

## Minutes of the Rules Subcommittee

The Rules Subcommittee of the McLean County Board met on Tuesday, November 19, 2002 at 10:30 a.m. in Room 707, Law and Justice Center, 104 West Front Street, Bloomington, Illinois.

Members Present: Chairman Sorensen, Members Gordon, Renner and Kinzinger

Members Absent: Members Arnold and Sommer

Other Members Present: County Board Chairman Sweeney and Member Owens

Staff Present: Mr. John M. Zeunik, County Administrator;  
Mrs. Carmen I. Zielinski, County Administrator's Office

Department Heads/  
Elected Officials  
Present: None

Chairman Sorensen called the meeting to order at 10:30 a.m.

Chairman Sorensen asked for approval of the Minutes of the April 2, 2001 meeting.

Motion by Renner/Kinzinger to recommend approval  
of the Minutes of the April 2, 2001 Rules  
Subcommittee Meeting. Motion carried.

Chairman Sorensen discussed items for action. Chairman Sorensen referred to Item A - Section 5.12.6 – Agenda Mailing. A proposed change in the automatic distribution of the printed County Board Proceedings to all members has been suggested. Chairman Sorensen noted that the Finance Committee addressed this issue with the County Clerk regarding the distribution of the hard copy County Board Proceedings to all County Board members. The County Clerk suggested that County Board Proceedings via the Internet would be an alternative that would reduce printing expenses by approximately \$4,000.00 per year. Board members who wished to receive a hard copy could still request a hard copy.

Chairman Sorensen noted a change to Section 5.12 - 6 in the Rules of the County Board draft. Section 5.12.6. Item B, which required that the minutes be provided, was struck out. Section 5.12-6.1 – Board Proceedings and Minutes was added, which established an alternate procedure for providing copies of the County Board Proceedings. Section 5.12-6.1 states that “at least five days before each regular meeting, the Clerk shall have prepared the minutes of the previous meeting and made them available to each member

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by: (A) Making printed copies available, upon request, in the Office of the County Clerk;  
(B) Posting electronically to the World Wide Web in a standard format that can be read online, or printed.”

Mr. Gordon suggested that County Board members be made aware that a formal request is needed in order for the Administrator’s Office to provide the needed numbers of hard copies of the Proceedings Book on a monthly basis.

Chairman Sorensen referred to Item B, Section 5.13 – Order of Business. Chairman Sorensen stated that a Recommendation to Modify the County Board Agenda and move approval of County Board Minutes to the Consent Agenda has been made. Section 5.13 – Order of Business will be renumbered and the Approval of the Proceedings of the County Board will be listed as (A) under the Consent Agenda.

Chairman Sorensen referred to Item C, Section 5.14 –10, Consent Agenda. Chairman Sorensen stated a proposed change to remove the need for a roll call vote on the Consent Agenda. With the change, Section 5.14 –10, should read, “All matters on the Consent Agenda that are not removed will be voted on by one vote.” Mr. Zeunik explained that in the past, a formal, structured motion was made to approve the items on the Consent Agenda. The same type of formal motion was made every month, which took the place of a roll call. Over the years, the motion has changed.

Chairman Sorensen referred to Item D, Section 5.15 – 4, Subcommittees of Standing Committees. A proposed change to establish the Legislative Subcommittee of the Executive Committee has been recommended. Section 5.15 – 4 will read, “There shall be three standing subcommittees of the Executive Committee: Legislative Subcommittee, Liquor Control Commission and the Rules Subcommittee appointed by the Chairman.”

Chairman Sorensen commented that he has discussed this issue with Chairman Sweeney. Clearly, the dynamics have greatly changed in Springfield and the impact on local County government is uncertain at this time. It would be advisable to increase McLean County’s level of activity and participation on legislative matters. Chairman Sorensen recommends the reestablishment of a Legislative Committee, as a Subcommittee of the Executive Committee. This action would give the Chairman of the Board additional latitude to assign the coverage of legislative issues to subcommittee members.

