

STATE OF ILLINOIS)

VERMILION COUNTY BOARD

**VCAB- 201 N. Vermilion Street
2nd Floor**

) SS:

**Tuesday, February 19, 2019
6:00 PM**

COUNTY OF VERMILION)

AGENDA

1. Call to Order
2. Invocation/Moment of Silence- Jim Russell
3. Pledge of Allegiance
4. Roll call – Members Present and Roll Call for Attendance via Telephone
5. Adoption or Amendment of Agenda
6. Approval of minutes
7. Report on Claims-Report on Claims- January 2019- (to be distributed at meeting)
8. Raffle/Poke Run Application List
9. Audience Comments
10. Executive & Legislation (Baughn)
 - A. Resolution: Collection of Delinquent Taxes
11. Finance/Personnel (Fourez)
 - A. Financial Update
 - B. Ordinance- Amendment to the Combined Annual Budget and Appropriation Ordinance for Board of Review
 - C. Ordinance – Amendment to the Combined Annual Budget and Appropriation Ordinance for the North Fork Special Services Area- Line Item Transfer
 - D. Resolution – County Personnel Policy
12. Health & Education (Green)
 - A. Ordinance- Governing Food Sanitation
13. Judicial & Rules (Hart)
 - A. Rules of Order revisions
14. Transportation (Eakle)
 - A. Resolution – County Highway Fund 007 – Highway Lighting at Sidell-Fairmount (CH 18) and Homer-Catlin (CH 8) Intersection
 - B. Resolution – County Bridge Fund 062, Structure Repairs, Section 18-

00214-00-BR

C. Resolution – Township MFT Fund 061, Low Bid Awards, Aggregate Letting of January 31, 2019

D. Resolution – County MFT Fund 008, Low Bid Awards, Aggregate Letting of January 31, 2019

15. Executive Sessions:

A. **Pursuant to Illinois Open Meetings Act 5 ILCS 120/2.06**

To determine whether or not to release minutes from executive sessions of the County Board.

B. **Pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (c) (1)**

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

C. **Pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (c) (2)**

Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

D. **Pursuant to Open Meetings Act 5 ILCS 120/2 (c) (6)**

The setting of a price for sale or lease of property owned by the public body.

E. **Pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (c) (11)**

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

16. Chairman's Comments/Items of Information

A. February Birthdays: Diana Frazier-Brenneman and Chuck Mockbee,

B. Committee Chairperson's Comments (Golden, Baughn, Fourez, Green, Hart, Bieritz, Nesbitt, Morse, Eakle, & Walls)

C. Board Member Comments

17. Announcements for February 2019

The following announcement is for the Vermilion County Land Bank Authority.

Terms Expiring: Darren Duncan 508 N. Chicago Street, Rossville, IL 60963

3 Year Term: 03/19 -03/22

The following announcement is for the Allerton Fire Protection District # 10103.

Gary Lahne 108 E. Allen, Allerton, IL 61810

3 Year Term: 5/19 – 5/22

The following announcement is for the Carroll Township Fire Protection # 11253

Tracy Kistler POB 133, Indianola, IL 61850

3 Year Term: 5/19 – 5/22

The following announcement is for the Catlin Fire Protection District.
Fred Rinehart, 100 Kent Drive, Catlin, IL 61817
3 Year Term: 5/19 – 5/22

The following announcement is for the Danville Sanitary District # 9490.
Melvin D. Myers, 15973 E 2200 North Rd, Danville, IL 61832
3 Year Term: 5/19 – 5/22

The following announcement is for the FMC Fire Protection # 77-MR-142.
Edward D. Bohlen, 4285 E. 2230 North Rd, Fithian, IL 61844
3 Year Term: 5/19 – 5/22

The following announcement is for the Georgetown Fire Protection # 10660/
Georgetown Ambulance Board.
Brad Hayes, 301 S. Church Street, Georgetown, IL 61846
3 Year Term: 5/19 – 5/22

The following announcement is for the Kickapoo Fire Protection District # 64-
S-189M.
Randy Shuman, 13185 E. 2200 N. Road, Danville, IL 61834
3 Year Term: 5/19 – 5/22

The following announcement is for the Lynch Fire Protection District# 71-X-
61.
Dale Henk, 115 Brewer, Danville, IL 61834
3 Year Term: 5/19 – 5/22

The following announcement is for the Olivet Public Water District # 65-Z-47.
Chuck Leaman, 15531 Illinois Avenue, Georgetown, IL 61846
3 Year Term: 5/19 – 5/22

The following announcement is for the Rankin Fire Protection
Dana Alderson, POB 133, Rankin, IL 60960
3 Year Term: 5/19 – 5/22

The following announcement is for the Rossville Area Fire Protection
Walter “Dean” Grimes Jr., 410 S. Chicago St., Rossville, IL 60963
3 Year Term: 5/19 – 5/22

The following announcement is for the Westville-Belgium Sanitary District
Brent Richards, 12 Rue La Petite, Westville, IL 61883
3 Year Term: 5/19 – 5/22

18. **Readings for February 2019**

The following Reading is for the **Vermilion County Land Bank Authority**
Wes Bieritz 2806 Strawberry Cove, Danville, IL 61832
3 Year Term: 03/19 – 03/22
Application on file.

The following Reading is for the **Vermilion County Land Bank Authority**
Robert Boyd 2 E. Main Street, Danville, IL 61832

3 Year Term: 03/19 – 03/22
Application on file.

19. **Appointments for February 2019**

None

20. **Vacancies**

Bean Creek Drainage District

Term Expiring: Lewis Lane 30326 N 1110 E. Road, Potomac, IL 61865
3 Year Term: 09/2018- 09/2021

Beneficial Special Drainage District

Term Expiring: Joe Peters
38167 N 1130 East Rd, Hoopeston, IL 60942
3 Year Term: 09/2018 – 09/2021

Drainage District # 1 - # 8445 (GRANT TWP)

Term Expiring: Brad Herman
17260 State Route 9, Hoopeston, IL 60942
3 Year Term: 09/2018 – 09/2021

Feather Creek Drainage District No. 1 # 10253

Term Expiring: Charles Trimble
3285 E. 2000 N. Road, Fithian, IL 61844
3 Year Term: 09/2018 – 09/2021
*Declined re-appointment application.

Feather Creek Drainage District No.2 #8728

Term Expiring: H.E. (Fuzz) Hadden
21240 N. 750 East Rd, Danville, IL 61834
3 Year Term: 09/2018 – 09/2021

Grape Creek Drainage District # 7657

Term Expiring: Charles Melecosky
12699 N. 1380 East Road, Westville, IL 61883
3 Year Term: 09/2018 – 09/2021

Ross Township Drainage District # 8764

Term Expiring: Peter Gernand, Jr.
6235 E. 3250 N. Road, Potomac, IL 61865
3 Year Term: 09/2018 – 09/2021

Union Drainage District # 1 - #11002

Term Expiring: Randy Allen
735 County Road 2800 E, Homer IL 61849
3 Year Term: 09/2018 – 09/2021

Union Drainage District # 1 (Sidell & Young American)

Term Expiring: Ryan Taylor
4010 N. 600 East Road, Sidell, IL 61876
3 Year Term: 09/2018 – 09/2021

Vermilion County Mental Health Board 708

Term Expired: David W. Harby 9835 Catlin Homer Road, Fairmount, IL 61841

Expired 12/2018

Vermilion County Mental Health Board 708

Term Expired: Kay Smoot 8822 Catlin Homer Road, Fairmount, IL 61841

Expired 12/2018

CRIS Rural Mass Transit Board of Directors

Term Expiring: Jerry Prideaux (deceased)

31 Lake Shore Dr., Danville, IL 61832

3 Year Term - 10/2018 - 10/2021

21. Clerk's Table All items now available online at
http://www.vercounty.org/coclerk_table_2018.htm

22. Adjourn to Tuesday March 12, 2019, 6 PM- At the Vermilion County Administration Building located at 201 N. Vermilion Street

STATE OF ILLINOIS)
) SS:
COUNTY OF VERMILION)

VERMILION COUNTY BOARD
January 8, 2019
6:00 P.M.

MINUTES

The County Board of Vermilion County, State of Illinois met in the County Board Room in the Vermilion County Administration Building in the City of Danville, Vermilion County, Illinois on the 8th day of January, 2019.

Upon call of the roll, 23 were present, 4 absent. Mr. Steven Fourez, Mr. Kevin Green, Mr. Adam Hart and Mr. A. J. Wright were excused.

Invocation: Jim Russell

Mr. Morse led the Pledge of Allegiance

Declaring a vacancy-Frank Hoskins moved out of district.

Swearing in of new board members- Honorable Judge T. O'Shaughnessy gave a speech and swore in Diana Frazier-Brennemen to office.

Attest: Lindsay Light, Chief Deputy County Clerk

Chairman Baughn in the Chair

ADOPTION OR AMENDMENT TO THE AGENDA

Chairman Baughn entertained a motion to approve as presented. Motion made by Mr. Eakle. Second by Mrs. Witzel. Motion carried by acclamation.

Committee on Committees -Meeting recessed at 6:11 p.m. for Committee on Committee

Meeting resumed at 6:16 p.m. for report of Committee on Committee. Motion to accept the report of Committee on Committees made by Mr. Stark. Second by Mrs. Stark. Motion carried by acclamation.

APPROVAL OF MINUTES

Chairman Baughn entertained a motion to approve minutes as presented. Motion made by Mrs. Walls. Second by Mrs. Butler. Motion carried by acclamation.

I. REPORT ON CLAIMS

Chairman Baughn entertained a motion to dispense with the reading of the Report on Claims and place on file. Moved by Mr. Watson. Second by Mr. Bird.

Upon call of the roll, 23 voted yes, 4 absent. Motion carried by acclamation.

The following members voted yea, to-wit:

Bieritz Bird Boyd Butler Duncan Eakle Frazier-Brenneman Golden Haton Mackiewicz Mockbee
 Morse Nesbitt O’Kane Stark, Becky Stark, Bruce Thatcher Walls Watson Weaver Witzel Wright, Dan
 Baughn

The following members were absent, to-wit:

Fourez Green Hart Wright, A.J.

REPORT ON CLAIMS
DECEMBER 2018

Account	Account Description	MTD Del
Fund 001 - GENERAL FUND		
	Fund 001 - GENERAL FUND Totals	\$980,960
Fund 002 - IMRF FUND		
	Fund 002 - IMRF FUND Totals	\$177,954
Fund 003 - VERMILION CO HEALTH DEPARTMENT		
	Fund 003 - VERMILION CO HEALTH DEPARTMENT Totals	\$84,686
Fund 004 - MENTAL HEALTH 708 FUND		
	Fund 004 - MENTAL HEALTH 708 FUND Totals	\$65,265
Fund 005 - LIABILITY INSURANCE FUND		
	Fund 005 - LIABILITY INSURANCE FUND Totals	\$4,312
Fund 006 - PSB RENT FUND		
	Fund 006 - PSB RENT FUND Totals	\$396,730
Fund 007 - COUNTY HIGHWAY FUND		
	Fund 007 - COUNTY HIGHWAY FUND Totals	\$87,576
Fund 008 - MFT COUNTY FUND		
	Fund 008 - MFT COUNTY FUND Totals	\$729,266
Fund 009 - LAW ENFORCEMENT FUND		
	Fund 009 - LAW ENFORCEMENT FUND Totals	\$22,333
Fund 010 - INDEMNITY FUND		
	Fund 010 - INDEMNITY FUND Totals	\$0
Fund 011 - ANIMAL CONTROL FUND		
	Fund 011 - ANIMAL CONTROL FUND Totals	\$40,123
Fund 013 - GIS AUTOMATION FUND		
	Fund 013 - GIS AUTOMATION FUND Totals	\$1,954
Fund 014 - PROBATION SERVICE FUND		
	Fund 014 - PROBATION SERVICE FUND Totals	\$2,801
Fund 015 - COUNTY CLERK VITAL RECORDS		
	Fund 015 - COUNTY CLERK VITAL RECORDS Totals	\$2,191
Fund 016 - 911 FUND		
	Fund 016 - 911 FUND Totals	\$22,550
Fund 017 - TOWNSHIP BRIDGE PROGRAM FUND		
	Fund 017 - TOWNSHIP BRIDGE PROGRAM FUND Totals	\$0
Fund 018 - CO CLERK TAX AUTOMATION FUND		
	Fund 018 - CO CLERK TAX AUTOMATION FUND Totals	\$0

Fund 019 - FICA (SOCIAL SECURITY)		
	Fund 019 - FICA (SOCIAL SECURITY) Totals	\$89,657
Fund 022 - STATE'S ATTY AUTOMATION		
	Fund 022 - STATE'S ATTY AUTOMATION Totals	\$188
Fund 023 - CASA FUND		
	Fund 023 - CASA FUND Totals	\$0
Fund 033 - V C HEALTH INSURANCE FUND		
	Fund 033 - V C HEALTH INSURANCE FUND Totals	\$2,021
Fund 034 - VC HEALTH INS- AETNA		
	Fund 034 - VC HEALTH INS- AETNA Totals	\$118,489
Fund 035 - CORONER'S AUTOMATION		
	Fund 035 - CORONER'S AUTOMATION Totals	\$1,288
Fund 036 - EIU FUND		
	Fund 036 - EIU FUND Totals	\$0
Fund 037 - FINGERPRINT FUND		
	Fund 037 - FINGERPRINT FUND Totals	\$0
Fund 038 - SALE IN ERROR FUND		
	Fund 038 - SALE IN ERROR FUND Totals	\$0
Fund 039 - INFRASTRUCTURE FUND		
	Fund 039 - INFRASTRUCTURE FUND Totals	\$0
Fund 041 - CAPITAL IMPROVEMENTS FUND		
	Fund 041 - CAPITAL IMPROVEMENTS FUND Totals	\$10,161
Fund 042 - NORTH FORK SPEC SERV AREA 1		
	Fund 042 - NORTH FORK SPEC SERV AREA 1 Totals	\$184
Fund 043 - NORTH FORK SPEC SERV AREA 2		
	Fund 043 - NORTH FORK SPEC SERV AREA 2 Totals	\$69
Fund 044 - NORTH FORK SPEC SERV AREA 3		
	Fund 044 - NORTH FORK SPEC SERV AREA 3 Totals	\$13
Fund 048 - LAW ENFORCEMENT GRANT		
	Fund 048 - LAW ENFORCEMENT GRANT Totals	\$0
Fund 052 - ELECTRONIC CITATION FUND		
	Fund 052 - ELECTRONIC CITATION FUND Totals	\$0
Fund 053 - VC DRUG ABUSE PREVENTION PRG		
	Fund 053 - VC DRUG ABUSE PREVENTION PRG Totals	\$0
Fund 054 - REGIONAL SUPT/DIRECT SERVICE		
	Fund 054 - REGIONAL SUPT/DIRECT SERVICE Totals	\$0
Fund 057 - REGIONAL SUPT/TRUSTEES		
	Fund 057 - REGIONAL SUPT/TRUSTEES Totals	\$0
Fund 058 - REGIONAL SUPT/INSTITUTE		
	Fund 058 - REGIONAL SUPT/INSTITUTE Totals	\$0
Fund 059 - REGIONAL SUPT/BUS DRIVERS		
	Fund 059 - REGIONAL SUPT/BUS DRIVERS Totals	\$0
Fund 060 - REGIONAL SUPT/GED		
	Fund 060 - REGIONAL SUPT/GED Totals	\$0
Fund 061 - MFT TOWNSHIP FUND		
	Fund 061 - MFT TOWNSHIP FUND Totals	\$356,773
Fund 062 - COUNTY BRIDGE FUND		
	Fund 062 - COUNTY BRIDGE FUND Totals	\$6,506
Fund 063 - LAW LIBRARY FUND		

