# Pike County Board

# Meeting Minutes

August 22, 2022

1. Call to order

Chairman Jim Sheppard called to order the regular meeting of the Pike County Board at 7:04 p.m. in the upper courtroom of the Pike County Courthouse.

1. Invocation and Pledge of Allegiance

Micheal Boren gave the invocation and Chairman Sheppard led in the Pledge of Allegiance.

1. Roll Call

Chairman Sheppard asked Deputy Clerk Haley Rezba to call roll. Board members present were, Chairman Sheppard, John Birch, Andy Borrowman, Amy Gates, Reta Hoskin, Tom Lewis, and Mark Sprague. Absent were board members Mark Mountain and Derek Ross.

1. Approval of Minutes from Pike County Board meeting on July 25th, 2022

Mark Sprague made a motion to approve the minutes. John Birch seconded. Voice vote 6-0. Motion approved.

1. Appointment of Commissioner to the Sny Island Drainage District for a 3 year term starting September 13, 2022 and ending the first Thursday in September 2025.

Andy Borrowman made a motion to approve Max Borrowman. John Birch seconded. Voice vote 6-0. Motion approved.

1. Consideration of proposal by Damon’s Plumbing for plumbing renovation at the Pike County Jail.

Bid for $115,000 for new 6 inch PVC pipes at the jail being paid for out of ARPA funds.

Amy Gates made a motion to approve using ARPA funds. Mark Sprague seconded. Voice vote 6-0. Motion approved.

Andy Borrowman questioned if the materials that are being stuffed down the pipes can be kept from the inmates. Sheriff Greenwood stated that it is a variety of things that the inmates use so there is no way of doing that.

1. Appointment of Cindy Prentice to the Pike County Housing Authority (PCHA) for a 5 year term ending on 6-30-2027.

Amy Gates made a motion to approve. Andy Borrowman seconded. Voice vote 6-0. Motion approved.

1. Committee Reports

Finance

Finance Committee Meeting Summary August 17, 2022

The Finance Committee meeting was called to order at 5:30pm. Members in attendance were Andy Borrowman and Reta Hoskin. Member Amy Gates was absent. Also present were Jim Sheppard, Board Chairman; Treasurer Scott Syrcle; Sheriff David Greenwood; Haley Rezba from the County Clerk’s Office; and guests Don Foster, Dan Brennecke, Dustin Brennecke, and Shelly Brennecke .

Claims:

After review of the bills presented, Andy made a motion to approve $128,538.80 in bills. Reta seconded the motion. Motion approved.

During last month’s bill review, Amy noted that the County is paying for two separate postage meter machines at the Annex Building and inquired whether there might be some cost savings in just using one. Scott indicated the Treasurer’s Office had one for years and the Assessor’s Office and Zoning Office both use it. The Committee is inquiring whether the Clerk’s Office could use the same machine. This month, the Committee approved payment for postage for the Treasurer’s, Assessor’s, and Zoning Offices. The issue is deferred until the next meeting.

Scott reported our general fund balance is $231,573.97.

New Business:

* The Committee agreed that monthly payments to the Code Hearing Officer will be made routinely prior to the Committee’s approval since the annual amount is specified in the budget.

Old Business:

* Paycom Status Update: The County Clerk’s Office continues to work on correcting the payroll issues. Fund balancing issues remain. It is hoped there will be some clarity on the funds with the payroll corrections. Jim reported the County Clerk has corrected the 2021 payrolls through October of 2021. This leaves the two November 2021 payrolls to correct before the audit can commence.
* IMRF Status Update: Haley reported that the regular IMRF refunds have been issued or applied, thus correcting the errors in withholding. The voluntary IMRF contributions are still not being calculated correctly. Haley is working with Paycom on this.
* Audit Status Update: Scott had previously shared a notice he received from the Office of the Illinois Comptroller citing that we were passed the 90-day extension we had been given for submitting the County’s annual audit report. Scott volunteered to call the Comptroller’s Office to assure them we are working on the problems. He will check with the auditors first to see if they have had any contact. The auditors have told Scott that even if Natalie is able to fix the remaining payroll issues, the auditor staff are scheduled through the beginning of November and could not begin our work until then. Scott offered that he will begin programming the Health and Highway Departments into GATA to get a start on some of the audit reports. Scott indicated that another outstanding audit issue is none of the budget amendments have been entered into the system. Finally, Scott will request a demonstration from CIC on a portal for transferring data between Paycom and CIC so the payroll and accounting systems can communicate with each other. He has volunteered to pay for the program out of the Treasurer’s budget and indicates the cost would be $3000 for the initial purchase and $700 annually.
* ARPA Funds: The Committee did not consider any specific requests. Jim reported that he is reconvening the ARPA workgroup on August 24, 2022, at 2:30pm.
* 2019 IRS Issue. The County Clerk’s Office had previously been informed by the IRS that required 1095c Health Insurance Confirmation Forms had not been received for 2019. Fees/fines were mentioned. Haley provided an update that this issue has been addressed. It is unclear why the IRS did not receive the forms previously, but everything has now been submitted. The IRS reports that it is 60 days behind in its processing, so the Clerk’s Office is continually checking with the IRS to ensure the forms are moved to the appropriate staff.

