

COUNTY OF TAZEWELL, ILLINOIS

COUNTY BOARD PROCEEDINGS REORGANIZATION MEETING

DECEMBER 3, 2018



DAVID ZIMMERMAN, COUNTY BOARD CHAIRMAN

JOHN C. ACKERMAN, COUNTY CLERK

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December 03, 2018

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Proceedings of the Tazewell County Board of Tazewell County, Illinois were held in the James Carius Community Room in the Justice Center in the City of Pekin on Monday, December 3, 2018.

Board members were called to order at 8:02AM by Chairman Zimmerman presiding with the following members present: Atkins, Connett, Darcy, Graff, Hall, Harris, Holford, Hovey, Imig, Joesting, Longfellow, Menold, Minton, Neuhauser, Proehl, Sciortino and Sinn.

Absent: Crawford, Mingus, Sundell and Wolfe

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

All New Board Members were asked to rise and stand for The Swearing in Ceremony.

Motion by Member NEUHAUSER, Second by Member HOLFORD to Adopt Previous Rules of Order.

Motion carried by Voice Vote.

CHAPTER 33: COUNTY BOARD

Section

- 33.01 Preamble
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§ 33.01 PREAMBLE.

(A) The members of the County Board express their expectations and intent that all Board members follow a high standard of ethical behavior in exercising their duties, responsibilities, and judgment as Board members.

(B) All members of the County Board shall:

- (1) Handle county affairs with a deep sense of responsibility, upholding the spirit as well as the letter of the law and constitution;
- (2) 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 so doing by a compelling reason;
- (3) Avoid participation in any action which would result in a conflict of personal interest with county responsibility;
- (4) Refrain from obtaining improper personal benefit with regard to public funds, equipment, property, or the services of employees;

(5) Respect the confidentiality of privileged information; and

(6) Refrain from accepting gifts, favors, or promises of future benefit which could tend to impair independence of judgment or action as a Board member.

(C) The following rules shall govern the County Board.
(Prior Code, 1 TCC 4-1)

§ 33.02 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 Chairperson shall call the meeting to order and preside.

(B) *General powers of Chairperson.* The Chairperson 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 the order prescribed in these rules with all necessary general powers 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 § 33.06(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 Chairperson of the Board and Standing Committees.*

(1) *Vice Chairperson.* The Vice Chairperson of the Board shall be nominated by the Chairperson and elected by the members of the Board. The Vice Chairperson must be a member of the Board and shall be a member of the Executive Committee, and may also serve as Chairperson of any committee or subcommittee.

(2) *Standing Committee.* The Chairperson shall appoint the Chairperson, Vice Chairperson, 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 designed as Chairperson or Vice Chairperson thereof. When a vacancy has been created on a committee of the Board, the Chairperson 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 the 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 Minutes Act, 5 ILCS 120/1.01 et seq. shall be made available to the members of the body which conducted such meetings 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 state's Open Meetings Act.

(F) *Parliamentarian*. The Board Chairperson shall designate a member as Parliamentarian subject to the approval of the full Board. Upon request of the Chairperson or a member of the Board, the Parliamentarian shall render advice or an opinion on questions of parliamentary law and procedure applicable to the members arising before the Board. The rules or parliamentary procedures as set forth in the latest published edition of *Robert's 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*. 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 Chairperson 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 (5 ILCS 5/25-11) (Note: Circuit Clerk vacancy is filled by Circuit Judges, 5 ILCS 5/25-10):

(1) When such vacancy occurs, the Chairperson 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 to be made at a regular Board meeting not later than 60 days after the vacancy occurs.

(2) Written applications and resumes must be submitted to the Board office by 12:00 noon of the Monday prior to the regularly scheduled meeting of the Executive Committee in the month in which the appointment is to be made. No applications will be considered unless they have been so submitted and signed by the applicant. The Board Chairperson or his or her designee shall screen all applications 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 Chairperson subject to the approval of the Board. All voting regarding the appointment shall be by a roll call vote. (Prior Code, 1 TCC 4-2)

§ 33.03 BOARD STAFF.

(A) The County Board shall be served by the Board staff which is comprised of the County Administrator, the Chief Clerk, and two support secretaries.

(B) All work shall be assigned to the staff by the Board Chairperson or the County Administrator. Any Board member requiring services from the Board staff shall make such request through the Board Chairperson or the County Administrator. (Prior Code, 1 TCC 4-3)

§ 33.04 COUNTY BOARD MEETINGS.

(A) *Regular meetings.* Regular meetings of the full Board shall be held in the county board room on the fourth 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 Chairperson 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 the 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 the county.

