

Grundy County Board

Rules of Order and Procedures

December 1, 2018 through November 30, 2020

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I. Description of Grundy County Board Meetings

A. Regular Full Board Meetings

Regular meeting of the County Board shall be held at the Grundy County Administration Center

Regular meetings of the County Board shall be held on the second Tuesday of June and September and may be adjourned or recessed to the second Tuesday of each month thereafter or upon such day as the County Board shall specify upon motion made, seconded and carried.

B. Special Full Board Meetings

Special meetings may be held pursuant to the notice required by state statute at the time, place and in the manner set forth in the statutes.

C. Organizational Meeting

The County Board shall hold what is to be known as an organizational meeting of the County Board, on the first Monday in December of each even numbered year. The agenda for the organizational meeting shall consist of the election of the Chairperson and County Vice-Chairperson, appointment of members of the board to various standing committees of the board, and the chairperson thereof. Other appointments required by Illinois State statute may be made at the organizational meeting as well.

D. Committee Meetings

Committee meetings shall be held at the Grundy County Administration Center in conference rooms 1 and 2.

II. Rules and Procedures at Meetings of Grundy County Board

These rules of order as revised from time to time shall govern the procedures at all meetings of the County Board. The rules of order and procedures of the County Board shall be adopted within ninety days of a regular December meeting in each even numbered year by a majority vote of the members present. In the event that the rules of order and procedures of the Board are silent as to the proper procedure in a given matter, then the procedures set forth in Roberts Rules of Order shall govern.

The rules of order and procedures may be amended by the affirmative vote of 2/3 of all board members.

A rule of order or procedure may be temporarily suspended by the affirmative vote of 2/3 of all Board members present.

III. Officers

The County Board shall, at its organizational meeting, choose one of its members as Chairperson for a term of two years, and at the same meeting choose one of its members as

Vice-Chairperson for a term of two years. In case of the absence of the Chairperson and the Vice-Chairperson at any meeting, the members present shall choose one of the other members to preside over a meeting of the County Board.

IV. Removal of a Chairperson

- A. A motion for removal shall be in order if made either orally or in writing during the “new business” portion of the agenda incident to a regular board meeting. If the motion achieves a second, a special meeting of the County Board shall be scheduled not more than 14 days after the date of the motion for the sole purpose of reviewing and deciding the pending issue of removal of the County Board Chairperson.
- B. The Vice-Chairperson of the board shall preside at any special meeting convened for the purpose of considering a motion to remove the Chairperson of the County Board. It shall require at least 12 affirmative votes of the County Board to remove a Chairperson notwithstanding the number attending the special meeting.
- C. In the event of removal or resignation: (a) Chairperson compensation shall be prorated to the date of removal or resignation; and (b) the Vice-Chairperson shall immediately assume the duties without Chairperson compensation; and (c) a new Chairperson shall be elected at the next regularly convened County Board meeting. The member who was removed as Chairperson shall maintain his/her regular County Board seat.
- D. All resolutions or ordinances in conflict herewith are repealed.

V. Removal of a Vice-Chairperson

- A. The Board may remove the Vice-Chairperson by motion made and seconded either written or oral that is presented at a regular meeting. The matter shall be set for discussion and vote at the next regular meeting and a majority of the existing board shall be required for removal.
- B. Removal of a Vice-Chairperson shall be effective immediately upon a successful vote taken for the purpose.
- C. In the event of removal or resignation: (a) Vice-Chairperson compensation shall be prorated to the date of removal or resignation; and (b) a new Vice-Chairperson shall be elected at the next regularly convened County Board meeting. The member who was removed as Vice-Chairperson shall maintain his/her regular County Board seat.

VI. Compensation of the Officers and Individual County Board Members

- A. The Chairperson of the County Board shall be compensated at a rate determined by the County Board. The Vice-Chairperson and Individual County Board Members shall receive a per diem equal to that of other County Board members per meeting and be reimbursed for mileage as articulated item D of this section.
- B. The Vice-chairperson shall only receive the above-stated per diem when serving in the Chairperson's absence of any and all capacities. If the Chairperson requests that the Vice-Chairperson attend a meeting, and so endorses this request on the committee meeting attendance sheet, the Vice-Chairperson shall upon the approval of the Finance committee, receive per diem and mileage.