	Fund 063 - LAW LIBRARY FUND Totals	\$674
Fund 064 - DRAINAGE DISTRICT FUND		
	Fund 064 - DRAINAGE DISTRICT FUND Totals	\$22,849
Fund 066 - VC SOLID WASTE MANAGEMENT		
	Fund 066 - VC SOLID WASTE MANAGEMENT Totals	\$15,134
Fund 069 - WORKING CASH FUND		
	Fund 069 - WORKING CASH FUND Totals	\$0
Fund 070 - COUNTY COLLECTION FUND		
	Fund 070 - COUNTY COLLECTION FUND Totals	\$0
Fund 071 - TRAFFIC FEE FUND		
	Fund 071 - TRAFFIC FEE FUND Totals	\$900
Fund 072 - TREASURER'S ACCT FUND		
	Fund 072 - TREASURER'S ACCT FUND Totals	\$0
Fund 074 - COURT AUTOMATION FUND		
	Fund 074 - COURT AUTOMATION FUND Totals	\$6,431
Fund 075 - COURT SECURITY FEE FUND		
	Fund 075 - COURT SECURITY FEE FUND Totals	\$10,963
Fund 076 - RECORDER SPECIAL FUND		
	Fund 076 - RECORDER SPECIAL FUND Totals	\$310
Fund 077 - DEPOSIT FUND		
	Fund 077 - DEPOSIT FUND Totals	\$54,002
Fund 078 - CIRCUIT CLERK OPER & ADMIN		
	Fund 078 - CIRCUIT CLERK OPER & ADMIN Totals	\$0
Fund 079 - COURT DOCUMENT STORAGE FUND		
	Fund 079 - COURT DOCUMENT STORAGE FUND Totals	\$4,451
Fund 080 - DRUG COURT FEE FUND		
	Fund 080 - DRUG COURT FEE FUND Totals	\$0
Fund 081 - VC ELECTRONIC MONITOR		
	Fund 081 - VC ELECTRONIC MONITOR Totals	\$0
Fund 084 - UNKNOWN HEIRS		
	Fund 084 - UNKNOWN HEIRS Totals	\$0
Fund 085 - UNCLAIMED FUNDS		
	Fund 085 - UNCLAIMED FUNDS Totals	\$0
Fund 086 - BOARD OF ELECTION FUND		
	Fund 086 - BOARD OF ELECTION FUND Totals	\$0
Fund 087 - REGIONAL SUPT/STATE AID		
	Fund 087 - REGIONAL SUPT/STATE AID Totals	\$0
Fund 088 - TREASURER AUTOMATION FUND		
	Fund 088 - TREASURER AUTOMATION FUND Totals	\$6,827
Fund 089 - PAYROLL CLEARING FUND		
	Fund 089 - PAYROLL CLEARING FUND Totals	\$0
Fund 090 - VC TRUSTEE REVOLVING FUND		
	Fund 090 - VC TRUSTEE REVOLVING FUND Totals	\$0
Fund 091 - CHILD SUPPORT/MAINT		
	Fund 091 - CHILD SUPPORT/MAINT Totals	\$1,829
Fund 095 - SECTION 18/CRIS GRANT		
	Fund 095 - SECTION 18/CRIS GRANT Totals	\$0
Fund 097 - VICTIM WITNESS/ATTY GENERAL		
	Fund 097 - VICTIM WITNESS/ATTY GENERAL Totals	\$2,298

Bill Wright, Auditor 01/08/2019

RAFFLE/POKER RUN APPLICATION LIST

Chairman Baughn entertained a motion to dispense with the list and place it on file. Moved by Mr. Morse. Second by Mr. Bieritz. Motion carried by acclamation.

II. AUDIENCE COMMENTS

N/A

III. EXECUTIVE & LEGISLATION (BAUGHN)

A. RESOLUTION: COLLECTION OF DELINQUENT TAXES

Chairman Baughn entertained a motion to dispense with the reading and for its passage. Moved by Mrs. Stark. Second by Mrs. Mackiewicz.

Upon call of the roll, 22 voted yes, 4 absent, 1 abstain. Motion carried.

The following members voted yea, to-wit:

Bieritz Bird Boyd Butler Duncan Eakle Frazier-Brenneman Golden Haton Mackiewicz Mockbee Morse Nesbitt O’Kane Stark, Becky Stark, Bruce Thatcher Walls Watson Weaver Witzel Wright, Dan Baughn

The following members were absent, to-wit:

Fourez Green Hart A.J. Wright

The following members voted to abstain:

Watson

(RESOLUTION 19-0101)

IV. FINANCE/PERSONNEL (FOUREZ-Presented by Mr. Bieritz)

A. RESOLUTION-SALARY SCHEDULE-PUBLIC DEFENDER

Mr. Bieritz entertained a motion to approve a Public Defender salary change. Moved by Mr. Bieritz. Second by Mrs. Walls.

Upon call of the roll, 23 votes yes, 4 absent. Motion carried.

The following members voted yea, to-wit:

Bieritz Bird Boyd Butler Duncan Eakle Frazier-Brenneman Golden Haton Mackiewicz Mockbee Morse Nesbitt O’Kane Stark, Becky Stark, Bruce Thatcher Walls Watson Weaver Witzel Wright, Dan Baughn

The following members were absent, to-wit:

Fourez Green Hart A.J. Wright

(RESOLUTION 19-0102)

B. ORDINANCE: ABATING ANNUAL TAX LEVY-Jail Expansion and Juvenile Detention Center Projects

Mr. Bieritz entertained a motion to approve the Abating Annual Tax Levy Ordinance. Moved by Mr. Bieritz. Second by Mr. Weaver.

Upon call of the roll, 23 voted yes, 4 absent. Motion carried.

The following members voted yea, to-wit:

Bieritz Bird Boyd Butler Duncan Eakle Frazier-Brenneman Golden Haton Mackiewicz Mockbee Morse Nesbitt O'Kane Stark, Becky Stark, Bruce Thatcher Walls Watson Weaver Witzel Wright, Dan Baughn

The following members were absent, to-wit:

Fourez Green Hart A.J. Wright

(ORDINANCE 19-0103)

C. ORDINANCE: AMENDED- ROSSVILLE AREA COMMUNITY AMBULANCE SERVICE DISTRICT NO. ONE TAX LEVY FOR THE FISCAL YEAR 2018-2019

Mr. Bieritz entertained a motion to approve the amended Ordinance-Rossville Area Community Ambulance Service District No. One Tax Levy for the Fiscal Year 2018-2019. Moved by Mr. Bieritz. Second by Mr. Bird.

Upon call of the roll, 23 voted yes, 4 absent. Motion carried.

The following members voted yea, to-wit:

Bieritz Bird Boyd Butler Duncan Eakle Frazier-Brenneman Golden Haton Mackiewicz Mockbee Morse Nesbitt O'Kane Stark, Becky Stark, Bruce Thatcher Walls Watson Weaver Witzel Wright, Dan Baughn

The following members were absent, to-wit:

Fourez Green Hart A.J. Wright

(ORDINANCE 19-0104)

D. ORDINANCE: ABATING ANNUAL TAX LEVY-NORTHFOLK SPECIAL SERVICE AREA

Mr. Bieritz entertained a motion to approve the ordinance to abate the annual tax levy for the Northfolk Special Service Area. Moved by Mr. Bieritz. Second by Mr. Mockbee.

Upon call of the roll, 23 voted yes, 4 absent. Motion carried.

The following members voted yea, to-wit:

Bieritz Bird Boyd Butler Duncan Eakle Frazier-Brenneman Golden Haton Mackiewicz Mockbee Morse Nesbitt O’Kane Stark, Becky Stark, Bruce Thatcher Walls Watson Weaver Witzel Wright, Dan Baughn

The following members were absent, to-wit:

Fourez Green Hart A.J. Wright

(ORDINANCE 19-0105)

V. TRANSPORTATION (EAKLE)

A. RESOLUTION-COUNTY BRIDGE FUND 062, PILOT TOWNSHIP SECTION 18-15147-00-DR and McKendree TOWNSHIP SECTION 18-11125-00-BR

Mr. Eakle entertained a motion to approve Resolution-County Bridge Fund 062, Pilot Township Section 18-15147-00-DR and McKendree Township Section 18-11125-00-BR. Move by Mr. Eakle. Second by Mr. Mockbee.

Upon call of the roll, 23 voted yes, 4 absent. Motion carried.

The following members voted yea, to-wit:

Bieritz Bird Boyd Butler Duncan Eakle Frazier-Brenneman Golden Haton Mackiewicz Mockbee Morse Nesbitt O’Kane Stark, Becky Stark, Bruce Thatcher Walls Watson Weaver Witzel Wright, Dan Baughn

The following members were absent, to-wit:

Fourez Green Hart A.J. Wright

(RESOLUTION 19-0106)

VI. EXECUTIVE SESSION:

Chairman Baughn stated there was no need for Executive Session.

VII. CHAIRMAN’S COMMENTS/ITEMS OF INFORMATION

A. Happy Birthday to Phearn Butler and Crisi Walls.

B. Committee Chairperson’s Comments: Nothing at this time for Golden, Nesbitt, Morse, Eakle, Walls. Mr. Bieritz stated no meeting this month.

C. Board Member Comments: Mr. Watson advised he would like a name tag and to visit offices.

VIII. APPOINTMENTS FOR JANUARY 2019 (APPOINTMENTS ARE IN BOLD):

Chairman Baughn entertained a motion for concurrence with the following appointments. Moved by Mrs. Walls. Second by Mr. Bird. Motion carried by voice vote.

Union Drainage District 3

Appointment: Riley Pierce 100 N. Rd, Sidell, IL 61876
Replacing: Ford
3 Year Term: 01/19-01/22 (all terms expire in Sept. for this board)
Application on file.

Grape Creek Drainage District

Appointment: Jared Church P.O. Box 598/114 Westwood Circle, Catlin, IL 61817
Replacing: Melecosky
3 Year Term: 09/18-09/21
Application on file.

IX. READINGS FOR JANUARY 2019:

The following reading is for the **Vermilion County Mental Health 708 Board**
Term Expiring: David. W. Harby 9835 Catlin Homer Road, Fairmount, IL 61841
3 Year Term: 12/18-12/21

The following reading is for the **Vermilion County Mental Health 708 Board**
Term expiring: Kay Smoot, 8822 Catlin Homer Road, Fairmount, IL 61841
3 Year Term: 12/18-12/21

X. ANNOUNCEMENTS FOR JANUARY 2019:

The following announcement(s) are for the **Vermilion County Land Bank Authority** terms expiring are as follows:

Darren Duncan 508 N. Chicago St., Rossville, IL 60963
3 Year Term: 03/19-03/22

Wes Bieritz 2806 Strawberry Cove, Danville, IL 61832
3 Year Term: 03/19-03/22

Robert Boyd 2 E. Main Street, Danville, IL 61832
3 Year Term : 03/19-03/22

XIV. VACANCIES (CARRYOVERS)

Bean Creek Term Expiring:
Drn. Dist. Lewis Lane 30326 N 1110 E. Road, Potomac, IL 61865
3 Year Term: 09/2018-09/2021

Beneficial Special Term Expiring:
Drn. Dist. Joe Peters
38167 N 1130 East Rd, Hoopeston, IL 60942
3 Year Term: 09/2018-09/2021

Drn. Dist. #1 Term Expiring: Brad Herman
#8445 (Grant 17260 State Route 9, Hoopeston, IL 60942

Twtnshp.)	3 Year Term: 09/2018-09/2021
Feather Creek Drn. Dist. No.1 #10253	Term Expiring: Charles Trimble 3285 E. 2000 N. Road, Fithian, IL 61844 3 Year Term: 09/2018-09/2021 *Declined re-appointment application.
Feather Creek Drn. Dist No. 2 #8728	Term Expiring: H.E. (Fuzz) Hadden 21240 N. 750 East Rd, Danville, IL 61834 3 Year Term: 09/2018-09/2021
Grape Creek Drn. Dist. #7657	Term Expiring: Charles Melecosky 12699 N. 1380 East Road, Westville, IL 61883 3 Year Term: 09/2018-09/2021
Ross Twtnshp. Drn. Dist. #8764	Term Expiring: Peter Gernand Jr. 6235 E. 3250 N. Road, Potomac, IL 61865 3 Year Term: 09/2018-09/2021
Union Drn. Dist. #1-#11002	Term Expiring: Randy Allen 735 County Rd. 2800 East, Homer, IL 61849 3 Year Term: 09/2018-09/2021
Union Drn. Dist. #1 (Sidell and Young American)	Term Expiring: Ryan Taylor 4010 N. 600 East Road, Sidell, IL 61876 3 Year Term: 09/2018-09/2021
CRIS Rural Mass Transit Board of Directors	Term Expiring: Jerry Prideaux (deceased) 31 Lake Shore Dr., Danville, IL 61832 3 Year Term : 10/2018-10/2021

XV. CLERK'S TABLE

All items are now available online at http://www.vercounty.org/coclerk_table_2018.htm

XVI. ADJOURN

Meeting adjourned at 6:32 p.m. to Wednesday, February 13, 2019 at 6 p.m.



Cathy Jenkins, County Clerk

Finance & Personnel Committee
Monday, February 4th, 2019
5:00 PM, Conference Room, VCAB

MINUTES

Agenda Item 1 - Call to Order and Roll Call

Committee Chairman Steve Fourez called the Finance & Personnel meeting to order at 5:00 PM. Upon the call of the roll, the following members were present; Steve Fourez, Wes Bieritz, Robert Boyd, Breannah Haton, Becky Stark, and Bruce Stark. Adam Hart and Crisi Walls were absent. Adam Hart was excused. Also, in attendance was Darren Duncan, Vermilion County Treasurer; Larry Baughn, County Board Chairman; Bill Donahue, Risk Consultant; Nancy Boose, Human Resources and Doug Toole, Health Department Administrator.

Agenda Item 2 - Adoption/Amendments to the Agenda

Mrs. Stark motioned, second by Bieritz to approve the agenda. Motion passed by acclamation.

Agenda Item 3 - Approval of Minutes – January 7th, 2019

Bieritz motioned, Mr. Stark, to approve the minutes. Motion passed by acclamation.

Agenda Item 4 - Audience Comments

None

Agenda Item 5 - Financial Update

Ms. Briggs distributed a finance update that consisted of the General Fund revenue and expense totals, the Budgeted Fund revenue and expense totals, a comparison of the General Fund and Capital Fund from 2016-2017 to 2017-2018, a comparison of fund balances from 2013-2017, and the Vermilion County Tax Rate and Extensions for 2018-2019. The only revenue currently coming in for the Capital Fund is the rent from Congressman Shimkus and Senator Bennett. The \$410,000 from last year was a contribution from the Circuit Clerk's office for the new judicial system. Bieritz noted that the General Fund balance started at \$10.2 million in 2013 and the final amount in 2017 was \$7.6 million. Fiscal year 2018 was also a deficit year which will cause a decrease fund balance. The Tax Rate and Extensions were provided which showed that the General Fund is at the maximum for its levy and can not be increased anymore. Bieritz stated that expenses have also been less than budgeted, but more costs need to be cut which will include positions. Chairman Baughn added that the county has implemented a lot of technology to decrease the number of positions and increase salaries as seen necessary. With the new technology being implemented, the county has noticed the shift of the workload changing among the various offices.

Agenda Item 6 – Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for the North Fork Special Services – Line item Transfer

Mrs. Stark moved, second by Boyd, to discuss.