(C) *Agenda preparation.* The Chairperson 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 Chairperson will be of routine nature.

(D) *Reports and communications.* Any committee chairperson 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 Chairperson 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 next meeting, which has been filed with the Board office;
- (4) All committee minutes filed with the Clerk since the previous meeting; and
- (5) All other material that in the opinion of the Chairperson will be of interest to members.

(F) *Resolution of congratulations or bereavement.*

(1) 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 Chairperson's office six business days prior to the Board meeting (or as soon as possible for a bereavement).

(2) In lieu of a formal resolution of congratulations, a Board member may move that the Board Chairperson prepare a letter of congratulations in recognition of an individual, group achievement, and/or community special event. The Chairperson 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 division (F) above), and other agenda items requiring final action by the Board must be reported out of a standing committee to the Board to be placed in the agenda for a final vote. A copy of the motion to be presented to the Board shall be given to the Chairperson 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 Chairperson or furnished to the State's Attorney. (Prior Code, 1 TCC 4-4)

§ 33.05 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; and
 - (2) Reports of special committees.
 - (J) Approval of bills;
 - (K) Approval of calender of meetings for succeeding month; and
 - (L) Recess.
- (Prior Code, 1 TCC 4-5)

§ 33.06 PROCEDURE AT BOARD MEETINGS.

(A) *Quorum*. A majority of the members of the Board, exclusive of the Chairperson, 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” or “no”, “abstain” (with reason), or “present” vote on the following matters:

- (a) All contracts relating to the sale or leasing of county property;
- (b) Appropriation and tax levy ordinances;
- (c) All expenditures of county funds;

(d) Any other matter required by law; and

(e) Upon any other matters, when announced by the Chairperson 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 Chairperson 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 receives 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.

(D) *Recognition.*

(1) Every member previous to speaking or making a motion shall first be recognized by the Chairperson.

(2) When two or more members request recognition at the same time, the Chairperson 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 Chairperson.

(E) *Motion to adjourn or recess.* A motion to adjourn or recess shall always be in order and shall be decided without debate.

(F) *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.

(G) *Second required.* No motion shall be debated or put to a vote unless it is seconded. It shall then be stated by the Chairperson before debate or vote and every motion shall be reduced to writing when requested by the Chairperson or any member.

(H) *Appearance by nonmembers.*

(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 Chairperson unless there is objection by any member, in which event Board action will be required to overrule the Chairperson.

(2) All requests by nonmembers of the Board for appearance before the Board shall be made to the Chairperson, 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 spokesperson of a group and fifteen minutes total. The Chairperson may act to prevent repetition or digression, to maintain decorum, and to exclude discussion of matters which have had a 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.

(I) *Request for legal opinions.* Requests to the State's Attorney on questions of law shall be submitted in writing by a standing committee or by the Chairperson of the Board. The Chairperson and Vice Chairperson 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 § 33.04(E), prior to the next meeting of the Board unless such request originated after said 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 to the appropriate standing committee. If unsuccessful before a standing committee, a member may then take 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.

(J) *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.

(K) *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 made prior to the vote. Any matter taken off of the consent agenda shall be considered at the time of the standing committee report to which it pertains.

(L) *Closed meeting or session.* Any closed meeting or closed session held by the Board shall be held in accordance with the provisions of the state's Open Meetings Act, being 5 ILCS 110/1 et seq. Neither the news media nor the general public shall be allowed to record the proceedings of any said closed meeting or closed session.

(M) *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 Chairperson shall be authorized to take appropriate action to maintain said decorum.

(N) *Contracts.* No contract shall be approved by the Board unless:

(1) (a) All Board members have been given the opportunity to obtain a copy of the contract at least five 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

(b) The text of the contract was included in the agenda mailing required by § 33.04(E).

(2) It has been reviewed by the State's Attorney and his or her comments have been provided to the Board, or unless such approval is contingent upon review and approval of the State's Attorney. (Prior Code, 1 TCC 4-6)

§ 33.07 COMMITTEES' NUMBER, DESIGNATION, AND MEMBERSHIP.

(A) *The standing committees.*

(1) Standing committees are:

(a) The Executive Committee which consists of the Board Chairperson, Vice Chairperson of the Board, and the Chairperson of the other standing committees as well as any other Board member designated by the Chairperson. The Chairperson of the Board shall have the same voting rights as designated in § 33.02(B); and

(b) The Finance Committee, Human Resources Committee, Transportation Committee, Health Services Committee, Property Committee, Land Use and Development Committee, and Risk Management Policy Committee. Each committee may have up to eight County Board members, exclusive of the Committee Chairperson and Board Chairperson, at the discretion of the Chairperson.