- C. In the event that a committee member is not able to attend a meeting, that committee member, with the consent of the Chairperson or Vice-Chairperson, may substitute with another member not on the said committee. The Chairperson may request that additional members be present for certain meetings. The member substituting shall receive per diem and mileage for said meeting.
- D. Mileage reimbursement is calculated using the designated Internal Revenue Service rate. The committee members shall be entitled to mileage reimbursements, as stated above, which shall be computed and limited to the distance from the members' residence to the place of the meeting and for the return to that residence.
- E. The following activities may be claimed by the Vice-Chairperson and individual board members for per diem and mileage:
 - 1) Regular and special meetings of the County Board. Attendance is determined in the minutes and shall be listed on the monthly voucher.
 - 2) Meetings of Board Committees to which assigned.
 - 3) Meetings of other Board Committees when attendance is requested by the Board Chairperson in order to coordinate activities of the committees or to provide expert information. The Chairperson of a committee, the County Board Chairperson or Vice-Chairperson may appoint a substitute for a member of a committee not in attendance.
 - 4) Meetings of organizations in which the Board holds memberships when so assigned by the Board Chairperson.
 - 5) Meetings or activities of a special committee or task force appointed by the Board Chairperson.
 - 6) Meetings, conferences or conventions of other organizations when representing the County Board in an official capacity as designated by the Board Chairperson. Meetings, when attendance is strictly optional, even though the invitation resulted from membership on the Board, are not claimable. If those meetings occur over multiple days, one per diem per day may be turned in.
 - 7) Attendance at meetings or activities when transacting County Business at the request of the Board Chairperson.
- F. If a member attends two (2) or more meetings in any calendar day only one per diem will be paid. The additional meeting (s) should be listed on the voucher with a line through the amount column. Mileage may be claimed for the additional meetings if additional travel is involved.
- G. Vouchers **must** be submitted to the Administrative Assistant within 60 days of the date of the meeting.

VII. Payroll Voucher Process for All County Board Members

- A. All Payroll Vouchers **must** be filled out in full and signed by the Board Member requesting the reimbursement within 60 days of the meeting.
- B. The Payroll Voucher **must** be turned in, no later than 60 days after the meeting, to the Administrative Assistant at the Administrative Building who will review the vouchers and remit them to the Finance Committee for approval.
- C. Once the Finance committee has approved the voucher, the County Clerk will remit them to the Treasurer's Office for payment.

- D. Payment shall occur within two pay periods of Finance committee approval.
- E. Per IRS rules, travel vouchers **must** be submitted within 60 days to be considered timely. Failure to submit voucher in a timely manner could result in Finance Committee denying the claim.
- F. When attending special/outside meetings, verification of attendance must be provided and included with the voucher when submitted.
 - 1. It is incumbent on the board member to provide adequate evidence of attendance, which includes a sign-in sheet, written letter from the organizer, or other acceptable documentation.
 - 2. The Board Secretary shall not forward a meeting for payment without adequate documentation.

VIII. Roles and Responsibilities of the Chairperson of the County Board

The presiding officer of the County Board shall be known as the Chairperson of the County Board. The Chairperson of the County Board shall have the following powers and duties:

- A. Partner with all 17 board members, elected officials and department heads and the County Administrator to develop a foundation of trust, integrity and a spirit of cooperation among all to ensure that the Grundy County residents are served in the best capacity by the County Board.
- B. Lead the challenge of ensuring that all required county services are provided to the public through the most efficient means possible while providing the highest levels of customer service.
- C. Preside at all meetings of the County Board as schedule permits.
- D. Attend as many committee meetings as possible and may participate in discussion at said committee meetings. The Chairperson may not vote at the meetings, except when a quorum of regular members is not present in which instance he/she may serve as a temporary member and vote. The Chairperson may also cast a vote to break a tie at all meetings.
- E. Appoint all committee members of each County Board committee and the Chairperson and Vice Chairperson thereof. Such appointments shall be with the advice and consent of the Board.
- F. Appoint, with approval of the County Board, the members to various boards, in accordance with State statutes. Each oversight committee may provide and /or require the provision of such information or documents from any appointee as may be reasonable under the circumstances.
- G. Serve as local liquor control commissioner of Grundy County and may appoint a committee to assist in the exercise of those powers and duties.
- H. Shall have such other powers and duties as the State statutes or the County Board may direct.
- I. Appoint an Ad Hoc Committee or Task Force to deal with temporary matters that are not the responsibility of a standing committee.
- J. Appoint board members to represent the County in other organizations.
- K. Remove and replace any committee member for three unexcused absences or malfeasance. Committee replacements shall require the advice and consent of the Board in the same manner as original appointments.