North Fork Special Services would like to purchase a drone and iPad to monitor projects of the North Fork area. They would like to do a line item transfer from contractual-maintenance to equipment for the purchase. North Fork has their own levies and therefore these funds are completely for North Fork services.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Robert Boyd, Breannah Haton, Becky Stark, and Bruce Stark. 6 yes, 2 absent

Agenda Item 7 – Resolution: County Personnel Policy

Bieritz moved, second by Boyd, to discuss.

The Personnel Policy needed updated to remove references to the nursing home, remove references to the Finance Committee, update paid time off policy, and update the policy for the IMRF current standards. Fourez suggested doing an annual review of the Personnel Policy to make these types of changes annually.

Upon the call of the roll the following members voted yes, to wit: Steve Fourez, Wes Bieritz, Robert Boyd, Breannah Haton, Becky Stark, and Bruce Stark. 6 yes, 2 absent

Agenda Item 8 – Executive Session

Mrs. Stark moved, second by Bieritz, to enter executive session. For the record, Bill Donahue stated “that under 5 ILCS 120/2 (c)(8) security procedures this closed meeting is to consider *school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public or public property.*”

Upon the call of the roll the following members voted yes to enter executive session: Steve Fourez, Wes Bieritz, Robert Boyd, Breannah Haton, Becky Stark, and Bruce Stark. 6 yes, 2 absent

Upon the call of the roll the following members voted yes to leave executive session: Steve Fourez, Wes Bieritz, Robert Boyd, Breannah Haton, Becky Stark, and Bruce Stark. 6 yes, 2 absent

Mrs. Stark asked if the Treasurer’s office makes a decision to go from multiple banks to one or two main banks, the deposits would be larger and the banks would help cover the costs of transporting deposits. Mr. Duncan replied that the amount being held in the bank allows for so many credits with that particular bank to cover various expenses that may occur in regards to transactions. Mr. Duncan also stated that all banks will be given the same opportunity. Mr. Stark asked if the deputy at the Administration Building could escort the employee to the banks like they do with the Circuit Clerk’s office. That option has been explored but the employee is gone from the building for a steady period of time due to the multiple locations and the deputy is to provide security to the Administration Building and needs to be onsite. Chairman Baughn added that security is definitely needed after an incident of an outside individual entering the building, removing articles of clothing, and pulling the fire alarm.

Agenda Item 9 - Items of Information

The new judicial system is running and open to the public. A Solar Ordinance is being put together. The Illinois Farm Bureau has reviewed it and made suggestions. Once it is ready, it will go to committee and be presented to the County Board. The antennas from the old EMA building are being move to the Administration building. There have been no problems with the annex during the cold weather.

Agenda Item 10 – Adjournment

Chairman Fourez adjourned the meeting at 6:00 PM.

Minutes by: Erika Briggs, Financial Resources Director

Name Of Organization	Date Of Permit	Date of Raffle	Paid Amount	Event Manager	License #
Bismarck Youth Wrestling	1/8/2019	3-16-2019/4-6-2019	\$10.00	Robin Golden	19-001
Lincoln Lanes Youth Bowling Assoc.	1/9/2019	2/26/2019	\$10.00	Jason Woodworth	19-002
North Fork Conservation Club	1/11/2019	3-10/9-2/12-14-2019	\$10.00	Mary Coberly	19-003
American Legion Riders Post # 210	1/14/2019	Month of August	\$10.00	Tom Morse	19-004
American Legion Post # 210	1/14/2019	Every Tuesday in 2019	\$10.00	Tom Morse	19-005
DACC Softball	1/14/2019	2/20/2019	\$10.00	Matt Cervantes	19-006
Peer Court	1/15/2019	2/8/2019	\$10.00	Katie Osterbur	19-007
Midwest Shock	1/16/2019	3/15/2019	\$10.00	Brandon Zaayer	19-008
Tiny Miss Danville	1/22/2019	Entire Month of May	\$10.00	Danny Cope	19-009
Wreaths Across America	1/23/2019	Mar Thru Dec 2019	\$10.00	Tammy Williams	19-010
Habitat for Humanity	1/24/2019	2/1/2019	\$10.00	Jonathan Gibson	19-011
Village Of Henning	1/24/2019	8/10/2019 & 9/14/2019	\$10.00	Troy Wolf	19-012
CASA of Vermilion and Edgar Counties	1/29/2019	4/26/2019	\$10.00	Lucas Seilhymmer	19-013
Gao Grotto	1/29/2019	Monthly Thu & Sat.	\$10.00	Tim Henrichs	19-014

Vermilion County Monthly Resolution List - February 2019

RES#	Account	Type	Account Name	Parcel#	Township	Total Collected	County Clerk	Auctioneer	Recorder/ Sec of State	Agent	Treasurer
02-19-001	0918045A	SAL	CHARLES L HOUSER SR.	22-01-301-005-0040	DANVILLE	807.50	54.31	7.50	50.00	450.00	245.69
02-19-002	140045	REC	ROBERT P BURTON JR	01-12-316-018-0040	BUTLER	2,187.00	120.69	0.00	50.00	1,177.84	838.47
Totals						\$2,994.50	\$175.00	\$7.50	\$100.00	\$1,627.84	\$1,084.16

						Clerk Fees					
						Recorder/Sec of State Fees					
						Total to County					

Committee Members

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR BOARD OF REVIEW**

WHEREAS, there is a need to increase the Contractual/Professional line to accommodate anticipated costs for an appraisal of properties that are set for potential hearings on the Property Tax Appeals Board docket; and

WHEREAS, there is insufficient funds in the line to accommodate that need; and

WHEREAS, the budget therefore needs to be amended accordingly and this was not known when the budget was prepared, and thus was not included.

NOW, THEREFORE BE IT ORDAINED by the County Board of Vermilion County Illinois that the County Auditor be authorized and instructed to amend the budget for fiscal year 2017-2018 by transferring money in the amount as below to facilitate an increase in the Professional Contractual line in the Board of Review budget.

TO:

001.540.00.04361

Contractual/Professional

\$7,250.00

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the February 19th, 2019 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 19th day of February 2019 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Page 2
Budget Amendment - Board of Review

APPROVED BY: Finance and Personnel:

1/7/19

Steve Fourez, Chairman Y N A

Wes Bieritz Y N A

Robert Boyd Y N A

Adam Hart Y N A

Breannah Haton Y N A

Becky Stark Y N A

Bruce Stark Y N A

Crisi Walls Y N A

Ordinance No. _____

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE NORTH FORK SPECIAL SERVICES AREA-LINE ITEM
TRANSFER**

WHEREAS, the County Board has been advised there is a need to transfer funds to purchase a drone and iPad to monitor projects of the North Fork Special Service Area; and

WHEREAS, additional funds for the equipment line is available and can be transferred from other lines; and

WHEREAS, the budget therefore needs to be amended to transfer such funds to the equipment line, and this was not known when the budget was prepared, and thus was not included.

NOW, THEREFORE BE IT ORDAINED by the County Board of Vermilion County Illinois that the County Auditor be authorized and instructed to amend the budget for fiscal year 2016-2017 by transferring the lines as set out:

FROM:	TO:
042.665.00.4295 Contractual-Maintenance	042.665.00.4450 Equipment \$4140.00
043.666.00.4295 Contractual-Maintenance	043.666.00.4450 Equipment \$1560.00
044.667.00.4295 Contractual-Maintenance	044.667.00.4450 Equipment \$300.00

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the February 19th, 2019 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 19th day of February 2019 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Page 2

Budget Amendment – North Fork

APPROVED BY FINANCE/PERSONNEL:

Steven Fourez
Chairman

Y N A

Date 2-4-19

Wesley Bieritz

Y N A

Robert Boyd

Y N A

Breannah Haton

Y N A

Adam Hart

Y N A

Becky Stark

Y N A

Bruce Stark

Y N A

Crisi Walls

Y N A

RESOLUTION

RE: COUNTY PERSONNEL POLICY

WHEREAS, the County has a long established personnel policy but changes in organization and structure of the County require that such policy be updated, and

WHEREAS, the amendments primarily involve updating the reference to the Finance Committee to the Personnel/Finance Committee, and removing references to the nursing home, and

WHEREAS, there is a substantive change to the paid time off or 'PTO' policy to align it with current practices for most departments, and also as to the Illinois Municipal Retirement Fund (IMRF) to update it to current standards.

BE IT THEREFORE RESOLVED THAT the Vermilion County Board approves and adopts the changes in the Personnel Policy as presented.

PRESENTED, APPROVED, AND RESOLVED BY THE Vermilion County Board at the February 19, 2019 A.D. Session.

DATED this 19th day of February 2019 A.D.

AYE _____ NAY _____ ABSTAIN _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

6.4 PAID TIME OFF (PTO) (Formerly Personal Days)

All regular employees, ~~with the exception of the Nursing Home hourly employees,~~ are eligible for personal days off with pay according to the following procedures:

All regular employees who have completed 90 days of service as of December 1 shall earn PTO up to a maximum of 64 hours for the fiscal year. Regular employees shall earn 16 hours PTO on December 1 and shall then earn 8 PTO hours on the first of each month to a maximum of 64 hours earned for the fiscal year.

Regular employees hired after December 1 in any fiscal year, who have completed 90 days of service shall earn 16 PTO hours on the 1st of the month following the employee completing 90 days of service. Regular employees shall then earn 8 PTO hours on the 1st of each month to a maximum of 64 hours for the fiscal year.

If an employee wishes to use PTO, the employee must make a request no less than two days in advance. All requests will be honored, if feasible, based upon the operational needs of the department. PTO will be granted on the basis of office requirements. Since PTO may be used for both personal time and sick leave, Employees may take up to 32 hours PTO on an unscheduled basis, representing sick leave or unavoidable emergencies. The balance of any further time must be taken with advance notice to their supervisor.

Employees shall retain their Option II banked hours pursuant to the Vermilion County Personnel Policy and Procedures and Vermilion County Board Resolution No. 1094 adopted November 13, 1984.

Employees shall retain their Banked personal days which were banked prior to December 1, 2013. If an Employee wishes to use their remaining banked personal days, the Employee must make a request no less than two days in advance. All requests will be honored, if feasible, based upon scheduling requirements. Remaining banked personal days will be granted on the basis of office requirements and Employee seniority in the event of a conflict. The employer reserves the right to direct employees to take banked personal days. Upon termination or retirement, Employees will be paid for any remaining banked personal days at current rate of pay. The policy of paying for unused personal days will cease effective with the accrual beginning on December 1, 2013.

It should be noted that various employees are under a collective bargaining agreement. That contract may have slightly different procedures due to the nature of the department and the terms of the collective bargaining agreement. Where there is a conflict, the collective bargaining agreement shall prevail as to

those employees covered under such an agreement. Bargaining unit employees must receive the PTO only as described in their collective bargaining agreement.

For non-union employees, it is recognized that there are differences between hourly, salaried, or managerial employees or what this policy refers to as "exempt" and "non-exempt" employees. This policy or the applicable collective bargaining agreement should be applied as written to a non-exempt employee. As to exempt employees who are not eligible to acquire overtime compensation, some flexibility is recognized.

6.5 RETIREMENT PLAN.

6.5.1 Social Security. All employees, including part-time and temporary employees, are required by law to participate in the social security retirement plan.

6.5.2 Illinois Municipal Retirement Fund (IMRF). All qualified employees are required to participate in the IMRF. ~~In order to qualify, an employee must work either full-time, part-time (600 hours per year or 12 hours per week).~~ IMRF benefits are in addition to those provided by social security. Information regarding IMRF is available in the Human Resource Director's Office or at www.imrf.org.

VERMILION COUNTY ORDINANCE GOVERNING FOOD SANITATION

SECTION 1 - PURPOSE

The purpose of this ordinance is to protect, promote, and preserve the public health and general welfare of the citizens by providing the establishment and enforcement of minimum rules and regulations for retail food stores, food establishments, food pantries, bed & breakfast facilities and mechanical vending operations in Vermilion County, Illinois.

SECTION 1A - JURISDICTION

This ordinance shall be enforced throughout Vermilion County and in the city limits of all villages and cities located in Vermilion County.

SECTION 2 - RULES AND REGULATIONS

The current editions of the Illinois Department of Public Health Food Sanitation Code, Food Handling Regulation Enforcement Act {410 ILCS 625}, Bed and Breakfast Act, 50 ILCS 820/1 et seq, Smoke Free Illinois Act, 410 ILCS 82 and any subsequent amendments or revisions thereto, are hereby adopted by reference as the Vermilion County Ordinance Governing Food Sanitation-

Three current copies of each set shall be placed on file in the County Clerk's Office.

SECTION 3 - DEFINITIONS

In addition to the definitions contained in the above rules and regulations, the following definitions shall apply in the enforcement and interpretation of this ordinance.

3.1 Adulterated shall mean the condition of any food:

- a. if it bears or contains any poisonous or deleterious substance in a quantity which may render it injurious to health;
- b. if it bears or contains any added poisonous or deleterious substance for which no safe tolerance has been established by regulations or in excess of such tolerances if

one has been established.

- c. if it consists in whole or in part of any filthy, putrid or decomposed substance or if it is otherwise unfit for human consumption;
- d. if it has been processed, prepared, packed or held under unsanitary conditions whereby it may have been contaminated with filth or whereby it may have been rendered injurious to health;
- e. if it is in whole or in part the product of a diseased animal or animal which has died otherwise than by slaughter;
- f. if its containers are composed in whole or in part of any poisonous or deleterious substance which may render the contents injurious to health.

3.2) Bed & Breakfast shall mean an operator- occupied residence providing accommodations for a charge to the public with no more than five (5) guest rooms for rent, in operation for more than ten (10) nights in a twelve month period; meals may be provided to the guests only as allowed by the Bed and Breakfast Act (50 ILCS 820); this term shall not include motels, hotels, boarding homes, or food establishments (50 ILCS 820/2.a.).

3.3) Chronic Violations are the same ~~priority or priority foundation~~ violations that are documented in three out of five routine inspections (chronologically conducted inspections)

3.4) ~~Continuous Repeat violations are violations that are documented and uncorrected at three (3) consecutive inspections~~

3.5 Core item

- a. Core item means a provision in this Code that is not designated as a priority item or a priority foundation item.
- b. Core item includes an item that usually relates to general sanitation,

operational controls, sanitation standard operating procedures (SSOPs), facilities or structures, equipment design, or general maintenance.

- 3.6) Cottage Food Operation means an operation conducted by a person who produces or packages food or drink in a kitchen located in that person's primary domestic residence or another appropriately designed and equipped residential or commercial-style kitchen.
- 3.7) Denature is the process of chemically altering (pouring bleach, ammonia, Lysol or any approved chemical over the product) the properties of a food product that has been ordered for destruction by the department.
- 3.8) Extensively remodeled shall mean whenever an existing structure is converted for use as a food establishment; or existing establishments receive any structural additions or alterations; or plumbing systems are changed, modified or extended, excluding routine maintenance.
- 3.9) Farmers' Market means a common facility or area where farmers gather to sell a variety of fresh fruits and vegetables and other locally produced farm and food products directly to consumers.
- 3.10) Food means a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum.
- 3.11) Food Pantry shall mean a nonprofit organization that distributes pre-packaged food at no cost from an approved source to low-income or unemployed households to relieve situations of emergency and distress.
- 3.12) Food establishment means any place where food is prepared and intended for, though not limited to, individual portion service, and includes the site at which individual

portions are provided. The term includes any such place regardless of whether consumption is on or off the premises and regardless of whether there is a charge for the food. The term also includes delicatessen type operations that prepare foods intended for individual portion service. The term does not include lodging facilities serving only a continental breakfast, (a continental breakfast is one limited to only coffee, tea, and/or juice and commercially prepared sweet baked goods), private homes or a closed family function where food is prepared or served for individual family consumption, or the location of food vending machines.