Public Comments:

Shelly Brennecke inquired about the timeliness of bill payments. She was aware of an instance where a policy officer’s fuel card had been shut off, leaving him miles out of the county without the ability to use the card to purchase fuel for the return trip. Payment processes and regulations were discussed. Haley will take this back to the County Clerk’s Office and ask Charlie if he can provide information on this particular situation so the Committee can review it to ensure processes are as efficient as possible to avoid such circumstances.

Andy made a motion to adjourn. Reta seconded the motion. Motion approved. The meeting adjourned at 6:52pm.

Mark Sprague made a motion to approve the minutes. Andy Borrowman seconded. Voice vote 6-0. Motion approved.

Highway

The Road and Bridge Committee met Wednesday, August 17, 2022 at 4:00 pm at the County Highway Department. The meeting was called to order at 4:11pm.

Present were John Birch, Reta Hoskin, Mark Sprague and Jim Sheppard. Staff members present were Chris Johnson. Visitors were Don Foster.

There were no public comments.

A motion was made by Mark Sprague, seconded by Reta Hoskin to pay claim reports dated July 20, 2022. All in favor. Motion carried.

Half Aid to Bridge Settlements: None

County Engineer’s Report: CH-13 will be sealed tomorrow.

Three old dump trucks will be auctioned on GovDeals.com by approximately September 1st.

OLD BUSINESS: Discussed CH-57 work planned for the next 2 to 3 years.

A motion was made by Reta Hoskin seconded by Mark Sprague to adjourn meeting at 4:37pm. All in favor. Motion carried.

Tom Lewis made a motion to approve the minutes. Reta Hoskin seconded. Voice vote 6-0. Motion approved.

Building and Grounds

The August meeting of the Building and Grounds Committee of the Pike County Board was called to order at 3:02 p.m. on Wednesday August 17 by Committee Chair Sprague.

Committee members present were Tom Lewis and Mark Sprague as well as County Board Chair Jim Sheppard. Absent was Mark Mountain.

Visitors present were Sheriff Greenwood, Animal Warden Ballinger, Animal Deputy Maci, Charlie from County Clerk’s Office and Don Foster.

Payment of routine bills in the amount of $10,426.12 were approved on a motion by Lewis and seconded by Sprague.

Sheriff Greenwood reported on the ongoing project to upgrade the drain waste and vent system at the jail. He was unable to get anyone else to bid on it, so he freshened up his bid from Damen’s Plumbing for the $115,000 to upgrade all of the 4 inch cast iron drain pipe to 6 inch PVC to eliminate clogs and associated turmoil at the jail. On a motion by Lewis, and second by Sprague, the committee approved sending this request to the full board for approval from ARPA funds.

Sheriff also updated the committee on the $64,890.00 low bid for the HVAC control system at the jail and the $49,171.00 low bid for the continued work on the wood trim in the upper courtroom at the courthouse. Committee consensus was to submit these requests at the next meeting of the ARPA Funds Disbursement Committee.

