# Pike County Board

# Meeting Minutes

January 23rd, 2023

1. Call to order

Chairman Andy Borrowman called to order the regular meeting of the Pike County Board at 7:05 p.m. in the upper courtroom of the Pike County Courthouse.

1. Invocation and Pledge of Allegiance

Scott Syrcle gave the invocation and Chairman Borrowman led in the Pledge of Allegiance.

1. Roll Call

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

1. Approval of Minutes from Pike County Board meeting on December 27th, 2022

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

1. Approval of the FOP labor contract and direction to Chairman Borrowman to sign.

Mark Sprague made a motion to approve. Lewis seconded. Voice vote 4-1-1. Motion approved.

1. Approval of the Ambulance labor contract and direction to Chairman Borrowman to sign.

Mark Sprague made a motion to approve. Lewis seconded. Voice vote 5-0-1. Motion approved.

1. Accept resignation.

Tom Lewis made the motion to accept County Board Member John Birch’s resignation. Sprague seconded. Voice vote 6-0. Motion approved.

\*\*Republican Party Chairman Jon Borrowman will give some names to the County Board for consideration.\*\*

1. Six Month Reports.

Derek Ross made a motion to approve the reports. Lewis seconded. Voice vote 6-0. Motion approved.

1. Committee Reports

Finance

The Finance committee of the Pike County Board met at4:00PM on Wednesday January 18, 2023 in the conference room of the Pike County Government building. Those present were; Reta Hoskin, Don Foster, Jim Sheppard and Pike County Board Chairman Andy Borrowman.

Routine Bills in the amount of $113,633.45 were approved for payment on a motion by Reta Hoskin and a second by Don Foster.

Haley Rezba reported that all payroll submissions had been received on time for the first time in a year. We then discussed the development of a payroll submission form. Haley has stated that she would like to build from the form that the ambulance uses and modify it to fit the other offices. Dave Greenwood asked that his be set up for each of his divisions; Corrections, Dispatch, and Deputies. The goal is streamlining the entering of payroll data and reduction in errors and the issuance of manual checks, Don Foster made a motion to authorize Haley Rezba to develop the payroll form using time outside of her normal office hours and submit reports to the committee. Reta Hoskin seconded; motion carried.

Chairman Borrowman reported that the November figures for IMRF submission had been approved and a check should be issued on the 19th. December was ready to be submitted for IMRF approval.

There was a lengthy discussion about payroll submission into CIC and the thinking was that monthly upload of this data would be better to track and reconciliation. We also discussed the portal that could be purchased and developed to transfer the data from Paycom to CIC.

Don Foster made a motion to adjourn and Reta Hoskin seconded. Meeting adjourned at 6:15PM

Mark Sprague made a motion to approve the minutes with amendments. Ross seconded. Voice vote 6-0. Motion approved.

Highway

The Road & Bridge Committee met Wednesday, January 18th, 2023 at 1:30 p.m. at the Highway Department facility located at 39643 260th Ave, Pittsfield, IL 62363. The meeting was called to order at 1:30 p.m.

**ROLL Call:**

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| Present: | Reta Hoskin, Mark Sprague, Don Foster, and Andy Borrowman |
| Absent: |  |
| Staff: | Chris Johnson, Gary Laux and Brenda DeSpain |
| Visitors: |  |

**PUBLIC COMMENT:** None.

**PAYMENT OF CLAIMS:** A motion was made by Mark Sprague, seconded by Don Foster to pay claims per claim reports dated January 18, 2023 All in favor. Motion carried.

**HALF AID TO BRIDGE SETTLEMENTS:** None.

**NEW BUSINESS:**

County Engineer’s Report:

* The CH-2 recycling and paving project from New Salem to Griggsville is on Friday’s letting (January 20, 2023).
* The County Engineer advised he had been in contact with a generator salesman and an electrician who looked at the building to see what is needed to operate when power is out. Due to all the electric lines coming into the building it is planned to get a generator that will have enough power to run the North end of the shops floor heat, the office, fuel pumps, and two overhead doors, but not heat the South floor unit and only key outlets. More information will be coming next month once more details are known.

**OLD BUSINESS**:

There was discussion on the proposed wind farm just west of Pittsfield. It was discussed that the current developer is changing some details of where and how many turbines are being planned and will have to submit to the County for review prior to construction.