3.13) HACCP plan means a written document that delineates the formal procedures for following the Hazard Analysis and Critical Control Point principles developed by The National Advisor Committee on Microbiological Criteria for Foods.

3.14) Health Department shall mean the Vermilion County Health Department or its authorized employees.

3.14) Imminent health hazard means a significant threat or danger to health that is considered to exist when there is evidence sufficient to show that a product, practice, circumstance, or event creates a situation that requires immediate correction or cessation of operation to prevent injury based on:

- a. The number of potential injuries, and
- b. The nature, severity and duration of the anticipated injury.

Imminent health hazard includes but is not limited to inadequate hot or cold food holding facilities, lack of potable water supply, sewage entering the establishment, rodent and/or insect infestation, fire or any other situation which would preclude the possibility of preparing food in a safe and wholesome manner.

3.15) Misbranding shall mean the presence of any written, printed, or graphic matter upon or accompanying food or containers of food which is false or misleading.

- 3.16) Operator shall mean person in charge of the operation of the food establishment.
- 3.17) Person In Charge (PIC) means the individual present at a food establishment who is responsible for the operation at the time of the inspection.
- 3.18) Priority Item means a provision in the Illinois Food Sanitation Code whose application contributes directly to the elimination, prevention or reduction to an acceptable level, hazards associated with foodborne illness or injury and there is no other provision that more directly controls the hazard. Priority item includes items with a quantifiable measure to show control of hazards such as cooking, reheating, cooling, handwashing.
- 3.19) Priority Foundation Item means a provision in the Illinois Food Sanitation Code whose application supports, facilitates or enables one or more priority items. Priority foundation item includes an item that requires the purposeful incorporation of specific actions, equipment or procedures by industry management to attain control of risk factors that contribute to foodborne illness or injury such as personnel training, infrastructure or necessary equipment, HACCP plans, documentation or record keeping, and labeling.
- 3.20) Public Health Administrator shall mean the administrator of the Vermilion County Health Department.
- 3.21) Recurring Repeat Violations are violations that are documented at four (4) consecutive inspections, but corrected after each inspection or follow-up re-check inspection.
- 3.22) Retail Food Store means any establishment or section of an establishment where food products are offered to the consumer and intended for, though not limited to, off-premises consumption. The term does not include establishments which handle only prepackaged spirits; roadside markets that offer only fresh fruits and fresh vegetables for sale; food establishments; or food and beverage vending machines.
- 3.23) Temporary food establishment shall mean any food establishment which prepares

food or drink or otherwise handles food for public consumption in a fixed location in conjunction with a special event for a period of no longer than fourteen (14) days.

3.24) Time Temperature Control (TCS) for Safety Food (formerly “potentially hazardous food” (PHF)) shall mean:

- a. Time/temperature control for safety food means a food that requires time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation.
- b. Time/temperature control for safety food includes:
 1. An animal food that is raw or heat-treated; a plant food that is heat-treated or consists of raw seed sprouts, cut melons, cut leafy greens, cut tomatoes or mixtures of cut tomatoes that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation, or garlic-in-oil mixtures that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation; and
 2. Except as specified in Subparagraph (3)(d) of this definition, a food that because of the interaction of its water activity and PH values is designated as Product Assessment Required (PA)
- c. Time/temperature control for safety food *does not* include:
 1. An air-cooled hard-boiled egg with shell intact, or an egg with shell intact that is not hard-boiled, but has been pasteurized to destroy all viable salmonellae;
 2. A food in an unopened hermetically sealed container that is commercially processed to achieve and maintain commercial sterility under conditions of non-refrigerated storage and distribution;

3. A food that because of its PH or water activity value, or interaction of water activity and PH values, is designated as a non-TCS food;
4. A food that is designated as Product Assessment Required (PA) in Table A or B (2013 FDA Code) of this definition and has undergone a Product Assessment showing that the growth or toxin formation of pathogenic microorganisms that are reasonably likely to occur in that food is precluded due to:
 - i. Intrinsic factors including added or natural characteristics of the food such as preservatives, antimicrobials, humectants, acidulants, or nutrients,
 - ii. Extrinsic factors including environmental or operational factors that affect the food such as packaging, modified atmosphere such as reduced oxygen packaging, shelf life and use, or temperature range of storage and use, or
 - iii. A combination of intrinsic and extrinsic factors; or
5. A food that does not support the growth or toxin formation of pathogenic microorganisms in accordance with one of the Subparagraphs (3) (a) - (3) (d) of this definition even though the food may contain a pathogenic microorganism or chemical or physical contaminant at a level sufficient to cause illness or injury.

3.25) Variance means a written document issued by the regulatory authority that authorizes a modification or waiver of one or more requirements of the Illinois Food Sanitation Code or this ordinance if, in the opinion of the regulatory authority, a health hazard or nuisance will not result from the modification or waiver.

3.26) Vending Machine means a self-service device that, upon insertion of a coin, paper

currency, token, card, or key, or by optional manual operation, dispenses unit servings of food in bulk or in packages without the necessity of replenishing the device between each vending operation.

- 3.27) Vendor is also known as a supplier, an individual or company that sells goods or services to someone else.

SECTION 4 - ENFORCEMENT PROCEDURE

4.1 Permit: It shall be unlawful for any person to operate a food establishment within Vermilion County, who does not possess a valid permit issued by the Health Department. Permits shall not be transferable. A valid permit shall be posted in a conspicuous place in every food establishment. Permits for permanent establishments shall expire on December 31 of each year.

a. New Permits. Any person desiring to operate a food establishment in Vermilion County shall comply with all parts of this section and submit a completed application for a permit on forms provided by the Health Department. Upon receipt of a completed application and payment of the appropriate fees, the Health Department shall make an inspection of the establishment to determine general compliance with the provisions of this ordinance. If met, a permit shall be issued to the applicant.

1. Newly constructed establishments prior to receiving a permit must:
 - i. Submit to the department a floor plan of the establishment plus appropriate fees to receive a Plan Review approval.
 - ii. Obtain plumbing approval by a State or the local municipality plumbing inspector.
 - iii. Abide by all local municipality regulations.
 - iv. Submit a copy of the establishment's menu

- v. Assure that the appropriate number of staff members have completed the approved training and have obtained their certificates as certified food protection managers.
 - vi. Complete and pass a pre-opening inspection conducted by an environmental health inspector from the department.
2. Upon change of ownership, a completed permit application and appropriate permit fee shall be submitted.
- i. An establishment that closes its doors for greater than 72 hours during the process of changing ownership must complete a plumbing inspection by a State or local municipality plumbing inspector. An extension beyond the original 72 hours, not to exceed 5 business days, for cleaning purposes may be requested in writing to this department.
 - ii. The new permit will not be issued to the new establishment owner until the department has possession of the previous owner's permit.
3. Permits issued to a new establishment September 1 through October 31 will be charged half for the permit fee. Permits issued to a new establishment after November 1, will be issued through the following year.
4. Temporary Food establishments are issued a new permit for each event in which the establishment will be serving food. Any person planning to operate a temporary food establishment in Vermilion County shall comply with all parts of this section.

- i. On the first temporary event of each year, a temporary food establishment shall submit a completed application for a permit. Upon receipt of a completed application and payment of the appropriate fees, the Health Department shall make an inspection of the establishment to determine general compliance with the provisions of the Illinois Food Sanitation Code and this ordinance. If met, a permit shall be issued to the applicant.
 - ii. On subsequent temporary events within a calendar year, the owner or its representative for the temporary food establishment shall no later than twenty – four hours prior to the start of an event update their temporary food application that is on file at the department, with the event information and pay the appropriate fees. The department may not make an inspection of the establishment unless the food preparation has changed, remodeling has been completed or another food preparation facility will be used that has not been inspected by the department during that calendar year.
 - iii. Temporary food service vendors conducting a fund raiser more frequently than one a month shall provide a letter from the individual or party for which the fund raising is being held.
- b. Renewal of Permits. Permit renewal applications and the appropriate fees shall be sent to the applicant by the Health Department thirty (30) days prior to the permit expiration date. The Health Department will not renew a Food Establishment Permit when the permit holder has failed to remit outstanding fines or corrected ordered violations as issued by or owed to the Health

Department or a local government agency or court based upon a violation issued by the Health Department.

- i. Permit renewal applications received after December 15 shall be assessed a late fee.
 - ii. Permit renewal applications received after December 31 shall be assessed a permit reinstatement fee.
- c. Suspension of Permits. Permits may be suspended temporarily by the Health Department for failure of the permit holder to comply with the requirements of the Illinois Food Sanitation Code and this ordinance.

Whenever a permit holder or operator has failed to comply with any written notice issued under the provisions of Section 4 of this ordinance, the permit holder or operator shall be notified in writing that the permit is immediately suspended and that an opportunity for a hearing will be provided if a written request is filed with the Health Department by the permit holder.

Upon suspension of the permit, the permit shall be removed from the establishment by the Health Department and all food operations shall cease immediately. Notwithstanding the other provisions of this ordinance, whenever the Health Department finds and documents unsanitary conditions in an establishment which constitute an imminent health hazard, a written notice shall be issued to the operator citing the conditions, specifying the corrective action needed to be taken, and the time period for achieving correction and, if necessary, that the permit is immediately suspended and that all food service operations cease immediately; however, upon receipt of a written request, the permit holder will be offered a hearing within 72 hours.

d. Reinstatement of Suspended Permits. Any person whose permit has been suspended may, at any time, make a request for re-inspection for the purpose of reinstatement of the permit. Within 72 hours following receipt of written request, the Health Department shall make a re-inspection of the establishment. If the applicant is complying with the requirements of this ordinance, the permit shall be reinstated.

e. Revocation of Permits. A permit may be revoked for serious or repeated violations of the requirements of this ordinance, or for interference with a duly authorized employee of the Health Department in the performance of his duties. A permit may be permanently revoked only after an opportunity for a hearing has been provided by the Public Health Administrator.

Prior to such action, the Public Health Administrator shall notify the permit holder in writing stating the reasons for revocation and advising that the permit shall be permanently revoked at the end of five (5) days, unless a request for a hearing is filed with the Health Department. A permit may be suspended pending the hearing on permanent revocation. Any person who has had a permit revoked may apply for a new permit at any time.

f. Hearing. The hearings provided for in this Section shall be conducted by the Public Health Administrator at a time and place designated by ~~him~~ them. Hearings will be conducted in accordance with the rules of practice and procedures adopted by the Illinois Department of Public Health pursuant to Ill. Adm. Code 100 Section 4a.1 of the Illinois Administrative Procedure Act. Oral testimony given at a hearing shall be recorded verbatim and the presiding officer shall make sufficient copies of the transcript. The Public Health

Administrator shall make a final decision based on the complete hearing record and shall sustain, modify or rescind any notice or order considered in the hearing. A written report of the hearing shall be furnished to the permit holder by the Health Department.

- g. Appeal of Hearing. Appeal of hearing decisions may be filed in the Vermilion County Circuit Court.
- h. Notices. The notices referred to in this ordinance shall be hand delivered by a duly authorized representative of the Health Department or by certified mail. A copy of such notice shall be placed in the establishment's permanent file.
- i. Fees. Fees for permits shall be set by the Board of Health with the approval of the Vermilion County Board.

- 1. Class I, Permanent Establishments are those establishments which operate more than six (6) months per year, including but not limited to, retail food stores, delicatessens, institutions, restaurants, taverns and some mobile food units.

The permanent establishments are placed in the following sub-classification for fee purposes.

- i. Class I, A High Risk Permanent Establishments are those establishments which serve TCS food that requires a great deal of processing on the premises. High risk establishments meet one or more of the following criteria in their operation:
 - ii. Cooling and reheating of TCS foods.
 - iii. Preparing and holding hot or cold food more than 12 hours before

serving.

- iv. Extensive handling of raw ingredients and hand contact with ready-to-eat foods.
- v. Preparing food for off-site and catering services.
- vi. Vacuum packaging and/or other forms of reduced oxygen packaging are performed at the retail level.
- vii. Serving to immunocompromised individuals.

Fee \$350.00

2. Class I, B Medium Risk Permanent Establishments are those establishments which often serve TCS foods, however, there is a rapid turnover between preparation and service. Medium Risk Establishments meet one or more of the following criteria in their operation:

- i. Preparing foods for service from raw ingredients using minimal assembly.
- ii. Hot or cold holding is restricted to same-day service.
- iii. Foods requiring complex preparation are obtained (canned, frozen, fresh prepared) from approved processing establishments.

Fee \$275.00

2. Class I, C Low Risk Permanent Establishments are establishments which do not serve TCS foods with the possible exception of pre-packaged

items. Low risk establishments meet one or more of the following criteria in their operation:

- i. Only prepackaged foods are available or served.
- ii. TCS foods are commercially pre-packed in an approved processing establishment.
- iii. The establishments have limited preparation of non-TCS foods and beverages such as snack foods and carbonated beverages.
- iv. Only beverages are served (alcoholic or non-alcoholic).

Fee \$200.00

3. Class I, D Schools with food preparation and/or service.

Fee \$60.00

4. Class I, E Schools with limited and/or without food preparation, but which do serve as a meal site.

Fee \$35.00

5. Class I, F Food Pantries are those establishments that provide pre-packaged TCS food product. TCS foods are commercially pre-packed in an approved processing establishment. Applicant must submit proof of non-profit status at the time an application is submitted. A food pantry that provides pre-packaged, non-TCS food product is exempt from permit requirements but a permit is required.

Fee \$ 0.00

6. Class 1, G Vending Machine Operation. Operations will be permitted

based on the number of machine in-service at a single address.

Up to 5 vending machines at one address \$50.00

6 - 15 vending machines at one address \$75.00

16 - 20 vending machines at one address \$100.00

Each additional vending machine at one address \$2.00 ea.

- j. Fines. Fines for food establishments and temporary food establishments, such as imminent health hazards that require re-inspections, failure to meet inspection standards that require re-inspections, and failure to be prepared for pre-arranged routine or pre-operational inspections that require re-inspections, are set at \$25 per re-inspection.
- k. Variances. The department may grant a variance by modifying or waiving the requirements of the Illinois Food Sanitation Code or this ordinance if in the opinion of the department a health hazard or nuisance will not result from the variance.
 - 1. If a variance is granted, the department shall retain the following information in its records for the food establishment:
 - i. A statement of the proposed variance of the Illinois Food Sanitation Code or this ordinance requirement citing relevant code or ordinance section numbers;
 - ii. An analysis of the rationale for how the potential public health hazards and nuisances addressed by the relevant code or ordinance sections will be alternatively addressed by the proposal; and
 - iii. A HACCP plan if required that includes information relevant to the variance

2. If a variance is granted, the operator shall:
 - i. Comply with any required HACCP plans and procedures that are submitted and approved as a basis for the modification or waiver;
 - ii. Maintain and provide to the department upon request, records that demonstrate that there are procedures in place to ensure the alternate processor operation is being monitored, that it is being verified that the alternate process or operation is effective and that there are necessary corrective actions in place if there is a failure.

