

Executive Committee
January 13, 2023 – 8:30 AM
Courtroom A

1. Call to Order/Roll Call

Members: Brad Knolhoff, Ann Schroeder, Nelson Heinzmann

Others Board Members: Mike Hilmes, Gary Arentsen, Ken Knolhoff

2. Recognition of Guests

Linda Mensing, Dennis Perez, Dan Travous, Chris Liedel, Denise Trame, Carla Stalnaker, Dan Behrens, Vicky Albers, Phil Moss, Rod Kloeckner, Doug Gruenke, Jami Staser, Stew Freeman, JD Brandmeyer

3. Public Comment

None

4. Approval Previous Meeting Minutes

N/A

5. Reports from Department Heads

All department heads were given opportunity to speak. Each gave a report on personnel, facilities and misc issues the offices are encountering.

Facilities Issues:

- Carla Stalnaker is requesting a camera in Probation Lobby.
- Doug Gruenke expressed concerns about his heat running all the time and his window having leakage issues.
- Rod Kloeckner indicated that there is a leak (likely from upper floor bathroom toilet) in his office.
- Jami Staser Reported her office has problems regulating temperature and that it is very hot.
- Stew Freeman reported his window is bad.
- Vicky Albers reported a leak in her office, but believes the repaired roof will correct that issue.
- Phil Moss reported the poor status of his work area at Highway/EMA. Brad reported that the old animal control building may be a good option and that that area may be considered as a new location
- Dennis Perez addressed the workorder system and requested that all issues be reported that way to ensure that maintenance issues are addressed. There will be follow-up if submitted that way.

Personnel Issues:

- Rod Kloeckner explained Janet Mussenbrock's 2023 retirement
- Denise Trame asked about potential retirement in her office and inquired about how much notice the board needed. It was recommended that the board know at least 9 months prior to retirement. Dan Behrens gave an explanation as to why that is important.

- Collectively, several Dept Heads inquired about paid family insurance. Brad noted that for elected positions, would having timing requirements if there were to be any change to their compensation.

Misc Issues:

- Dan Behrens inquired about the Cross from the Church of God that was taken down prior to that building's demolition. It is currently stored at the Highway Dept Basement. Dan felt it technically belonged to Diekemper Excavating since it was a part of the church when the demolition was bid. Dan was instructed to reach out to Diekemper to see if they would like to claim it. If they do not, the local historical societies will be contacted and offered to them.
- Dan Behrens indicated Servers will be installed in the coming future at the highway department.
- Linda Mensing indicated that 5 computers need to be replaced in her office.
- Phil Moss inquired about purchasing a truck for his office. He was instructed that if it funds were available in his budget and he can procure from State Contract, he could purchase. If not bought off of State Contract, it would need to be brought to the board to be put out for bids.
- Several Departments indicated they have several electronics that need to be disposed of. Brad indicated that we need to establish a day to collect everything and to find a location that everything will be hauled off to. Everyone should communicate with John Skain to ensure items can be disposed of.
- Brad provided an update on all the current construction projects and timelines and issues we are experiencing with each.

6. Agenda Approval

The committee reviewed the Board Meeting agenda. Brad will work with JD to ensure the lateral transfer is reviewed by JD. Also, Brad will establish if Kyle Markus is able to be appointed to ETSB Board. If not, Dan Travous will be appointed. Motion by Nelson to Approve the Agenda, Second by Ann. Motion Carried.

7. Adjourn

Motion to Adjourn at 10:55 by Ann, Second by Nelson. Motion Carried.

Executive Committee
February 24, 2023 – 1:30 PM
Courtroom A

1. Call to Order/Roll Call

Members: Brad Knolhoff, Ann Schroeder,
Others Board Members: Ken Knolhoff

2. Recognition of Guests

Linda Mensing

3. Public Comment

None

4. Approval Previous Meeting Minutes

5. Reports from Department Heads

Linda reported her office had an employee on S.T.D. and her office was short staffed. She also recommended that 2 members of the BOR be reappointed and that a 3rd needed to be replaced. The 3rd needs to fill a Democrat seat.

6. Agenda Approval

The committee reviewed the Board Meeting agenda. Motion by Ann, Second by Brad to approve the agenda. Motion Carried

7. Adjourn

Motion to Adjourn at 2:40 by Ann, Second by Brad. Motion Carried.

