

**COLES COUNTY BOARD**

**Regular Meeting**

**May 10, 2016**

The regular meeting of the Coles County Board was called to order at 7:00 p.m. with the following members present, Paul Daily, Mark Degler, Jan Eads, Dan Lawrence, Nancy Purdy, Cory Sanders, Marc Weber, and Mike Zuhone with Chairman Stan Metzger presiding. Absent was members Brian Marvin and Ron Osborne.

Following the Pledge to the Flag, the Invocation was given by Mark Degler.

Motion was made by Sanders, seconded by Weber to approve the April 12, 2016 County Board minutes.

AYES: Bell, Daily, Degler, Eads, Lawrence, Metzger,  
Purdy, Sanders, Weber, Zuhone (10)  
NAYS: None (0)  
ABSENT: Marvin, Osborne (2)

**RE-APPOINTMENT TO THE BOARD OF REVIEW**

Re-Appointment was made by Metzger, to appoint John Reardon to serve on the Board of Review for a two year term with the consent of the Coles County Board.

AYES: Bell, Daily, Degler, Eads, Lawrence, Metzger,  
Purdy, Sanders, Weber, Zuhone (10)  
NAYS: None (0)  
ABSENT: Marvin, Osborne (2)

**APPOINTMENTS TO PUBLIC HEALTH BOARD**

Appointments were made to the Public Health Board by Metzger to appoint Michael Gillespie, until June 2017 and re-appoint Stanley Hoffman, Phil Kepp and David Cole for a 3 year term, with the consent of the Coles County Board.

AYES: Bell, Daily, Degler, Eads, Lawrence, Metzger,  
Purdy, Sanders, Weber, Zuhone (10)  
NAYS: None (0)  
ABSENT: Marvin, Osborne (2)

**RE-APPOINTMENTS TO THE MENTAL HEALTH BOARD**

Re-appointments were made to the Mental Health Board by Metzger to re-appoint David Schilling and Robert Ames for a 4 year term, with the consent of the Coles County Board.

AYES: Bell, Daily, Degler, Eads, Lawrence, Metzger,  
Purdy, Sanders, Weber, Zuhone (10)  
NAYS: None (0)  
ABSENT: Marvin, Osborne (2)

#### **RE-APPOINTMENT TO THE 911 BOARD**

A re-appointment was made to the 911 Board by Metzger to reappoint Bryan Baker for a 3 year term, with the consent of the Coles County Board.

AYES: Bell, Daily, Degler, Eads, Lawrence, Metzger,  
Purdy, Sanders, Weber, Zuhone (10)  
NAYS: None (0)  
ABSENT: Marvin, Osborne (2)

#### **RE-APPOINTMENTS TO THE FARMLAND ASSESSMENT REVIEW BOARD**

Reappointments were made to the Farmland Assessment Review Board by Metzger to re-appoint James Wilson, Alan Metzger, and Gerald Coartney for a 2-year term, with the consent of the Coles County Board.

AYES: Bell, Daily, Degler, Eads, Lawrence, Metzger,  
Purdy, Sanders, Weber, Zuhone (10)  
NAYS: None (0)  
ABSENT: Marvin, Osborne (2)

#### **APPOINTMENT TO JURY COMMISSIONER**

Administrative Order No. 2016-3

For a copy of the resolution see page 3132

Motion by Daily, seconded by Zuhone to appoint Jerry Catron to serve as Jury Commissioner.

AYES: Bell, Daily, Degler, Eads, Lawrence, Metzger,  
Purdy, Sanders, Weber, Zuhone (10)  
NAYS: None (0)  
ABSENT: Marvin, Osborne (2)

## **RESOLUTIONS FOR THE SALE OF SURPLUS PROPERTY**

For a copy of the resolution see pages 3133 - 334

Upon motion by Purdy, seconded by Daily.

AYES: Bell, Daily, Degler, Eads, Lawrence, Metzger,  
Purdy, Sanders, Weber, Zuhone (10)

NAYS: None (0)

ABSENT: Marvin, Osborne (2)

### **AMEND PERSONNEL POLICIES (8)**

For a copy of the resolution see pages 3135-3146

Upon motion by Sanders, seconded by Weber.

AYES: Bell, Daily, Degler, Eads, Lawrence, Metzger,  
Purdy, Sanders, Weber, Zuhone (10)

NAYS: None (0)

ABSENT: Marvin, Osborne (2)

### **RESOLUTION TO BORROW FUNDS**

For a copy of the resolution see pages 3147

Upon motion by Weber, seconded by Lawrence.

