

COLES COUNTY BOARD
Re-convened Meeting
October 13, 2015

The regular meeting of the Coles County Board was called to order at 7:00 p.m. with the following members present, Paul Daily, Mark Degler, Jan Eads, Dan Lawrence, Ron Osborne, Nancy Purdy, Cory Sanders, Marc Weber, and Mike Zuhone with Chairman Stan Metzger presiding. Absent was members Brandon Bell and Brian Marvin.

Following the Pledge to the Flag, the Invocation was given by Marc Weber.

Motion was made by Daily, seconded by Zuhone to approve the September 8, 2015 County Board minutes.

AYES: Daily, Degler, Eads, Lawrence, Metzger,
Osborne, Purdy, Sanders, Weber, Zuhone (10)
NAYS: None (0)
ABSENT: Bell, Marvin (2)

APPOINTMENT TO THE KICKAPOO DRAINAGE SYSTEM

Appointment was made by Metzger, to appoint Stuart Scott to serve on the Kickapoo Drainage District until September of 2018 with the consent of the Coles County Board.

AYES: Daily, Degler, Eads, Lawrence, Metzger,
Osborne, Purdy, Sanders, Weber, Zuhone (10)
NAYS: None (0)
ABSENT: Bell, Marvin (2)

BUDGET - PUBLIC DISPLAY

Motion was made by Weber, seconded by Lawrence to display the 2016 County Budget on the counter of the County Clerk's Office for public display with the consent of the Coles County Board.

AYES: Daily, Degler, Eads, Lawrence, Metzger,
Osborne, Purdy, Sanders, Weber, Zuhone (10)
NAYS: None (0)
ABSENT: Bell, Marvin (2)

RESOLUTION FOR THE SALE OF SURPLUS PROPERTY

For a copy of the resolution see pages 2909-2910

Upon motion by Purdy, seconded by Zuhone

AYES: Daily, Degler, Eads, Lawrence, Metzger,
Osborne, Purdy, Sanders, Weber, Zuhone (10)
NAYS: None (0)
ABSENT: Bell, Marvin (2)

RESOLUTION RE: COUNTY HEALTH INSURANCE CONTRIBUTION

For a copy of the resolution see page 2911

Upon motion by Weber, seconded by Daily

AYES: Daily, Degler, Eads, Lawrence, Metzger,
Osborne, Purdy, Sanders, Weber, Zuhone (10)
NAYS: None (0)
ABSENT: Bell, Marvin (2)

RESOLUTION: SETTING FEES IN THE SHERIFF'S DEPARTMENT

For a copy of the resolution see page 2912-2914

Upon motion by Osborne, seconded by Daily

AYES: Daily, Degler, Eads, Lawrence, Metzger,
Osborne, Purdy, Sanders, Weber, Zuhone (10)
NAYS: None (0)
ABSENT: Bell, Marvin (2)

APPOINTMENTS

None

RECESS

Upon motion by Weber, seconded by Daily, the Coles County Board was recessed at 7:20 p.m..

AYES: Daily, Degler, Eads, Lawrence, Metzger,
Osborne, Purdy, Sanders, Weber, Zuhone (10)
NAYS: None (0)
ABSENT: Bell, Marvin (2)

ATTEST:

 County Clerk

SURPLUS PROPERTY DISPOSAL POLICY

I. General

A. "Surplus Property" is defined as County owned property that no longer is needed or has no practical use to a particular County Office.

B. Surplus Property shall be disposed of in accordance with this policy.

II. Responsibility

A. The County encourages maximum reuse of Surplus Property whenever possible. It shall be the responsibility of the County Office to notify all other County Offices of Surplus Property it has in its possession.

III. Methods of Disposal

A. Transfer to other County Offices.

B. Trade-in of Surplus Property.

C. Sale of Surplus Property:

(1) Public Auction with County Board approval.

(2) Internet Auction sealed bids via the County's website with County Board approval.

