# Pike County Board

# Meeting Minutes

December 27th, 2022

1. Call to order

Chairman Andy Borrowman called to order the regular meeting of the Pike County Board at 7:09 p.m. in the upper courtroom of the Pike County Courthouse.

1. Invocation and Pledge of Allegiance

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

1. Roll Call

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

1. Approval of November 28th, 2022 Minutes

Tom Lewis made a motion to approve the board minutes. Jim Sheppard Seconded. Voice vote 4-0. Minutes approved

1. Approval of December 5th, 2022 Reorganizational Meeting

Tom Lewis made a motion to approve the minutes. Don Foster seconded. Voice vote 4-0. Motion approved.

1. Approval of Resolution appointing the Office of the State’s Attorney Appellate Prosecutor as the County’s agent from 12-01-2022 through 11-30-2023.

Reta Hoskin made a motion to approve the appointment. Don Foster seconded. Voice vote 4-0. Motion approved.

1. Appointment of Bryce Lawson to the Valley City Drainage and Levee District for a term to expire in September of 2025.

Tom Lewis made a motion to approve the appointment. Jim Sheppard seconded. Voice vote 4-0. Motion approved.

1. Appointment of Larry Wiese to the McGee Creek Levee and Drainage District for a term to expire in September of 2025

Tom Lewis made a motion to approve the appointment. Reta Hoskin seconded. Voice vote 4-0. Motion approved.

1. Committee Reports

Finance

The Finance committee of the Pike County Board met at 4:00 p.m. on Wednesday December 21, 2022, 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 $166,125.76 were approved for payment on a motion by Reta Hoskin and a second by Don Foster.

While reviewing bills and asking general questions about those presented, the committee revisited the comp time issue that was discussed at the last board meeting. Some of those are presented below.

County Clerk 161.5 hours

Circuit Clerk 272.5 hours

Supervisor of Assessments 458.5 hours

Treasurer 101.75 hours

State’s Attorney 137 hours

The committee discussed a matter which had been discussed in the highway committee meeting and that was the need for a backup generator for the highway building. It was noted that they would need power to operate in extreme weather conditions. Cost estimates are around $50,000. Reta moved that we use ARPA funds to purchase a backup generator for the Highway department. Don Foster seconded. Motion carried.

The clerk’s office reported that they are still struggling to get payroll submissions in a timely manner. They have given all departments a calendar of due dates for the entire year. The late submissions are causing extra work hours, causing delays in getting it to the Treasurer’s office, and increasing the chance for errors. After a great deal of discussion, it was decided that a directive from the board be sent to all departments and those responsible for submitting those numbers to make them with the timeframes requested.

We looked at the form an manner with witch payroll is submitted and while there are issues there, Natalie Roseberry stated that they would not spend the time to develop a special form for use since they are working to get the Health Department on Paycom’s time and attendance. After that they will get animal control and then ambulance.

When the committee discussed the audit, Dawn Leahr expressed her concerns about reconciliation of accounts. We decided to look at having an outside person with payroll background look at the books and see what needed to be done. A couple of names were thrown out and hopefully we can make some progress.

Don foster made a motion to adjourn and Reta Hoskin seconded. Meeting adjourned at 6:23 p.m.

Minutes submitted by Jim Sheppard.

Jim Sheppard made a motion to approve using ARPA funds for highway department generator. Tom Lewis seconded. Voice vote 4-0. Motion approved.

Tom Lewis made a motion to approve the Finance minutes. Don Foster seconded. Voice vote 4-0. Minutes approved.

Highway

The Road and Bridge committee met Wednesday, December 21, 2022, at 2:00 p.m. at the Highway Department facility located at 39643 260th Ave, Pittsfield, IL 62363. The meeting was called to order at 2:03 p.m.

Members present were Reta Hoskin, Mark Sprague, Don Foster and Andy Borrowman. Staff present were Chris Johnson, Gary Laux and Brenda DeSpain.