Chairman Sorensen referred to Item E, Section 5.17 – 1, Functions and Responsibilities of Specific Committees: Executive Committee. Chairman Sorensen noted that a proposed change to remove the Legislative related responsibilities from the Executive

Committee are presented in this draft. Items referring to the responsibilities of the Executive Committee, P,Q,R,S,T, and U, are being deleted.

Chairman Sorensen stated that Section 51.17 – 1.1.3 Legislative Subcommittee has been added within Section 5.17, which states, “ The Legislative Committee shall have the following specific functions and responsibilities: (A) To be generally responsible for the County’s interest in all matters concerned with Federal and State legislation; (B) To develop an annual legislative program of primary County legislative concerns; and said program to be adopted by the County Board in January of each Fiscal Year; (C) To engage in a review of all legislation affecting the County which has been introduced in the General Assembly; (D) To take action consistent with the best interest of the County on proposed or pending legislation at all stages and (E) To take action consistent with the best interests of the County, on existing and proposed rules and regulations issued by agencies of the United States of the State of Illinois.”

Mr. Owens asked how many Board members would be assigned to the Legislative Subcommittee. Chairman Sorensen answered that the maximum is six according the Rules. Other Subcommittees of the Executive Committee, such as the Liquor Control Commission, have five members.

Chairman Sorensen referred to Item G, Section 5.17 – 2, Finance Committee. Under Item (F), a proposed change is recommended that would add budget oversight responsibility for the Cooperative Extension Service to the list of Finance Committee oversight responsibilities.

Chairman Sorensen referred to Section 5.17 – 2, Finance Committee, Items H, I, J and K. Chairman Sorensen stated that there used to be a Section 5.17 – 7 in the Rules. This table listed all of the County properties and buildings across the top and all of the types of maintenance responsibilities for the buildings along the side. In the table, every grid box had an abbreviation for a Committee assignment. Chairman Sorensen stated that over time, the Property Committee carries the majority of the responsibilities. Therefore, after some discussion with the County Administrator, a series of narrative replacements has been suggested for Items H, I, J and K in Section 5.17.

Section 5.17 – 5 (E) is being replaced with, “The Property Committee shall have specific building and grounds responsibilities except where specific authority in another standing committee: 1) Janitorial work consisting of cleaning, mowing and minor repairs; 2) Repair of, and maintenance contracts for, elevators, electrical, heating, cooling and other such mechanical equipment and systems at all county facilities; 3) Contract Services for pest control, garbage pickup and other like services; 4) Decision to recommend construction or remodeling of buildings, additions, structures, parking lots and other land improvements;

5) Telephones – all matters concerning county telephone services, and 6) Purchase of janitorial supplies and any other joint purchases of supplies which is coordinated by the County Administrator.” Section 5.17 – 2 (U) is being replaced with, “The Finance Committee has specific responsibilities as they pertain to properties and facilities: 1) Janitorial work consisting of cleaning, mowing, and minor repairs, for the Animal Shelter, Nursing Home and 200 West Front Street Building; 2) Decision to recommend construction or remodeling of buildings, additions, structures, parking lots and other land improvements for the Animal Shelter, Nursing Home and 200 West Front Street Building and 3) Construction or remodeling of buildings, additions, structures, parking lots and other land improvements at a cost of \$2,500.00 or less, or when less than 50% of the cost is by contract or contracts for the Animal Shelter, Nursing Home and 200 West Front Street Building.” Chairman Sorensen noted that Section 5.17 – 4 (F) is being replaced with, “The Transportation Committee has specific responsibilities as they pertain to properties and facilities: 1) Janitorial work consisting of cleaning, mowing and minor repairs for the County Highway Complex; 2) Decision to recommend construction or remodeling of buildings, additions, structures, parking lots and other land improvements for the County Highway Complex and 3) Construction or remodeling of buildings, additions, structures, parking lots and other land improvements at a cost of \$2,500.00 or less, or when than 50% of the cost is by contract or contracts for the County Highway Complex.” Also being replaced is Section 5.17 – 3 (C) with, “The Justice Committee has specific responsibilities as they pertain to properties and facilities: 1) Janitorial work consisting of cleaning, mowing and minor repairs for the E.S.D.A. and Rescue Building; 2) Decision to recommend construction or remodeling or buildings, additions, structures, parking lots and other land improvements for the Law and Justice Center and the E.S.D.A. and Rescue Building, and 3) Construction or remodeling of buildings, additions, structures, parking lots and other land improvements at a cost of \$2,500.00 or less, or when less than 50% of the cost is by contract or contracts for the Law and Justice Center and the E.S.D.A. and Rescue Building.”