D. Recycling:

(1) Scrap metal may be sold through a reputable recycling dealer without competitive bids if the value of the scrap metal is estimated at less than \$1,000 by the County Official/Department Head.

(2) Computers and computer related devices shall be disposed of through an electronic recycling center. County Offices shall contact the IT Department for additional information regarding erasing and tracking.

E. Disposal:

(1) Surplus Property that has no practical salvage or scrap metal value may be disposed of in the proper manner for the item. All cell phones shall be disposed of in the proper manner.

IV. Availability of Surplus Property to Employees

A. Surplus Property may be claimed by employees, for use in a County Office, as described in the reuse section herein.

B. Surplus Property may be purchased by employees for personal use at a public auction or internet auction only.

C. Employees are prohibited from claiming any Surplus Property for personal use which have been allocated for disposal by recycle or disposal options, as described herein.

State of Illinois)
)ss.
County of Coles)

RESOLUTION FOR THE SALE OF SURPLUS PROPERTY

WHEREAS, the Building & Grounds Committee has determined that certain County owned property is no longer needed and has no practical use to the County attached as Exhibit A; and

WHEREAS, the Building & Grounds Committee voted to forward a resolution to the County Board for the sale of the items in Exhibit A on the County's website, pursuant to Coles County's Surplus Property Policy.

NOW THEREFORE BE IT RESOLVED that the County Board authorize the sale of County owned property, attached hereto as Exhibit A, via the County's website by sealed bids; and

BE IT FURTHER RESOLVED that the revenue from the sale of this property be deposited into the County's General Fund.

DATED this ___ day of _____, 2015

ATTEST:

County Clerk

State of Illinois)
)ss.
County of Coles)

RESOLUTION RE:
COUNTY HEALTH INSURANCE CONTRIBUTION

WHEREAS, the Coles County Board established a rate for the County’s contribution of employee health insurance premium at \$450, for full time employees working 30 hours or more per week on November 10, 2014; and

WHEREAS, the Ad-Hoc Employee Insurance Committee requested an increase in the County’s contribution of employee health insurance premium to offset the increase of their out-of-pocket expenses; and

WHEREAS, the Insurance Committee voted to forward a resolution to the County Board increasing the County’s contribution of employee health insurance premium to \$ 500, for full time employees working 30 hours or more per week.

NOW, THEREFORE BE IT RESOLVED that the County Board does hereby increase the maximum rate for the County’s portion of employee health insurance coverage for full time employees working 30 hours or more per week to \$500 effective December 1, 2015.

DATED this ___ day of _____, 2015.

ATTEST:

County Clerk

2015 REVISED COLES COUNTY SHERIFF FEE SCHEDULE RESOLUTION

An Resolution to revise and update the previously existing **Coles County Schedule of Sheriff's Fees**.

WHEREAS, Section 4-5001 of the Counties Code (55 ILCS 5/4-5001) provides a set of prescribed maximum fees which may be charged by county sheriffs for various official functions, and further provides:

The county board may, however, by Resolution, increase the fees allowed by this Section and collect those increased fees from all persons and entities other than officers, agencies, departments and other instrumentalities of the State if the increase is justified by an acceptable cost study showing that the fees allowed by this Section are not sufficient to cover the costs of providing the service. A statement of the costs of providing each service, program and activity shall be prepared by the county board. All supporting documents shall be public records and subject to public examination and audit. All direct and indirect costs, as defined in the United States Office of Management and Budget Circular A-87, may be included in the determination of the costs of each service, program and activity.