IX. Roles and Responsibilities of the Vice-Chairperson of the County Board

After the Chairperson, the next presiding officer of the County Board shall be known as the Vice-Chairperson of the County Board. The Vice-Chairperson of the County Board shall have the following powers and duties:

- A. Partner with all 17 board members, elected officials and department heads and the County Administrator to develop a foundation of trust, integrity and a spirit of cooperation among all to ensure that the Grundy County residents are served in the best capacity by the County Board.
- B. Co-lead the challenge of ensuring that all required county services are provided to the public through the most efficient means possible while providing the highest levels of customer service
- C. Partner with the Chair to ensure that the County has a harmonious plan among all departments and within all committees to achieve overall vision and goals.
- D. In the temporary absence of the Chairperson of the County Board, the presiding officer of the County Board shall be the Vice-Chairperson. The Vice-Chairperson shall have the following powers and duties:
 - 1) He/she presides at all meetings of the County Board in the absence of the Chairperson.
 - 2) He/she may attend the meetings of all committees of the County Board and may participate in discussions at those meetings, but he/she may not vote at the meeting, nor shall he/she be counted for the purpose of determining whether a quorum exists, unless he/she is a member of that committee, in which case he/she would have all the rights of a committee member.
 - 3) He/she may also vote at a committee meeting, when representing the Board Chairperson, if the Chairperson would be permitted to vote.
- E. Have such further powers and duties, as the Chairperson of the County Board shall determine.
- F. In the event the Chairperson is unable to continue in his/her duties, the Vice-Chairperson shall immediately assume the Chairperson duties without additional compensation. A new Chairperson shall be elected at the next regularly convened County Board meeting.

X. Full County Board Meeting Agenda

Any matter of business, including committee reports or recommendations, shall be filed in writing with the County Clerk no later than four days prior to the next Board meeting to ensure a proper place on the meeting's agenda. The County Clerk must provide to each Board Member a copy of the agenda in written or electronic form. The Chairperson of the Board will have the privilege to alter the prepared agenda when he/she feels a matter of business must be discussed without delay.

The regular order in which business shall be considered by the County Board at all meetings of the Board other than special meetings is as follows:

- A. Meeting to be called to order

- B. Pledge of Allegiance to the Flag of The United States of America
- C. Roll Call
- D. Recognitions
- E. Public Comments
- F. Regular Agenda
- G. Old business
- H. New business
- I. Executive Session (if needed)
- J. Announcements
- K. Review "Something good for Grundy County"
- L. Adjournment

XI. Conduct at County Board Meetings

The following rules and procedures are to be adhered to at all County Board meetings:

- A. The Chairperson shall preserve order and decide all questions of order without debate. The Chairperson may seek advice from the Board Parliamentarian before deciding the question.
- B. Every member or guest prior to speaking shall address the Chairperson and then confine comments to the question under consideration.
- C. When a question is put, every member shall vote thereon unless a possible conflict of interest is shown between the Board Member and the matter presented for vote, or if excused by the Chairperson of the Board.
- D. No motion shall be debated or put unless seconded. When seconded, the Chair shall state it before being debated.
- E. A County Board Member must attend two-thirds (2/3) of the duration of the County Board meeting to be considered present for the purposes of collecting per diem.
- F. After a motion is stated by the Chairperson or read by the Clerk, it shall be considered in possession of the Board, but may be withdrawn by the mover on consent of the seconder at any time previous to a decision or amendment thereon.
- G. On most matters, the Chairperson shall have discretion to secure a voice vote. If the vote is all ayes, and no nays, the motion shall carry. If any nays are heard, a roll call vote shall be immediately taken and the result announced. On matters concerning actions concerning hiring or termination of employment and other matters where a record of the vote is deemed necessary, a roll call vote will be taken.
- H. Any one member can demand a roll call vote on any question.
- I. A motion for adjournment shall always be in order and shall be decided without debate, except that it cannot be made during the vote of another question or if a member is addressing the Board.
- J. The seating arrangement of the Board shall not be changed because of changes in membership. Individual members may change their seats by mutual agreement.
- K. All resolutions, proposals or ordinances will be referred to proper committees to study and report before the Board takes action.
- L. Action by the Board on any question referred to committee shall be on the original resolution, proposal or ordinance regardless of the committee report as favorable, unfavorable or divided.

- M. Budget amendments, ordinance changes, and fee increases shall be placed on file at a County Board Meeting Before being voted on at a subsequent County Board Meeting.
- N. A Board member may be appointed to act as the Board Parliamentarian.
- O. A Member declared to be out of order by the Chair shall immediately cease speaking. The decision of the Chair shall be final.

