

**County Facilities Committee
Tentative Minutes
August 13, 2019**

1. Call Meeting to Order: Chairman Typer called the meeting to order at 12:58 p.m. Present: Fox, Kenney, McLester, Reising and Sulser. Others: Corbitt, Finfrock and Sheriff Brian VanVickle. Absent: Griffin.
2. Approval of Minutes – July 9, 2019: Motion by Fox to approve the minutes as presented, 2nd by Sulser. Motion carried.
3. Public Comment: None
4. Project Status Report: Sheriff VanVickle went through the list.
 - EOC Skylight (start 7/19) – the warranty work should start this week
 - Judicial Center Compressor (start 7/19) – this fall or when it fails if sooner
 - Communication Tower Extension (plan complete 6/19) – no report
 - Courthouse Exterior Planters & Replacement of Red Sidewalk Inserts (started 6/2018 – to be completed 5/2019) – completed
 - Focus House Electrical Outside Wiring (started 6/2018 – to be completed 5/2019) – completed
 - Weld Park Trees (started 7/2018 – completed 5/2019) – completed
 - Move Iron Mike (started 10/2018 – to be completed 6/2019) – discussion was held
 - Pines Road Annex Repair List (started 11/2018 – to be completed 1/2019) – completed
 - Tuck Point Repair – 3rd Floor wall (started 1/2019 – to be completed 6/2019) – wall repair has not been addressed
 - Judicial Center Lactation Room (start 2/2019 – to be completed 6/2019) – completed
 - Focus House Sidewalks (start 4/2019 – to be completed 5/2019) – no report
 - EOC Generator (start 4/2019 – to be completed 6/2019) – some progress has been made
 - Accounting Code Tracking (start 3/2019 – to be completed 6/2019) – will not be implemented in New World until 2020 budget cycle
 - Weld Park Electric Upgrade (start 4/2019 – to be completed 6/2019) – this may be pushed off till 2020 budget
 - Weld Park Septic – (to be completed 5/2019) – completed
 - Weld Park Road Repair – (to be completed 5/2019) – County Engineer Ciesiel will work on the road when they are in the area
 - Judicial Center Lighting – will replace as they fail (completed 5/2019) – no report
5. LRP/IT Update: None
6. Old Business – 510 Lincoln Hwy Cleaning Bill: Sheriff VanVickle stated all bills are paid.
7. New Business
 - County Credit Card Policy Review: Typer questioned his procedure for credit cards. VanVickle stated he is the only one that has a credit card and purchase requests are given to him. The only time an employee has the card is if they are on an extended

training trip or transporting prisoners. Kenney asked if his policy follows the County policy. VanVickle stated his is stricter since he is the only one that has the card. Discussion continued regarding the Ogle County Credit Card Log Sheet. Sulser felt that the charge accounts such as Menards should be broken down per building, etc. VanVickle would implement that change with the next budget cycle. Typer would like to see the log sheet as it is not turned in with the bills.

- Budget Performance Report/Issues: VanVickle informed the Committee that they could request the report from Treasurer Beck at any time.
- 2020 Budget Proposal: VanVickle stated the only thing he increased was salary lines and Weld Park maintenance line.

8. Approval of Bills

- Credit Card Billing: None
- Department Billing: \$66,331.47 - Motion by Reising that the department billing has been reviewed, 2nd by Kenney. Fox questioned the Stenstrom Excavation invoice; VanVickle stated the description is wrong. Motion carried.

9. Closed Session: None

10. Adjournment: With no further business, Chairman Typer adjourned the meeting. Time: 1:59 p.m.

Respectfully submitted,
Tiffany O'Brien

APPENDIX P - County Credit Card Policy (R-2013-0807)

PURPOSE

The purpose of the Ogle County Credit Card policy is to:

- Assure sufficient controls of Ogle County expenditures by the Ogle County Board
- Provide efficient and alternative means of payment for approved expenses
- Prevent inappropriate credit card expenditures in conducting Ogle County business

AUTHORIZATION POLICY

If possible, the preferred method of payment for purchases by Ogle County Departments is by a check drawn from the appropriate line item of a departmental budget. Ogle County credit card issuance must be approved by each departmental oversight committee and the Finance Committee. Department Heads are responsible for all cards issued to their department, and the use of those cards by their employees. All purchases by credit card must comply with all Federal, State and County statutes, rules and policies.

The use of credit cards shall be closely monitored by each Department's oversight committee and/or the Finance committee. If it is determined by the oversight committee and/or Finance Committee that the credit card usage exhibits consistent, repetitive credit card policy violations, the Ogle County Finance Committee may discontinue credit card privileges for said Department.

CONTROLS AND PROCEDURES

Departments wishing to obtain a credit card will provide a written request for credit card on the Ogle County Credit Card Request Form (Attachment A) to their departmental oversight committee for review and approval. The request will then be forwarded to the Finance Committee for final approval. Only credit cards in the name of Ogle County will be issued. All rebates earned with credit card use shall remain with the Department responsible for such use and shall only be credited to the credit card balance due. When applying for a card, the Department Head will establish the single transaction and monthly transaction limits for each card. Upon approval of the request by the department oversight committee and Finance Committee, the Chair of the Finance Committee and the County Treasurer will complete and sign the necessary application for credit.