CLINTON COUNTY EXECUTIVE COMMITTEE
MINUTES OF
APRIL 14, 2023 MEETING
COURT ROOM A, CLINTON COUNTY COURTHOUSE

8:30 AM

1. Called to order at 8:30 AM
2. Members present: Board Chairman, Brad Knolhoff, Ann Schroeder, Nelson Heinzmann. Also present: Personnel Committee Chairman, Mike Hilmes and most of the county department heads.
3. Reports from department heads
4. Items discussed:
 - a) Donation policy within county offices/county employees
 - b) Administrative Professionals Day recognition for employees' voucher
 - c) Formation of Veterans Committee and naming Greg Reichmann as Chairman
 - d) Retirement payouts
 - e) County Farm-lime recommendation
 - f) Additions/clarifications to agenda for April 17, 2023 monthly Board Meeting
5. Adjourned at 10:20 AM
6. Next meeting Friday, May12, 2023 at 8:30 AM

Nelson Heinzmann
Chairman

CLINTON COUNTY EXECUTIVE COMMITTEE
MINUTES OF
MAY 12, 2023 MEETING
COURT ROOM A, CLINTON COUNTY COURTHOUSE

8:00 AM

1. Called to order at 8:00 AM
2. Members present: Board Chairman, Brad Knolhoff, Ann Schroeder, Nelson Heinzmann. Also present: Vicky Albers, Janice Strotheide, Jami Staser and Karla Stalnaker
3. Approved available previous minutes. Motion by Brad Knolhoff, seconded by Ann Schroeder. Passed unanimously.
4. Approved consultation services contract with Fred Becker, CPA, to assist with next budget year with a maximum fee of \$7,350/year.
5. Discussed setting up fund for zoning fees for major projects
6. Discussed adjacent property purchase opportunity
7. Discussed Animal Control/Storage building camera need
8. Discussed and clarified May 15, 2023 County Board Agenda
9. Adjourned at 9:00 AM. Motion for adjournment made by Nelson Heinzmann, seconded by Ann Schroeder. Passed unanimously.
10. Next meeting Friday, June 16, 2023 at 8:30 AM

Nelson Heinzmann
Chairman

CLINTON COUNTY EXECUTIVE COMMITTEE
MINUTES OF
JUNE 16, 2023 MEETING
COURT ROOM A, CLINTON COUNTY COURTHOUSE

9:00 AM

1. Called to order at 9:00 AM
2. Members present: Board Chairman, Brad Knolhoff, Ann Schroeder, Nelson Heinzmann. Also present: Vicky Albers, Janice Strotheide, Jami Staser, Mike Hilmes, and Ken Knolhoff
3. Approved minutes from May 2023 Executive Committee meeting. Motion by Brad Knolhoff, seconded by Ann Schroeder. Passed unanimously.
4. Discussed Zoning update press release
5. Discussed County Code update in progress
6. Discussed EMA coordinator position
7. Discussed sale of excess vehicles. Motion made by Ann Schroeder, seconded by Nelson Heinzmann. Passed 3-0.
8. Reviewed and clarified agenda items for June 19, 2023 regular Board Meeting
9. Next meeting scheduled for July 21st, 2023 at 9:00 AM
10. Adjourned at 11:10 AM. Motion for adjournment made by Nelson Heinzmann, seconded by Ann Schroeder. Passed unanimously.

Nelson Heinzmann
Chairman

CLINTON COUNTY EXECUTIVE COMMITTEE
MINUTES OF
JULY 21, 2023 MEETING
COURT ROOM A, CLINTON COUNTY COURTHOUSE

9:00 AM

1. Called to order at 9:00 AM
2. Members present: Board Chairman, Brad Knolhoff, Ann Schroeder, Nelson Heinzmann. Also present: Vicky Albers, Janice Strotheide, States Attorney, J.D. Brandmeyer, Judge Douglas Gruenke, Clerk, Rod Kloeckner, Assessor, Linda Mensing, Treasurer, Denise Trame, Sheriff, Dan Travous, Health Administrator, Chris Leidel, and Ken Knolhoff
3. Approved minutes from June 2023 Executive Committee meeting. Motion by Brad Knolhoff, seconded by Ann Schroeder. Passed unanimously.
4. Heard reports from the department heads:
 - a) Circuit Clerk Rod Kloeckner and Judge Gruenke gave update on financial and overall impact of the recent SAFE-T act on county offices.
 - b) States Attorney J.D. Brandmeyer spoke about potential need for additional staff for workload created by SAFE-T act. Many uncertainties exist.
 - c) County Clerk Vicky Albers said she is in the process of lining up a new polling place at Aviston Legion due to continued growth in that area. Petition Packets for the 2024 Primary available next month with circulation period in September. She discussed the need to set up a committee to review closed session minutes. She also reported paperwork has been submitted for the Rebuild Illinois grant, and another grant is being written for.
 - d) Supervisor of Assessments Linda Mensing said her office is extremely busy working on 2023 assessments and may exceed the limit for part-time help to get all the work finished.
 - e) Treasurer Denise Trame said her office is busy collecting taxes. Her new employee is working out great.
 - f) Health Department Administrator Chris Leidel said they are preparing for the move to the new facility. He plans to have a shredding service come in October to dispose of old records. Other department heads expressed their interest in using that service as well.
5. Opened and approved bid for surplus vehicle bid of \$1,500 accepted. Motion was made by Brad Knolhoff, seconded by Ann Schroeder. Motion carried.
6. Discussed Illinois Codification Services proposal to update county codes. Last update was done in 2016. Motion not to exceed \$7,000 was made by Nelson Heinzmann, seconded by Ann Schroeder. Passed 3-0.
7. Discussed resignation and payout for Highway Department employee, Ron Becker, effective December 31, 2023. Motion was made to accept resignation and payout plan by Ann Schroeder, seconded by Brad Knolhoff. Passed 3-0
8. Discussed Health Department plans to hire a new sanitarian to be funded by grants.