P. Public Comments

The Grundy County Board is pleased to provide an opportunity for the public to comment on issues of importance to the County. The public comment agenda item is always near the beginning of the meeting to provide the opportunity for opinions to be expressed before the Board acts upon issues. In order to provide time for all to be heard and for the Board to carry on its business the following guidelines are provided:

- 1) Persons who wish to comment should sign in prior to the meeting on the register sheet at the table just inside the door. Requested information includes name and address. If representing an organization, state the name of the organization.
- 2) Verbal comments should be limited to no more than five minutes. Longer comments may be submitted in writing, 21 copies should be provided.
- 3) Comments should be in good taste and respectful of everyone.
- 4) Personal comments or attacks on individuals will not be tolerated.
- 5) When comments on a single issue become repetitive, the Chairperson may elect to close comments on that issue.
- 6) Public comments are intended as a means for citizens to convey their thoughts and ideas to the Board. Board members do not respond or debate issues raised, but may ask questions to clarify a speaker's position. Since much of the detail work of the Board occurs in committees, citizens are encouraged to attend committee meetings. Meeting schedules are posted in the committee room, at the reception desk in the Administration Building, and in the County Clerk's office in the Courthouse.

XII. Conduct at Committee Meetings

- A. Committee meetings and meeting date / time changes shall be by the order of the Board, the Board Chairperson, or at the call of the Committee Chairperson.
- B. The second person appointed to each Committee shall serve as Vice Chairperson of such Committee.
- C. The County Board Chairperson or Vice Chairperson may appoint a substitute for a member of a committee to use as an alternate to fill in when there is a lack of a quorum in said committee.
- D. The Chairperson of the Committee shall certify that the members attending the meeting signed the attendance sheet in his/her presence.
- E. The Chairperson of a Committee is responsible to ensure that the meeting is conducted in accordance with the open meetings act and each member/guest prior to speaking shall address the Chairperson and then confine comments to the question under consideration.

- F. Each Committee whose committee has the responsibility for approving claims shall review and compare the monthly department expense recap to the Treasurer's report on a quarterly basis. Substantive variations from budgeted amounts either income or expenses, and the reason for the variation shall be reported to the Finance Committee by the committee chairperson.
- G. The Chairperson of a Committee or designee shall prepare an agenda at least four (4) days prior to the scheduled meeting and post it in an approved location.
- H. The Chairperson of a Committee shall be responsible to ensure that notes are taken and minutes prepared of each meeting. The Administrative Assistant or designee available for this duty, when meetings are held during normal office hours and is available for meetings held at other hours when arrangements are made for his/her presence at least two (2) days in advance.
- I. The Chairperson of a Committee shall verify the attendance slip and minutes are forwarded promptly to the Board Secretary and to be placed on file. Transcribed minutes shall be sent to the County Clerk and provided to each Board member.
- J. The Chairperson of a Committee shall hold meetings in accordance with "Robert's Rules of Order".
- K. The Chairperson of a Committee can make or second motions during the meeting, and shall also be a voting member of the committee on all items under consideration.
- L. The Chairperson of a Committee shall verify the minutes of any closed sessions are written and recorded. Minutes of any closed sessions shall be reviewed every six months and the determination shall be made whether to continue them closed or to open them to public view.
- M. Committees shall promote communications, coordination and cooperation among each of the departments for which it has oversight authority and the County Board.
- N. Committees shall assist in determining the recommended budget to the Finance Committee, for the following year, for each of the departments of which it has oversight authority .
- O. Committees shall partner with the County Administrator to provide an annual performance evaluation for the department heads of the departments for which it has oversight authority.
- P. A County Board Committee Member must be present at two-thirds (2/3) or more of the duration of a Committee Meeting to be considered present for the purposes of collecting per diem.

XIII. County Board Committees

The County Board shall have the following committees with the responsibilities listed below. Standing committees shall consist of odd numbered groups of between three to seven members as determined by the Chairperson and approved by the Board.

Finance Committee

- A. Meets the Monday preceding the County Board meeting, and on the Monday two weeks thereafter, or as designated by committee calendar.
- B. Provides general oversight of the Treasurer Department.
- C. Prepares the annual appropriation budget of all departments and levy resolutions for the approval of the County Board.