There was discussion on impacts to County Highways. It is expected based on discussions with the developer that County Highway 13 will be the most impacted. The area will be from IL 106 heading west 1+ miles depending on the final proposed layout. A portion of CH 3 at the I72 exit 31 from IDOT right of way to Kerr corner is expected to see some construction traffic as well. Currently, the County does not have exact haul routes, once received, the County Engineer will contact the State’s Attorney to look over the documentation and advise the committee. The County Engineer noted that the Zoning Officer and the States Attorney have been involved in the ongoing process of this project.

**Architectural Services Agreement**

After discussion regarding the process, design/construction and costs/possible reimbursable costs, a motion of not to exceed $127,000 for Basic Design, Additional Services and Construction Services as noted in the agreement with Meco Engineering was made by Mark Sprague, seconded by Don Foster, all in favor, motion carried.

**ADJOURNMENT:** A motion was made by Mark Sprague, seconded by Don Foster to adjourn meeting at 2:45 p.m**.** All in favor. Motion carried.

Reta Hoskin made a motion to approve the Architectural Services Agreement. Sprague seconded. Voice vote 6-0. Motion approved.

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

Building and Grounds

The building and grounds Committee meet at 3:05 pm and the Annex Building.Members Present were Tom Lewis,Mark Sprague and Chairman Andy Borrowman.Abent was Mark Mountain.Also present were David Greenwood,Darwin Feenstra,Charlie Ward,and Don Foster.

David Greenwood stated he had received an updated quote on the control system for the boilers at the Jail.This has been talked about for several months about getting them replaced.The quote was from X-Cell mechanical for $49,920.00.On a motion by Sprague and seconded by Lewis to go ahead with this project.Motion Carried.David also informed the committee about a App from Health and Security to be able to link his phone and whom ever else he would like to have this app to allow them to be notified when a panic or fire alarm button was activated at then Court House.The cost is $96.00 a year with a one time set up fee of $49.00.There was discussion if the Annex Building could also be included in this App.David said he would contact the company and bring this back next month.

Darwin stated that the elevator room is almost completed and this will satisfy the Inspectors.He also stated the Circulation pumps on both boilers at the court have been replaced since our last meeting.

Old Business: None

New Business:

There was one bill that was referred to the Finance committee.This was a bill from Peters Heating and Air for a split unit that was put in the IT room at the Annex Building.There was a Discussion on this about who authorized to have this work completed since it was not brought to the Building and Grounds Committee.There seemed to be a miscommunication on who authorized the work.The Committee just want to make sure that we are staying to our Budget.

On a motion by Sprague and a second by Lewis to pay bills in the amount of $5056.43 was made.Motion carried.

With no further business a motion by Sprague to Adjourn was made seconded by Lewis.Motion Carried

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

GIS/IT

The GIS/IT Committee was called to order at 4:12PM on January 17th, 2023. Those in attendance were committee members Derek Ross, Jim Sheppard, and Reta Hoskin. Also in attendance were Brenda Despain, Andy Borrowman, Paula Dean, JR Bareis from TigerHawk Technologies, and Dan Brennecke.

Under **Old Business:**

* County Internet Backup: JR Bareis believes the hardware exists between the buildings to establish an internet backup utilizing the existing internet providers. He will present his findings in upcoming Committee meetings as he continues to do an inventory of the County’s IT infrastructure.
* Dot-Gov email addresses: Jim Sheppard made a motion and Reta Hoskin seconded to have Tigerhawk Technologies move forward to establish dot-gov email addresses for those employees the County Clerk needs changed so the County can meet State Board of Election (SBE) guidelines. The motion passed.
* Wiring of the Sherrif’s Office: Since the Courthouse wiring project is complete, Brenda will reach out to Mike Devine and check the status of wiring the Sherrif’s office and get back to the committee with a timeline.