(2) Each Board member shall serve on two or more standing committees.

(3) The Chairperson of the Board shall be an ex-officio member of all standing committees and subcommittees. The Board Chairperson shall have the same voting rights as provided in § 33.02(B).

(4) The Committee Chairperson 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 Chairperson'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 § 33.06(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 meetings other than those to which they are assigned.*

(1) An alternate member may be appointed to each standing committee by the Chairperson of the Board and such alternative 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 Chairperson, 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 County Board shall be held in accordance with the provisions of the state's Open Meeting Act, being 5 ILCS 110/1 et seq. 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 Chairperson 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 the Executive Committee are: Rules Subcommittee; Collective Bargaining Subcommittee; Legal Services Subcommittee; Legislative Subcommittee; and Ethics Commission Subcommittee appointed by the Chairperson. In addition, the Chairperson may create and appoint up to six 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 provided by statute or ordinance, such subcommittee shall report to the Executive Committee.

(2) *Subcommittees of other standing committees.* The chairperson of any standing committee may create such subcommittee of his or her committee as may be necessary from time to time to more efficiently accomplish the business of such standing committee. The Board Chairperson shall be an ex officio member of any such subcommittee with the same voting rights as provided in § 33.02(B). Appointment to such subcommittee shall be made by the committee Chairperson and shall be restricted to members of the standing committee. Except as otherwise provided, such subcommittees shall report to their standing committee.

(Prior Code, 1 TCC 4-7)

§ 33.08 COMMITTEES' GENERAL FUNCTIONS AND RESPONSIBILITIES.

The general function and responsibilities of each committee are:

(A) With the aid of the Board Chairperson, 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 to 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 Chairperson of the Board or by the Board itself, in addition to duties otherwise prescribed; and

(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.

(Prior Code, 1 TCC 4-8)

§ 33.09 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 Chairperson 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 spokesperson.

(C) The regular committee meeting dates, location, and times shall be set by the Committee Chairperson after consultation with the committee members.

(D) Each committee chairperson 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 county boardroom.
(Prior Code, 1 TCC 4-9)

§ 33.10 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 otherwise as set forth in this section.

(A) *Executive 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 Chairperson 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 the all local, state, and federal economic development programs, including, but not limited to, the county's intergovernmental agreement with the Economic Development Council of Peoria, 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; and

(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; and

(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 entitlements, and make recommendations to the Board.

(D) *Legislative Liaison Subcommittee.* To serve as oversight committee for legislative research and review.

(E) *Legal Services Reimbursements Subcommittee.* To serve as oversight committee for the legal services reimbursement program.

(F) *Ethics Commission Subcommittee.* To serve as oversight committee to carry out functions designated by statute.

(G) *Finance Committee.*

(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 appropriate, transfer ordinances, and any transfers from the Contingent Account in all funds;

(10) To receive the proposed annual operating and annual capital improvements budgets for each of the departments 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; and

(11) To review the outside auditor's management letter, request departmental responses to same, and make recommendations to the Board and the various oversight committee.

(H) *Human Resources Committee.*

(1) To prepare and make recommendation 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 a recommendation to the Board;

(3) To consider all requests for staffing changes which require additional staff and make a recommendation 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; and

(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 Chairperson.

(I) *Transportation Committee.*

(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; and

(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.*

(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 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 new or expansion of existing landfills, incinerator facilities, and transfer stations shall be as required in the site approval ordinance (see Chapter 156); and

(6) To review all matters related to environmental concerns.

(K) *Property Committee.*

(1) To serve as the oversight committee for and exercise general 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 buildings and grounds; and

(4) To direct the Building and 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.

- (1) To serve as the oversight committee for the Department of Zoning and to handle all matters upon which the 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 requires action by a committee of the Board;
- (3) In cooperation with the Director of Zoning, 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 Appeals, soil conservation and cooperative extension services, and with other agricultural organizations; and
- (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. 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, 1988, as amended.
(Prior Code, 1 TCC 4-10)

§ 33.11 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.
(Prior Code, 1 TCC 4-11)

§ 33.12 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 tenth day of the month for presentation to the Finance Committee. Per diem requests must be accompanied by the written approval of the Chairperson of the Board. Requests for reimbursement of expenses shall include a description of the expense incurred, purpose of expense, date incurred, and the signature of the member, verifying that such

expense was incurred for the benefit of the county. Additionally, mileage reimbursement requests shall not be paid unless the voucher states the date, origin, and destination of travel, and purpose and number of miles.