- D. Partners with the Grundy County Administrator and Treasurer to develop and implement a plan of how the county administration should be structured and what services should be provided.
- E. Department leaders may procure goods and services totaling up to \$10,000 provided the dollar amount is within the approved departmental budget. Committee approval is required for all purchases between \$10,001 and \$20,000. County Board approval is required for expenditures greater than \$20,000. The County Administrator, Committee Chair or County Chairman may approve urgent safety or critical infrastructure needs.
- F. Annual renewal of existing software licenses or software subscriptions shall not require prior committee approval during the terms of the contract.
- G. Elected Officials and Department Heads have authority to hire new employees provided the position is in the approved budget and has a job description approved by the Personnel Committee.
- H. Develop annually a rolling three-year financial forecast and implements plan for long-term solvency of Grundy County.
- I. Establishes a cost reduction model and framework that drive increases in efficiency on a year over year basis.
- J. Examines monthly the Treasurer's financial reports and to take such action or make such inquiries as may be necessary to carry out the statutory financial oversight functions of the Board.
- K. Initiates annual audits of various county funds as required by statutes and to investigate any irregularities or problems discovered by such audits.
- L. Initiates special audits of county funds as deemed necessary by the committee.
- M. Provides monthly revenue and expense report to full board for review.
- N. Authorizes any proposed expenditure that exceeds a budgeted line item.
- O. Acts upon emergency expenditures when such expenditures must be made between regular Board meetings and to report such actions to the Board at its next meeting.
- P. Confers with the Personnel Committee, on an annual basis, to recommend salary adjustments for the following budget year.
- Q. Confers with the Personnel Committee to review all tentatively approved Labor Union Contracts and make a joint recommendation on such contracts to the County Board.
- R. Reviews monthly financial claims against the county. The review shall assure that invoices or receipts indicating the date of the charges and the articles or services for which made support all vouchers. The responsible officer or department head shall have signed vouchers ahead of the meeting. Claims not properly documented shall be returned to the officer or Department head incurring the indebtedness for clarification or reconsideration.
- S. Audits and approve claims presented by the board standing committees for each of the departments for which it has oversight authority.
- T. Conduct necessary acts and / or employs resources relative to any county construction project, as necessary, to avoid the imposition of a mechanics lien. This includes, but is not limited to, requiring all contractors to deliver a sworn affidavit listing all sub-contractors employed along with a waiver of lien from each subcontractor.

Personnel, Insurance, Education, and VAC Committees

- A. Meets the Thursday following the regular County Board meeting or as designated by committee calendar.
- B. Provides general oversight of Administration, Human Resources, Veterans Affairs Commission, and Regional Office of Education
- C. Partners with the Grundy County Administrator, Human Resource Director, VAC, and Regional Office of Education Superintendent to develop and implement a plan of how the administration, human resources and regional office of education departments should be structured and what services should be provided.
- D. Department leaders may procure goods and services totaling up to \$10,000 provided the dollar amount is within the approved departmental budget. Committee approval is required for all purchases between \$10,001 and \$20,000. County Board approval is required for expenditures greater than \$20,000. The County Administrator, Committee Chair or County Chairman may approve urgent safety or critical infrastructure needs.
- E. Annual renewal of existing software licenses or software subscriptions shall not require prior committee approval during the terms of the contract.
- F. Elected Officials and Department Heads have authority to hire new employees provided the position is in the approved budget and has a job description approved by the Personnel Committee.
- G. Partners with broker to develop and implement a robust safety plan for all employees and visitors.
- H. Partners with Regional Office of Education to ensure that education requirements are enforced for Grundy County school systems
- I. Reviews monthly report from the Grundy County Veterans Assistance Commission (GCVAC) and provide feedback to determine how the committee and the GCVAC can partner together to continuously improve the quality of services provided to the Grundy County Veterans.
- J. Administers Grundy County's responsibility to appropriately provide assistance to indigent military veterans.
- K. Authorizes all wage and salary adjustments including probationary, annual or special which are within the appropriate salary line items.
- L. Establishes and maintains an organizational chart of all county offices and departments.
- M. Ensure that job descriptions of each position are accurate for all personnel employed by the county. The Personnel Committee approves all job descriptions, titles, changes, and deletions.
- N. Establishes plan to implement performance based merit increases for all non-bargaining-unit employees.
- O. Establishes and implements plan to provide 360 degree feedback to each employee on an annual basis.
- P. Serves as the principal point of contact between Grundy County Employees (singly or collectively) and the Grundy County board on grievance matters and salary disputes.