Animal Control Warden Mackenzie Ballinger reported on the phone system at the Animal Shelter. They have been getting by with Wal-Mart phones for several years, but they only last about a year. Most recently, while their phones were not working, calls were going to an unknown voice mailbox at CassComm. The mailbox was full but it appeared to the general public as thought the caller had left a message. Animal Control was not getting the messages, thus they weren’t able to respond, leaving the general public thinking they were being ignored. Ms. Ballinger has done some shopping and received bids from CassComm and Mike Devine. On a motion by Lewis and second by Sprague, the committee approved the low bid of $2,949.00 from Mike Devine to install a new and hopefully improved phone system at the shelter which Mackenzie and Maci think will serve them well going forward.

There being no other business before us, the meeting was adjourned at 4:01 p.m. on a motion by Lewis and second by Sprague.

John Birch made a motion to approve the minutes. Tom Lewis seconded. Voice vote 6-0. Motion approved.

Brenda is going to speak with Mike Devine about tying into the County’s current phone system. Amy Gates wants to know is tying into the current system will work before we move forward with the new system.

GIS/IT

The GIS/IT Committee was called to order at 5:38 PM on August 9th, 2022. Those in attendance were committee members Derek Ross, Reta Hoskin, Amy Gates and Jim Sheppard. Also in attendance were Dan Brennecke, Corey Phillips (from GFI), and Brenda Despain.

Under **New Business:**

* GFI Presented the quarterly update:
1. For GFI to migrate all emails to \*.gov it will cost an estimated amount of $10,700.
2. Brenda will contact ICRMT and other Counties to find out how to handle prior employee and prior board member’s emails to make sure they are available for FOIA. At the next committee meeting, Brenda will have recommendations of how to handle storing past email accounts.
3. GFI is unaware of any ongoing issues
* Jim Sheppard presented some information from ClearGov, Inc, which is a Cloud Based government budget software program. There is a one-time setup of $3,600 and an ongoing $17,400 annual subscription fee. Though it may be a useful program, the committee chose not to consider it at this time.

Under **Old Business:**

* Cyber Security Employee Training: Brenda has started sending out materials to department heads to forward onto employees for computer use best practices.
* Court House Wiring: Mike has pulled all the wires but cannot complete the project until the switch ordered in May is delivered. The estimated delivery is December 2022.
* Managed IT: Reta and Brenda have completed an RFP to go out for Managed IT services. From what proposals have been submitted to date, Managed IT would cost the County $70,000 to $100,000 a year in addition to the ongoing IT services the County already pays for at this time. This additional amount will be considered at the upcoming budget meetings for the next fiscal year. For now, GFI will remain the County’s IT vendor.

Under **Public Comments:**

 None

Motion to pay bills in the amount of $ 24.821.51 was made by Amy Gates and seconded by Reta Hoskin. The motion passed.

Amy Gates made a motion and seconded by Reta Hoskin to adjourn. The motion passed and the meeting adjourned at 7:49 PM.

Amy Gates made a motion to approve the minutes. Mark Sprague seconded. Voice vote 6-0. As read only. Motion approved.

Reta stated that it isn’t in the meeting minutes but that at the meeting it was brought up that the County Clerk wants to use grant money to work with IT Services from Adam’s County. That would join the County Clerk’s Office with Adam’s County for IT services in the County Clerk’s Office only. Reta stated that if the County Clerk has the grant money to pay for additional IT services then she wants to see that grant money used to pay for the transition to the .gov domain instead of the County paying for it.

Amy Gates does not want another provider in the County Clerk’s Office, she also wants the .gov domain paid for from the grant money since it is required for the County Clerk’s Office.

Jim Sheppard wants to discuss this with budgets.

Public Safety

No Public Safety Meeting

1. New Business

FOP is wanting to opening bargaining

Bryce Gleckler: Voluntary IMRF is still not correct and would like to know when it will be getting corrected.

1. Old Business

None

1. Chairman’s Remarks

None

1. Summary of Expenses for the Month/Mileage & Per Diem Report

Reports being tabled to the next meeting for corrections to be made.

1. Questions from Press and Visitors

Mike Devine responded to Brenda and stated that he thinks the Animal Control phone system will tie into our current system.

Scott Syrcle called comptroller and would like to be included in payroll cleanup correspondence so that he can keep them updated.

Reta would like to get the Auditors scheduled

Scott is setting up meeting with CIC for portal into PayCom.

1. Adjournment

Motion made by Amy Gates and seconded by John Birch to adjourn meeting at 7:59pm. Voice vote 6-0. Meeting adjourned.

Minutes submitted by Haley Rezba.