



## **RULES SUBCOMMITTEE AGENDA**

Room 400, Government Center

Thursday, January 28, 2016

4:30 p.m.

1. Call to Order – Chairman McIntyre
2. Approval of Minutes – June 23, 2015
3. Appearance by Members of the Public and County Employees
4. Department Matters:
  - A. Bill Wasson, County Administrator
    1. Items to be presented for action:
      - a. Request approval of an Amendment to Chapter 20 of the McLean County Code – McLean County Board Rules
    2. Items to be presented for information:
      - a. General Report
      - b. Other
4. Other Business and Communication
5. Adjournment

**RESOLUTION BY THE McLEAN COUNTY BOARD  
AMENDING CHAPTER 20 OF THE McLEAN COUNTY CODE  
THE RULES OF THE McLEAN COUNTY BOARD**

WHEREAS, the McLean County Board approved and adopted *The Rules of the McLean County Board* on December 1, 2014; and

WHEREAS, the McLean County Board subsequently amended *The Rules of the McLean County Board* on May 19, 2015 and July 21, 2015; and

WHEREAS, the Rules Subcommittee has proposed making certain amendments to *The Rules of the McLean County Board*; and

WHEREAS, the Executive Committee reviewed and recommended approval of the proposed amendments at its meeting of February 9, 2016; and

WHEREAS, *The Rules of the McLean County Board* state that the adopted Rules shall remain in effect until the first Monday in December of 2016; now therefore,

BE IT RESOLVED by the County Board of McLean County, now in regular session, that the aforesaid Chapter 20-16 is hereby amended to read as follows:

(Additions are indicated by text and stricken material by ~~text~~)

§20-16. Committee functions; responsibilities of specific committees.

In addition to the general duties otherwise prescribed, the individual committees shall have the functions, responsibilities, and areas of jurisdiction and overview as set forth in this section.

A. Executive Committee.

1. The Executive Committee shall have the following specific functions and responsibilities:
  - a. To provide general direction for all Board programs, business, planning and policy-making functions and to review the reports of Board committees.
  - b. To exercise general supervision of the administration of all Board affairs, the Administrator's office, and Information Services Department.
  - c. To act in an advisory capacity to the Chair of the Board.
  - d. To review and make recommendations for changes in committee organization and scope and in rules as may be deemed necessary.
  - e. To be responsible for the general overview of, and coordination with, all "ad-hoc" committees, task forces and other like organizations as their activities relate to County business, unless specifically under the jurisdiction of another standing committee.

- f. To be responsible for all matters concerning the employment and activities of all consultants, both paid and unpaid, unless specifically under the jurisdiction of another standing committee.
- g. To review and make recommendations to the Board on salaries and compensation of elected and appointed officials; and to be responsible for the performance evaluation of the County Administrator.
- h. To be responsible for all relationships with other units of government and for all intergovernmental agreements unless specifically under the jurisdiction of another standing committee.
- i. To exercise general supervision over all matters relating to the codification of County ordinances and resolutions.
- j. To exercise general supervision over any federal or state entitlement programs for which the Board has a responsibility.
- k. To make recommendations on all emergency appropriations, transfer ordinances, and any transfers from the contingent account in all funds.
- l. To prepare and submit an annual budget policy resolution to the Board for its approval.
- m. To direct the County Administrator to prepare, recommend and submit to the appropriate oversight committees each year a five-year capital improvement program. The five-year capital improvement program shall be updated annually by the County Administrator as a part of the budget process.
- n. To receive the proposed annual operating and annual capital improvements budgets for each of the departments of County government as recommended by the respective oversight committees; and to study, review and adjust such departmental budget requests in order to accommodate budgetary priorities and fiscal constraints. To then direct the County Administrator to consolidate these adjusted budget requests into a Proposed Budget and Appropriation Ordinance and a Proposed Tax Levy Ordinance that shall be submitted to the Board, with the Executive Committee's recommendation, in accordance with the Statutes of the State of Illinois.
- o. To serve as liaison in the Board's relationship with external boards and commissions with which the Board may have a working relationship.
- p. To be responsible for County government public relations and information matters.
- q. To be generally responsible for the County's interest in all matters concerned with federal and state legislation.
- r. To develop an annual legislative program of primary County legislative concerns; said program to be adopted by the County Board in January of each fiscal year.
- s. To engage in a review of all legislation affecting the County which has been introduced in the General Assembly.

