

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, ILLINOIS MARCH 16, 2015

The meeting of the County Commissioners of Monroe County, Illinois was called to order at 8:00 a.m. Chairman Terry Liefer, Commissioner Delbert Wittenauer and Commissioner Robert Elmore were present.

The meeting opened with the Pledge of Allegiance.

With Chairman Liefer presiding it was declared that a quorum was present, and the meeting was ready for business.

Others present included Sheila Wetzler, Linda Lehr and County Clerk Dennis Knobloch, along with press corps representatives Alan Dooley of the Waterloo Republic-Times and Joe Leicht of the Monroe County Independent.

The minutes of the March 2, 2015 regular County Board meeting were approved upon motion by Commissioner Wittenauer, with a second by Commissioner Elmore. All voting Aye, none Nay and none Absent. Motion carried.

The following Accounts Payable having been approved for payment, Commissioner Wittenauer moved that the same be allowed and that vouchers be issued against their respective funds of the County Treasurer for payment. Motion seconded by Commissioner Elmore, and so declared all voting Aye, none Nay, and none Absent. Motion carried.

GENERAL FUND

John Deere Financial	309.92
Rejis Commission	494.12
Wayne's One Stop	494.12
K&D Printing	383.00
Wightman Pharmacy	178.12
Wightman Pharmacy	15.37
DataTronics	598.00
Da Com Corporation	420.00
City of Waterloo	15,262.83
Waterloo Lumber Company Inc.	12.49
Gateway FS	2,217.63
Radiology Consultants	19.25
West Group	554.99
IL Office – State Fire Marshall	210.00
State's Attorneys Appellate	12,000.00
Monroe County Electric Coop Inc.	437.50
Quill Corporation	1,729.45
St Clair County Treasurer	15,331.25
Reliable Sanitation Service	207.55
Drs. Beard & Holmen Ltd.	93.00
Reeb's Wholesale	215.03
Sure Shine Auto Wash	9.00
Speedlube	283.90

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, ILLINOIS MARCH 16, 2015

Coast to Coast	354.18
Nabers Shop	2,233.51
V "Red" Smith	20.00
Monroe County Ambulance Service	249.22
Richland Pet Cremation & Memorials	28.25
Charles Suarez, Treasurer	70.00
Leon Uniform Company Inc.	584.52
GreatAmerica Leasing Corp.	152.49
MAR Graphics	997.88
Metro Lock & Security Inc.	220.00
Ed Roehr Auto Radio Co Inc.	5,638.73
East St. Louis Bar Association	100.00
Audio Video Concepts	243.00
Republic-Times/The Shopper	15,440.20
Total Eclipse	350.00
Fick, Eggemeyer & Williamson, CPA's	2,360.00
Civicplus	968.53
Rudloff Plumbing & Heating	112.50
Coast to Coast Computer Products	146.97
Stanley Convergent Security Col	1,305.00
Charter Communications	33.75
Motorola	1,068.00
Harrisonville Telephone Co.	679.41
Internatl Assoc Electrical Inspectors	102.00
Williams Office Products	371.60
Culligan-Schaefer Water Centers	35.24
Belleville Supply Company	542.30
American Institute of Toxicology	125.00
Cercis Emergency Physicians	80.30
Cercis Emergency Physicians	69.25
St Louis Regional Crimestoppers	250.00
Sidebarr	897.00
Schneider Quality Meats	416.00
IL State Police	280.00
Coast to Coast Equipment	68.53
Christopher G. Howell	76.80

HEALTH TAX FUND

Toshiba Financial Services	840.00
Gilbert Electric LLC	7,946.77

RECORDER'S DOCUMENT STORAGE

Fidlar Technologies	1,787.00
---------------------	----------

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, ILLINOIS MARCH 16, 2015

AMBULANCE SERVICE FUND

Walmart Community BRC	98.45
Waterloo Lumber Co.	2.79
Harrisonville Telephone Co.	148.45
Midwest Warehouse & Storage Inc.	100.00
Wex Inc.	1,770.32
Tri Zetto Provider Solutions	230.76
HHH, Inc.	3,000.00
Moore Medical Corp.	144.15
Wireless USA	375.00
Motorola	396.00