4.2 Inspections.

- a. Frequency of Inspection. All food establishments shall be inspected according to Illinois Department of Public Health risk assessment guidelines as identified in Section 615.310 b) 4) of the 77 Illinois Administrative Code.
- b. Right of Entry. The duly authorized employees of the Health Department, after proper identification, shall be permitted to enter, at any reasonable time, any establishment for the purpose of making an inspection to determine compliance with this ordinance. They shall be permitted to examine the records of the establishment to obtain pertinent information as to foods and supplies purchased, received and used and persons employed by the establishment.
- c. Reports of Inspection. Whenever an inspection of an establishment is made, the findings shall be made on an inspection report that is substantially equivalent to the Illinois Department of Public Health Food Establishment Inspection Report. One copy of the report shall be furnished to the person in charge of the establishment at the conclusion of the inspection.
- d. Correction of Violations. The inspection report shall establish a specific and

reasonable time frame for which all violations shall be corrected. The corrections shall be made within the period specified in accordance with the following procedures:

1. If an imminent health hazard exists, the establishment shall immediately cease operations. Operations shall not resume until authorized by the Health Department.

2. A violation of a priority item or a priority foundation item
 - i. Whenever possible the permit holder shall correct a violation of a priority item or priority foundation item or a noted HACCP deviation immediately.
 - ii. When correction of a violation of a priority, a priority foundation item or a noted HACCP deviation cannot be completed at the time of the inspection the inspector may agree to or specify a longer time frame, not to exceed;
 - A. 72 hours after the inspection for a priority item
 - B. 10 calendar days after the inspection for a priority foundation item or a HACCP deviation.
 - iii. A re-check inspection shall be scheduled and conducted by a department inspector of all violations of the priority or priority foundation items or noted HACCP deviation that are not corrected at the time of the initial routine inspection. If new priority item or priority foundation item violations are present during a re-check inspection, the inspector shall document the

violations on the inspection report form and, if necessary,
conduct another follow-up inspection to confirm compliance.

3. A violation of a Core item:
 - i. The permit holder shall correct a violation of a core item ~~prior to the next routine inspection~~ 90 days from the date of the inspection.
 - ii. All core item pest control violations will be subjected up to a 10 day re-checks inspection.
 - iii. The regulatory authority may approve a compliance schedule that extends beyond 90 days if a written schedule of compliance is submitted by the permit holder and no health hazard exists or will result from allowing an extended schedule of compliance.
4. Appeal from the inspection findings shall be provided if a written request for a hearing is filed with the Health Department within 10 days from the date of the inspection. If requested, a hearing shall be held within 72 hours of the receipt of the request.
5. Whenever any establishment is required to cease operations, it shall not resume operations until such time that an inspection has been made that confirms that the conditions which required closure no longer exist.
6. During a routine inspection of a food establishment, the inspector shall site any violations of the Smoke Free Illinois Act (SFI Act)
 - i. Any and all violations of the SFI Act noted shall be reported on the inspection report.
 - ii. Enforcement of this Act will be pursuant of sec 40 of this Act.

Whenever any establishment is required to cease operations, it shall not resume operations until such time that a re-inspection has been made that confirms that the conditions which required closure no longer exist.

- e. Repeat violations. If ~~continuous repeat violations~~, recurring repeat violations or chronic violations are observed during a routine inspection, the following procedures should be followed:
1. Follow-up inspection, with a mandated or agreed upon correction schedule. If new priority violations are present during a follow-up inspection, the inspector shall document the violations on the inspection report form and, if necessary, conduct another follow-up inspection to confirm compliance.
 2. Warning letter: Letter from the food program supervisor or director of environmental health to licensee citing violation(s) and setting a compliance date for correction of violation(s);
 3. Informal hearing: this shall be a meeting between the permit holder or an appointed representative and environmental health personnel. This is the first step to the issuance of a formal notice of the department's intent to suspend or revoke a food establishment's permit.
 4. Formal hearing: a hearing to determine if a food establishment permit should be suspended or revoked, or to determine if the order to cease food operations should be rescinded.
- f. **Subpart B: Personnel (Section 750.200-230):** Employee Health (~~Section 750.500 a – f, Food Sanitation Code~~). ~~The enforcement of a priority item (d. 2. of this Section) shall be used for this item.~~

- i. Employee Health (Section 750.200). The enforcement of a priority item (d. 2. of this Section) shall be used for this item.
- ii. Food Handlers Training (Section 750.230). Food handler training that is not completed within 30 days after employment will be reported as a core violation subjected to a re-inspection not to exceed 30 days to ensure compliance.

g. ~~Subpart I: Temporary Food Service (Section 750.1600 – 750.1700, Food Sanitation Code):~~ Subpart C: Temporary Food Service (Section 750.300 – 750.350):

- i. ~~750.1620, Handling of ice.~~ Ice (Section 750.310). The enforcement of a priority item (d. 2. of this Section) shall be used for this item.
- ii. ~~750.1630 a-b Equipment (Section 750.315 a-b), cleanliness and protection from contamination.~~ The enforcement of a priority foundation item (d. 2. of this Section) shall be used for this item.
- iii. ~~750.1640 Potable Water (Section 750.320).~~ The enforcement of a priority item (d. 2. of this Section) shall be used for this item.
- iv. ~~750.1650 Wet Storage (Section 750.325).~~ The enforcement of a priority foundation item (d. 2. of this Section) shall be used for this item.
- v. ~~750.1660 Waste Disposal (Section 750.330).~~ The enforcement of a core item (d. 3. of this Section) shall be used for this item.
- vi. ~~750.1670 Handwashing (Section 750.335).~~ The enforcement of a priority foundation item (d. 2. of this Section) shall be used for this item.
- vii. ~~750.1680 Floors (Section 750.340).~~ The enforcement of a core item (d. 3. of this Section) shall be used for this item.

viii. ~~750.1690~~ Walls and Ceilings and Doors of Food Preparation Areas (Section 750.345 a-b).

1. ~~750.1690~~ (Section 750-345 a). The enforcement of a core item (d. 3. of this Section) shall be used for this item.
2. ~~750.1690~~ (Section 750.345 b) - Enforcement of a priority foundation item (d. 2. of this Section) shall be used for this item.

ix. ~~750.1700~~ Single-Service Articles (Section 750.350). The enforcement of a Core item (d. 3. of this Section) shall be used for this item.

h. Subpart M E, Game Animals (Section 750.500 a-c), ~~Food Handler Training (Section 750.3400 a-b, Food Sanitation Code). Food handler training that is not completed within 30 days after employment will be subjected to a re-inspection not to exceed 30 days to ensure compliance.~~

- i. ~~Subpart N, Farmer's Market (750.4300 a-f, Food Sanitation Code). The enforcement of a Core item (d. 3. of this Section) shall be used for this item.~~ Section 750.500 a-b), The enforcement of a priority foundation item (d. 2. of this Section) shall be used for this item.
- ii. (Section 750.500 c), The enforcement of a priority foundation item (d. 2. of this Section) shall be used for this item.

4.3 Examination and Condemnation of Food and/or Equipment.

a. Food may be examined or sampled by the Health Department to determine freedom from adulteration or misbranding. The Health Department may, upon written notice to the owner or person in charge, place a hold order on food which they determine or have probable cause to believe is unwholesome or otherwise adulterated or misbranded. Food under a hold order shall be suitably stored. It

shall be unlawful for any person to move or alter a hold notice or tag placed on such food. Neither shall such food nor the containers thereof be relabeled, repackaged or reprocessed, altered, disposed of or destroyed without permission of the Health Department, except on an order obtained by the Circuit Court. After the permit holder has had a hearing as provided in Section 4.1 f, and on the basis of evidence produced at such hearing; or on the basis of examination if no hearing is requested, the Public Health Administrator may vacate the hold order or may, by written order, direct that the food under the hold order be denatured, destroyed or brought into compliance. Such order shall be stayed, if appealed to the Circuit Court within 3 days.

- b. Equipment. Equipment used in the preparation of food products found to be in a state of disrepair, unsafe, unsuitable for use, or unsanitary will be taken out of use and a hold order will be placed on said item. The equipment may not be put back into service until written permission is obtained from the Health Department.
- c. Existing Equipment. Equipment which was installed in an establishment prior to the effective date of this ordinance, and does not fully meet all of the design and construction requirements, shall be deemed acceptable in that establishment if it is in good repair and capable of being maintained in a sanitary condition and the food contact surfaces are non-toxic.
- d. The use of held-over, TCS food (leftovers) in a temporary food service establishment is prohibited.

4.4 Procedure When Infection is Suspected.

When the Health Department has reasonable cause to suspect possibility of disease transmission from any food establishment employee, it shall secure a morbidity history of the suspected employee or make any other investigation as may be indicated, and

take appropriate action. The Health Department may require any or all of the following measures:

- a. Immediate exclusion of the employee from any food handling activities.
 - b. Immediate closure of the establishment concerned until, in the opinion of the Health Department, no further danger of the disease outbreak exists.
 - c. Restriction of employee's work activities to some area of the establishment where there will be no danger of transmitting disease.
 - d. Appropriate medical and laboratory examinations of the employee or other employees and of his or their bodily discharges.
- 4.5 Food establishments, temporary food establishments and complaint investigations which have imminent health hazards that require re-inspections, or which fail to meet inspection standards that require re-inspections, or which fail to be prepared for pre-arranged routine or pre-operational inspections that require re-inspections, will be charged a \$25.00 fee per re-inspection.

SECTION 5 - FOOD ESTABLISHMENTS OUTSIDE OF JURISDICTION

Food from establishments outside the jurisdiction of the Vermilion County Health Department may be sold within Vermilion County if such establishments conform to the provision of this ordinance or to substantially equivalent provisions. To determine extent of compliance, the Health Department may accept reports from responsible authorities in other jurisdictions.

SECTION 6 - PLAN REVIEW OF FUTURE CONSTRUCTION

- 6.1 When any food establishment or retail food store is hereafter constructed or extensively remodeled, properly prepared plans and specifications for such construction, remodeling or alteration shall be submitted to the Health Department for approval before such work is

begun. Said plans shall indicate layout, arrangement and construction materials or work areas, and the locations, size and type of fixed equipment and facilities.

- a. The Health Department shall approve the plans and specifications if they meet the requirements of this ordinance and shall make written comments and recommendations to the owner within 14 days.
- b. No food establishment shall be constructed, extensively remodeled or converted except in accordance with plans and specifications approved by the Health Department.

6.2 Whenever plans and specifications are required by this ordinance to be submitted to the Health Department, the Health Department shall inspect the food establishment prior to the start of operations to determine compliance with the requirements of this ordinance.

6.3 All newly constructed food establishments or food establishments that extensively remodeled, replace, or alter their plumbing must be inspected by Illinois Department of Public Health's plumbing inspectors or the City of Danville plumbing inspector and have all critical plumbing violations corrected prior to the issuance of the Vermilion County Health Department's Food Establishment permit. A Vermilion County Health Department Food Establishment permit shall not be issued until all critical plumbing violations have been noted and corrected on any food establishment that has been closed for an extended period of time (longer than 14 days) except for seasonal type of operations.

6.4 The fee for the review of plans for the future construction of a food-service establishment will be \$250.00. Substantial remodeling of a food-service establishment or construction of a mobile unit will be \$100.00.

SECTION 7 – OUTREACH

The Vermilion County Health Department's Environmental Health staff will make available to all permitted food establishments and their staff a state approved Food Handler training class. Classes will be scheduled as needed. All attendees must register and pay a fee of \$10.00 to attend the class. Registration fees are nonrefundable unless the department is given a 48 hour notice prior to the class's scheduled date. Classes will be held at the Vermilion County Health & Education Building in the conference room or any remote location of the county where the demand is needed.

SECTION 8 - PENALTIES.

Any person who violates any provision of this ordinance, or any rules and regulations adopted herein shall be guilty of a petty offense and upon conviction thereof, shall be punished by a fine of not more than \$500.00. In addition, therefore, such person may be enjoined from continuing such violations. Each day upon which such violation occurs shall constitute a separate offense.

SECTION 9 – REPEAL AND DATE OF EFFECT.

This ordinance shall be in full force and effect thirty (30) days after its adoption as provided by law; and, at that time, all ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 9 - UNCONSTITUTIONALITY CLAUSE.

Should any section, paragraph, sentence, clause or phrase of this ordinance be declared unconstitutional or invalid for any reasons, the remainder of said ordinance shall not be affected thereby.

SECTION 10 - EFFECTIVE DATE.

January 1, 2019

RULES OF ORDER

Rule 1. Time and place of meeting.

- (a) Organizational Meeting. An organizational meeting of the County Board shall be held at 6:00 p.m. on the first Monday of the month following a month in which County Board members are regularly elected, or on such other day as may be provided by statute.
- (b) Regular meetings. Regular meetings of the County Board shall be held at 6:00 p.m. on the second Tuesday of each month;

Provided, that if the regular meeting of the Board falls on a County holiday, the regular meeting shall be held on the following day, and if the regular meeting falls on an election day, the regular meeting shall be held on the third Tuesday of the month:

Provided, also, that for convenience or necessity, a regular meeting of the County Board may be changed to a different day upon proper notice to all Board members, the Press, and the Public. Such a notice shall be given by the Chairman. The location of any meeting may similarly be changed upon proper notice to accommodate the Public.

Provided further, that in a month in which an organizational meeting is required to be held, the regular meeting of the Board shall be held on the day of the organizational meeting, with the regular business of the Board conducted after the conclusion of the organizational meeting.

- (c) Special Meetings. Special meetings may be held when scheduled by the County Board Chairman as needed to accomplish County business. Special meetings may be held when requested by at least one-third of the members of the Board. A request for a special meeting by a Board member shall be in writing, addressed to the Clerk of the Board. The request shall specify the time and place of the meeting, and shall contain a proposed agenda for the meeting specifying the subjects to be considered. Notice of the meeting shall be provided by the Clerk of the Board according to statute.
- (d) Organizational meetings of the County Board shall be held on the first Monday of the month following the month of election, typically the first Monday on December, in the County Board Chambers, 2nd Floor, 201 North Vermilion Street, Danville, Illinois. See 55 ILCS 5/2-3009(a). Regular meetings shall be held in the County Board Chambers, unless the Board votes at a regular meeting to change the place of a subsequent regular meeting. Special meetings shall be held at the place indicated in the request. In case of an emergency which prevents assembly in the Chambers or other place designated, the place of any organizational, regular, or special meeting may be changed; provided, notice specifying the new place for the meeting

shall be conspicuously posted at, or as near as possible to, the original place for the meeting.

Rule 2. Organizational meeting.

(a) Notice. The County Board Chairman shall prepare the agenda for the organizational meeting. Notice of the organizational meeting shall be given by mailing or delivering a copy of the agenda to the County Clerk and to current and newly-elected members of the County Board at least seven days prior to the meeting. Notice shall be provided to the public in the same manner as for regular meetings. The agenda shall include the order of business for the organizational meeting and any items of regular business for the month.