- t. To take action consistent with the best interests of the County on proposed or pending legislation at all stages.
  - u. 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 or the State of Illinois.
2. Liquor Control Commission. The Liquor Control Commission shall have the following specific functions and responsibilities:
- a. To be responsible for all matters upon which the Commission may be required to act under the regulations of the Liquor Control Ordinance.[1] [1] Editor's Note: See Ch. 160, Alcoholic Beverages.
  - b. To review and recommend appropriate amendments to such ordinances as may be deemed necessary.
3. Rules Subcommittee. The Rules Subcommittee shall have the following specific functions and responsibilities:
- a. To periodically review the rules of the Board and recommend revisions deemed necessary and appropriate.
  - b. To receive and consider proposals for changes in the rules of the Board and make appropriate recommendations.
- B. Finance Committee. The Finance Committee shall have the following specific functions and responsibilities:
- 1. To exercise continuous review of the overall tax cycle, from the initial assessment of property through the tax collection.
  - 2. To exercise continuous review of revenues and expenditures, and to identify new or alternative revenue sources for the County.
  - 3. To review and make recommendations to the Board with respect to purchasing and contracting policies and procedures.
  - 4. To exercise continuous review of the integrated financial management and the accounting and fiscal operations policies.
  - 5. To serve as the oversight committee for the office of Supervisor of Assessments.
  - 6. To serve as the oversight committee for the Auditor, Recorder, Treasurer, County Clerk, Superintendent of the Consolidated Education Service Region, University of Illinois Cooperative Extension Service and Bloomington Board of Election Commissioners.
  - 7. To be responsible for fiscal instruments.
  - 8. To recommend to the Board a public accounting firm to conduct an annual audit of all funds and accounts of the County.

9. To be responsible for the County's Risk Management Program, including insurance matters.
10. Upon completion of each fiscal year's annual audit, to review and recommend the Comprehensive Annual Financial Report and the Annual County Financial Report to the Board for its acceptance prior to their submission to the Illinois State Comptroller.
11. To review the outside auditor's management letter, request departmental responses to same, make recommendations to the Board and the various oversight committees, and monitor corrective actions.
12. To exercise general supervision over all collective bargaining agreements, employee benefits, and entitlement and recommend changes to the Board.
13. To exercise general supervision over the administration of the Position Classification Schedule and the Salary Schedules.
14. To prepare and make recommendations to the Board with respect to the Personnel Policies and Procedures Ordinance.[2]  
[2] Editor's Note: See Ch. 108, Personnel Policies and Procedures.
15. To consider all requests for compensation changes or reclassification and make a recommendation to the Board, as may be provided in the Personnel Policies and Procedures Ordinance.
16. To consider all requests for staffing changes which require amendment to the Funded Full-time Positions Resolution after review by the appropriate oversight committee and make a recommendation to the Board.
- ~~17.1. To serve as the oversight committee for the County Nursing Home and recommend policies and programs for the Nursing Home administration.~~
- ~~18-17.~~ 17. To exercise general supervision over the Animal Control Program.[3]  
[3] Editor's Note: See also Ch. 165, Animals.
- ~~19-18.~~ 18. To exercise general supervision over the following specific responsibilities as they pertain to properties and facilities:
  - a. Janitorial work consisting of cleaning, mowing, and minor repairs for the Animal Control Facility ~~and the Nursing Home.~~
  - b. Recommend construction and remodeling of buildings, additions, structures, parking lots, and other land improvements for the Animal Control Facility ~~and the Nursing Home.~~
  - c. Construction or remodeling of buildings, additions, structures, parking lots, and other land improvements at a cost of \$2,500 or less when less than 50% of the cost is by contract or contracts for the Animal Control Facility ~~and the Nursing Home.~~
- ~~20-19.~~ 19. To exercise general supervision over all licensing activities which are not under the jurisdiction of other committees.

C. Justice Committee. The Justice Committee shall have the following specific functions and responsibilities:

1. To serve as the oversight committee for the Sheriff, Circuit Clerk, Circuit Court (11th Judicial Circuit), Coroner, Court Services, State's Attorney, Public Defender, Jury Commission and the Sheriff's Office Merit Commission.
2. To serve as the oversight committee for the Emergency Management Agency.
3. To exercise general supervision over the following specific responsibilities as they pertain to properties and facilities:
  - a. Janitorial work consisting of cleaning, mowing, and minor repairs for the Emergency Management Agency garage building on the Fairview Campus.
  - b. Recommend construction or remodeling of buildings, additions, structures, parking lots, and other land improvements for the Law and Justice Center and the Emergency Management Agency garage building.
  - c. Construction or remodeling of buildings, additions, structures, parking lots, and other land improvements at a cost of \$2,500 or less or when 50% of the costs is by contract or contracts for the Law and Justice Center and the Emergency Management Agency garage building.
4. To exercise general supervision over fireworks licensing.

D. Transportation Committee. The Transportation Committee shall have the following specific functions and responsibilities:

1. To serve as the oversight committee for the County Highway Department.
2. To exercise general supervision over all bridge, road and right-of-way matters under the jurisdiction of the County; over the acquisition and disposition of County Highway equipment and materials.
3. To recommend to the Board approval of contracts for all highway work for which the County is responsible.
4. To exercise general supervision over the letting of bids and right-of-way acquisitions relating to County highways or the County Highway Department.
5. To provide the Board with long-range plans for the highways in the County, including those to be undertaken by the County and those planned jointly with other political units.
6. To exercise general supervision over the following specific responsibilities as they pertain to properties and facilities:
  - a. Janitorial work consisting of cleaning, mowing, and minor repairs for the County Highway building and garages.