- Q. Works within the broadest interpretation of Personnel Management to continuously improve relationships between all county employees, elected officials and the Grundy County Board
- R. Interprets and implements Grundy County Personnel Policies.
- S. Hears and make decisions on grievances brought to it by employees or their representative labor organization.
- T. Supervises and review the update, at least every three years, of the Grundy County Personnel Manual, the Department Head Manual, including policies and procedures, and the Safety Handbook.
- U. Reviews and approves all requests for the creation of new positions and job reclassifications.
- V. Ensures that all employee evaluations are completed on an annual basis.
- W. Confers with the Finance Committee to review all tentatively approved Labor Union Contracts and make a joint recommendation on such contracts to the County Board
- X. Reviews, at least annually, all county health, dental, vision and life insurance benefit programs. Establishes premiums, loss ratios and other factors that affect the value and costs of all benefits while keeping the county board fully informed
- Y. Recommends practical loss control and prevention measures to minimize health insurance costs.
- Z. Partners with our broker to understand changes in the insurance market and how those parameters affect the county health insurance.
- AA. Ensures that county employees receive adequate information relative to health insurance benefits and the correct method to file claims.
- BB. Proposes changes in the health insurance program to the finance committee that affect the County from a financial perspective.
- CC. Ensures that all facilities have designated emergency procedures in place including, but not limited to, evacuation, severe weather and an active shooter. Each building and area must have designated, trained leaders that will oversee the emergency and ensure that all employees are accounted for

Tax, Geographic Information System, Technology and Elections Committee

- A. Meets the Wednesday prior to the regular County Board meeting or as designated by committee calendar
- B. Provides general oversight of the Supervisor of Assessments, GIS, Technology, Elections Departments and Clerk's office.
- C. Partners with the Supervisor of Assessment, GIS Director, Technology Director, and the County Clerk to develop and implement a plan of how these departments should be structured and what services should be provided.
- D. Department leaders may procure goods and services totaling up to \$10,000 provided the dollar amount is within the approved departmental budget. Committee approval is required for all purchases between \$10,001 and \$20,000. County Board approval is required for expenditures greater than \$20,000. The County Administrator, Committee Chair or County Chairman may approve urgent safety or critical infrastructure needs.

- D. Annual renewal of existing software licenses or software subscriptions shall not require prior committee approval during the terms of the contract.
- E. Elected Officials and Department Heads have authority to hire new employees provided the position is in the approved budget and has a job description approved by the Personnel Committee.
- F. Advises the Grundy County Board on all matters relating to growth, including residential, commercial and industrial growth and the economic opportunities and challenges associated with that growth.
- G. Ensure that the Supervisor of Assessments develops and implements a plan to review all of the land parcels, in Grundy County, every four years and ensure that the parcel is assessed properly.
- H. Partners with the Grundy Economic Development Council and the municipalities in Grundy County to promote business growth.
- I. Coordinates and oversees the operation of the property tax system and recommends periodically beneficial changes in local policies and state laws.
- J. Makes recommendations to the County Board regarding tax matters.
- K. Partners with the Supervisor of Assessments on relevant pending legislation, taxation issues, and taxes paid under protest.
- L. Partners with the Treasurer, County Clerk, and Supervisor of Assessments to promote timely and accurate taxing procedures and the collection and distribution of taxes to the various taxing bodies.
- M. Hears, reviews and approves requests for tax abatements under the Grundy County Abatement Policy.
- N. Oversees the development and implementation of all new assessment technology as required by the County Board.
- O. Ensures that the technology director implements a plan to provide as much information as possible, in an efficient manner, on the Grundy County website for the residents to be fully informed of all County business. Ensures that website is updated and maintained on a regular basis to provide efficient, clear information to the public.
- P. Receives reports, from technology director, on emerging and developing technology to ensure that Grundy County is adequately positioned to meet its future needs in the most efficient and economical manner.
- Q. Reviews purchases, leases, contracts, and rental of all technology in the County including, but not limited to, computers, software, copy machines, office equipment and communication technology.
- R. Meets with the County Clerk, prior to Elections involving the County and aids the clerk in matters pertaining to elections including the selection of polling places.
- S. Audit the "Per Diem" of judges of all elections.
- T. Makes recommendations to the Grundy County Board regarding the divisions of township precincts as needed.
- U. Partners with County Clerk to make recommendations on the rate of pay for election judges.

