee, Human Resources Committee, and Risk Management Committees may have up to 11 members. Transportation Committee, Health Services Committee, Property Committee, Land Use and Development Committee, each may have up to 8 members, exclusive of the Committee Chairman and Board Chairman, at the discretion of the Chairman.
 2. Each Board member shall serve on two or more Standing Committees.
 3. The Chairman of the Board shall be an ex-officio member of all Standing Committees and Subcommittees. The Board Chairman shall have the same voting rights as provided in 1 TCC 4-2 (b).
 4. The Committees Chairman shall have the same voting rights as any member of the Committee.
- b. Quorum. A majority of the members of a Committee, Subcommittee or Ad Hoc Committee shall constitute a quorum. The Board Chairman's attendance at a committee meeting (but not a subcommittee meeting) shall be counted when determining if a quorum is present; however, such attendance shall not increase the number of members constituting a quorum.
- c. Recording of Votes. Roll call votes shall be required in Committees as in Section 1 TCC 4-6 (c). Whenever a roll call vote is not taken, any Member may have their own vote recorded in the minutes by so requesting at the time the vote is taken.
- d. Alternate members and Attendance of Members at Committee Meeting other than those to which they are assigned.
 1. An alternate Member may be appointed to each Standing Committee by the Chairman of the Board and such alternate shall attend meetings of such committee if required to constitute a quorum and shall have all the privileges and duties of a regular Member while so serving.
 2. Board Members may attend and have access to minutes resulting from any open or closed meetings or sessions of Committees of which they are not members. At the discretion of the Committee Chairman during the meeting, the Board Member may participate in the meeting but without voting privilege or payment of per diem, mileage or expenses.

3. Any closed meeting or closed session held by any Committee of the Tazewell County Board shall be held in accordance with the provisions of the Illinois Open Meeting Act. Neither the news media nor the general public shall be allowed to record the closed session.
 4. Decorum during the proceedings of all Committee meetings shall be maintained at all times by Members, interested parties, the public, and the media. The Committee Chairman shall be authorized to take appropriate action to maintain said decorum.
- e. Subcommittees of Standing Committees
1. Subcommittees of the Executive Committee. The Standing Subcommittees of Executive Committee are: Rules Subcommittee, Collective Bargaining Subcommittee, and Ethics Commission Subcommittee appointed by the Chairman. In addition, the Chairman may create and appoint up to 6 Members to such Subcommittees and advisory groups deemed necessary from time to time to more efficiently accomplish the business of the Committee. Membership of any Subcommittee of the Executive Committee shall consist of Board Members but shall not be restricted to Members of the Executive Committee. Membership of any advisory group shall not be restricted to Board Members. Except as otherwise proved by statute or ordinance, such subcommittee shall report to the Executive Committee.
- f. Finance/ Budget Insurance Review
1. Subcommittees of Other Standing Committees. The Chairman of any Standing Committee may create such Subcommittee of his committee as may be necessary from time to time to more efficiently accomplish the business of such Standing Committee. The Board Chairman shall be an ex officio member of any such Subcommittee with the same voting rights as provided in 1 TCC 4-2 (b). Appointment to such Subcommittee shall be made by the Committee Chairman and shall be restricted to Members of the Standing Committee. Except as otherwise provided, such Subcommittee shall report to their Standing Committee.

1 TCC 4-8 Committees General Functions and Responsibilities

The general function and responsibilities of each Committee are:

- a. With the aid of the Board Chairman, the State's Attorney, Auditor, Treasurer, and Executive Committee, to keep informed concerning appropriations and the budget for activities under the purview of the Committee and to help keep expenditures within the budget.
- b. To keep written minutes and report regularly to the Board the substance of all meetings.
- c. To file minutes of all Committee meetings with the Board Office, which shall then be filed with the County Clerk, prior to the next regularly scheduled meeting.
- d. To submit to the County Board for consideration all policies and procedures as recommended by the Committee.
- e. To act on all matters referred to by the Committee by the Chairman of the Board or by the Board itself, in addition to duties otherwise prescribed.
- f. To keep informed with regard to activities of any department which is under its general supervision or for which it serves as liaison with the Board in instances where such activities are concerned with another Committee.