COURT AUTOMATION FUND

Goodin Associates Ltd.	290.00
------------------------	--------

HIGHWAY FUND

Al's Auto Supply	129.92
DataTronics	188.00
Woody's Municipal Supply Co.	717.06
Waterloo Lumber Co.	22.99
Ameren Illinois	47.00
Trueline Fire & Safety	160.46
Illinois Assoc. of County Engineers	100.00
Monroe County Electric Cooperative	1,292.22
Energy Petroleum Co.	4,109.41
Shady Brook Lawn & Garden	184.00
Aaron Metzger	200.00
Reliable Sanitation Service, Inc.	50.65
Equipment Service Co., Inc.	1,885.52
Fountain Water District	36.96
Republic Times, LLC	53.82
Illinois EPA	250.00
Leaf	299.00
Iron Crafters Inc.	33.24
Belleville Fence Company	879.00
Dave Schmidt Truck Service	186.71
Select Propane	5,695.36
R. M. Webster & Associates, Inc.	45.00
Home City Ice Company	154.50
Aramark Uniform Services	1,314.28
O'Reilly Auto Parts	57.07
Secure One Self	180.00
Williams Office Products, Inc.	65.74
Bobcat of St. Louis	2,835.00

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, ILLINOIS MARCH 16, 2015

ROAD DISTRICT BRIDGE FUND

Monroe County Highway Fund	3,051.84
----------------------------	----------

COUNTY MOTOR FUEL TAX FUND

Monroe County Highway Fund	55,428.10
----------------------------	-----------

Kevin Koenigstein along with representatives from Fick, Eggemeyer and Williamson were present to discuss the annual Monroe County audit. Shawn Williamson presented details of the audit to the County Board. Following the discussion of the audit, a management letter for both the County and the Nursing Home were also presented to the Board. The management letter for the county included the following comments and recommendations:

Comment #1 –

Monroe County did not obtain an actuarial valuation of its post-employment benefits other than pension liability in order to be in compliance with GASB Statement No. 45, Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions. For Fiscal year 2013, your auditors were able to satisfy themselves that any liability associated with non-pension post-employment benefits would be immaterial. Valuation factors include, but are not limited to, the number of active and retired employees participating in the plan and the health insurance cost per retiree.

Recommendation –

We recommend Monroe County obtain or perform an actuarial valuation of its non-retirement post-employment benefits liability in order to be in full compliance with GASB No. 45 and include all disclosures required by the Governmental Accounting Standards Board (GASB) in its financial statements.

Comment #2 –

In prior years, department heads approved all employee expense reimbursement requests for employees in their department. In some cases, department heads were approving their own expense reimbursement requests for items such as mileage, hotel stays and other out-of-pocket expenditures.

Resolution –

We recommended that department head reimbursement requests be initialed by either their department second-in-command or directly by one of the Commissioners. All department heads I interviewed during the fiscal 2014 audit agreed with this change in internal control.

Comment #3 –

There are three accounts maintained exclusively by the Sheriff's office: Commissary Fund, Fee Fund and Petty Cash. Until recently, the individual who maintained those accounts was the only person who saw the monthly bank statements and bank reconciliations.

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, ILLINOIS MARCH 16, 2015

Resolution –

Recently, the new Sheriff agreed to review and initial off on each monthly bank statement and reconciliation.

The management letter for the Monroe County Care and Rehabilitation Center (Oak Hill) was as follows:

Control Deficiency #1 –

During the course of our audit, we made correcting journal entries to 40 of the 74 balance sheet accounts. Sound internal control calls for all balance sheet accounts to be correct at year-end and throughout the year.

Recommendation –

We recommend that all balance sheet accounts be examined and adjusted by accounting staff on a regular basis to properly reflect the correct balances.

Control Deficiency #2 –

Sound internal control requires bank reconciliations to be performed in a timely fashion to ensure that the books include all cash transactions. During the current audit, we noted that the main checking account November bank statement was not reconciled until February 3, 2015.

Recommendation –

We recommend that all bank reconciliations be completed within 30 days of the end of each month to ensure proper reporting and give management accurate and timely numbers.

Control Deficiency #3 –

During the course of our audit we noted a cash withdrawal of \$18,650 for year end Christmas Bonuses. As of December 31, 2014, \$18,150 of the cash had been claimed and added to employee payrolls. The resolution of the remaining \$500 is currently undetermined.

Recommendation –

We recommend that cash never be given to employees and that all payroll related items should be paid to employees via paychecks.

In closing Mr. Williamson said that he commended the County management for their decision to pay down the existing debt more than \$4 million, which along with other factors improved the County's net position by about \$2 million. Motion was made by Commissioner Elmore, with a second by Commissioner Wittenauer to approve the County's annual audit. All voting Aye, none Nay and none Absent. Motion carried.