AYES: Bell, Daily, Degler, Eads, Lawrence, Metzger,  
Purdy, Sanders, Weber, Zuhone (10)

NAYS: None (0)

ABSENT: Marvin, Osborne (2)

### **RESOLUTION FOR EXTENSION OF THE AUDIT OF THE CIRCUIT CLERK**

For a copy of the resolution see page 3148

Upon motion by Weber, seconded by Lawrence.

AYES: Bell, Daily, Degler, Eads, Lawrence, Metzger,  
Purdy, Sanders, Weber, Zuhone (10)

NAYS: None (0)

ABSENT: Marvin, Osborne (2)

## **DIAL-A-RIDE CVP APPLICATION**

For a copy of the resolution see pages 3149 - 3154

Upon motion by Daily, seconded by Weber.

AYES: Bell, Daily, Degler, Eads, Lawrence, Metzger,  
Purdy, Sanders, Weber, Zuhone (10)  
NAYS: None (0)  
ABSENT: Marvin, Osborne (2)

## **CCHPAC AWARDS**

For a copy of the resolution see pages 3155 - 3157

Upon motion by Daily, seconded by Lawrence.

AYES: Bell, Daily, Degler, Eads, Lawrence, Metzger,  
Purdy, Sanders, Weber, Zuhone (10)  
NAYS: None (0)  
ABSENT: Marvin, Osborne (2)

## **RESOLUTION TO AWARD - SECTION 16-00166-00-FP**

For a copy of the resolution see page 3158

Upon motion by Zuhone, seconded by Weber.

AYES: Bell, Daily, Degler, Eads, Lawrence, Metzger,  
Purdy, Sanders, Weber, Zuhone (10)  
NAYS: None (0)  
ABSENT: Marvin, Osborne (2)

## **COUNTY BRIDGE FUND PETITION - HUTTON TOWNSHIP**

For a copy of the resolution see page 3159

Upon motion by Zuhone, seconded by Daily.

AYES: Bell, Daily, Degler, Eads, Lawrence, Metzger,  
Purdy, Sanders, Weber, Zuhone (10)  
NAYS: None (0)  
ABSENT: Marvin, Osborne (2)

## APPOINTMENTS

None

Upon motion by Daily, seconded by Bell, the Coles County Board was adjourned at 7:18p.m..

AYES: Bell, Daily, Degler, Eads, Lawrence, Metzger,  
Purdy, Sanders, Weber, Zuhone (10)

NAYS: None (0)

ABSENT: Marvin, Osborne (2)

ATTEST:

  
County Clerk

IN THE CIRCUIT COURT  
FOR THE FIFTH JUDICIAL CIRCUIT OF ILLINOIS  
COLES COUNTY, CHARLESTON, ILLINOIS

**ADMINISTRATIVE ORDER NO. 2016-3**  
**APPOINTING JURY COMMISSIONER TO REPLACE RETIRING THOMAS R.**  
**COMER**

“An Act in Relation to Jury Commissioners” etc., having been amended so that the provisions thereof extend to include Coles County, Illinois,

IT IS HEREBY ORDERED By the undersigned Circuit Judges that:

JERRY CATRON, 722 10<sup>th</sup> Street, Charleston, Co. IL;

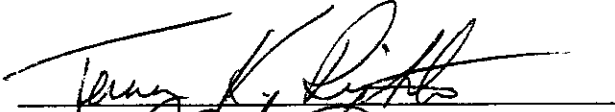
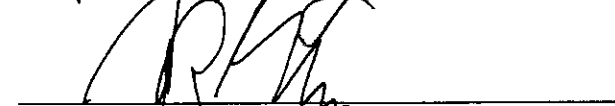

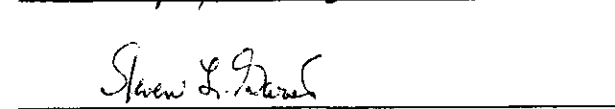
Who was originally appointed as a Jury Commissioner in 2016, and who continues to be a competent and discreet elector and Jury Commissioner, not chosen on account of party affiliation, be, and he is hereby appointed to serve as Jury Commissioner in Coles County for the remainder of Thomas R. Comer’s appointment, Thomas R. Comer retired March 7, 2016, which will end the second Monday of August, 2018. \*

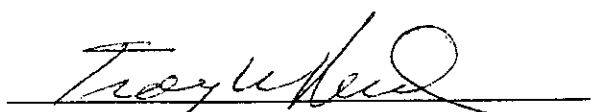
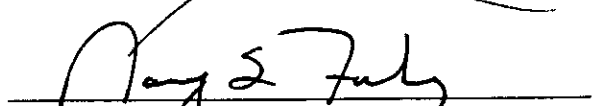

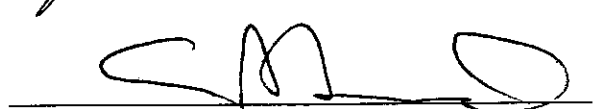
\*the remainder of a regular term of three (3) years

commencing on Tuesday, March 8, 2016; and that, before entering upon the duties of his office, said appointed Commissioner take and subscribe to an Oath of Office before one of said Judges, and execute a Bond to the People of the State of Illinois in the sum of One Thousand Dollars (\$1,000.00), without surety, conditioned upon the faithful discharge of his duties as such Commissioner during his term of office, so that he may continue upon the duties of his office.