1 TCC 4-9 Committee Rules

- a. Committees shall take final action only on those matters authorized herein or by ordinance, resolution or policy adopted by the Board.
- b. A Committee shall allow nonmembers to appear before it when such appearance is appropriate and does not violate due process of law. A request for such appearance shall be directed to the Chairman in writing with the subject matter stated at least five working days in advance of the meeting. The Committee shall have the right to set reasonable time limits, prevent unruly conduct and require groups to be represented by one spokesman.
- c. The regular Committee meeting dates, location and times shall be set by the Committee Chairman after consultation with the Committee members.
- d. Each Committee Chairman shall require the County Clerk or such designated person to prepare and mail an agenda to all Committee Members in advance of a regularly scheduled meeting.
- e. Committees shall use the public address system when meeting in the Justice Center Community Room.

1 TCC 4-10 Functions and Responsibilities of Specific Committees

In addition to the general duties otherwise prescribed, the individual Committees shall have the functions, responsibilities, and areas of jurisdiction and overview as set forth in this section.

- a. Executive Committee (Immediately after the Risk Management Committee)

1. To provide general direction for all Board programs, business, planning and policy-making functions and to review the reports of Board Committees.
 2. To exercise general supervision of the administration of all Board affairs, including coordination of all Committees.
 3. To act in an advisory capacity to the Chairman of the Board.
 4. To review and make recommendations for changes in Committee organizations and scope and in rules as may be deemed necessary.
 5. To be responsible for the general overview of, and coordination with all Ad Hoc Committees, task forces and other like organizations as their activities related to County business, unless specifically under the jurisdiction of another Standing Committee.
 6. To be responsible for all matters concerning the employment and activities of all consultants, both paid and unpaid, unless specifically under the jurisdiction of another Standing Committee.
 7. To be responsible for all relationships with other units of government and for intergovernmental agreements unless specifically under the jurisdiction of another Standing Committee.
 8. To exercise general supervision over all matters relating to the codification of County ordinances and resolutions.
 9. To exercise general supervision over any federal or state entitlement programs for which the Board has a responsibility
 10. To serve as liaison in the Board's relationship with external Boards and Commissions with which the Board may have a working relationship.
 11. To serve as the oversight Committee for all the local, state and federal economic development programs, including but not limited to the County's intergovernmental agreement with the Economic Development Council for Central IL, Inc. and to exercise general supervision over all economic development grants.
 12. To review matters related to supervision over all licensing activities including raffles and charitable games.
 13. To exercise general supervision over all licensing activities including raffles and charitable games.
- b. Rules Subcommittee
1. To periodically review the rules of the Board and recommend revisions deemed necessary and appropriate.
 2. To receive and consider proposals for changes in the rules of the Board and make appropriate recommendations.
- c. Collective Bargaining Subcommittee

To exercise general supervision over all collective bargaining agreements, employee benefits and entitlement and make recommendations to the Board.

- d. Legislative Liaison Subcommittee
- e. Legal Services Reimbursement Subcommittee
- f. Ethics Commission Subcommittee
- g. Finance Committee (The third Tuesday of the month at 3:30p.m.)
 - 1. To exercise continuous review of the overall tax cycle from the initial assessment of property through the tax collection.
 - 2. To exercise continuous review of revenues and expenditures, and to identify new or alternative revenue sources of the County.
 - 3. To review and make recommendations to the Board with respect to purchasing and contracting policies and procedures.
 - 4. To exercise continuous review of financial management, accounting and fiscal operations.
 - 5. To serve as the oversight Committee for the Office of Supervisor of Assessments.
 - 6. To serve as the liaison Committee for all officials.
 - 7. To be responsible for fiscal instruments.
 - 8. To recommend to the Board a public accounting firm to conduct an annual audit of all funds and accounts of the County.
 - 9. To make recommendation on all emergency appropriations, transfer ordinances, and any transfers from the Contingent Account in all funds.
 - 10. To receive the proposed annual operating and annual capital improvements budget for each of the departments of County government as recommended by the respective oversight Committees; and to study, review and adjust such departmental budget requests in order to accommodate budgetary priorities and fiscal constraints. To review the Proposed Budget and Appropriation Ordinance and a Proposed Tax Levy Ordinance which shall be submitted to the Board, with the Executive Committee's recommendation, in accordance with the Statutes of the State of Illinois.
 - 11. To review the outside auditor's management letter, request departmental responses to same, and make recommendations to the Board and the various oversight Committees.
- h. Human Resources Committee (The third Tuesday of the month at 3:30pm)

