

**COUNTY BOARD MINUTES – MOULTRIE COUNTY, ILLINOIS  
MARCH 9, 2023**

STATE OF ILLINOIS        )  
  )  
COUNTY OF MOULTRIE    )

The Moultrie County Board met on Thursday, March 9, 2023, in the Board Room, Second Floor, Moultrie County Courthouse. Co-Chair Marsha Kirby called the meeting to order at 7:00 p.m.

Opening prayer was given by Board Member Aaron Wilhelm, followed by the Pledge of Allegiance recited by all in attendance.

Roll Call was taken, with the following Board members present, Marsha Kirby, John Vander Burgh, Travis Phelps, Scott Buxton, Aaron Wilhelm, Kenny Graven, and Joshua Roe. Absent were Billy Voyles and Tyler Graven.

There were 19 people in attendance which included seven board members and County Clerk Linda Qualls.

Mission Statement was read by Travis Phelps.

Correspondence: None.

Minutes: Mr. Roe moved to approve the February 9, 2023, meeting minutes. The motion was seconded by Mr. Kenny Graven, which passed by roll call vote. (7 yes, 0 no)

Guest Speaker: None

Unfinished Business: None

Appointments by Chair: Ms. Kirby moved to appoint Joshua Roe to the CEFS Board to represent Moultrie County. The motion was seconded by Mr. Wilhelm, which passed by roll call vote. (6 yes, 0 no, 1 abstain) with Mr. Roe abstaining.

**NEW BUSINESS**

**STANDING COMMITTEES**

**BUDGET AND FINANCE COMMITTEE (Chair: Vander Burgh)**

Meeting held March 6, 2023.

Mr. Vander Burgh moved to approve the February 2023 Treasurer’s Report. The motion was seconded by Mr. Roe, which passed by roll call vote. (7 yes, 0 no)

Mr. Vander Burgh moved to approve all claims as presented. The motion was seconded by Mr. Wilhelm. Mr. Buxton asked why there is a gap in check numbers. Pam Wittkowski, Chief Deputy County Clerk, offered the explanation that it may be due to

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checks written for payroll taxes/payroll liability. Michelle Liddiard explained the checks are actually accounts payable checks written on the Special Revenue Funds Accounts and written in the Treasurer’s Office. The motion to approve all claims as presented passed by roll call vote. (7 yes, 0 no)

Mr. Vander Burgh explained item C. (Motion to increase bonding amount of the County Treasurer’s Office.) did not come to the board as a motion. The committee considered a motion about increasing the bonding amount for the Treasurer’s office. The committee will have information for this in the future. The committee did not have costs for increasing the bond, so the motion was tabled at the committee level.

Mr. Vander Burgh moved for recommendation to accept Dennis G. Koch & Associates, LLC from Quincy, Illinois for a 2-year term with an optional 3<sup>rd</sup> year for the county audit service. The motion was seconded by Travis Phelps. Mr. Vander Burgh explained the county did have two people who proposed services that seemed appropriately offered by both firms and there was a “pretty sizable discrepancy” in the fees. Dennis’ firm seemed appropriately qualified, so that is why we chose them. The motion then passed by roll call vote. (7 yes, 0 no)

Mr. Vander Burgh moved to create budget expense line item 006-045-54586, Grant Payback in the amount of \$72,591.17. The motion was seconded by Mr. Roe, which passed by roll call vote. (7 yes, 0 no)

**BUILDING AND PROPERTY (Chair: Graven)**

Meeting held March 1, 2023.

With Mr. Tyler Graven absent, Ms. Kirby mentioned the committee held a meeting on March 1, 2023, but they had no motions.

**ROAD AND BRIDGE (Chair: Voyles)**

Meeting held March 3, 2023.

With Mr. Voyles absent, Ms. Kirby moved to approve the Supplemental Engineering Agreement for Section 21-00081-00-GR. The motion was seconded by Scott Buxton, which passed by roll call vote. (7 yes, 0 no)

Ms. Kirby moved to approve the Resolution for Improvement for Section 21-00081-00-GR. The motion was seconded by Mr. Kenny Graven, which passed by roll call vote. (7 yes, 0 no)

**PLANNING, ZONING and LAND USE (Chair: Phelps)**

Meeting held March 3, 2023.