(b) Order of Business. The order of business for an organizational meeting shall be:

- 1) Call to Order (County Clerk in Chair)
- 2) Invocation
- 3) Pledge of Allegiance
- 4) Roll call (of members to be sworn)
- 5) Report of County Clerk certifying credentials of newly elected members (as needed)
- 6) Oath of Office
- 7) Roll Call
- 8) Adoption of Rules of Order
- 9) Drawing of Lots for Length of Term (at decennial organizational meetings)
- 10) Election of Chairman (see Rule 2 (c), below)
- 11) Election of County Board Vice-Chairman (see Rule 2 (e), below)
- 12) Election of Committee on Committee (see Rule 2 (d), below)
- 13) Recess for Meeting of Committee on Committees
- 14) Report of Committee on Committees
- 15) Adoption or Amendment of Agenda
- 16) Regular Business of the Month (items (5) through (16) on regular meeting order of business)

- (c) *Election of Committee on Committees.*
(1) *The County Clerk shall call for nominations for the Committee on Committees. When nominations are closed, the Committee shall be elected by roll call vote. Each member of the Board shall be entitled to one vote, and the five persons receiving the highest number of votes shall constitute the Committee. The Board may also vote upon an agreed slate of candidates for the committee in lieu of a formal nominating process.*

(2) *In case of a tie involving candidates for one or more seats on the Committee, a runoff vote shall be held by roll call. Each County Board member shall have one vote in each round of a runoff. The candidate having the fewest votes in each runoff round shall be eliminated, and Board members shall vote on the remaining candidates in each successive round until only enough candidates remain to fill the five seats on the Committee.*

- (d) *Election of Chairman and Vice-Chairman.*

(1) *The County Clerk shall call for nominations for County Board Chairman. After nominations are closed, a vote for County Board Chairman shall be taken by roll call. If two candidates have been nominated, the person with the highest number of votes will be Chairman.*

(2) *If three or more candidates are nominated and no candidate receives a majority of the votes of those present, the candidate receiving the fewest votes will be eliminated, and a runoff vote, by roll call, will be taken as to the remaining candidates. Runoff voting will continue until one candidate receives a majority of the votes of those present.*

(3) *The County Board Chairman shall take the Chair immediately upon election. Upon taking the Chair, the County Board Chairman shall call for nominations for County Board Vice-Chairman. After nominations are closed, a vote for County Board Vice-Chairman shall be taken by roll call. If two candidates have been nominated, the person with the highest number of votes will be Vice-Chairman.*

If three or more candidates are nominated and no candidate receives a majority of the votes of those present, the candidate receiving the fewest votes will be eliminated, and a runoff vote, by roll call, will be taken as to the remaining candidates. Runoff voting will continue until one candidate receives a majority of the votes of those present.

Rule 3. Regular meetings.

- (a) Notice. The County Board Chairman shall provide public notice of regular County Board meetings as provided in the Illinois Open Meetings Act, as now or hereafter amended. The County Board Chairman shall give notice of regular meetings to all

County Board members by either electronic notice given three days in advance of a meeting, (but in no event later than forty-eight hours in compliance with the Open Meetings Act) to their public email address and private email address if so requested (provided that any item mailed to a private email address shall be copied to the public address for purposes of maintaining a public record) or by mailing a copy of the proposed agenda for the meeting to each member by first class mail at least five days prior to the date of the meeting. A copy of the agenda shall be delivered to each County office holder and department head prior to the meeting using the same time frames. Delivery of such agendas or notices shall be in electronic format where possible. ~~Any Board member or department head may request electronic delivery of agendas and notices in lieu of mailing.~~

(b) Agenda.

- (1) The agenda for each regular meeting shall be prepared by the County Board Chairman. The agenda shall follow the regular order of business set out in Rule 3(d). Specific items of business shall be listed under the appropriate category of the order of business.
- (2) The County Board Chairman shall include in the agenda items properly forwarded by the appropriate committee(s). The County Board Chairman may place other items on the agenda at his or her discretion. The County Board Chairman shall add any other item to the agenda upon written request of two or more Board members; provided, the County Board Chairman shall not be required to add a matter to the agenda which has been returned to a standing committee by the Finance Committee pursuant to Rule 19(e), or 19(g)(2), nor any proposal which has been rejected by a parent committee (Rule 19(f)).
- (3) Items for the agenda must be submitted to the County Board Chairman by 9:30 a.m. on the Tuesday not less than seven days prior to the meeting at which they are to be considered. In so far as possible, copies of any resolutions or ordinances to be considered and any information deemed relevant to the agenda items shall be attached to the agenda when it is mailed to Board members.

(c) Supplemental Agenda. The County Board Chairman may propose additional items of business for a meeting by preparing a supplemental agenda. The supplemental agenda shall be delivered either electronically, in advance of a meeting, to their public email address and private email address if request (provided that any item mailed to a private email address shall be copied to the public address) or by mail to each Board member by first class mail if time allows, or may be distributed to Board members at the meeting. New items of business in a supplemental agenda may be added on motion of a member at the meeting, upon approval by a majority of members present. Any item added with less than 48 hours public notice shall be for discussion only. No vote taking action on such matters shall be allowed, except that such matters may be scheduled for future meetings to comply with the Open Meetings Act.

(d) Order of Business. The order of business at regular meetings of the County Board, unless modified by motion and approval of the Board, shall be:

- 1) Invocation
- 2) Moment of Silence for Veterans and all Armed Service Members
- 3) Pledge of Allegiance
- 4) Roll Call
- 5) Adoption or Amendment of Agenda
- 6) Approval of Minutes
- 7) Review of Minutes of Closed Meetings
- 8) Audience Comments
- 9) Approval of Report on Claims
- 10) Unfinished Business
- 11) Committee Reports and New Business
- 12) Report of Credentials Committee (As needed)
- 13) Chairman's Comments
- 14) Appointments and Nominations
- 15) Clerk's Table

Additional items may be added if in compliance with the Open Meetings Act.

Rule 4. Robert's Rules.

Robert's Rules of Order Newly Revised (11th Edition, 2011) shall govern the County Board and its committees in all cases to which they are applicable and are not inconsistent with these Rules of Order or the law of this State.

Rule 5. Quorum.

A majority of the members of the County Board shall constitute a quorum for the transaction of business.

Rule 6. Chair of Meetings.

(a) The Chairman of the County Board shall be the presiding officer at all meetings of the County Board, and in his or her absence, the Vice-Chairman shall preside. If the Chairman and the Vice-Chairman are absent, the Clerk of the County Board shall call the meeting to order, and the members present may elect a member to preside at the meeting as provided in Rule 2(c). The Clerk of the County Board shall preside at each organizational meeting until a Temporary Chairman is elected.

(b) The presiding officer (except the Clerk of the Board when so acting) may comment, debate, or vote on any matter before the Board, and may make or second a motion.

Rule 7. Appeal of Rulings of the Chair.

Any member may appeal to the Board from a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state his reason for the same, and the presiding officer may briefly explain his ruling, but there shall be no debate, and no other member shall participate in the discussion. The presiding officer shall then put the question: "Shall the decision of the Chair be sustained?" If a majority of members present vote "no," the decision of the presiding officer shall be overruled; otherwise it shall be sustained.

Rule 8. Audience Participation.

Audience comments will be heard at regular and special meetings of the County Board at the time appointed in the agenda. Comments will be limited to five (5) minutes a person, and no more than thirty (30) minutes will be permitted for all

audience comments. Persons speaking from the audience shall state their name, address, and the name of any person they may be representing.

Rule 9. Debate

- (a) Prior to speaking, members shall be recognized by the Chair.
- (b) A member ruled out of order shall immediately discontinue speaking provided, the Chair shall permit the member to appeal the ruling.
- (c) A member, when recognized, may ask for the privilege of the floor for a non-member who shall, by consent of a majority of members present, be permitted to speak to the subject of any pending motion, or to other matters pertaining to the welfare of the public. The Chairman may limit the time permitted a non-member as may be necessary for the orderly conduct of business.
- (d) Debate is not allowed unless a motion is pending before the Board.
- (e) Motions to adjourn, to table, or to reconsider are not debatable, except that on a motion to table or reconsider, the member making the motion may make a brief statement (not to exceed 3 minutes) of the reasons for the motion.

Rule 10. Motion, Resolution, and Ordinances.

- (a) All motions, at the request of the Clerk of the Board, or two or more members of the Board, shall be reduced to writing before a vote is taken.
- (b) All resolutions and ordinances shall be in writing.
- (c) (1) A motion for approval of a resolution or ordinance may be made as a motion for approval with amendments, modifications, or corrections. When a motion for approval with amendments, modifications or corrections is made and seconded, the presiding officer shall ask for unanimous consent to consider the resolution or ordinance as a whole with the amendments, modifications or corrections incorporated.

(2) If no member objects, the resolution or ordinance shall be considered as a whole with amendments, modifications or corrections incorporated. The Clerk of the County Board shall reduce such amendments, modifications, or corrections to writing, and append them to the original resolution or ordinance.

- (3) If any member objects to consideration as a whole, the amendments, modifications, or corrections shall be considered as an amendment to the motion to approve the resolution or ordinance. No further motion or second shall be required, and the presiding officer shall state the question of consideration of the amendment. The motion to approve the resolution or ordinance shall remain pending; however, if the amendment fails, the member who moved for approval of the resolution or ordinance may withdraw the motion.
- (d) Amendments to a motion for approval of a resolution or ordinance must be germane to the resolution or ordinance; and, if not germane, shall be ruled out of order by the Chair.
- (e) (1) Approval of a motion to table shall 1) terminate consideration of the matter for the session, 2) render void any amendments whether previously passed or pending at the time the matter is laid on the table, and 3) refer the matter to the standing committee with oversight of the subject, with direction to report back to the Board at its next regular meeting. When reporting back, the standing committee may recommend the same action or different action from that previously considered by the Board, or may recommend no action with respect to the matter referred. At the next Board meeting the ordinance or resolution shall be considered under Unfinished Business without a formal motion to take the matter off the table.
- (2) A motion to refer to a committee shall have the same procedural effect as a motion to table, except that a motion to refer to committee may be debated.
- (3) A motion to table, or to refer to a committee, shall require a two-thirds vote of members present; provided, a motion to table or to refer to committee shall require a majority vote, if the matter was an item on a supplemental agenda, or had not been considered by any committee before being brought to the Board.

Rule 11. Voting

- (a) Voting on motions shall be by voice vote; provided, ayes and nays shall be taken by roll call and entered on the record on all questions involving the appropriation of money, the allowance of claims, the creation of any contract liability, the closure of a meeting, and when otherwise required by these Rules. Upon the request of any member, duly seconded, or upon the Chair's own motion, a roll call vote shall be taken on any other question.
- (b) When called to vote on a roll call, a member may vote aye, nay, abstain (or present), or pass. If any member has passed during a roll call, the Clerk of the

Board shall request that member's vote at the end of the calling of the roll. If any member who voted "pass" fails to give his or her vote when called for a second time, the Clerk of the Board shall record that member's vote as "abstain". The Clerk of the County Board shall record the votes of those voting aye, nay, and abstain (including those voting present or failing to vote after passing) and shall announce the result.

- (d) Passage by a majority vote shall require an affirmative vote of a majority of members present at a meeting at which a quorum is present. Passage by a two-thirds vote (for budget amendments) shall require an affirmative vote by two-thirds of all members of the County Board. Passage by a two-thirds vote (for matters other than budget amendments) shall require an affirmative vote of two-thirds of members present at a meeting at which a quorum is present. Members voting "abstain" shall be included in the count of members present.

Rule 12. Reconsideration.

- (a) A vote on a motion requiring a majority for passage, including a vote by which a motion failed, may be reconsidered at the same meeting when moved for by one who voted with the majority (including a member who abstained on a motion which failed). If a motion requiring a majority failed due to a tie vote, any member may move to reconsider. A motion which required a two-thirds vote may be reconsidered on motion of a member who voted for the measure if it was passed; or by one who voted against, if it failed. Any member present may second a motion to reconsider.
- (b) A motion to reconsider must be approved by a two-thirds vote; provided, reconsideration of the annual tax levy, budget and appropriations ordinances may be reconsidered on approval by a majority vote. A motion to reconsider which fails may not be reconsidered, and a subsequent motion to reconsider the same vote at the same meeting shall be out of order.
- (b) The Chair may rule that a motion shall be treated as a motion for reconsideration, if a similar motion has been voted on by the Board at the meeting. If the Chair so rules, the Chair shall advise that the motion is out of order unless properly made as a motion to reconsider. A decision of the Chair to treat a motion as a motion for reconsideration shall be final unless the Board sustains an appeal of the ruling. A member may request that a motion be treated as a motion to reconsider under this Rule 12(c) or Rule 12 (d); however, if the Chair declines to so treat the motion, that decision shall be final and is not subject to appeal.
- (c) After the Board has voted on two or more motions to amend a main motion, the Chair may elect to treat all further motions to amend as motions for reconsideration under Rule 12(c), whether or not the amendments are similar to prior amendments. The Chair's decision to invoke this Rule 12(d) shall not be

subject to appeal, and when invoked shall apply to every subsequent amendment to the main motion during the session.

Rule 13. Closed Sessions.

- (a) Closed sessions of the Board shall be conducted in accordance with the Illinois Open Meetings Act. Meetings may be closed for any reason permitted by the Open Meetings Act on motion approved by a majority of members present at an open meeting for which notice has been properly given, regardless of whether the meeting agenda indicates a closed session will be held. The motion to go into closed session shall state the reason for closing the meeting, and the topics to be discussed. Debate during closed session shall be limited to the topics stated in the motion to close the session, and matters germane to such topics.
- (b) Minutes of closed sessions shall be reviewed on at least a semi-annual basis to determine whether the need for confidentiality still exists for all or part of the minutes or whether the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

Rule 14. Sessions and Adjournment.

- (a) A regular or organizational meeting of the Board is a session of the Board. Sessions may be adjourned on motion of a member, seconded, and approved by a majority of members present. If no time is specified, a motion to adjourn ends the session, and the next session will be held at the time of the next regular or organizational meeting as provided by these Rules of Order. If a motion to adjourn specifies a time to which the meeting is adjourned, the session of the Board at which such motion was made shall continue at the time specified in the motion.
- (b) The September session of the Board shall be adjourned from time to time until the annual tax levy, budget and appropriations ordinances have been properly passed by the Board. A motion to adjourn the September session of the Board, or any meeting to which it has been adjourned, before the annual tax levy, budget and appropriations ordinances have been passed shall be deemed and construed for all purposes to be a motion to adjourn to the regular or organizational meeting of the Board next scheduled as provided by these Rules, unless a different date and time are specified.

Rule 15. Suspension of Rules.

Rules of Order, including rules incorporated by Rule 4, may be suspended upon a two-thirds vote, except for Rules 1 through 4 and 16, which may not be suspended.

Rule 16. Scope, Duration and Amendment of Rules.

- (a) These Rules of Order shall apply to all meetings of the County Board, and to meetings of any standing committee of the Board. These Rules shall also apply to meetings of special committees, unless otherwise provided by law, ordinance, or resolution.
- (b) These Rules of Order shall be in effect from the date of their approval by the County Board, and shall remain in full force and effect until modified, superseded, or repealed by the County Board. All prior Rules of Order are repealed.
- (c) At each organizational meeting, the County Board may adopt these Rules for the term of the Board. If the County Board does not adopt these Rules, said Rules shall remain in effect; however, any of these Rules may then be suspended by a majority vote. A term of the Board, as used herein, begins when members are sworn in at an organizational meeting, and ends when members are sworn in at the next organizational meeting.
- (d) Rules of Order may be added, deleted, or amended by majority vote at any regular or organizational meeting of the Board; provided, notice of a proposal to add, delete, or amend Rules, including the text of any new or amended Rule, shall be given to all members no later than the regular or organizational meeting immediately preceding the meeting at which a vote is to be taken.
- (e) The provision of these Rules are adopted to facilitate the transaction of business by the County Board, and are procedural only. Failure of the County Board to strictly observe such Rules shall not affect the jurisdiction of the County Board, nor invalidate any action taken at a meeting that is otherwise held in conformity with law.

Rule 17. RESERVED

Rule 18. Committees. (Definitions)

- (a) “Standing Committee” means a committee established by Rule 21. Standing committees may be created or abolished by action of the County Board.
- (b) “Special Committee” means a subcommittee of a standing committee (Rule 22), an ad hoc committee (Rule 23), or an advisory committee (Rule 24). As used in these Rules, special committee also refers to other boards, commissions and committees which may be established by the County Board. Members of special committees shall serve without compensation, unless per diem or other compensation is specifically authorized by the County Board.
- (c) “Parent Committee” means the standing committee designated by Rule 21 to oversee the operations of, and act on all ordinances and resolutions concerning, a particular County office, department, or other entity for which it has oversight responsibility.