Legislative, Law and Justice, EMA, and Facilities Committee

- A. Meets the Thursday prior to the regular County Board meeting or as designated by committee calendar.
- B. Provides general oversight of the following departments:
 - 1. Circuit Clerk
 - 2. Judiciary
 - 3. Probation
 - 4. Public Defender
 - 5. Sheriff
 - 6. Coroner
 - 7. Facilities
 - 8. Emergency Management
- C. Partners with the Circuit Clerk, Judicial, Probation, Public Defender, Sheriff, Coroner, Emergency Management Director to develop and implement a plan of how these departments should be structured and what services should be provided.
- D. Department leaders may procure goods and services totaling up to \$10,000 provided the dollar amount is within the approved departmental budget. Committee approval is required for all purchases between \$10,001 and \$20,000. County Board approval is required for expenditures greater than \$20,000. The County Administrator, Committee Chair or County Chairman may approve urgent safety or critical infrastructure needs.
- E. Annual renewal of existing software licenses or software subscriptions shall not require prior committee approval during the terms of the contract.
- F. Elected Officials and Department Heads have authority to hire new employees provided the position is in the approved budget and has a job description approved by the Personnel Committee.
- G. Recommends policies and ordinances that will promote law and order in Grundy County.
- H. Serves as a liaison between the Judicial System and the Grundy County Board.
- I. Approves the policies and operations of the Emergency Management Office.
- J. Oversees the development, revision and implementation of emergency operations plans and makes recommendations to the County Board regarding emergency planning.
- K. Ensures the enforcement of County, State and Federal laws regarding emergency management and develops new ordinances as needed.
- L. Participates, as needed, in emergency operations and drills.
- M. Ensures that all county buildings, offices and conference and board rooms are fully utilized in the most efficient manner to deliver services to the Grundy County residents.
- N. Supervises the maintenance, repairs and new construction of all facilities owned or leased by the County. Makes or oversees the periodic inspections of the physical condition of the County facilities. Reports findings and recommendations to the Board.
- O. Establishes and supervises routine inspections of all Grundy County facilities including, plumbing, heating, HVAC, electrical, parking facilities, and landscaping.

- P. Establishes long term plans for maintenance, repair and renovation of County facilities. Ensures that the facility manager establishes the appropriate short-term priority of scheduled maintenance and repair of all county facilities, grounds and parking lots.
- Q. Develops or oversees the development of specifications for any contractual maintenance, repair or renovation of the County facilities; and submit to the County Board for approval prior to seeking bids.
- R. Analyzes bids for building construction, maintenance and repair and prepare recommendations to the County Board.
- S. Partners with the Sheriff's office to manage the space allocation within in the Courthouse. Manages space allocations within the Grundy County Administration Center as well as all other County facilities to ensure that each department has the right amount of space to effectively deliver necessary services.
- T. Reports the progress of County building projects to the Grundy County Board.
- U. Oversee the implementation and process to conduct an annual inventory of all Grundy County insured properties.
- V. Assists the County Board Chairperson in approving the recommendations for persons nominated to various boards for which the County Board is the appointing authority.
- W. Provides recommendations relative to persons seeking office when the County Board is the appointing authority.
- X. Serves as liaison with other governmental agencies as a means to promote communications and coordination.
- Y. Keeps the Grundy County Board informed on all proposed State Legislation affecting the County Board and makes recommendations as to the action the Board should take regarding such legislation.
- Z. Maintains a close alliance with Illinois state legislators representing Grundy County and to make known to state and federal legislators, the needs and requirements of Grundy County and other local governmental bodies.
- AA. Assists and advises the Grundy County Board Chairperson in his/her or her role as Grundy County Liquor Commissioner. The committee assists in verifying the qualifications of applicants for new and renewal of liquor licenses applications to ensure:
 - 1. Proper classification
 - 2. Proper Zoning
 - 3. Complaints are managed
 - 4. Proper personal applicant records
 - 5. Compliance with health ordinances
- BB. Conducts hearing on complaints of improper conduct of licensed liquor establishments and make investigations, if in the opinion of the committee, such investigation is warranted.
- CC. Recommends action, including suspension or revocation of the license of any liquor establishment, which has violated the County ordinances covering the operation of such establishment.
- DD. Makes recommendations to the County Board for additional liquor licenses, or deletion of existing licenses and changes in ordinances regulating the operation of liquor establishments or the enforcement thereof.