1. To prepare and make recommendation immediately after Finance Committee to the Board with respect to the personnel policies and procedures which are not subject to collective bargaining.
 2. To consider all requests for compensation changes or reclassification and make recommendations to the Board.
 3. To consider all requests for staffing changes which require additional staff and make recommendations to the Board.
 4. To exercise general supervision over the administration of the position classification schedules and the salary schedules in coordination with the Collective Bargaining Subcommittee.
 5. To act as the oversight Committee for the County Health Care Program, Workers Compensation, and all nonliability insurance matters, including property claims and property insurance matters.
 6. To review and make recommendations to the Board on salaries and compensation of elected and appointed officials; and to be responsible for the performance evaluation of the County Administrator in consultation with the County Board Chairman
- i. Transportation Committee (The third Monday of the month at 8:00 a.m. - Tremont)
1. To serve as the oversight Committee for the County Highway Department.
 2. To exercise general supervision over all bridge, road and right-of-way matters under the jurisdiction of the County; over the acquisition and disposition of County Highway equipment and materials.
 3. To recommend to the Board approval of contracts for all highway work and transportation programs for which the County is responsible.
 4. To exercise general supervision over the letting of bids and right-of-way acquisitions relating to County Highways or the County Highway Department.
 5. To provide the Board with long range plans for the highways in the County, including those to be undertaken by the County and those planned jointly with other political units.
 6. To exercise general supervision over matters which are assigned to this committee with regard to the buildings and grounds at the County Highway Complex and any departmental expenditures.
- j. Health Services Committee (The second Thursday of the month at 6:00 p.m.)
1. To serve as liaison in the Board's relationship with the Board of Health and the Mentally Deficient Persons Fund Board, and any other County physical and mental service.
 2. To exercise general supervision over the Animal Control Program.

3. To exercise general supervision over matters which are assigned by the Property Committee to this committee with regard to County buildings and grounds.
 4. To act as members of the Tazewell County Regional Pollution Control Site Hearing Committee and to hold public hearings and to make recommendations to the Board on all matters pursuant to that authority.
 5. To act as the oversight Committee for the County Solid Waste Management Plan. However, the siting of a new or expansion of existing landfills, incinerator facilities and transfer stations shall be as required in the Site Approval Ordinance, 6 TCC 8.
 6. To review all matters related to environmental concerns.
- k. Property Committee (The third Tuesday of the month at 5:00p.m.)
1. To serve as the oversight Committee for and exercise supervision over all County real property and to prepare plans and policies for County participation in recreational facilities and programs and make appropriate recommendations to the Board.
 2. To coordinate with appropriate Standing Committees in planning for any remodeling and expansion of any real property and the acquisition of any equipment or services.
 3. To exercise general supervision over matters which are assigned to other Committees regarding County building and grounds.
 4. To direct the Building & Grounds Supervisor to prepare, recommend and submit to the appropriate oversight Committees each year a five year capital improvement program. The five year capital improvement program shall be updated annually as a part of the budget process.
- l. Land Use and Development Committee (Second Tuesday of the month at 5:00p.m.)
1. To serve as the oversight Committee for the Department of Community Development and to handle all matters upon which the Tazewell County Zoning Ordinance requires action by a Committee of the Board.
 2. To exercise general supervision over matters concerning maps, plats, and subdivisions and to conduct public hearings and handle all other matters upon which the Land Subdivision Ordinance of Tazewell County, Illinois requires action by Committee of the Board.
 3. In cooperation with the Director of Community Development, to review and recommend environment, zoning, building, subdivision, mobile home and nuisance ordinances and resolutions and recommend any necessary changes to the Board.
 4. To act as oversight Committee between the Board and the Tri-County Regional Planning Commission, Zoning Board of Appeals, soil

conservation and cooperative extension services and with other agricultural organizations.