Mr. Owens commented that as a member of the Transportation Committee, he has had some concerns regarding the \$2,500.00 limit and how some decisions have been made. Mr. Zeunik cited an example of the \$2,500.00 issue in the 2003 County Budget regarding the acquisition of the property on Route 9. In the Highway Department’s budget, there is money allocated to begin construction of a garage facility on this property to be used for storage of materials and training. The dollar amount of the proposed improvement is greater than \$2,500.00. Mr. Zeunik stated that 100% of the money needed for the improvement is in the Highway Department’s budget. Because the money is in the Highway Department’s fund, the Transportation Committee feels that they ought to have total oversight over this project. Because the cost for this improvement is greater than \$2,500.00, the Highway Department would need to report to the Property Committee for approval of Architectural Services, the bidding of the proposed improvements, the award

of contracts, etc.

Mr. Owens asked if the \$2,500.00 set limit has been set by the State of Illinois or by the County Board. Mr. Zeunik answered that it has been a practice of the County Board for quite some time.

Chairman Sorensen suggested that the Rules Subcommittee members authorize the County Administrator to make the appropriate immaterial wording changes to the Rules. Mr. Zeunik noted that Item F, on Page 19, Section 5.17.4 Transportation Committee, says "To exercise general supervision in a matter which are assigned by Section 5.17 – 7 herein to this Committee with regard to the buildings and grounds at the County Highway Complex", refers to the graph that Chairman Sorensen previously discussed. Item F, would change to read " To exercise general supervision over specific buildings and grounds responsibilities...."

Chairman Sorensen called for the question and announced that he would vote.

Motion by Renner/Kinzinger to recommend approval of Items A through K, presented in the Rules Subcommittee Agenda and grant the County Administrator authority to prepare the recommended changes. Motion carried.

Chairman Sorensen asked if there are any items for information. Mr. Kinzinger referred to the issue of changing the time of the County Board from 9:00 a.m. to an evening time slot. Mr. Kinzinger stated that after some discussion with other County Board Members, a suggestion has been made that this issue be tabled for a year in order to allow the new Board Members to become familiar with the proceedings of all the meetings and schedules.

Mr. Renner is in favor of waiting a year before revisiting this issue. Mr. Renner noted that there are members of the County Board who may not have the flexibility to attend day meetings due to their work situation. On the other hand, someone should not run for the County Board if they are not able to accommodate their personal schedule to fit the necessary scheduled meetings that are part of County Government. The focal point to keep in mind is that meetings should be scheduled in a manner that would allow the majority of the citizens to attend scheduled meetings.

Chairman Sweeney suggested that County Board Members be notified that some type of feedback will be needed from them regarding this proposal. This will prevent any confusion eight or nine months in the future when the request is presented for action.

Mr. Kinzinger stated that he will present this issue at the next County Board. Mr. Zeunik noted that the next regular County Board Meeting is at 9:00 a.m. on December 17, 2002. Mr. Gordon pointed out that the new Board Members ran and were elected knowing that the County Board's meeting were held at 9:00 a.m. on the third Tuesday of every month.

Chairman Sorensen noted that it is the intention of the County Board Chairman to request approval of the changes discussed in this Rules Subcommittee meeting at the Board Reorganization Meeting on December 2, 2002, because these amended rules need to be approved by the County Board prior to Committee assignments.

There being nothing further to come before the Committee at this time, Chairman Sorensen adjourned the meeting at 11:00 a.m.

Respectfully submitted,

Carmen I. Zielinski  
Recording Secretary