Kim Keckritz and Dan Borisuk were present to discuss the monthly Oak Hill report. Ms. Keckritz reported that the Medicare census averaged 2.5 residents per day higher than budgeted in February. Private pay census exceeded budget in Magnolia Terrace, but fell slightly below budget in Arbor Court. The Medicaid census was below budget in all areas. She said that the operating revenue exceeded budget because of the higher Medicare RUG rates. Operating expenses were below budget, along with salaries, and lower utility and snow removal expenses. The facility showed a net income of \$122,271 for February.

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, ILLINOIS MARCH 16, 2015

Ms. Keckritz said that Oak Hill was honored as one of eight homes in the Metro-East area receiving a five-star rating. She said they will have to work hard to retain that rating, because changes are being made to the scoring criteria for this rating. Ms. Keckritz also presented the monthly safety report.

Dan Borisuk updated the County Board on the Maintenance Department. He said the computer program that they are using – “Worx Hub” – works well to help monitor maintenance issues and to keep those items logged onto a prioritized time schedule. Mr. Borisuk said this system is also being used by the Housekeeping Department. He said they are also using work orders to make sure repairs are completed on a timely basis. He also presented a detailed listing of various repair and replacement work being done at the Nursing Home at this time. Mr. Borisuk said that even though the facility is only 8 years old, many items are already requiring replacement. He said that things have gone well so far this Winter with the removal of snow and ice from the sidewalks and parking lot, and they are working with the contractor to make sure those areas are kept clean.

Motion was made by Commissioner Wittenauer, with a second by Commissioner Elmore to approve the Nursing Home bills. All voting Aye, none Nay and none Absent. Motion carried.

Ms. Keckritz said they may also look at some design/build firms for the possible rehab wing to be added onto the existing home.

Aaron Metzger came to the meeting to discuss various Highway Department items of business. He said the bids have been received for oil and presented recommendations to the County Board. Motion was made by Commissioner Elmore, with a second by Commissioner Wittenauer to approve the 2015 County MFT Maintenance Program as presented by Mr. Metzger. All voting Aye, none Nay and none Absent. Motion carried.

RESOLUTION 15-15

2015 COUNTY MFT MAINTENANCE PROGRAM

WHEREAS, bids were received on March 5, 2015 for furnishing materials required by Monroe County Highway Department to be used for the County’s 2015 MFT Maintenance Program, and

WHEREAS, the following low bids for asphalt materials were received:

CRS 2 emulsion, bituminous material, furnished and applied on roads at \$2.0833/gal.;

From Mike Maedge Trucking, Highland, IL

MC800 bituminous material, furnished and delivered for storage at the County Garage in Waterloo at \$3.08/gal.;

From JTC Petroleum, Maryville, IL

NOW, THEREFORE, BE IT RESOLVED, that the aforelisted low bidders be and are hereby awarded the contracts subject to approval of the Illinois Department of Transportation.

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, ILLINOIS MARCH 16, 2015

Passed by the Board of County Commissioners of Monroe County, Illinois at Waterloo, this 16th day of March, 2015.

Motion: Elmore
Aye: Three
Absent: None

Second: Wittenauer
Nay: None

Terry Liefer, Chairman

Dennis M. Knobloch, County Clerk

Delbert Wittenauer, Member

Robert Elmore, Member

Motion was made by Commissioner Elmore, with a second by Commissioner Wittenauer to approve the 2015 Road Districts MFT Maintenance Program as presented by Mr. Metzger. All voting Aye, none Nay and none Absent. Motion carried.

RESOLUTION 15-16

2015 ROAD DISTRICTS MFT MAINTENANCE PROGRAM

WHEREAS, bids were received on March 6, 2015 for furnishing materials to be used by various road districts in Monroe County, Illinois in their 2015 MFT Maintenance Program; and

WHEREAS, the following low bid for asphalt materials were received and approve by the Road Commissioners:

HFE 90-150 emulsion, bituminous material, furnished and applied on roads in Road Districts 1, 2, 3, 6 and 9 @ \$1.9979/gal.; and

CRS 2 emulsion, bituminous material, furnished and applied on roads in Road Districts 4 and 8 @ \$2.0833/gal.; and

CRS 2 emulsion bituminous material furnished and applied on roads in Road Districts 7 and 10 @ \$2.1129/gal.

From Mike Maedge Trucking, Highland, IL

MC800 bituminous material, furnished and delivered for storage at the County Garage in Waterloo for Road District No. 7 at \$3.10/gal.

From JTC Petroleum, Maryville, IL

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, ILLINOIS MARCH 16, 2015

NOW, THEREFORE, BE IT RESOLVED, that the aforelisted low bidders be and are hereby awarded the contracts subject to approval by the Illinois Department of Transportation and the written concurrence of the respective Road Commissioners.

Passed by the Board of County Commissioners of Monroe County, Illinois at Waterloo, this 16th day of March, 2015.