5. In cooperation with the appropriate agencies to recommend for adoption of long-range comprehensive plan or portion thereof for the use of land, for protection of the environment and to coordinate economic development.
- m. Risk Management Policy Committee (Third Wednesday of the month at 4:00 p.m.)

Together with the Treasurer, Auditor, and State's Attorney to act as the governing Committee for the Self-Funded Risk Management and Liability Insurance Plan originally effective on December 1, 1998, as amended, 1 TCC 5.

1 TCC 4-11 Amendment of Rules

Amendment of these rules shall require the approval of the Rules Subcommittee and the affirmative vote of a majority of the Members of the Board. Any proposed amendment shall be voted upon only if it is distributed in writing to the Members at least one month before the meeting at which the amendment is presented to the Board for adoption.

1 TCC 4-12 Expenditures

- a. Compensation and Reimbursement of Board Members
 1. Submitting Claim Vouchers. Claim vouchers for per diem compensation and reimbursement of expenses shall be submitted to the Auditor by the 10th day of the month for presentation to the Finance Committee. Per Diem requests must be accompanied by the written approval of the Chairman of the Board. Requests for reimbursement of expenses shall include a description of the expense incurred, purpose of the expense, date incurred, and the signature of the Member, verifying that such expenses were incurred for the benefit of the County. Additionally, mileage reimbursement requests shall not be paid unless the voucher states (1) Date, origin and destination of travel; and (2) Purpose and number of miles.
 2. Per Diem Compensation
 - (i) In addition to an annual salary of \$2,400 which is to be paid in 12 equal monthly installments each year, Board Members shall receive a per diem for each day spent on authorized Board business beyond regular meetings of the County Board and Standing Committees other than Executive Committee. "Authorized Board Business" is limited to activities approved by the Board Chairman including but not limited to the following:
 - (1) Attendance at special meetings of the full Board or special meetings of Standing Committees to which a Member has been appointed.
 - (2) Attendance at a formal meeting of another governing or advisory body as the officially appointed representative of the Board to

such body (e.g. Health Department, Tri-County Regional Planning Commission and its Executive Board, PPUATS Policy and Technical Committees);

- (3) Attendance at any meeting of a Board, Commission, or agency to which they have been appointed as a liaison (e.g. Veteran's Assistance Commission, Persons with Developmental Disabilities Board, Board of Health, We-Care Board, Community Services Board, Youth Services Board, Heartland Water Resources Board, Prairie Rivers RC & D Board, Tazewell County Farm Bureau, Pekin Visitor's Bureau)
 - (4) Attendance at the Tazewell County Board Executive Committee;
 - (5) Attendance at the Tazewell County Zoning Board of Appeals by Members appointed to the Land Use Committee and by other Members approved by the Board Chairman;
 - (6) County Board Chairman, approved attendance at education seminars and other training, meetings with other governmental agencies, and attendance to perform work connected with the official business of Tazewell County.
 - (ii) The per diem amount shall be \$60.00.
3. Mileage Reimbursement
- (i) Mileage shall be reimbursed at the rate in effect under regulations promulgated pursuant to the Internal Revenue Code (5 U.S.C. 5707 (b) (2)). All other expenses (fuel, lubricants, insurance, towing, etc.) are the sole responsibility of the Board Member.
 - (ii) Mileage shall be reimbursed for travel to:
 - (1) Any activity which would qualify as "officially recognized Board business" for per diem compensation; and
 - (2) Any site which is the subject of a zoning decision or transportation project before the Board and for which the Member determines that a personal inspection is desirable before casting a vote.
 - (iii) The number of miles reimbursed shall be limited to the lesser of:
 - (1) The round trip route from the Member's residence to the activity or site; or
 - (2) The actual route traveled to and from the activity/ site.
4. Miscellaneous Reimbursement. Reimbursement for all other expenses shall be in accordance with the policy for all County employees.
5. Payment of Bills. Unless otherwise designated under Functions and Responsibilities of Specific Committees, 1 TCC 4-10, all bills shall be submitted to the Finance Committee for recommendation to the Board for payment. Payments of per diems for Members of the Tazewell County Board, the Zoning Board of Appeals, and the Merit Commission shall be

eligible for the Direct Deposit through the Payroll Department with any amendments to per diems occurring in the next payroll.