The Department Head will determine which employees will be allowed to use the Department credit card, and all transactions must be approved by the Department Head. A Department Head may at anytime, without notice to the employee, cancel use authorization. NO credit card will allow for "cash advances". Cardholders should make every effort to ensure that purchases do NOT include sales tax. Tax-exempt certificates are available through the County Clerk's office.

All original receipts must be obtained by the person using the card, and presented to the Department Head for reconciliation of the billing on the Ogle County Credit Card Log Sheet (see Attachment B). The log sheet must note names of persons involved in purchase, a precise explanation for, or description of, the purchase, and date of purchase. When using a credit card for meals, the purpose of the meeting, who attended the meeting, and location of the meeting shall be indicated on the Credit Card Log Sheet. Receipts handed in MUST be provided with date,

name of establishment and itemized detail of items purchased.

The Department Head will submit all documents with the monthly statement to their oversight committee for review and approval along with regular monthly Departmental bills. Upon request, the documents will also be forwarded to the Finance Committee for review.

The Department Head will cancel any lost cards immediately, and notify the Treasurer or the Chair of the Finance Committee. Credit cards will be used for business purposes only. Personal use is strictly prohibited, and will be subject to disciplinary measures. Any ineligible expense charged to a credit card will be the responsibility of the Department Head or the employee making that charge. No fees or interest charged by a card company because of late payment due to untimely submission of records to the Department's oversight committee will be paid. Unless there are extenuating circumstances, the Department Head will be responsible for those fees if they appear on the statement. Late fees or interest charged by a card company because of late payment due to committee inaction or non-approval of properly documented purchases will be the responsibility of the Finance Committee.

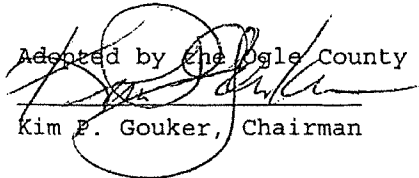
INELIGIBLE USES

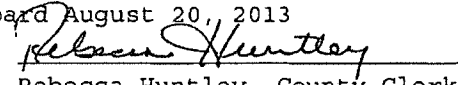
The credit cards may NOT be used for:

- Personal purchases
- Alcohol
- Cash advances
- Gas for personal vehicles
- Meal expenses which are included in a training or seminar
- Meal expenses which exceed the per diem rate as noted in the Travel policy

Splitting a single purchase into multiple transactions to avoid the transaction dollar limit is a violation of the use of a credit card. There will be a warning for the first offense. The card will be revoked for a second offense. Multiple transactions from the same vendor can be legitimate if purchases are separate items.

Adopted by the Ogle County Board August 20, 2013


Kim P. Gouker, Chairman


Rebecca Huntley, County Clerk

Attachment A
Ogle County Credit Card Request Form

This form is to be used by the Department Head to request issuance of Ogle County government credit cards for themselves or their employees. The form shall first be submitted to the respective departmental oversight committee for review and approval, and then to the Finance Committee for final approval. Upon approval by the Finance Committee, the Chairman of that committee and the Ogle County Treasurer shall complete any additional applications or requirements by the credit card issuing company. Additional forms may need to be completed by the Department Head or employee.

Department Name on Card: _____

Department Head or Employee Name: _____

Monthly Credit Card Limit: _____

Single Transaction Limit: _____

Employee Signature & Date: _____

Department Head Signature & Date: _____

Oversight Committee Chairman Signature: _____

Oversight Committee Approval Date: _____

Finance Committee Chairman Signature: _____

Finance Committee Approval Date: _____

IRON MIKE RELOCATION PROJECT

August 6, 2019

City Liaison – Mike Bowers (815) 631-1754, streetdummy1962@gmail.com

County Liaison – Don Griffon (815) 440-0505, dgriffon@oglecounty.org

Verbal Commitments to Date

(1) Martin and Company (Jerry Martin)

Removal of Iron Mike from existing base. Excavate and set new vault, lid and Iron Mike on new vault.
Provide base rock and sand.

(2) Ehmen's (Marty Bush)

Provide labor to install new water service and sewer service at time of Fire Hydrant replacement.
Provide labor to hook up new water and sewer to iron Mike

(Materials and parts costs to be split between County and City)

(3) Water Dept. (Dave Kent)

Replace existing fire hydrant, valve? Tap new water service for Iron Mike (if needed) and provide new curb stop (if needed), Demo existing vault.

(4) Brent Johnson

Provide labor to finish concrete flat work and brick stamping (concrete to be purchased by County and City)

(5) Street Dept. (Terry Plemmons)

Haul paving bricks from brush dump to relocation site (Bricks to be cleaned and stacked on pallets by others)
Miscellaneous labor and hauling

(6) Randy Travis

Install Ag Lime base, filter fabric, paving bricks and Polymer sand for the joints (Estimated at \$4,787.00 to be split between County and City?)

(7) Willett- Hofmann (Corey Buck)

Design layout and blueprints. Design and blueprint new vault and lid. Field inspection. Cost to be shared between County and City.

Will Iron Mike be sand blasted and painted? (I can check with some local companies to see if they would be willing to do this) Original color was black, but I think if we can match the green on the alley way arch, that would be awesome.

* Is the City going to pay upfront and be reimbursed by the County? This would make things easier on my end instead of having contractors bill each 1/2.

I am waiting on some info. from Corey concerning possibly using pervious concrete for the brick base to allow drainage.

I would like to see a sign that lists all who donate or volunteer to make this possible. Also an unveiling when complete would be nice.