9. Reviewed and clarified agenda items for July 24, 2023 regular Board Meeting
10. Next meeting scheduled for August 18, 2023 at 9:00 AM
11. Adjourned at 9:55 AM. Motion for adjournment made by Nelson Heinzmann, seconded by Ann Schroeder. Passed unanimously.

Nelson Heinzmann
Chairman

CLINTON COUNTY EXECUTIVE COMMITTEE
MINUTES OF
AUGUST 18, 2023 MEETING
COURT ROOM A, CLINTON COUNTY COURTHOUSE

9:00 AM

1. Called to order at 9:00 AM
2. Members present: Board Chairman Brad Knolhoff, Ann Schroeder. Also present: Mike Hilmes, Ken Knolhoff and Vicky Albers.
3. Approved minutes from July 2023 Executive Committee meeting. Motion by Brad Knolhoff, seconded by Ann Schroeder. Motion carried.
4. Heard reports from the department heads:
 - a) County Clerk Vicky Albers said she spoke with Glass & Shuffett Accounting about the 2022 Audit Report. Bo Thomas will present the report at the September 18 County Board meeting.
5. Reviewed and clarified agenda items for the August 21, 2023 regular Board Meeting
6. Discussed the Regional Superintendent of Schools request to hire private legal counsel specializing in Educational Law. Motion to approve request made by Ann Schroeder, seconded by Brad Knolhoff. Motion carried.
7. Discussed the City of Trenton's TIF Extension Request. Motion to approve a resolution of support made by Brad Knolhoff, seconded by Ann Schroeder.
8. Discussed potential candidates to serve as alternate members of the Zoning Board of Appeals.
9. Next committee meeting scheduled for September 15, 2023 at 9:00 AM
10. Motion for adjournment made by Ann Schroeder, seconded by Brad Knolhoff. Motion carried.

CLINTON COUNTY EXECUTIVE COMMITTEE
MINUTES OF
SEPTEMBER 15, 2023 MEETING
COURT ROOM A, CLINTON COUNTY COURTHOUSE

9:00 AM

1. Called to order at 9:00 AM
2. Members present: Board Chairman Brad Knolhoff, Ann Schroeder and Nelson Heinzmann. Also present: Mike Hilmes, Ken Knolhoff, Chris Leidel, Paulette Evans and Vicky Albers.
3. Approved minutes from August 2023 Executive Committee meeting. Motion by Ann Schroeder, seconded by Brad Knolhoff. Motion carried.
4. Reviewed and clarified agenda items for the September 18, 2023 regular Board Meeting
5. Discussed the future operation of the new Health Department building and whether the county or the Health Department will be responsible for future utility and maintenance costs. Ken Knolhoff mentioned that the Health Department has paid about a half million on the new building. He said the Health Department will need a few years to get their finances built up before fully taking over the costs of the new building. Brad Knolhoff said the opinion of the County Board's Finance Committee is that the Health Department should cover all future utility expenses. Health Department Administrator Chris Leidel said the Health Department is proposing a 50/50 split of utility expenses since the county is receiving rent for a couple of office spaces in the new building. Brad Knolhoff said there can be more discussion at upcoming budget meetings. The committee also briefly discussed the future of the existing Health Department office building and whether it should be sold to the Superintendent of Schools or torn down for parking.
6. Brad Knolhoff said he and Radio Committee Chairman Curt Haselhorst recently met with Sugar Creek Township officials to secure a 40-year lease on township property for a new communication tower site. Ratification of the Sugar Creek Township Contract will be voted on by the full board on Sept. 18.
7. Illinois Codification Services has sent proposed updates for the County Code. All of the updates and recommendations must be reviewed by the board before a final draft of the revised County Code is approved. Brad Knolhoff said he will be assigning chapters to various committees, and the State's Attorney will also assist in the review process.
8. Nelson Heinzmann made a motion to donate \$250 from Tourism funding to the Aviston American Legion which is hosting this year's countywide Veterans Day Program. Motion seconded by Ann Schroeder. Motion carried.
9. Next committee meeting scheduled for October 15, 2023 at 9:00 AM
10. Motion for adjournment made by Brad Knolhoff, seconded by Ann Schroeder. Motion carried.