(2) *Per diem compensation.*

(a) 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 Chairperson 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, and 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 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, and Pekin Visitor's Bureau);
4. Attendance at the County Board Executive Committee;
5. Attendance at the County Zoning Board of Appeals by members appointed to the Land Use Committee and by other members approved by the Board Chairperson; and
6. County Board Chairperson 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 the county.

(b) The per diem amount shall be \$60.

(3) *Mileage reimbursement.*

(a) 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, and the like) are the sole responsibility of the Board member.

(b) Mileage shall be reimbursed for travel to:

1. Any activity which would qualify as "officially recognized Board business" for per diem compensation;
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;
3. The number of miles reimbursed shall be limited to the lesser of:
 - a. The round trip route from the member's residence to the activity or site; or
 - b. The actual route traveled to and from the activity/site.
4. Reimbursement for all other expenses shall be in accordance with the policy for all county employees.

(B) *Payment of bills.* Unless otherwise designated under functions and responsibilities of specific committees (see § 33.10), all bills shall be submitted to the Finance Committee for recommendation to the Board for payment. Payments of per diems for members of the 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 pre diems occurring in the next payroll.
(Prior Code, 1 TCC 4-12)

§ 33.13 MISCELLANEOUS PROVISIONS.

(A) *Emergency procedure.* In case of an emergency, the Chairperson 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 expenditures 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 Chairperson. Minutes of the Board or a committee shall be approved at the direction of the Chairperson 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 his or her own appointment to a position that includes compensation in excess of the per diem provided by these rules.

(E) *Sale of 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.

(Prior Code, 1 TCC 4-13)



Motion by Member MINTON, Second by Member PROEHL to approve Adoption of Committee Assignments.

Motion carried by Voice Vote.

**Tazewell County Board
Committees** effective 01-19

County Board Chairman – David Zimmerman
County Board Vice-Chair – Tim Neuhauser
Parliamentarian – Bill Atkins

Board of Health
Greg Sinn

Central IL Agency on Aging
Kim Joesting

County Farm Bureau
Nancy Proehl

County Public Transit Commission
Board Chairman

EDC Policy
Bill Atkins
Jay Hall
Tim Neuhauser

ETSB
Nick Graff

Executive / Risk Management
David Zimmerman, Chairman
Tim Neuhauser, Vice-Chair
Monica Connett
Mindy Darcy
Nick Graff
Michael Harris
Carroll Imig
Kim Joesting
Nancy Proehl
Greg Sinn
Sue Sundell
Auditor – Risk Management
Treasurer – Risk Management
State's Attorney – Risk Management

Farmland Assessment Review
Greg Sinn



Finance / Human Resources
Tim Neuhauser, Chairman of Finance
Nick Graff, Vice-Chair of Finance
Nancy Proehl, Chairman of Human Resources
Mindy Darcy, Vice-Chair of Human Resources
Bill Atkins
Monica Connett
Mike Harris
Carroll Imig
Greg Menold
Toni Minton
Frank Sciortino

**Gov. Rural Affairs Council's Public Transp.
Liaison**
Board Chairman

Health Services
Greg Sinn, Chairman
Jay Hall, Vice-Chair
Bill Atkins
Greg Longfellow
Mary Jo Holford
Seth Mingus
Sue Sundell
Joe Wolfe

Heart of IL Regional Port District Board
Board Chairman

Heartland Water Resources
Toni Minton

Human Services Transp. Planning
Mary Jo Holford
Brandon Hovey

Insurance Review
David Zimmerman, Chairman
Monica Connett
Mindy Darcy
Tim Neuhauser
Dion Fresquez
Tim Gillespie
Janet Johnson
Melissa Kreiter
Randy Mahr
Joyce Ricci
Trent Strunk
Jake Tucker

Joint Review Board Pekin TIF 2

Board Chairman

Land Use

Sue Sundell, Chairman
Carroll Imig, Vice-Chair
Monica Connett
Russ Crawford
Jay Hall
Brandon Hovey
Kim Joesting
Seth Mingus

Legislative Liaisons

Bill Atkins, Chairman
Monica Connett
Mindy Darcy
Greg Longfellow
David Zimmerman

Liquor Commission

Monica Connett
Mike Harris
David Zimmerman

Local Landfill Gov. Review Board

Mike Harris

Mackinaw Valley Water Authority

Carroll Imig

MARED

Joe Wolfe

Organization of Governmental Units

Board Chairman

PDD

Jamie Durdell, Chairman
Jay Hall
Brooklynn Berry
Stephanie Hassett
Casey Smith
Jenna Walker