A motion was made by Mark Sprague, seconded by Don Foster to pay claims per claim reports dated December21, 2022. All in favor. Motion carried.

A motion was made by Mark Sprague, seconded by Reta Hoskin to approve the 2023 County MFT bids as presented. All in favor. Motion carried.

A motion was made by Don Foster, seconded by Mark Sprague to approve the Six month’s report from 6/01/2022 through 11/30/2022 as presented. All in favor. Motion carried.

A motion was made by Don Foster, seconded by Mark Sprague to approve eight Township petitions for Half Aid to Bridge. Petitions are included in the board packet. All in favor. Motion carried.

New Business:

 Crews have been working gearing up for the predicted storm on December 22nd.

The meeting time was discussed and is changed to 1:30 p.m. on the third Wednesday of each month at 39643 260th Ave facility.

Old Business:

The committee discussed building offices in the existing shop area or adding on to the current offices. All members and the County Engineer agreed not to sue the existing shop area for the offices.

Discussed the immediate need for a salt building and generator. The committee will explore the option of using ARPA money for purchasing.

The architectural services agreement regarding the new building for the USDA loan was tabled until next month.

A motion was made by Mark Sprague, seconded by Don foster to adjourn the meeting at 3:08 p.m. All in favor. Motion carried.

Minutes submitted by Chris Johnson.

Don Foster made a motion to approve the committee minutes. Tom Lewis seconded (noting the change in agenda and meeting time). Voice vote 4-0. Minutes approved.

Building and Grounds

The Building and Grounds committee meeting on 12/21/2022 was called to order at 3:18 p.m. Members present were Tom Lewis, Mark Mountain, Mark Sprague, and Board Chairman Andy Borrowman. Also present were Natalie Roseberry, Charlie Ward, Haley Rezba, Don Foster, and Sheriff David Greenwood.

Lewis received an email from Aaron Williams about the mural that has been talked about to be placed on the County Annex Building. He wanted to know if it has been approved so they could go forward with raising the money for the mural. This will be taken to the full board for approval. Kone the company that takes care of the County elevators sent a letter stating that there will be a 3% increase starting in January for their services to the County.

Greenwood stated that Darwin Feenstra put in a fire door in the basement of the courthouse near the elevator to help satisfy inspectors. Circulation pumps on the boilers at the courthouse are needing replaced. We have one that is not working and the second one is making noise. These parts have been ordered and just waiting on them to arrive and to be installed.

Greenwood also stated that the work at the jail for the leak in the ladies restroom and the pillars have not yet been started.

There were two sets of bills presented to the committee. The first was p13 (November) bills in the amount of $798.72. There was a motion by Mountain second by Sprague motion carried to pay. The second was for fiscal year in the amount of $6343.85. There was a motion by mountain and seconded by Sprague. Motion carried.

With no further business there was a motion by Sprague and seconded by Mountain to adjourn. Motion carried and meeting adjourned at 3:35 p.m.

Minutes submitted by Tom Lewis.

Jim Sheppard made a motion to approve the minutes. Tom Lewis seconded. Voice vote 4-0. Minutes approved.

GIS/IT

The GIS/IT Committee was called to order at 4:07 p.m. on December 20th, 2022. Those in attendance were committee members Derek Ross, Jim Sheppard, and Reta Hoskin. Also in attendance was Brenda DeSpain.

Under Old Business, County Internet Backup. Brenda has reached out to an internet broker to get bids for internet providers in the area. The committee will work with the new IT vendor to look at options.

Under new business, WTH. A $5000 annual bill was presented to GIS/IT for payment. It was determined that the bill will be paid out of the contingency fund for 2023 and we will try to figure out what department should pay for the service. GFI is going to give Tigerhawk all the passwords and Tigerhawk will be onsite De3cember 21 to start network mapping. Tigerhawk will be back on January 3rd to migrate all systems under Tigerhawk management. It is suggested that all employees develop a check list for their specific computer so they can verify their computers are up and running correctly before Tigerhawk leaves.