Motion: Elmore
Aye: Three
Absent: None

Second: Wittenauer
Nay: None

Terry Liefer, Chairman

Dennis M. Knobloch, County Clerk

Delbert Wittenauer, Member

Robert Elmore, Member

Mr. Metzger explained the details of a new IDOT requirement that contractors provide a performance and payment bond on every delivery and install contract. Motion was made by Commissioner Wittenauer, with a second by Commissioner Elmore to approve the 2015 MFT Maintenance Asphalt Materials Deliver and Install Contract Award. All voting Aye, none Nay and none Absent. Motion carried.

RESOLUTION 15-17

**2015 MFT MAINTENANCE ASPHALT MATERIALS
DELIVER AND INSTALL CONTRACT AWARD**

WHEREAS, bids were received on March 5, 2015 for furnishing asphalt materials to be spread on roads within Road Districts 7, 9, and 10 and upon County Highways.

WHEREAS, the local public agency shall require a performance and payment bond from every contractor for deliver and install groups in excess of \$50,000.

NOW, THEREFORE BE IT RESOLVED, that the County of Monroe enter into a contract and require a contract bond from Mike Maedge Trucking, Highland, IL for furnishing asphalt material to Monroe County Road Districts 7, 9, and 10 and to the Monroe County Highway Department.

BE IT FURTHER RESOLVED, that the County Board Chairman and the County Clerk are hereby authorized to execute said deliver and install contract upon execution by the contractor.

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, ILLINOIS MARCH 16, 2015

Passed by the Board of County Commissioners of Monroe County, Illinois at Waterloo, this 16th day of March, 2015.

Motion: Wittenauer
Aye: Three
Absent: None

Second: Elmore
Nay: None

Terry Liefer, Chairman

Dennis M. Knobloch, County Clerk

Delbert Wittenauer, Member

Robert Elmore, Member

Bond Summary:	Road District No. 7 -	\$ 63,387.00
	Road District No. 9 -	\$ 59,937.00
	Road District No. 10	\$ 63,387.00
	Monroe County Highway -	<u>\$ 56,249.10</u>
	Total	\$242,960.10

Mr. Metzger said he wanted to start the process of doing a design study on the proposed Kaskaskia Road/Old Red Bud Road/Illinois Route 3 intersection realignment. He recommended that the County enter into an agreement with the Lochmueller Group of Troy in the amount of \$22,000 to provide that study. Motion was made by Commissioner Wittenauer, with a second by Commissioner Elmore to approve that contract arrangement. All voting Aye, none Nay and none Absent. Motion carried.

RESOLUTION 15-18

APPROVAL OF AN ENGINEERING AGREEMENT WITH LOCHMUELLER GROUP
FOR THE PREPARATION OF AN INTERSECIOTN DESIGN STUDY FOR THE
KASKASKIA/OLD RED BUD/IL ROUTE 3 INTERSECTION REALIGNMENT PROJECT

WHEREAS, in the interest of providing improved transportation facilities and the safety of the motoring public the County of Monroe desires to align Kaskaskia Road with Old Red Bud Road at their intersection with Illinois Route 3; and

WHEREAS, in order to analyze the traffic needs and evaluate the physical and economic elements of the intersection and to provide a review medium for use by the County, IDOT, BDE and the general public, an intersection design study is required.

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, ILLINOIS MARCH 16, 2015

NOW, THEREFORE BE IT RESOLVED, that the firm of Lochmueller Group of Troy, IL be contracted to provide said intersection design study and other services required for its completion for an amount, not to exceed, \$22,000 and that the County Board chairman is hereby authorized to sign the attached agreement authorizing Lochmueller Group to proceed with said study; and

BE IT FURTHER RESOLVED that the following funds be appropriated to cover the cost of the study:

County Highway Fund – Engineering Fees - \$22,000

Passed by the Board of County Commissioners of Monroe County, Illinois at Waterloo, this 16th day of March, 2015.

Motion: Wittenauer
Aye: Three
Absent: None

Second: Elmore
Nay: None

Terry Liefer, Chairman

Dennis M. Knobloch, County Clerk

Delbert Wittenauer, Member

Robert Elmore, Member

Mr. Metzger presented a bill from Gilbert Electric for work on the generator project. Motion was made by Commissioner Wittenauer, with a second by Commissioner Elmore to approve payment of this invoice – with the Highway Department paying \$7,946.77 as part of the project grant, and the Health Department paying the balance of \$8,673.23. All voting Aye, none Nay and none Absent. Motion carried.