PEC

Mindy Darcy
Mike Harris

Property

Mike Harris, Chairman
Kim Joesting, Vice-Chair
Mindy Darcy
Nick Graff
Tim Neuhauser
Frank Sciortino

Joe Wolfe

PPUATS

Greg Longfellow
Greg Menold
Greg Sinn

Taz. Co. Extension Board

Carroll Imig
Toni Minton
Greg Sinn

Tazewood Community Services Board

Mindy Darcy
Mary Jo Holford
Frank Sciortino

Tazewell/Woodford Youth Services Board

Frank Sciortino

Transportation

Greg Menold, Chairman
Greg Sinn, Vice-Chair
Russ Crawford
Mary Jo Holford
Brandon Hovey
Greg Longfellow
Toni Minton
Nancy Proehl

Tri-County Regional Planning Commission

Russell Crawford
Greg Menold
Seth Mingus
Tim Neuhauser
Nancy Proehl
Sue Sundell
Joe Wolfe

TCRPC Executive Board

Russell Crawford
Tim Neuhauser
Sue Sundell

Tri-County River Valley Development Auth.

Bill Atkins

Veteran's Assistance Commission

Carroll Imig – Board Liaison

We-Care

Nick Graff

Zoning Board of Appeals

Duane Lessen, Chairman
Todd Bong

Lisa Clifton
Cheryl Linsley
Amy McClanahan
John P. Webb
Don Vaugh
Kevin Bresnahan – 1st alternate
James Unsicker – 2nd alternate
Monica Connett
Russell Crawford
Jay Hall
Brandon Hovey
Carroll Imig
Kim Joesting
Seth Mingus
Sue Sundell

Name	Property	Finance/HR	Executive/Risk	Transportation	Health Services	Land Use	Other Committee
Atkins		X			X		EDC Policy, Chair Legislative, TCRVDA
Connitt		X	X			X	Insurance Review, Liquor Commission, ZBA
Crawford				X		X	TCRPC, TCRPC Exec, ZBA
Darcy	X	HR-VICE	X				Insurance Review, Legislative, PEC, Tazwood Community
Graf	X	F-VICE	X				ETSB, WeCare
Hall					VICE	X	EDC Policy, PDD, ZBA
Harris	Chair	X	X				Liquor Commission, Local Landfill, PEC
Holford				X	X		Human Services, Tazwood Community
Hovey				X		X	Human Services, ZBA
Imig		X	X			VICE	Extension, Mackinaw Valley Water, VAC, ZBA
Joesting	Vice		X			X	CIAA, ZBA
Longfellow				X			Legislative, PPUATS
Manold		X	X	CHAIR	X		PPUATS, TCRPC
Mingus					X	X	TCRPC, ZBA
Minton		X		X			Extension, Heartland
Neuhauser	X	F-CHAIR	VICE				EDC Policy, Insurance Review, TCRPC, TCRPC Exec
Proehl		HR-CHAIR	X	X			Farm Bureau, TCRPC
Sciortino	X	X					Legislative, Tazwood Community, TazWood Youth
Sinn			X	VICE	CHAIR		BOH, Extension, Farmland, PPUATS
Sundell			X		X	CHAIR	TCRPC, TCRPC Exec, ZBA
Wolfe	X				X	CHAIR	MARED, TCRPC
Parliamentarian: Bill Atkins							
Zimmerman: Executive Chair, Liquor Commission, Legislative							

An Attachment for Per Diem Restrictions was provided to the Board Members.



TO: Tazewell County Board Member
FROM: David Zimmerman
RE: Per Diem Restrictions
DATE: November 26, 2018

In an effort to hold down per diem costs in 2019, I am instituting some tighter criteria for per diem payments. Moving forward:

- You must be a member of the committee to receive a per diem for attendance
- Only two per diems will be authorized (paid) per month for all outside, non-standing Tazewell County committees
- No outside organizations can bind Tazewell County without the consent of the board for per diems
- As always, all Board members, including non-members, are welcome to attend the Executive Committee for a per diem

Finances are tight and I appreciate everyone's contribution to the board and its success. Please contact me if you have questions or need further clarifications.

JDZ

Board Recessed at 8:08AM. The next meeting will be held on January 30, 2018.

I, John C. Ackerman, 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 James Carius Community Room in the City of Pekin, Illinois on December 3, 2018 at 8:02AM. 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, 2018.

Transcribed by D. Buck