Mr. Phelps moved to approve a variance request for building to be 11 feet from the rear property line by Brian and Rhonda Herschberger on PIN 02-02-28-000-204, 2165 CR 850E, Lovington. The motion was seconded by Mr. Wilhelm. Mr. Phelps explained this is a variance we’ve dealt with for a while concerning a dog kennel. Both

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the Zoning board and the committee recommend we don't have them move the kennel. There was some discussion from a nearby property owner, which may have been more a personal matter, so both the board and the committee approved. The motion then passed by roll call vote. (7 yes, 0 no)

Mr. Phelps moved to approve a variance request for a solar array to be approximately 15 feet from the front property line by Terry Bruyn on PIN 08-07-36-301-013, 7 Grandview Heights, Findlay. The motion was seconded by Mr. Roe. Mr. Phelps explained this is a lot next to the Bruyn's property, the Corps of Engineers was contacted since the property backs up to the corps ground. Rich Rutledge explained that while measuring the setback, he asked that the property line be found in order that measuring is correct. There is no road obstruction or other problems. Mr. Buxton asked if this is for personal use, which Mr. Phelps and Mr. Rutledge both affirmed. The motion then passed by roll call vote. (7 yes, 0 no)

Mr. Phelps moved to approve the Intergovernmental Agreement between the Village of Gays and the County for planning and zoning to be taken on by the County Planning & Zoning Office. The motion was seconded by Mr. Buxton. Mr. Phelps explained we would take over planning & zoning for the Village of Gays, they will pay us mileage; any violations that occur, we will be sending out notices if it violates the Village's policy, and we will receive 25% of fines if they are assessed. Mr. Wilhelm asked if this is a new agreement, Mr. Phelps affirmed. The motion then passed by roll call vote. (7 yes, 0 no). SUPPLEMENTS 23-01, Book 5 Pages 140 – 144.

**PUBLIC HEALTH, SAFETY, AND WELFARE (Chair: Phelps)**

No meeting held. No motions.

Mr. Phelps mentioned he has had meetings with the department heads, and we will be offering First Aid and CPR training to the people in the courthouse. It has been scheduled and we will try to get as many people through as possible. Please watch for an email from Angie Hogan.

**AS NEEDED COMMITTEES**

**LEGISLATIVE COMMITTEE (Chair: Kirby)**

Committee did not meet.

No motions.

**INSURANCE COMMITTEE (Chair: Roe)**

Committee did not meet. Mr. Roe mentioned he met with Danielle at Loman-Ray. She and a couple people, Cindy Reed being one, are going to get together to discuss the cost of prescriptions right now and see what they can do to reduce the prices.

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**PERSONNEL (Chair: Kirby)**

Meeting held February 17, 2023.

Ms. Kirby explained the department heads got together and decided to up the minimum wage of their respective positions, and that will not mess with the budget. Ms. Kirby mentioned that was a really good thing.

The Personnel Committee also discussed vacation and personal time which was discussed with SA Tracy Weaver and added to the employee handbook, which will be discussed in a few minutes.

No motions.

**GIS STEERING (Chair: Kirby)**

Meeting for March 2, 2023, which had to be cancelled due to bad weather.

Supervisor of Assessment Barringer explained she has rescheduled the two presenters for 6:00 p.m. the same day as the June board meeting. (June 15, 2023)

**AD HOC COMMITTEES**

**AMERICAN RESCUE PLAN ACT (ARPA) (Chair: Stephanie Helmuth)**

No meeting.

Ms. Helmuth explained the majority of the ARPA funds have been deployed. Some funds that still remain are for a maintenance project and an ongoing project at animal control. Otherwise, all the ARPA funds have been deployed.

One note is that the interest earned on the ARPA funds account, is actually general funds revenue which will be transferred to the general funds account when all is said and done. And right now, the amount is just under \$14,000.00 that will go to the general funds.

Right now, we have about \$194,000.00 of the ARPA funds still in our possession. And those funds are for the animal control project and the Stanley jail lock project.

Some additional funds that have been tagged as ARPA, what those funds really are LACTIV (something like Local/Tribal Government Funds). This money came in about the same time as ARPA funds, \$50,000.00 come in 2022 and \$50,000.00 came in 2023. Those are general funds under the county government purview and not something the ARPA committee has to deploy.

When we have had unplanned expenses, such as the courtroom subfloor, something we weren't anticipating in this fiscal year, we had the funds to pay the additional expense.

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We will have one final ARPA meeting once all funds have been fully exhausted, probably not for another six to nine months.

**COUNTY EMPLOYEE HANDBOOK (Michelle Liddiard)**

Ms. Liddiard explained the committee met last week (March 2, 2023) and finalized everything in the handbook. Concerning leave, we proposed that we update our personal days from two days to five days, or 35 hours, to come into compliance with the new law that is coming into effect in 2024. The Personnel Committee wanted to increase the vacation, but decided to go with personal days because they can't be carried over from year to year or if an employee quits, they don't get paid personal days. So, we felt personal days would be a better option. Everything has been submitted to Jane May with insurance and she has given us the go ahead.