- b. Recommend construction or remodeling of buildings, additions, structures, parking lots, and other land improvements for the County Highway building and garages.
  - c. Construction or remodeling of buildings, additions, structures, parking lots, and other land improvements at a cost of \$2,500 or less, or when less than 50% of the cost is by contract or contracts for the County Highway building and garages.
- E. Property Committee. The Property Committee shall have the following specific functions and responsibilities:
1. To serve as the oversight committee for the Department of Parks and Recreation and to prepare plans and policies for County participation in recreational facilities and programs and make appropriate recommendations to the Board.
  2. To coordinate with appropriate standing committees and the Public Building Commission in planning for any remodeling and expansion of the Law and Justice Center.
  3. To prepare, in cooperation with the Public Building Commission and the State's Attorney, procedures for transferring title to the Law and Justice Center to the County.
  4. To prepare recommendations for methods of financing operations and maintenance of the Law and Justice Center at such time as title is transferred to McLean County.
  5. To exercise general supervision over the following specific responsibilities as they pertain to properties and facilities:
    - a. Janitorial work consisting of cleaning, mowing, and minor repairs for all County buildings and facilities, except where specific authority and responsibility is vested in another standing committee.
    - b. Repair of and maintenance contracts for elevators, electrical, heating, ventilation and air conditioning and other such mechanical equipment and systems at all County buildings and facilities.
    - c. Contract services for pest control, garbage pickup, and other like services.
    - d. Recommend construction or remodeling of buildings, additions, structures, parking lots, and other land improvements.
    - e. Purchase of janitorial and paper supplies and any other joint purchase of supplies used to clean, maintain, and operate County buildings and facilities.
- F. Land Use and Development Committee. The Land Use and Development Committee shall have the following specific functions and responsibilities:
1. To serve as the oversight committee for the Department of Building and Zoning and to handle all matters upon which the McLean County Zoning Ordinance requires action by a committee of the Board.[4]  
[4] Editor's Note: See Ch. 350, Zoning.

2. To exercise general supervision over matters concerning maps, plats and subdivisions and to conduct public hearings and handle all other matters upon which the Land Subdivision Ordinance of McLean County, Illinois, requires action by a committee of the Board.[5]  
[5] Editor's Note: See Ch. 317, Subdivision of Land.
  3. In cooperation with the Director of Building and Zoning, to review and recommend environment, zoning, building, subdivision, mobile home and nuisance ordinances and resolutions and recommend any necessary changes to the Board.
  4. To act as liaison between the Board and the McLean County Regional Planning Commission, Zoning Board of Appeals, Soil Conservation and Cooperative Extension Services and with other agricultural organizations.
  5. In cooperation with the appropriate agencies, to recommend for adoption of a long-range Comprehensive Plan or portion thereof for the use of land, for protection of the environment and to coordinate economic development.
  6. To act as members of the McLean County Regional Pollution Control Site Hearing Committee and to hold public hearings and to make recommendations to the Board on all matters pursuant to that authority.
- G. Health Committee. The Health Committee shall have the following specific functions and responsibilities:
1. To aid in the coordination of public health activities of the County and to prepare plans and policies for County participation in physical and mental health programs and make appropriate recommendations to the Board.
  2. To serve as liaison in the Board's relationship with the Board of Health and Persons with Developmental Disabilities Board, and any other County physical and mental health service.

3. To serve as the oversight committee for the County Nursing Home and recommend policies and programs for the Nursing Home administration.

4. To exercise general supervision over the following specific responsibilities as they pertain to properties and facilities:

a. Janitorial work consisting of cleaning, mowing, and minor repairs for the Nursing Home.

b. Recommend construction and remodeling of buildings, additions, structures, parking lots, and other land improvements for the Nursing Home.

c. Construction or remodeling of buildings, additions, structures, parking lots, and other land improvements at a cost of \$2,500 or less when less than 50% of the cost is by contract or contracts for the Nursing Home.

5. To exercise general supervision over the health, medical and nursing operations in the Jail Medical Department and the Juvenile Detention Center.



BE IT FURTHER RESOLVED, that the County Clerk shall provide a copy of this Resolution to the County Administrator, the State's Attorney and the First Civil Assistant State's Attorney; and

BE IT FURTHER RESOLVED, this amendment shall become effective and in full force upon adoption of this Resolution.

Adopted by the County Board of McLean County, Illinois, this 16th day of February, 2016.

ATTEST:

APPROVED:

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Kathy Michael, Clerk of the Board of  
McLean County

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John D. McIntyre, Chair of the McLean  
County Board