And **WHEREAS**, the County Board of Coles County has caused such a cost study showing that the fees allowed by Section 5-4001 are not sufficient to cover the costs of providing the service, and providing a statement of the costs of providing each service, program and activity, said study being conducted for fiscal year 2015 by Coles County Regional Planning & Development Commission, and the report thereof dated August 2015; and

WHEREAS, it is the recommendation of both the **Sheriff of Coles County** and the **Sheriff and Law Enforcement Committee** that in accord with Section 5-4001 the fees of the Sheriff be adopted and established at the amounts set out in this Resolution; and

WHEREAS, it is the finding and determination of the **Coles County Board** that such recommendations are well-founded, supported by the study for fiscal year 2015 conducted by CCRP&DC, and in accord with the intent of Section 5-4001, and that in the public interest therefore the fees of the Sheriff should be adopted and established at the amounts set out in this Resolution;

NOW THEREFORE BE IT ORDAINED by the County Board of the County of Coles, State of Illinois, that this enactment be known as the 2015 REVISED COLES COUNTY SHERIFF FEE SCHEDULE RESOLUTION, and that:

1. Repeal and replacement of prior enactment. Upon the taking effect of this **2015 Revised Coles County Sheriff Fee Schedule Resolution**, the prior enactment relating to this subject Resolution dated March 12, 2002, is **REPEALED AND REPLACED by this 2015 Revised Coles County Sheriff Fee Schedule Resolution**, without prejudice to fees charged under that prior enactment during the effective term thereof.

2. Filing and Retention of Cost Study. In accord with the public record requisites of Section 4-5001 of the Counties Code (55 ILCS 5/4-5001), a copy of the fiscal year **2015 Cost of Service/User Fee Analysis** report dated August 2015, prepared by **CCRP&DC**, of Charleston, Illinois, shall be filed promptly with the Coles County Clerk who shall keep such record and maintain it available for public examination and audit, and all supporting documents thereof shall be public records and subject to public examination and audit.

3. Lack of reference herein. Any statutorily authorized fee not included herein remains at the amount set by statute.

4. Schedule of Sheriff's Fees. In accord with the aforesaid cost study, in accord with Section 4-5001 of the Counties Code, the following **schedule of fees of the Sheriff of Coles County is adopted and made effective for such services performed on or after December 1, 2015.**

A. Fees for execution of arrest warrant/order of attachment: \$115.00.

B. Fees for taking bond: \$23.00

C. Fees for evictions, and fees for taking possession of and removing property levied on: \$58.00

D. Fees for civil process service: \$50.00. Civil process shall include the following:

Serving or attempting to serve an order or judgment granting injunctional [injunctive] relief.

Serving or attempting to serve any garnishee.

Serving or attempting to serve an order for replevin.

Serving or attempting to serve a subpoena on each witness (in any civil, criminal, conservation violation, Resolution violation or administrative proceeding).

Serving or attempting to serve an order or judgment for the possession of real estate in an action of ejectment or in any other action, or for restitution in an action of forcible entry and detainer without aid, and when aid is necessary, the Sheriff shall be allowed to tax in addition the actual costs thereof.

Serving or attempting to serve notice of judgments or levying to enforce a judgment.

5. Statutory limitation. Pursuant to Section 4-5001 of the Counties Code:

A. the amounts set in the preceding paragraph 4 of this Resolution which exceed the amounts otherwise prescribed in Section 4-5001, do not apply to any officer, agency, department or other instrumentality of the State.

B. As with the fees in Section 4-5001 itself, the fee requirements set in the preceding paragraph 4 of this Resolution do not apply to police departments or other law enforcement agencies. As in Section 4-5001, for purposes of the paragraph, "law enforcement agency" means an agency of the State or unit of local government which is vested by law or Resolution with the duty to maintain public order and to enforce criminal laws.

PASSED and enacted upon roll call vote by the County Board of the County of Coles, State of Illinois, on this ____ day of September, 2015.

_____ **Ayes**

_____ **Nays**

_____ **Absent**

Sue Rennels, County Clerk
Coles County, Illinois

APPROVED by the Chairman of the County Board of the County of Coles, State of Illinois, on this ____ day of September, 2015.

Stan Metzger, Chairman
Coles County Board

ATTEST:

Sue Rennels, County Clerk