Motion to pay bills in the amount of $17.074.20 was made by Reta Hoskin and seconded by Jim Sheppard. The motion passed.

Jim Sheppard made a motion and seconded by Reta Hoskin to adjourn. The motion passed and the meeting adjourned at 5:03 p.m.

Minutes submitted by Derek Ross.

Tom Lewis made a motion to approve the committee minutes. Reta Hoskin seconded. Voice vote 4-0. Minutes approved.

Public Safety

The Public Safety Committee met at the Pike County Ambulance Department on December 21st. The meeting was called to order at 7:15 p.m. Members present were Tom Lewis, Derek Ross, Jim Sheppard, and Chairman Andy Borrowman. Also present were Ambulance Administrator Kasey Kendall and Don Foster.

Administrators Report: Kasey gave the call run stats for the month of November. There were 224 911 calls, 59 transfers, and 17 Covid/Flu like illness. Kasey stated that he would be getting a committee set up in the near future to see what can be done to staff involved in getting the transfer crew fully staffed. Which will help on call crews from having to take all the transfers. With the transfer crew being staff this will also help in extreme emergencies where they can be called in to help cover 911 calls. EMT class is going well and will be finishing up the first part of January.

Update on the Ambulances: The transfer ambulance has been delivered. Kasey is now waiting on the State and Blessing EMS to come and inspect the Ambulance so it can be put into service. The ambulance that was ordered over a year ago is getting closer. They will be coming to get the old one January 6th to take it to start the work on remounting the box to the new chassis. Also, Kasey is waiting on a quote for the last ambulance that can be remounted. This is being done due to the amount of time it is taking to get an ambulance. Right now, it is almost two years.

Polaris ranger has been ordered and we are looking at the end of January for a delivery date. Kasey stated that the ambulances have been equipped with a few extra things to help with winter operations and that a third crew has been hired back for this first snowstorm. Kasey also stated that he would like to get a meeting set up with Chris Johnson (Highway Department) to see what could be done in case of a severe snowstorm and the ability to get a plow truck if needed.

Derek asked Kasey if Haley or Natalie had contacted him about him being able to access Paycom to do payroll. Kasey stated there has been some talk about this and hoping to start working with them on this in the near future.

There were two sets of bills presented.

P13 bills in the amount of $24,185.62 were approved on a motion by Ross and a Second by Sheppard. Motion carried.

Bills in the amount of $46922.32 for fiscal year 2023 were approved on a motion by Ross and seconded by Sheppard. Motion carried. This included the one dispatcher salary that the Ambulance service pays for yearly.

A motion by Sheppard and seconded by Ross to adjourn was made. Motion carried and meeting was adjourned at 7:45 p.m.

Minutes submitted by Tom Lewis.

Jim Sheppard made a motion to approve the minutes as read. Reta Hoskin seconded. Voice vote 4-0. Minutes approved.

Agriculture

No minutes submitted. Will be presented next month.

Tom Lewis made a motion to appoint January Lawless as the new Pike County Animal Warden

New Business

Reta Hoskin mentioned New Philadelphia becoming a part of the Federal National Park and thanked the New Philadelphia Board for their services.

1. Old Business

None

1. Chairman’s Remarks

Chairman Andy Borrowman welcomed new board member Don Foster.

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

Public safety was added to the report as well as the mileage of 11 miles was recalculated to reflect the correct rate for Don Foster.

Tom Lewis made a motion to approve the reports. Jim Sheppard seconded. Voice vote 4-0. Motion approved.

1. Questions from Press and Visitors

None

1. Adjournment

Motion made by Tom Lewis and seconded by Jim Sheppard to adjourn. Voice vote 4-0. Meeting adjourned at 7:47 p.m.

Minutes submitted by Natalie P. Roseberry