CLINTON COUNTY EXECUTIVE COMMITTEE
MINUTES OF
OCTOBER 13, 2023 MEETING
COURT ROOM A, CLINTON COUNTY COURTHOUSE

1. Called to order at 9:00 AM
2. Members present: Board Chairman Brad Knolhoff, Ann Schroeder and Nelson Heinzmann. Also present: Mike Hilmes and Janice Strotheide
3. Approved minutes from September 2023 Executive Committee meeting. Motion by Brad Knolhoff, seconded by Ann Schroeder. Motion carried.
4. Reviewed and clarified agenda items for the October 16, 2023 regular Board Meeting
5. Brad Knolhoff reviewed the history of SWIMPAC. He explained that the purpose of the organization is to help counties plan for the region. They did assist us in the development of our Comprehensive Plan. A few years ago, when the commission was asking for our annual contribution, the finance committee questioned what services we were receiving for the contribution. They requested that the executive director, Kevin Terveer, meet with the committee to discuss this. Kevin did attend a finance meeting in January 2022, but did not clearly explain what benefits Clinton County was receiving. The board's position was that we didn't owe this money because no one had been able to articulate what benefits we were receiving for the contribution. As a result, the county has not contributed since 2019. Originally our contribution was approximately \$12,800. Recently Kevin resigned and a new executive director is in place who can articulate the benefits of contributing to the organization. The new executive director and board are still requesting back pay for the past several years. Since this request, the executive board has discovered they were erroring on the amount due from us. It amounted to about a \$6,000 per year overcharge. The original request was around \$48,000 but taking into account the billing error it brings the amount due down to approximately \$24,000. After some discussion, Brad Knolhoff made a motion to pay one year back pay which is approximately \$6,800. Along with the payment a letter would be sent in which we would stipulate that if they accept this payment from us, they understand this absolves the county from any other past due amount. Also, in the letter it will state that we will continue to monitor their performance in regards to contributing to regional development. Ann Schroeder seconded the motion. Motion approved.
6. The committee reviewed the U-Studios bill that had been submitted to the Finance Committee. Finance wanted more guidance on whether this bill should be paid at this point in time. It was the committee's opinion to hold off paying this bill for the time being.
7. Brad Knolhoff mentioned that he would be meeting with the U of I Extension Service on Wednesday evening to discuss their services and the contribution we make to the organization. He also mentioned that the 4-H representatives were scheduled to speak to the board at Monday night's county board meeting.
8. Next committee meeting scheduled for November 17, 2023 at 9:00 AM
9. Motion for adjournment made by Ann Schroeder, seconded by Brad Knolhoff. Motion carried.

