

JONATHAN MCLEAN
MONROE COUNTY CLERK

MINUTES OF THE MEETING OF THE BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, ILLINOIS FEBRUARY 3, 2025

The meeting of the County Commissioners of Monroe County, Illinois was called to order at 8:15 a.m. by Chairman George E. Green.

The meeting opened with the Pledge of Allegiance.

Chairman George E. Green and Commissioner Vicki Koerber were present. Commissioner Doug Garmer joined the meeting via telephone. However, advance notice to participate by telephone was not received by the County Clerk as required by the County Code 1-10-3. Therefore, Commissioner Garmer will be marked as absent on all roll call votes.

Others present included State's Attorney Ryan Webb, County Clerk Jonathan McLean, Deputy Clerk Kara Etherton, Erin Lewis, Brad Hausmann, Zoning Administrator Chris Voelker, County Engineer Aaron Metzger, Scot Luchtefeld, Sidney Horn, Pat Kelly, Scott Woodsmall with the Republic-Times, and Sheila Wetzler.

Commissioner Koerber made a motion to approve the minutes of the January 21, 2025 regular Board Meeting. Second by Chairman Green. All voting Aye. None Nay. Commissioner Garmer absent. Motion carried.

Chairman Green asked for public comments.

Scot Luchtefeld asked the Board when the results of the 2024 Audit would be available. County Clerk Jonathan McLean stated that he did not believe that they had started the 2024 Audit yet. Mr. Luchtefeld then asked what Audit had previously been brought before the Board. Mr. Mclean stated that was the Audit for 2023. Commissioner Koerber stated that if he was talking about last May then yes it was FY 2023. She explained that the County had lost an Auditor in mid-term, but they had been able to scramble and get a new Auditor on and get everything done within the time required. Mr. Luchtefeld asked if the 2024 Audit would be done by the same firm as last year, and Mr. McLean confirmed it would be.

Pat Kelly said that he had two items to speak about. He asked the Board if they wanted him to buy a for rent sign for the ROE building as he was concerned that it was not currently being used. Chairman Green asked him what the second item was that he wanted to talk about. Mr. Kelly stated that he did not feel it was right that the Board did not take Scot Luchtefeld's recommendation for the Board of Review and instead appointed someone else. Commissioner Koerber explained that it was the Board's prerogative to do so as far as appointments. Chairman Green commented that the recommendation had also been reviewed by the Board of Appeals. Mr. Kelly again stated that he did not think it was right.

An application for use of the courthouse courtyard was the only item on the consent agenda. Commissioner Koerber made a motion to approve the 2025 Courtyard Bandstand Application request for the Waterloo Band to hold events on Tuesday evenings from May 27, 2025, to August 26, 2025. Second by Chairman Green. All voting Aye. None Nay. Commissioner Garmer Absent. Motion carried.

Commissioner Koerber made a motion to approve claims of \$10,000.00 or more. Second by Chairman Green. All voting Aye. None Nay. Commissioner Garmer Absent. Motion carried.

Oak Hill financials were on the agenda but there were no Oak Hill Financials to approve.

There was no unfinished business on the agenda to discuss.

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County Clerk Jonathan McLean proposed an Ordinance to Amend Article VII-Expense Reimbursement, Section 1-7-2 (B), (C), and (E). Mr. McLean stated that he wanted to eliminate a dollar amount in the code and would like to base the dollar amount on GSA rates. These rates can be found on the General Services Administration website, where you can search by city and time of year for accurate reimbursement amounts. He stated that the GSA rates show hotel stays as well as meal reimbursement and incidentals. Mr. McLean explained how the meal reimbursement pays 75% on the first and last days of travel and 100% on the days in between. Commissioner Koerber questioned those amounts and Mr. McLean explained that was a standard business practice because the first and last day of travel are not considered to be full travel days. Mr. McLean also stated that this proposed change will eliminate the need for meal receipts, all of which would help to make things more efficient when it came to processing invoices. McLean said that, if this policy is adopted, his office's audit responsibility will only be to check make sure the reimbursement is not more than the GSA per diem rate (available at www.gsa.gov/travel). Commissioner Koerber stated that she understood that an update to the code was needed, but she was uncomfortable with the idea of eliminating the practice of providing receipts. She stated she would not be willing to vote on this item yet. Commissioner Koerber then made a motion to lay over this item to the next meeting. Second by Chairman Green. All voting Aye. None Nay. Commissioner Garmer Absent. Motion carried.

Mr. McLean then proposed a new Miscellaneous Expense Policy Resolution to set new regulations and guidelines on miscellaneous expenses. McLean defined a miscellaneous expense as an expense that does not fit into the definition of the expense account that it is being coded to. He presented the Board with a draft of a new policy. He stated that his office is responsible for processing all the invoices for the County and that sometimes those expenses need to be questioned, explaining that this leads to time wasted, confusion and resentment between employees. He stated that if there were clear guidelines and regulations for these types of expenses it would eliminate most of his concerns. Commissioner Koerber said she was in favor of this but wanted more time to be able to talk with other department heads. Chairman Green stated that he was also in favor of this and said that there were some changes that he felt needed to be made in the draft proposal. Commissioner Koerber made a motion to table this item. Second by Chairman Green. All voting Aye. None Nay. Commissioner Garmer Absent. Motion carried.

Mr. McLean discussed policy relating to credit cards. He explained that in October, after discussions with Treasurer Kevin Koenigstein, it was decided that the Treasurer's office should monitor and maintain credit cards since his office is responsible for issuing credit cards to employees. Mr. McLean told the Board that the County should formally adopt a policy concerning the use of credit cards by employees. Commissioner Koerber asked if there was a list of all employees who currently have a county credit card. Mr. McLean said that the Treasurer's Office would have that information. Commissioner Koerber made a motion to table this issue until March. Second by Chairman Green. All voting Aye. None Nay. Commissioner Garmer Absent. Motion carried.

Mr. McLean next discussed with the Board the need for an Ordinance to remedy existing flag lot parcel access. He showed the Board a map detailing the flag shaped parcels and the possible access issues that they could present. County Engineer Aaron Metzger and Zoning Administrator were present and agreed that an ordinance to correct access to flag lot parcels would be helpful. They cited that the Clayton Meadows subdivision has such issues, as some properties can only be accessed by crossing into and across other properties. Mr. McLean explained that on July 1, 1995, zoning regulations were created to eliminate the creation of new flag lot parcels. He proposed the idea of creating a new ordinance that would allow for flag lot parcels to be reconfigured along one private lane.

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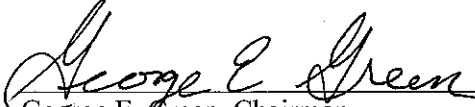
Commissioner Koerber made a motion to approve going into closed session for the purpose of litigation and personnel. Second by Chairman Green. All voting Aye. None Nay. Commissioner Garmer Absent. Motion carried. Resolution #25-8

Meeting closed at 9:45 a.m.

Commissioner Koerber made a motion to come out of closed session. Second by Chairman Green. All voting Aye. None Nay. Commissioner Garmer Absent. Motion carried. Resolution #25-9

The meeting was adjourned at 10:43 a.m. The next Board meeting will be on Monday, February 18, 2025.

Minutes approved on February 18, 2025, and filed for record in the County Clerk's office.


George E. Green, Chairman


Jonathan McLean, County Clerk