Rule 19. General Provisions on Committees.

- (a) A standing committee shall have the duty and authority to:
 - (1) prepare an annual budget for each office, department, or other entity for which it is the parent committee, if County funds are to be appropriated for such office, department or other entity;
 - (2) examine and pass upon all bills and claims for payment of County funds from any office, department, or other entity for which it is the parent committee;
 - (3) receive and review financial and other reports required by statute to be made to the County Board by office holders and appointed officials for whom it is the parent committee, and report on the same to the County Board;
 - (4) keep written minutes of all open and closed sessions, and file and maintain the same in the County Board Office;
 - (5) investigate, and as necessary, recommend County Board action on any matters within the committee’s area of general oversight or any matter of concern to the County involving the operation and management of County assets, operations, personnel matters;
 - (6) inform the Finance Committee of any problems with current budgets and any anticipated major changes in future budgets as far in advance as possible;

- (7) take necessary action on matters referred by the County Board, the County Board Chairman, or a standing committee;
 - (8) take necessary action as parent committee on proposals by office holders and department heads.
- (b) Matters referred to a standing committee by the County Board or the County Board Chairman must be acted on promptly, and the committee's action shall be reported at the County Board's next meeting or such other time specified by the Board, or the County Board Chairman.
- (c) The following matters must be referred by a standing committee to the Finance Committee (and the Personnel and Labor Relations Committee when specified) before being brought to the County Board:
- (1) Budget amendments and out of category line item transfers (see Resolution # 09-1111);
 - (2) Matters which will require funding by a budget amendment requiring a two-thirds vote of all members (whether the budget amendment is to be requested immediately or at a later time);
 - (3) Matters involving issuance of bonds or the borrowing of money; Any contract which by law, ordinance or resolution is subject to competitive bidding;
 - (4) Any contract which would require the County to indemnify or hold harmless any person or entity, or which would waive any claim, right, or cause of action of the County; or, any contract which would require payment in advance of receipt of goods or services; or, any contract with or on behalf of any unit of local government or school district, or with the federal government, a state, or any agency or instrumentality of the federal government or a state; or, any contract which would require appropriation of funds in a future fiscal year;
 - (5) Any measure which would increase or decrease taxes, charges for services, fees, or otherwise affect revenues;
 - (6) Annual budgets.
- (d) A matter approved by a standing committee which does not require referral to another committee under Rule 19(c), shall be forwarded to the County Board, and may not be referred to another committee by the standing committee.

- (e) A committee to which a matter is referred under Rule 19(c) shall act upon the matter at its next meeting and, unless final action may be taken by the committee, shall forward the matter to the County Board with a recommendation to approve or reject; provided, if a matter referred to the Finance Committee fails to receive at least two votes in favor (or if no motion is made and seconded to approve the matter), it shall be returned to the parent committee for further action, except for the annual budget, appropriations, and tax levy ordinance, matters forwarded under this Rule shall be reported to the Board by the parent committee.
- (f) Office holders and department heads may request County Board action through their parent committees by sending a written proposal to their parent committee chairman not less than seven days before the committee's next meeting. If such a proposal is rejected (or if no motion is made and seconded to approve the proposal), the parent committee shall not forward the proposal to the County Board or refer it to any committee. A committee chairman may decline to place an office holder or department head proposal on the agenda, if the proposal has been rejected by the committee more than once in a fiscal year.
- (g) (1) The **County Board Chairman** shall have delegated authority to take action on behalf of the County Board with respect to final approval of contracts for goods and services to be paid for from funds appropriated for the purpose, except contracts requiring expenditures in excess of \$75,000 and any contract meeting one or more of the criteria of Rule 19(c)(5).
- (h) If a member misses three consecutive committee meetings without notice or explanation to the committee chairman, said member shall be removed from the committee. At the next County Board meeting, the Committee on Committees shall recommend a replacement. A committee chairman or the County Board Chairman may request temporary assignment of a Board member to replace a committee member suffering an extended illness or absence. Said temporary member of the committee will serve until the regular committee member is able to return.

Rule 20. Committee Meetings.

- (a) Committee meetings shall be held on an as needed basis at regular times and places established annually. Committee meetings shall, to the extent possible, be set on

separate dates to allow any and all members of the County Board to attend such meetings.

- (b) Committee chairman may change the times and places of committee meetings, cancel meetings, or call special meetings. Changes to times and places of meetings and the calling of special meetings shall be upon such notice as may be required by the Open Meetings Act. The County Board Office shall be notified immediately of any special meetings or changes. Meetings may be cancelled by notifying committee members and the County Board office by phone or mail.
- (c) (1) **The County Board Chairman** shall prepare an agenda for each meeting of their committee. The agenda shall include: 1) matters referred by the County Board or the County Board Chairman; 2) matters referred pursuant to Rule 19(c); 3) matters returned to the committee pursuant to Rule 19(e), *or* 19(g)(2), 4) proposals by an office holder or department head timely submitted pursuant to Rule 19(f); and 5) other matters within the committee's area of general oversight the chairman desires to bring to the committee.

~~(2) Committee chairman shall submit their proposed agenda, together with any supporting documents, to the County Board Office seven days prior to the committee meeting for which it is prepared. The agenda shall be mailed to committee members by the County Board Office at least five days in advance, when possible.~~

- (d) Committee meetings shall be conducted according to the Rules for County Board meetings, with the following exceptions:
 - (1) The committee chairman shall preside at committee meetings, and may make or second any motion, and comment on or debate any matter before the committee.
 - (2) **The County Board Chairman, with the concurrence of the Committee on Committees, shall appoint a committee chairman, and a committee vice-chairman, who shall preside at meetings in the chairman's absence, and perform such other duties as requested by the chairman.**
 - (3) Any Board member may attend committee meetings (open or closed). Committee chairman may allow a Board member who is not on the committee to debate or comment during the meeting. The County Board Chairman, Vice-Chairman or Finance Committee Chairman may participate in any committee meeting, and may, when necessary for the purpose of obtaining a quorum, act as an ex officio voting member of the committee. In the case that the Vice-Chairman and Finance Chairman are the same person, then the Vice-Chairman of the Finance Committee may serve as ex officio voting member.
 - (4) Committees may debate any matter on the agenda without having a motion pending before the committee.

- (5) At the request of the State's Attorney or the attorney assigned as counsel to the Board, Committees shall review the minutes of their closed meetings.
- (6) The chairman of a committee may adjourn a committee meeting to a specified time on the day of the next County Board meeting on his or her own motion, at which time the meeting shall continue. If a committee chairman moves or intends to move to adjourn to the day of the next Board meeting, the chairman may rule any other motion to adjourn out of order, which ruling shall be final and not subject to appeal.
- (7) Committees may not table, delay, or refuse to act on matters referred for action under these Rules.
- (e) Joint meetings of committees may be held when deemed desirable by the committee chairmen, or when required by these Rules. Each committee participating must have a quorum present, and if any vote is taken, it must be taken and recorded separately for each committee; this shall include any Joint Committee meeting with any other governmental body.

Rule 21. Standing Committees.

- (a) COMMITTEE ON COMMITTEES (5 MEMBERS)
Committee on Committees is responsible for making recommendations to the County Board regarding committee appointments, assignment of new members to committees, and reassignment of committee members. The Committee shall ensure each standing committee has at least one member of the political party in the minority.

The Committee shall also serve as the County Board's Credentials Committee. The Committee shall meet as the Credentials Committee on the day of the Board meeting following the election of Board members, and shall report to the Board on the credentials of the members-elect. The Credentials Committee shall also meet at such other times as new members are elected or appointed, and report on the credentials of said new members before they are sworn.

The Committee on Committees shall meet at organizational meetings, and thereafter at the call of the County Board Chairman.

- (b) EXECUTIVE & LEGISLATION COMMITTEE (5 TO 9 MEMBERS)
The Executive and Legislation Committee shall be the parent committee for Vermilion Advantage, Board of Commissioners for North Fork Special Service Area Numbers 1, 2, and 3; and Technology Services/G.I.S. Department. The

County Board Chairman shall represent the County Board for Vermilion Advantage.

The Executive and Legislation Committee shall have general oversight of economic development matters, matters relating to the actions of the County Tax Agent, and policy and procedure for operation of the County Board. The Executive and Legislation Committee may also consider matters of general interest to the County, as determined by the County Board Chairman, and shall monitor proposed state and federal legislation and keep the County Board Chairman and Chairpersons of the various committees of the County Board apprised of the substance and progress of proposed legislation affecting the County.

The Executive and Legislative Committee shall work with the Liquor Commissioner (County Board Chairman) on the development of rules and ordinances relating to the Liquor Ordinance, and on all matters relative to that ordinance when requested by the Liquor Commissioner.

The Executive and Legislation Committee shall meet in joint session with the appropriate parent committee to consider, interview, and make recommendations to the County Board concerning the appointment of a department head when requested by the County Board Chairman.

The Executive and Legislation Committee shall be comprised of the County Board Chairman, Vice Chairman, Finance Chairman, and up to six members at large. The County Board Chairman shall act as Chairman of the Committee.

(c) FINANCE & PERSONNEL COMMITTEE (5 TO 9 MEMBERS)

The Finance and Personnel Committee shall be the parent committee for the Auditor, County Board Office, the Treasurer (except for issues entrusted to the Taxation and Elections Committee), and the Job Training Partnership Program.

WHEREAS, it is suggested by the Finance & Personnel Committee and the Judicial & Rules Committee to add a note to the Rules of Order, Rules 21, Section (c) that states:

“The JTP Program was replaced with the Workforce Investment Act of 1998 (WIA) and is affiliated with the Work Force Investment Board. Resolution 99-1104 allowed for Vermilion County to retain the name Job Training Partnership for its name recognition within the community”.

The Finance and Personnel Committee shall have general oversight of preparation of the annual budget and tax levies, insurance and self-insurance matters, claims, County revenues and expenditures, long-term financial planning, purchasing, fiscal policies and procedures, and other financial matters affecting the County.

The Finance and Personnel Committee shall have general oversight of County personnel policies including, but not limited to, salary and benefit plans, job classifications, and employee guidelines; the Committee shall act as liaison between county personnel, department heads/office holders, and the County Board.

(d) HEALTH & EDUCATION COMMITTEE (5 TO 9 MEMBERS)

The Health & Education Committee shall be the parent committee for the County Health Department and the Board of Health, the Department of Animal Regulation, the Mental Health 708 Board, the Regional Superintendent of Schools and the Regional Board of School Trustees.

The Health & Education Committee shall have general oversight of public health and environmental matters, and matters affecting public education. The Committee shall review all applications for approval of plats, and make recommendations to the County Board concerning the same.

(e) JUDICIAL & RULES COMMITTEE (5 TO 9 MEMBERS)

The Judicial and Rules Committee shall be the parent committee of the Circuit Clerk, Court Administration, the Judiciary, the Jury Commission, the Probation Department, the Juvenile Detention Center, the Public Defender, and the State's Attorney.

The Judicial and Rules Committee shall have oversight of all matters relating to the operations and administration of the court system, shall examine all legal matters presented to the Committee with the advice of the State's Attorney, and shall consider all matters concerning the County Board Rules of Order.

(f) PROPERTY COMMITTEE (5 TO 9 MEMBERS)

The Property Committee shall be the parent committee of the Building and Grounds Department.

The Property Committee shall have general oversight of construction and maintenance of improvements to real property, except when included in the duties of other committees; the Committee shall have general oversight of the acquisition, leasing, and disposition of real property; the Committee shall be responsible for ensuring an accurate inventory of all County property is maintained, and shall have authority to declare as surplus and dispose of excess property as may be permitted by law or ordinance.

(g) PUBLIC SAFETY COMMITTEE (5 TO 9 MEMBERS)

The Public Safety Committee shall be the parent committee of the Coroner, Emergency Management Agency, the Merit Commission, the Public Building Commission, the Sheriff's Department, and the Vermilion County Metropolitan Enforcement Group.

The Public Safety Committee shall have general oversight of issues relating to the safety and protection of the public and the operations of the County Jail.

(h) **TAXATION & ELECTIONS COMMITTEE (5 TO 9 MEMBERS)**

The Taxation and Elections Committee shall be the parent committee of the Board of Review, the County Clerk, the Election Commission, the Recorder, the Supervisor of Assessments, and the Treasurer (for matters relating to tax bills and collection of taxes only).

The Taxation and Elections Committee shall have general oversight of matters relating to elections, and matters relating to the assessment and collection of taxes.

(i) **TRANSPORTATION COMMITTEE (5 TO 9 MEMBERS)**

The Transportation Committee shall be the parent committee of the Highway Department.

The Transportation Committee shall have general oversight of the operations and programs of the Highway Department and all matters relating to transportation; the Committee shall also make recommendations regarding construction and maintenance of roads including, but not limited to, recommending priorities for road work, securing bids for work, and recommending contracts for work to the County Board.

The Transportation Committee shall have the authority to acquire necessary right-of-way on behalf of the County, and the Chairman may appoint a three member subcommittee to negotiate such acquisitions. Right-of-way purchases shall be approved by the Committee, and the Committee may authorize payment of the cost of purchase and the expenses of the subcommittee, ~~including per diem~~, from the right-of way fund.

FOR ALL COMMITTEES

Quorums shall be determined by the committee assignments at the organizational meeting. The Committee on Committees may at the request of the Chairman, thereafter reduce or increase the size of a committee, between 7 to 9 members as needed thenceforth.

Rule 22. Subcommittee.

Subcommittees may be appointed by committee chairmen to study special problems or questions of concern to the committee. Subcommittees shall report to the standing committee and may make recommendations, but shall have no authority to take action on behalf of the committee or the County Board.

Rule 23. Ad hoc Committees.

Ad hoc committees may be appointed by the County Board Chairman to study any matter of interest to the County. The County Board Chairman shall appoint ad hoc committees at a regular or organizational meeting of the County Board. Ad hoc committees shall report to the County Board Chairman, and may make recommendations, but shall have no authority to take action on behalf of the County Board.

Rule 24. Advisory Committees.

Advisory committees may be created on motion approved by the County Board to study any matter of interest to the County, to hold hearings on specific matters, or to perform other functions as necessary. The County Board Chairman shall make appointments to advisory committees with the advice and consent of the County Board. Advisory committees shall report to the County Board, and may make recommendations, but shall have no authority to take action on behalf of the County Board, unless authority has been specifically delegated to the advisory committee by the County Board.

Rule 25. Per Diem.

Board Members shall receive a monthly combined salary and per diem of \$250 per month, **provided however that for every unexcused absence at either a monthly county board meeting or individual committee meeting during any month, the salary/per diem of that board member shall be reduced by \$50 for each unexcused absence.** An unexcused absence is defined as being absent without prior notice to the County Board Chairman or Board Office.

Rule 26. Emergency Meetings.

Emergency meetings of the County Board and its Standing and Special Committees may be held at such times and on such notice as may be permitted by the Illinois Open Meetings Act.

Rule 27. Emergency Action.