Ms. Kirby moved to accept the updated *Moultrie County Employee Handbook* as presented. Josh Roe seconded the motion. Ms. Kirby again explained the information the personnel committee discussed is on page 43; they discussed vacation being given at the beginning for use after the 90 days. But discussions with Tracy, she said the personal days would be better for the reasons Michelle said. Mr. Wilhelm asked about vacation mentioned on page 42 concerning wording, "with permission from the Department Head/ Elected Official, one week of vacation may be deferred...". Mr. Wilhelm is concerned about the wording "with permission". With some discussion and explanation from Supervisor of Assessment, Lori Barringer and Treasurer, Stephanie Helmuth, Mr. Wilhelm agreed the "with permission", he is ok with it as is. Pam Wittkowski, Chief Deputy Clerk asked when the new personal days will take affect; Ms. Kirby and Mr. Buxton agreed, they feel if the board is voting on this today, and it passes, it takes effect today. Adding the additional three days at anniversary dates. After some additional discussion, the motion passed. (6 yes, 0 no, 1 abstain) with Mr. Buxton abstaining.

**DIVE TEAM (Chair: T. Graven)**

Committee did not meet.

**WIND ENERGY CONVERSION SYSTEM (WECS) (Chair: Voyles)**

Committee did not meet.

**OTHER BUSINESS**

None.

**EXECUTIVE SESSION 5 ILCS 120/2**

No executive session held.

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**COMMENTS**

**BOARD**

Ms. Kirby announced the reason Mr. Tyler Graven was not present is because he and his wife, Megan welcomed a bouncing baby boy yesterday, March 8, 2023, Macklen Jay, 8 lbs., 10 oz., 21" long.

Mr. Wilhelm thanked the department heads for coming together to raise the minimum wage for their employees and making working for the County more desirable.

Mr. Wilhelm updated the board on the childcare committee. The committee has been formed and consists of Rita Florey; Greg Wade, Pastor at the First Christian Church; Greg Mast, Principal at the Arthur Christian School; Brittany Walters, and Mr. Wilhelm. There are a couple of tentative dates for applications. Mr. Wilhelm stated statistics he was given shows since 2020, childcare has lost 60,000 educators. This shows the board made a good decision to invest in this childcare initiative for our County.

**OFFICE HOLDERS/DEPARTMENT HEADS**

Assistant State's Attorney Dobson informed the board we have to work on Wind Farms again and it has to be done by May 27, 2023. We need to review our policy to make sure we are in line with the what the governor is requiring.

Rich Rutledge mentioned Mr. Voyles will be at an Oil Letting meeting next week and Mr. Voyles will be working on road use agreements. The meeting will be held Wednesday, March 15 at 10:00 a.m.

Treasurer Helmuth mentioned the tax cycle has started with Mobile Home taxes have already been sent out. Real estate taxes will go out later; the Treasurer is waiting on the Clerk's office. Ms. Qualls stated the Clerk's office is awaiting information from overlapping counties.

Supervisor of Assessment Barringer spoke about the quad year. We are focusing on 2023 quad year, this means everyone gets an assessment notice, and everybody's value is going to change. Quad year 2019 was rough because land values had not been redone since 2007 and farm buildings had not been redone since 2010. Quad year means everything is being reassessed; the Assessor has to be at 33 1/3%; who sets the value, people buying and selling property in Moultrie County. Whatever the sales are over the past three years, the Assessor has to be at 33 1/3 of those sales. So, for 2023, we are looking at 2020, 2021, and 2022 with 2020 and 2021 being covid, this may affect the values.

Lori has posted in the News Progress about quad year and there is information available on the website about quad year and the assessors being out. In addition, Ms. Barringer has spoken to Treasurer Helmuth and Clerk Qualls about holding informational meetings. Meetings were held in 2019, with low attendance, but those were held in March then notices were not mailed. This year, she would like to hold meetings in October just before the notices are mailed.

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Please spread the word, property owners can get their property card for free from the Assessor, check the website, or you can use the QR code posted outside the Assessor's office. Make sure all the information is correct.

**PUBLIC** - None.

**ADJOURN:** Ms. Kirby asked for a motion to adjourn which motion was made by Mr. Roe. Mr. Buxton seconded the motion which passed by voice vote. Meeting adjourned at 7:41 p.m.

*/s/ Linda S. Qualls*

Linda S. Qualls,  
Moultrie County Clerk