CLINTON COUNTY EXECUTIVE COMMITTEE
MINUTES OF NOVEMBER 17, 2023 MEETING
COURT ROOM A, CLINTON COUNTY COURTHOUSE

1. Called to order at 9:00 AM
2. Members present: Board Chairman Brad Knolhoff, Ann Schroeder and Nelson Heinzmann. Also present: Mike Hilmes, Carla Stalnaker, Janice Strotheide, Vicky Albers, Chris Leidel, Denise Trame, Linda Mensing, Jami Staser, Dan Behrens, JD Brandmeyer and Emily Goddis.
3. Approved minutes from October 2023 Executive Committee meeting. Motion by Brad Knolhoff, seconded by Ann Schroeder. Motion carried.
4. The committee heard reports from the various department heads in attendance. Chief Probation Officer Carla Stalnaker explained how she will need to make some changes to her budget line items since the Probation Service Fees can no longer be used for certain expenses. Zoning Administrator Jami Staser said her office will be working on a few amendments to existing zoning classifications and zoning fees. County Clerk Vicky Albers said her office is in the process of cleaning up voter registration rolls following a mailing to all county voters. Candidates for the March 19 Primary Election will be filing their paperwork Nov. 27 through Dec. 4. Budgets and levies are being received by the counties various taxing districts, and the office is preparing for the fiscal year end on Nov. 30. Health Department Administrator Chris Leidel said his employees are preparing for the move to the new health building, which should take place early next year. Treasurer Denise Trame said a list of all delinquent property taxes will be published in local newspapers next week, and the annual Tax Sale is set for Dec. 18, 2023. Supervisor of Assessments Linda Mensing said that her staff is working on new property assessments with next year being a quadrennial reassessment year. Updated aerial photography of all land parcels in the county will be completed early next year and will help with the assessment process in the future. Highway Engineer Dan Behrens said the county is in the process of buying a vacant building, near the Highway Department and formerly utilized by Rail Bearing Services, to provide additional storage for the department. Behrens said he will be revising the utility permit application which is part of the county code of ordinances. He also noted that he will be increasing the Motor Fuel Tax request for road maintenance by \$250,000. The department heads also discussed the issues that arose due to delayed receipt of the 2022 audit report.
5. In new business, Emily Goddis of the Clinton County Soil and Water Conservation Service, introduced herself and spoke about ways in which she hopes to collaborate with the county in the future. Board chairman Brad Knolhoff reported that the Personnel Committee has settled six of the county's eight collective bargaining agreements and these will be approved at the regular meeting. He expressed appreciation to all of the employees involved for working with the board to get the contracts resolved in a timely manner. The full board will be considering a change of the courthouse hours from 8 a.m. to 4:30 p.m. to 7:30 a.m. to 4 p.m. Knolhoff reported that the Finance Committee approved a contract with Miken to take over IT services for the county. Current IT manager John Skain of 802 Networks has been working with Miken during the transition. The former animal control warden has resigned and the Animal Control Committee is proposing the appointment of Tony Petrea. In final business, accountant Fred Becker reviewed the proposed FY 24 budget and some minor line item adjustments were made.

6. The committee reviewed the agenda for the Nov. 20, 2023 board meeting.
7. Next committee meeting is scheduled for Dec. 15, 2023 at 9:00 AM
8. Motion for adjournment made by Ann Schroeder, seconded by Brad Knolhoff. Motion carried.

CLINTON COUNTY EXECUTIVE COMMITTEE
MINUTES OF DECEMBER 15, 2023 MEETING
COURT ROOM A, CLINTON COUNTY COURTHOUSE

1. Called to order at 9:00 AM
2. Members present: Board Chairman Brad Knolhoff and Nelson Heinzmann. Also present: Mike Hilmes, Janice Strotheide, Vicky Albers and Jami Staser.
3. Approved minutes from November 2023 Executive Committee meeting. Motion by Brad Knolhoff, seconded by Nelson Heinzmann. Motion carried.
4. County Clerk Vicky Albers requested that a resolution be added to the County Board to increase the election judge compensation. The state is increasing its election judge reimbursement from \$45 per judge to \$65; however, counties must pass a resolution showing that they have increased the compensation. Motion by Heinzmann, seconded by Knolhoff to add the resolution to the agenda. Motion Carried.
5. Hilmes reported that all the union contracts are complete except for the Fraternal Order of Police which represents the Sheriff's Department. It is likely that this contract may go to arbitration.
6. Zoning Administrator Jami Staser presented proposed amendments to the Zoning Schedule of Filing Fees. The ordinance increases the building permit fee for Industrial and Commercial projects from 7 cents per square foot to 10 cents. The Commercial Solar square footage includes all areas within the fencing and screening area. In addition, the special use permit for Commercial Solar was set at \$2,000 per megawatt and the fee for a special use extension for Commercial Solar was set at \$1,000 per megawatt. Motion by Knolhoff, seconded by Heinzmann to add the ordinance to the agenda as presented. Motion Carried.
7. Knolhoff said the county is still discussing the possibility of purchasing a building at 2210 Franklin Street in Carlyle, which is adjacent to the Highway Department. A motion to approve the real estate contract will be added to the County Board agenda; however, action on this may have to be tabled.
8. The meeting schedule for 2024 will be on the County Board agenda. Meetings will be the third Monday of each month at 7 p.m. except for the January, February and July meetings. The holiday schedule for the courthouse will follow the same schedule presented by the Chief Judge of the Fourth Judicial Circuit.
9. Next Executive Committee meeting is scheduled for Jan. 12, 2024 at 9:00 AM
10. Motion for adjournment made by Heinzmann, seconded by Knolhoff. Motion carried.