Mr. Metzger said he was in receipt of a petition that had been circulated asking for construction and installation of a stoplight at the intersection of Illinois Route 3 and Hanover Road. He also received some letters of support from several of the businesses in the Hanover Industrial Park. Following discussion, the Commissioners suggested to Mr. Metzger that he take this information to the next meeting of the Monroe County Planning Commission, and have them discuss the topic.

Paul Tipton and Bill Hasty came to the meeting to discuss the County's radio system. Motion was made by Commissioner Elmore, with a second by Commissioner Wittenauer to approve a Memorandum of Understanding to work with the Prairie du Rocher Fire Department on this new radio system. All voting Aye, none Nay and none Absent. Motion carried.

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, ILLINOIS MARCH 16, 2015

Mr. Tipton provided a detailed presentation of the current status of the radio system, including the various equipment and radio towers. He said that last week there were some problems at the Ahne Road site, and it may take a few weeks to get that part of the system up and running again. Mr. Tipton said that the Interoperable Radio Committee had met and reviewed this information and was suggesting that the County Board approve the signoff of the radio system with the STARRS Committee. Motion was made by Commissioner Wittenauer, with a second by Commissioner Elmore to authorize Chairman Liefer to sign the STARRS agreement. All voting Aye, none Nay and none Absent. Motion carried.

Motion was made by Commissioner Elmore, with a second by Commissioner Wittenauer to appoint Paul Ellis to represent Monroe County on the Freight Working Group coordinated by East-West Gateway Council of Governments. All voting Aye, none Nay and none Absent. Motion carried.

RESOLUTION 15-19

BE IT RESOLVED by the Board of County Commissioners of Monroe County, Illinois that Paul Ellis, 208 South Rapp Avenue, Columbia, Illinois, be appointed to represent **Monroe County on the Freight Working Group coordinated by East-West Gateway Council of Governments** with term to commence on March 16, 2015 and expire on or when a successor is appointed and has qualified.

Passed by the Board of County Commissioners of Monroe County, Illinois at Waterloo, this 16th day of March, 2015.

Motion: Elmore
Aye: Three
Absent: None

Second: Wittenauer
Nay: None

Terry Liefer, Chairman

Dennis M. Knobloch, County Clerk

Delbert Wittenauer, Member

Robert Elmore, Member

Motion was made by Commissioner Wittenauer, with a second by Commissioner Elmore to allow the Waterloo Lions Club to use the Courtyard and Bandstand on April 12 for their Car Show. All voting Aye, none Nay and none Absent. Motion carried.

Chairman Liefer said one of the rules that is included on the rules and regulations for use of the Courtyard and Bandstand is that the entity using the facility maintain proper liability insurance and provide proof of same to the County. In the past this requirement has not been enforced, but

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, ILLINOIS MARCH 16, 2015

he said he has discussed this with CIRMA, and he feels that it is time that the County has the proof of insurance before allowing use of the facilities. Discussion followed. Commissioner Wittenauer said he did not want to make it cost prohibitive for individuals to use the Courthouse grounds. Motion was made by Commissioner Wittenauer, with a second by Commissioner Elmore to require those using the Courtyard and Bandstand to provide proof of at least \$1 million in liability insurance coverage showing Monroe County as additional insured. All voting Aye, none Nay and none Absent. Motion carried.

Linda Lehr presented her report. She said that bids for the telephone system are due Friday, March 20, and they will be opened at the April 6 regular Board meeting. Ms. Lehr said she met with the website company and they are now working on cleaning up some of the outdated or duplicate information on the site. There was discussion regarding the T.U.L.I.P. program for providing liability insurance for those who are using County facilities. Ms. Lehr asked if she should continue with the discussions she has had with CIRMA regarding this program, and the liability coverage that could be purchased by individuals wanting to use the County facilities. Dennis Knobloch asked if this was any different than the discussion held previously regarding liability insurance for the Courtyard and Bandstand, and is there any reason why those using other facilities like Baum-Salem Cemetery couldn't also provide liability insurance coverage through their own homeowner's policy. Following discussion the Commissioners felt this would be an acceptable option as well, so Ms. Lehr was instructed to make this an option in the rental agreement being designed for use by those other facilities.

Chairman Liefer reported that training will take place next week for the new Ambulance billing service, and full service should be initiated on April 1.

Dennis Knobloch reported that the individual Bicentennial Committees are continuing to meet, and the full committee will meet again on March 31. Following that meeting, the Committee should be able to provide some details of some of the events and activities being planned for 2016.

There being no further business to come before the Board, motion to adjourn was made by Commissioner Wittenauer, with a second by Commissioner Elmore. All voting Aye, none Nay and none Absent. Motion carried.