1 TCC 4-13 Miscellaneous Provisions

- a. Emergency Procedure. In the case of an emergency, the Chairman of the Board shall be given the power to act on behalf of the Board. A letter setting forth the circumstances constituting the emergency shall be filed with the County Clerk (and with the Auditor, if any expenditure's are involved). At the next meeting of the Board, by roll call vote, a resolution shall be considered considering the emergency, stating therein the circumstances constituting the emergency and the Board's concurrence.
- b. Records of the Board. Any appropriate documents shall be placed on file among the records of the Board or a Committee, as the case may be, by direction of the Chairman. Minutes of the Board or a Committee shall be approved at the direction of the Chairman after opportunity is given for correction, addition or delegation. Such action shall be reflected in the minutes of that meeting.
- c. Smoking Policy. There shall not be any smoking allowed in any convened meeting of the Board or at any Committee meeting of the Board or in any County Building.
- d. Conflict of Interest. No Board Member shall vote on their own appointment to a position that includes compensation in excess of the per diem provided by these rules.
- e. Sale of **Real** Property. No property shall be sold unless the Property Committee first finds that such property has no historic value or that the historic value is outweighed by the best interests of the citizens of the County in selling the property. All proposed sales of County property shall be first approved by the Property Committee. The Property Committee may authorize the sale of any property which the committee estimates the value to be less than \$100. All other property which may be sold under this section must first be advertised for sale in a newspaper published in the County or of general circulation in the County (by resolution of the Board) and an offer to purchase is accepted by a majority of the Board.
- f. **Sale of Other Property: (1) Authorization. Property, other than real property, shall only be sold after a finding by the Property Committee that such property has no historic value or that the historic value is outweighed by the best interest of the citizens of the County in selling the property. All proposed sales of such property shall be first approved by the Property Committee. (2) Property with estimated value of less than \$1000. The Property Committee may authorize the sale of any property which the committee estimates the value to be less than \$1000 provided that such property is first advertised for sale on the County website for at least 30 days. (3) Property with estimated value of \$1,000 or more provided that such property must first be advertised for sale on the County website or other means determined to best attract offers to purchase (by resolution of the Board) and an offer to purchase is accepted by a majority of the Board.**

Motion by member Stanford, Second by member Vanderheydt to approve Adoption of Committee Assignments. Motion carried by Voice Vote.

Board Chairman - David Zimmerman

Vice Chairman - Tim Neuhauser

Parliamentarian - Russ Crawford

District 1 Committee Assignments

Connett Finance/HR Land Use	Meisinger Property Finance/HR	Palmer Transportation Land Use	Sundell Health Services Land Use	Vandertheydt Property Health Services	VonBoeckman Transportation Finance/HR	Proehl Property Transportation
ZBA Insurance Review Tazwood	Risk/Executive TCRPPC VA Liaison	ZBA PDD Extension	ZBA Pekin Chamber of C. Youth Services	Agency on Aging Emerg. Prep. Tazwood Community	Risk/Executive MARED	TCRPPC TCRPPC Executive EDC Policy

District 2 Committee Assignments

Donahue Property Finance/HR	Graff Finance/HR Health Services	Grimm, B. Finance/HR Health Services	Grimm, D. Property Finance/HR	Imig Health Services Finance/HR	Neuhauser Finance/HR Property	Sinn Transportation Health Services Land Use
Risk/Executive Pekin Main Street	ETSB Insurance Review	Risk/Executive HWRC	Risk/Executive Emerg. Prep. Tazwood	Risk/Executive BOH Mack. Valley Water	Risk/Executive TCRPPC Insurance Review EDC Policy Legislative Liaison	Risk/Executive PPUATS ZBA Farm Bureau Extension Farm

District 3 Committee Assignments

Ackerman Property Transportation	Crawford Transportation Land Use	Hahn Health Services Land Use	Harris Finance/HR Health Services	Hillegonds Land Use Finance/HR	Rinehart Transportation Land Use	Stanford Property Transportation
Extension Pekin Landfill	Risk/Executive TCRPPC TCRPPC Executive ZBA TCRVDA EDC Policy	ZBA HS Transp. Planning	Risk/Executive Local Landfill Position Evaluation	Risk/Executive ZBA	ZBA HS Transp. Planning Legislative Liaison	PPUATS Local Landfill Legislative Liaison