Under **New Business:**

* Tigerhawk Technologies: JR Bareis presented an extensive list of findings for our current IT Infrastructure. The consensus of the committee is Tigerhawk needs to complete setup of servers and systems that have been left undone and address some open-access issues that were discovered. This may cause some additional login requirements and/or verifications, but in today’s cyber-security climate, these additional steps are needed. Another topic discussed was a consistency in hardware set-up protocols. The idea is to have all office’s hardware configured using best-practices and in a repetitive nature so anyone on County Staff or IT maintenance can understand the general workflow of any given office’s IT needs. Of course, there will be specific requirements for certain offices, and those will be addressed as needed. Luckily it appears a majority of the corrections can be made using existing hardware and software the County already possesses. The majority of any additional expenses should only be the time needed to make the changes required. The goal of the changes are to make the County’s IT system more uniform and easier to maintain.
* Ongoing training: Brenda Despain had great things to say about the additional training she received on Office 365 administration. Derek Ross has indicated that he would like to get the hardware in the EOS up to date and utilize the space as a training center for County Employees on other Office 365 modules.

Under **Public Comments:**

 None

Motion to pay bills in the amount of $ 6,192.66 was made by Jim Sheppard and seconded by Reta Hoskin. The motion passed.

Jim Sheppard made a motion and seconded by Reta Hoskin to adjourn. The motion passed and the meeting adjourned at 6:04 PM.

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

Public Safety

The Public Safety Committee Meet at 7pm on January 18 at the Pike County Ambulance Building.Members Present were Tom Lewis,Derek Ross,Jim Sheppard,and Chairman Andy Borrowman.Also present were Ambulance Administrator Kasey Kendall,Don Foster,and employees of the Ambulance Service.

Administrator’s report:Kasey gave the run totals for December totaling 214 calls and a year total 2519 call.This is down slightly from last year.Kasey has also started a actual versus budget ytd sheet showing what is spent and what is left in the Ambulance budget.Kasey gave an update on our ambulances.Stating the Transfer Ambulance has been fully equipt and inspected and will be going into service on 01/19/2023. The Ambulance that is being remounted has been picked up and the work has started on it and should be completed in approx three months.Kasey has still not received a quote on the next ambulance to be remounted but will be reaching out to the company about getting that quote.IDPH and Quincy Area EMS will be down on the 24th to complete the yearly inspections on the rest of our ambulance fleet.Kasey stated he has received a two week notice from one of our Paramedics and will be posting for applications to fill that spot.The EMT class just finished up and had a 70 % pass rate for the class.Kasey has plans to do a 1st responder class in April and another EMT class in the Fall.Kasey is working on a Documentation policy and Quality insurance policy and will have a draft to present to the committee next month.These Policies will allow Kasey and the employees to make sure that they are Documenting correctly.Which will help get the correct payment for our services.Kasey attended a Surge Drill at Illini hospital.The purpose for this drill was to what need to be done on a certain chemical release.Kasey also attend the CO2 pipeline class that was heald in Mt Sterling.There are plans for a CO2 pipeline to go thru the north east corner of Pike County.The Ambulance Union Contract was approved by the Ambulance Employees and after approval from the County Board Kasey will be working with payroll to get the back pay paid to the employees.

A motion was made by Sheppard and seconded by Ross to pay Bills in the amount of $34204.43 Moti

on Carried

Old Business: None

New Business: Tigerhawk will be getting will Kasey to help with any computer issue that they may have at the Ambulance Service.

Public Comment: None

With no further business a motion by Ross and seconded by Sheppard was made to adjourn.Motion Carried and meeting was adjourned at 7:32PM

Jim Sheppard made a motion to approve the minutes. Ross seconded. Voice vote 6-0. Motion approved.

1. New Business

Tentative Ag Committee Meeting on 2-15-2023. To be confirmed later.

Reta Hoskin, chair of Economic Development Committee starting 1-23-2023, they will be adding a new member to the committee.

Application for a new liquor license for the Musgraves for a new event location, Chairman Borrowman to issue new license to them.

Hardin township is a dry township so a vote would need to be passed in order for the license to be issued.

1. Old Business

The County IT has all been switched over to TigerHawk.

1. Chairman’s Remarks

None

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

Tom Lewis made a motion to approve the reports. Sprague seconded. Voice vote 6-0. Motion approved.

1. Questions from Press and Visitors

None

1. Adjournment

Motion made by Tom Lewis and seconded by Don Foster to adjourn meeting at 8:33pm. Voice vote 6-0. Meeting adjourned.

Minutes submitted by Haley Rezba.

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