Highway, Animal Control, and Grundy County Transportation Committee

- A. Meets the second Thursday following the regular County Board Meeting or as designated by committee calendar.
- B. Provides general oversight of the Highway, Animal Control and the Grundy County Transportation Departments.
- C. Department leaders may procure goods and services totaling up to \$10,000 provided the dollar amount is within the approved departmental budget. Committee approval is required for all purchases between \$10,001 and \$20,000. County Board approval is required for expenditures greater than \$20,000. The County Administrator, Committee Chair or County Chairman may approve urgent safety or critical infrastructure needs.
- D. Annual renewal of existing software licenses or software subscriptions shall not require prior committee approval during the terms of the contract.
- E. Elected Officials and Department Heads have authority to hire new employees provided the position is in the approved budget and has a job description approved by the Personnel Committee.
- F. Partners with the Grundy County Highway Engineer, Animal Control Director, and Grundy County Transit Director to develop and implement a plan of how these departments should be structured and what services should be provided.
- G. Partners with the Legislative, Law Enforcement, EMA, and Facilities Committee to supervise the maintenance of the equipment buildings and grounds of the County Highway Department.
- H. Maintains a rolling five-year plan for construction, repair and maintenance of County roads and County and township bridges.
- I. Partners with neighboring counties and developers within Grundy County to develop and implement a strategic infrastructure plan for future growth opportunities.
- J. Provides recommendations of funds needed to implement the plans for construction, repair and maintenance of County / township roads and bridges to the County Board.
- K. Acts as a cross check for the County Bridge and County Highway accounts, kept by the County Treasurer, which are maintained as separate accounts.
- L. Hears requests, petitions, for township bridges and make recommendations to the Board for dispositions or actions.
- M. Authorizes repairs for township bridges, where in the opinion of the Committee, emergency action is deemed necessary.
- N. Calls on proper law enforcement agencies to enforce the State statutes, County laws and ordinances, involving the County highway and bridge system.
- O. Procures, by purchase or condemnation proceedings, all right-of way necessary for the building, repairing or updating of County highways.
- P. Works with the Land Use Committee to insure that plans for developments protect the health and welfare of the County.
- Q. Ensures that, on an annual basis, physical inspections of all County highways and bridges is conducted.
- R. Oversight of animal control programs, fees, and policies.

- S. Reviews Intergovernmental Agreements with other units of governments for animal control services.
- T. Negotiates contracts with transportation companies and monitors their operational performance.
- U. Partners with other governmental agencies to properly manage the Grundy County Transit System (GTS).

Land Use Committee

- A. Meets the fourth Wednesday of the month, or as designated by committee calendar.
- B. Provides general oversight of the Land Use and Environmental departments.
- C. Department leaders may procure goods and services totaling up to \$10,000 provided the dollar amount is within the approved departmental budget. Committee approval is required for all purchases between \$10,001 and \$20,000. County Board approval is required for expenditures greater than \$20,000. The County Administrator, Committee Chair or County Chairman may approve urgent safety or critical infrastructure needs.
- D. Annual renewal of existing software licenses or software subscriptions shall not require prior committee approval during the terms of the contract.
- E. Elected Officials and Department Heads have authority to hire new employees provided the position is in the approved budget and has a job description approved by the Personnel Committee. Partners with the land use and environmental directors to develop and implement a plan of how the Land Use, and Environmental Departments should be structured and what services should be provided.
- F. Partners with the Grundy County Economic Development Council, local developers and advocates to promote business and infrastructure growth within Grundy County.
- G. Reviews and provide recommendations to local municipalities and developers on the feasibility of proposed subdivisions and inspect the sites during development
- H. Reviews all tentative and final plats to ensure proper zoning, County code and ordinance requirements, before they are submitted to the County Board for final approval.
- I. Prepares and maintains current building and zoning ordinances as well as changes and amendments. Submits them for approval by the County Board while supervising the maintenance of current records of the ordinances and amendments.
- J. Supervises the enforcement of the building and zoning ordinances and directs the enforcement of the standard operating procedures through legal channels within the scope of the ordinances.
- K. Authorizes the preparation and perpetuation of procedures for the mapping and recording of County zoning.
- L. Oversees the planning for land use, water, sewage, and drainage for Grundy County. The Committee shall review recommendations of the Land Use department and recommend action to the County Board.

- M. Partners with the Highway Committee and the Grundy County Board of Health in the areas involving construction, zoning, and highways where County health and welfare are affected.
- N. Leads the development and implementation of the Grundy County Comprehensive Plan. Partners with the other committees to ensure that a detailed, well thought out plan is implemented for the benefit of the Grundy County residents.
- O. Updates and monitors the implementation of the school site donation ordinance and other impact fees as established.
- P. Oversees the development, revision, and implementation of the County Solid Waste Management Plan and to make recommendations to the board regarding waste management planning.
- Q. Provides the Land Use Director with guidance and direction regarding local implementation of State and federal laws.
- R. Ensures the enforcement of applicable laws regarding solid waste management and to recommend County ordinances as necessary.
- S. Coordinates and communicates the mitigation of solid waste and State statute issues as well as other governmental unit questions or concerns.
- T. Evaluates and prepares recommendations for the Grundy County Board on all matters relating to the environment (e.g. wetland protection, air, water, and land pollution).

PASSED AND ADOPTED THIS 8th day of January, 2019.

SIGNED:

ATTEST:

Chris Balkema
Grundy County Board Chairman

Kay T. Olson
Grundy County Clerk