The County Board Chairman, as statutory supervisor of the EMA Department, may take emergency action in the event a bona fide emergency occurs that requires immediate action. The County Board Chairman, in the event of an emergency, shall notify the Vice-Chairman, the Finance Chairman, and the

County Clerk of said emergency. If time allows, a meeting of the Executive Committee shall be held with notice as set out in 5 ILCS 120/202 (Open Meetings Act) to vote on required action. If the nature of the emergency does not allow a meeting, the chairman may take such limited action as required to prevent further harm until a meeting may be scheduled, including the authority to authorize the expenditure of funds or use of County assets and personnel. Any such temporary action shall be communicated to the Finance Chairman and County Clerk. The Chairman shall act in the spirit of the Illinois Emergency Management Agency Act, 20 ILCS 3305, and shall now, with the assistance of the EMA Director, develop plans for emergencies as may be encountered by the County in the future. **In the event the emergency does not fall under the jurisdiction of the Emergency Management Agency, the chairman shall proceed in the same manner to take reasonable steps, including the expenditure of money, to limit further damage and protect people and property from additional harm to the extent possible. Such emergencies include but are not limited to fire, building damage, road damage or similar emergency needs related to county property and grounds.**

Rule 28. Monthly and Annual Calendar of Meetings.

The County Board Office shall prepare a monthly calendar of all meetings of the County Board and its committees, and any other County boards, commissions, or agencies. The monthly calendar may also include notice of meetings of other public agencies of interest to County residents. The monthly calendar shall be prominently posted as required by the Illinois Open Meetings Act, and distributed to County Board members, County office holders and department heads, and any other persons who request copies.

The County Board Office will prepare an annual notice of scheduled meetings of the County Board and its committees, and any other County boards, commissions, or agencies. The annual notice shall be posted and distributed in the same manner as the monthly calendar.

COUNTY HIGHWAY CONSTRUCTION PROGRAM
SECTION 5/5-401 DIVISION 4 – ROAD AND BRIDGE LAWS OF ILLINOIS

WHEREAS, under the provisions of Section 5/5-401 of the Road and Bridge Laws, these funds may be used to repair, maintain and construct such county highways and,

WHEREAS, the County Highway Department has found it necessary to improve safety at the intersection of Sidell-Fairmount Road (C.H. 18) and Homer-Catlin Road (C.H. 8) by adding an overhead light to improve visibility.

NOW, THEREFORE, BE IT RESOLVED, that the request by the County Highway Department for use of County Highway Funds 007 in the amount of One Thousand, Six Hundred, Fifty and 00/100 dollars (\$1,650.00) is hereby granted for the installation of said light.

BE IT FURTHER RESOLVED, that 1 (one) certified copy of this Resolution be mailed to the Vermilion County Highway Department.

PRESENTED, APPROVED AND RESOLVED by the County Board of Vermilion County, Illinois at the February 19, 2019, A.D. Session.

DATED this 19th day of February, 2019, A.D.

Aye _____ Nay _____ Absent _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Resolution Number _____

RE: County Highway Fund 007 Resolution

APPROVED BY TRANSPORTATION COMMITTEE:
February 19, 2019

Joe Eakle Y N A
Committee Chairperson

Craig Golden Y N A

Adam Hart Y N A

Chuck Nesbit Y N A

Greg Thatcher Y N A

Mitch Weaver Y N A

AJ Wright Y N A

Resolution Number _____

COUNTY BRIDGE CONSTRUCTION PROGRAM
SECTION 5/5-502 DIVISION 5 – ROAD AND BRIDGE LAWS OF ILLINOIS

WHEREAS, under the provisions of Section 5/5-502 of the Road and Bridge Laws, these funds may be used to construct or repair any bridge, culvert, or drainage structure across or along any highway in the County, and,

WHEREAS, the County Highway Department has found it necessary to make superstructure repairs to structure 092-0190 on C.H. 10 just south of Potomac and structure 092-3301 on C.H. 26 just east of Georgetown, section 18-00214-00-BR.

NOW, THEREFORE, BE IT RESOLVED, that the request by the County Highway Department for use of County Bridge Funds 062 in the amount of Forty Thousand and 00/100 dollars (\$40,000.00) is hereby granted for the preliminary engineering of superstructure repairs of said bridges, and

BE IT FURTHER RESOLVED, that 1 (one) certified copy of this Resolution be mailed to the Vermilion County Highway Department, and 1 (one) certified copy of this Resolution be mailed to the Illinois Department of Transportation District 5 office in Paris Illinois.

PRESENTED, APPROVED AND RESOLVED by the County Board of Vermilion County, Illinois at the February 19, 2019, A.D. Session.

DATED this 19th day of February, 2019, A.D.

Aye _____ Nay _____ Absent _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Resolution Number _____

RE: County Bridge Fund 062 Resolution – Section 18-00214-00-BR

APPROVED BY TRANSPORTATION COMMITTEE:
February 19, 2019

Joe Eakle Y N A
Committee Chairperson

Craig Golden Y N A

Adam Hart Y N A

Chuck Nesbit Y N A

Greg Thatcher Y N A

Mitch Weaver Y N A

AJ Wright Y N A

Resolution Number _____

RESOLUTION

WHEREAS, a public letting was held in the office of the County Engineer on January 31, 2019, for the purpose of accepting bids, determining low bidders and making awards for furnishing Aggregates for the following Road Districts:

TOWNSHIP	LOW BIDDER	BID PRICE
Jamaica	Hanson Material	\$32,092.00
Middlefork	“	40,000.00
Oakwood	“	18,000.00
Pilot	“	14,400.00
Sidell	“	15,000.00
Vance	“	50,000.00

WHEREAS, the Vermilion County Transportation Committee has recommended the low bid be awarded to Hanson Materials , subject to approval of the County Board of Vermilion County.

NOW, THEREFORE, BE IT RESOLVED, that the County Board award the above listed low bids for the named Townships.

BE IT FURTHER RESOLVED, that (2) two certified copies of this Resolution be mailed to the Illinois Department of Transportation through its District Engineer, Paris, Illinois, and (1) one certified copy be sent to the Vermilion County Highway Dept.

PRESENTED, APPROVED and RESOLVED, by the County Board of Vermilion County, Illinois, at the February 19, 2019 A.D. Session.

Dated this 19th day of February, 2019, A.D.

Chairman, Vermilion County Board

Aye____ Nay____ Absent____

ATTEST:

Clerk of the County Board
Page 1 of 2

RE: Township Aggregate – Section 19-00000-00-GM

APPROVED BY TRANSPORTATION COMMITTEE:
February 19, 2019

Joe Eakle Y N A
Committee Chairperson

Craig Golden Y N A

Adam Hart Y N A

Chuck Nesbit Y N A

Greg Thatcher Y N A

Mitch Weaver Y N A

AJ Wright Y N A

Number _____

Resolution

RESOLUTION

WHEREAS, a public letting was held in the office of the County Engineer on January 31, 2019, for the purpose of accepting bids, determining low bidders and making awards for furnishing Aggregates for the following Road Districts:

TOWNSHIP	LOW BIDDER	BID PRICE
Carroll	Langley Trucking	\$ 5,187.00
Catlin	“	25,258.20
Georgetown	“	2,334.72
Love	“	36,750.00
McKendree	“	28,600.00
Ross	“	6,566.00
Sidell	“	7,590.00

WHEREAS, the Vermilion County Transportation Committee has recommended that the low bid be awarded to Langley Trucking, subject to approval of the County Board of Vermilion County.

NOW, THEREFORE, BE IT RESOLVED, that the County Board award the above listed low bids for the named Townships.

BE IT FURTHER RESOLVED, that (2) two certified copies of this Resolution be mailed to the Illinois Department of Transportation through its District Engineer, Paris, Illinois, and (1) one certified copy be sent to the Vermilion County Highway Dept.

PRESENTED, APPROVED and RESOLVED, by the County Board of Vermilion County, Illinois, at the February 19, 2019 A.D. Session.

Dated this 19th day of February, 2019, A.D.

Chairman, Vermilion County Board

Aye ___ Nay ___ Absent ___

ATTEST:

Clerk of the County Board

RE: Township Aggregate – Section 19-00000-00-GM

APPROVED BY TRANSPORTATION COMMITTEE:
February 19, 2019

Joe Eakle Y N A
Committee Chairperson

Craig Golden Y N A

Adam Hart Y N A

Chuck Nesbit Y N A

Greg Thatcher Y N A

Mitch Weaver Y N A

AJ Wright Y N A

Number _____

Resolution

RESOLUTION

WHEREAS, a public letting was held in the office of the County Engineer on January 31, 2019, for the purpose of accepting bids, determining low bidders and making awards for furnishing Aggregates for the following Road Districts:

TOWNSHIP	LOW BIDDER	BID PRICE
Carroll	Osterbur Trucking	\$36,625.00

WHEREAS, the Vermilion County Transportation Committee has recommended the low bid be awarded to Osterbur Trucking , subject to approval of the County Board of Vermilion County.

NOW, THEREFORE, BE IT RESOLVED, that the County Board award the above listed low bids for the named Townships.

BE IT FURTHER RESOLVED, that (2) two certified copies of this Resolution be mailed to the Illinois Department of Transportation through its District Engineer, Paris, Illinois, and (1) one certified copy be sent to the Vermilion County Highway Dept.

PRESENTED, APPROVED and RESOLVED, by the County Board of Vermilion County, Illinois, at the February 19, 2019 A.D. Session.

Dated this 19th day of February, 2019, A.D.

Chairman, Vermilion County Board

Aye ___ Nay ___ Absent ___

ATTEST:

Clerk of the County Board

RE: Township Aggregate – Section 19-00000-00-GM

APPROVED BY TRANSPORTATION COMMITTEE:
February 19, 2019

Joe Eakle Y N A
Committee Chairperson

Craig Golden Y N A

Adam Hart Y N A

Chuck Nesbit Y N A

Greg Thatcher Y N A

Mitch Weaver Y N A

AJ Wright Y N A

Number _____

Resolution

RESOLUTION

WHEREAS, a public letting was held in the office of the County Engineer on January 31, 2019, for the purpose of accepting bids, determining low bidders and making awards for furnishing Aggregates for the following Road Districts:

TOWNSHIP	LOW BIDDER	BID PRICE
Newell	Pro-Agr., Inc.	\$8,200.00

WHEREAS, the Vermilion County Transportation Committee has recommended that the low bid be awarded to Pro-Agr., Inc., subject to approval of the County Board of Vermilion County.

NOW, THEREFORE, BE IT RESOLVED, that the County Board award the above listed low bids for the named Townships.

BE IT FURTHER RESOLVED, that (2) certified copies of this Resolution be mailed to the Illinois Department of Transportation through its District Engineer, Paris, Illinois.

PRESENTED, APPROVED and RESOLVED, by the County Board of Vermilion County, Illinois, at the February 19, 2019 A.D. Session.

Dated this 19th day of February, 2019, A.D.

Chairman, Vermilion County Board

Aye ___ Nay ___ Absent ___

ATTEST:

Clerk of the County Board

RE: Township Aggregate – Section 19-00000-00-GM

APPROVED BY TRANSPORTATION COMMITTEE:
February 19, 2019

Joe Eakle Y N A
Committee Chairperson

Craig Golden Y N A

Adam Hart Y N A

Chuck Nesbit Y N A

Greg Thatcher Y N A

Mitch Weaver Y N A

AJ Wright Y N A

Number _____

Resolution

RESOLUTION

WHEREAS, a public letting was held in the office of the County Engineer on January 31, 2019, for the purpose of accepting bids, determining low bidders and making awards for furnishing Aggregates for the following Road Districts:

TOWNSHIP	LOW BIDDER	BID PRICE
Blount	Ribbe Trucking	\$13,462.68
Georgetown	“	2,334.72
South Ross	“	25,709.33

WHEREAS, the Vermilion County Transportation Committee has recommended the low bid be awarded to Ribbe Trucking , subject to approval of the County Board of Vermilion County.

NOW, THEREFORE, BE IT RESOLVED, that the County Board award the above listed low bids for the named Townships.

BE IT FURTHER RESOLVED, that (2) two certified copies of this Resolution be mailed to the Illinois Department of Transportation through its District Engineer, Paris, Illinois, and (1) one certified copy be sent to the Vermilion County Highway Dept.

PRESENTED, APPROVED and RESOLVED, by the County Board of Vermilion County, Illinois, at the February 19, 2019 A.D. Session.

Dated this 19th day of February, 2019, A.D.

Chairman, Vermilion County Board

Aye____ Nay____ Absent____

ATTEST:

Clerk of the County Board

RE: Township Aggregate – Section 19-00000-00-GM

APPROVED BY TRANSPORTATION COMMITTEE:
February 19, 2019

Joe Eakle Y N A
Committee Chairperson

Craig Golden Y N A

Adam Hart Y N A

Chuck Nesbit Y N A

Greg Thatcher Y N A

Mitch Weaver Y N A

AJ Wright Y N A

Number _____

Resolution

RESOLUTION

WHEREAS, a public letting was held in the office of the County Engineer on January 31, 2019, for the purpose of accepting bids, determining low bidders and making awards for furnishing Aggregates for the following Road Districts:

TOWNSHIP	LOW BIDDER	BID PRICE
Butler	Weber Trucking	\$59,497.60
Grant	“	25,086.60
Middlefork	“	9,407.50

WHEREAS, the Vermilion County Transportation Committee has recommended the low bid be awarded to Weber Trucking , subject to approval of the County Board of Vermilion County.

NOW, THEREFORE, BE IT RESOLVED, that the County Board award the above listed low bids for the named Townships.

BE IT FURTHER RESOLVED, that (2) two certified copies of this Resolution be mailed to the Illinois Department of Transportation through its District Engineer, Paris, Illinois, and (1) one certified copy be sent to the Vermilion County Highway Dept.

PRESENTED, APPROVED and RESOLVED, by the County Board of Vermilion County, Illinois, at the February 19, 2019 A.D. Session.

Dated this 19th day of February, 2019, A.D.

Chairman, Vermilion County Board

Aye____ Nay____ Absent____

ATTEST:

Clerk of the County Board

RE: Township Aggregate – Section 19-00000-00-GM

APPROVED BY TRANSPORTATION COMMITTEE:
February 19, 2019

Joe Eakle Y N A
Committee Chairperson

Craig Golden Y N A

Adam Hart Y N A

Chuck Nesbit Y N A

Greg Thatcher Y N A

Mitch Weaver Y N A

AJ Wright Y N A

Number _____

Resolution

RESOLUTION

RE: County Aggregate – Section 19-00000-00-GM

WHEREAS, a public letting was held in the office of the County Engineer on January 31, 2019, for the purpose of accepting bids, determining low bidders and making awards for furnishing Aggregates for the County Highway Department.

WHEREAS, the Vermilion County Transportation Committee has recommended the low bid be awarded to Hanson Materials \$12,000.00, subject to approval of the County Board of Vermilion County.

NOW, THEREFORE, BE IT RESOLVED, by the County Board to award the low bid to Hanson Aggregates.

BE IT FURTHER RESOLVED, that (2) two certified copies of this Resolution be mailed to the Illinois Department of Transportation through its District Engineer, Paris, Illinois, and (1) one certified copy be sent to the Vermilion County Highway Dept.

PRESENTED, APPROVED and RESOLVED, by the County Board of Vermilion County, Illinois, at the February 19, 2019 A.D. Session.

Dated this 19th day of February, 2019, A.D.

Chairman, Vermilion County Board

Aye ___ Nay ___ Absent ___

ATTEST:

Clerk of the County Board

RE: County Aggregate – Section 19-00000-00-GM

APPROVED BY TRANSPORTATION COMMITTEE:
February 19, 2019

Joe Eakle Y N A
Committee Chairperson

Craig Golden Y N A

Adam Hart Y N A

Chuck Nesbit Y N A

Greg Thatcher Y N A

Mitch Weaver Y N A

AJ Wright Y N A

Resolution Number _____