Committee Chairs and Vice Chairs

Property	Transportation	Finance	Human Resources	Health Services	Land Use
D. Grimm	Sinn	Neuhauser	Harris	Imig	Hillegonds
Property	Transportation	Finance	Human Resources	Health Services	Land Use
Donahue	Proehl	B. Grimm	Meisinger	Sundell	Crawford



Date: December 03, 2012

To: Tazewell County Board Members
Michael Freilinger, County Administrator

From: David Zimmerman, Board Chairman

Subject: Per Diem Guidelines

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The purpose of this memo is to clarify and give direction to how per diems will be paid starting December 1st of 2012. Our "Special Meeting" line item in the budget has increased by more than 50% over the last 5 years, while our \$60.00 rate has remained constant. Additionally, our Board rules provides specific instructions on what qualifies as a special meeting.

Salary

- 1.) Attendance at special meetings of the full Board or committee meetings of standing committees to which a member has been appointed:
 - Finance
 - Health Services
 - Human Resources
 - Land Use
 - Property
 - Risk
 - Transportation;

Special Meetings

- 2.) Attendance at a formal meeting of another governing or advisory body as the official appointed representative of the Board to such body:
 - Heart of IL Regional Port District Board
 - PPUATS
 - Tri-County Regional Planning Commission
 - TCRPC Executive Board
 - Zoning Board of Appeals;

- 3.) Attendance at any meeting of a board, commission, or agency to which they have been appointed as a liaison:
 - Board of Health
 - Central IL Agency on Aging
 - City of Pekin/Chamber of Commerce
 - County Farm Bureau
 - County Public Transit Commission
 - Emergency Preparedness
 - ETSB
 - Farmland Assessment Review
 - Gov. Rural Affairs Council's Public Transportation Liaison
 - Heartland Water Resources
 - Human Services Transportation Planning
 - Joint Review Board Pekin TIF 2
 - Insurance Review
 - Legislative Liaisons
 - Local Landfill Gov. Review Board
 - Mackinaw Valley Water Authority
 - MARED
 - Organization of Governmental Units
 - Pekin Main Street
 - PDD
 - Tazewell County Extension Board
 - Tazewell County Community Services Board
 - Tazewell/Woodford Youth Services Board
 - Tri-County River Valley Development Authority
 - Veteran's Assistance Commission
 - Veteran's Memorial Fair Association
 - We-Care;
- 4.) Attendance at the Tazewell County Board Executive Committee;
- 5.) Attendance at the Tazewell County Zoning Board of Appeals by members appointed to the Land Use Committee and by other members approved by the Board Chairman;
- 6.) County Board Chairman approved attendance at education seminars and other training, meetings with other governmental agencies, and attendance to perform other work connected with the official business of Tazewell County

In addition to the Board Rules listed above, in an effort to control these expenses I am advising Board Members of some additional guidelines to be followed:

- No per diems will be approved for ground breakings and/or ribbon cuttings,
- No more than two per diems per month per organization (i.e. TCRP and all of its related committees such as TCRPC Executive Committee, PRAC, EDC),
- No per diems for organizations not directly or formally related to Tazewell County (see list of committees under numbers 2 & 3),
- No per diems telephone participation are reimbursable, and
- New committees (as per Board rules) must be approved by the County Board Chairman or Committee Chairman involved in advance.

Further, timely submission of all monthly per diems makes budgeting and auditing much easier on the staff. Please remember there is a 60 day rule for submission in order to have meetings reimbursed.

I appreciate everyone's cooperation in these matters. I believe the next two years for the Board will be very productive.

Thanks --JDZ

Board Recessed at 10:30 a.m. Next Meeting will be held on January 30, 2013

I, Christie A. Webb, Clerk of Tazewell County, do hereby certify that the foregoing is a true and complete copy of the Board Minutes at a meeting held in the Justice Center Community Room in the City of Pekin, Illinois on December 3, 2012 at 9:00 a.m. The originals of which are in my custody in my office and that I am the Legal custodian of the same.

In Testimony Whereof, i have hereunto subscribed my hand and affixed the Seal of the said County at my office in Pekin, Illinois
this 3rd day of December, 2012.