IT IS FURTHER ORDERED that copies of this Order is filed with the following: Circuit Clerk, County Clerk, County Treasurer, and the Chairman of the County Board of Coles County, Illinois.

DATED, this 15<sup>th</sup> day of APRIL, 2016.

State of Illinois        )  
                                  )ss.  
County of Coles        )

RESOLUTION FOR THE SALE OF SURPLUS PROPERTY

WHEREAS, the Building & Grounds Committee has determined that certain County owned property is no longer needed and has no practical use to the County attached as Exhibit A; and

WHEREAS, the Building & Grounds Committee voted to forward a resolution to the County Board for the sale of the items in Exhibit A on the County's website, pursuant to Coles County's Surplus Property Policy.

NOW THEREFORE BE IT RESOLVED that the County Board authorize the sale of County owned property, attached hereto as Exhibit A, via the County's website by sealed bids; and

BE IT FURTHER RESOLVED that the revenue from the sale of this property be deposited into the County's General Fund.

DATED this \_\_\_ day of \_\_\_\_\_, 2016

ATTEST:

\_\_\_\_\_  
County Clerk

## EXHIBIT A

### Courthouse

- 3 - Desks
- 4 - Chairs
- 1 - 8-drawer Filing Cabinet (card)
- 1 - 4-drawer Filing Cabinet (card)
- 5 - 3-drawer Filing Cabinet (card)
- 13 - 2-drawer Filing Cabinet (card)
- 3 - 2-drawer Filing Cabinet
- 1 - Tri-Pod
- 2 - 3-drawer Filing Cabinet
- 1 - Area Rug
- 24 - LCD Monitors

### Jail

- 5 - 4-drawer Filing Cabinet
- 6 - 3-drawer Filing Cabinet
- 3 - Small Tables
- 3 - Chairs
- 1 - 2-drawer Filing Cabinet
- 1 - 5-drawer Filing Cabinet
- 1 - Extension Ladder

### EMA

- 2 - Desks



# AFFIRMATIVE ACTION PLAN

## **Equal Employment Opportunity Recruitment Strategies:**

Coles County will make a good faith effort to recruit a diverse group of employees and provide equal opportunity for minorities, women and disabled persons to compete in county contracting opportunities. Coles County will advertise positions in media outlets that will provide information and access to the under served populations.

## **Equal Employment Opportunity Selection Strategies:**

Coles County will utilize procedures, processes and techniques that are fair and do not have an adverse impact on minorities, women or disabled persons. Prospective employees will not be excluded from the hiring process due to race, color, religion, sex, sexual orientation, sexual identity, national origin, disability, age (40 year old or more), military status, and veteran status.

## **Equal Employment Opportunity Placement/Orientation Strategies:**

Coles County will provide newly hired employees with basic employment information during the first couple weeks on the job. New employee position descriptions, fringe benefits information, policies, procedures and EEO are a few of the topics which should be covered. Employees will not be denied fringe benefits and/or opportunities for promotion based on race, color, religion, sex, sexual orientation, sexual identity, national origin, disability, age (40 year old or more), military status, and veteran status.

## **Equal Employment Opportunity Performance Evaluation Strategies:**

Coles County will evaluate the performance of their employees on an annual basis. It should provide the necessary supervisory feedback to identify areas to be improved as well as to reinforce those activities that meet or exceed standards. Performance appraisal will be evaluated without regard to race, color, religion, sex, sexual orientation, sexual identity, national origin, disability, age (40 year old or more), military status, and veteran status.

## **Equal Employment Opportunity Training Strategies:**

Coles County will attempt to diversify workforce by utilizing training and apprenticeship programs with diverse participants. Training and apprenticeship programs can increase the number of qualified minorities, women disabled persons and veterans available for job placement.

## **Equal Employment Opportunity Discipline Strategies:**

Coles County will set clear disciplinary standards and warn of consequences for non-compliance. Discipline will be designed to rehabilitate employees who choose to correct their behavior as well as justify the termination of those who do not. Coles County will not mistreat or unfairly discipline an employee based on race, color, religion, sex, sexual orientation, sexual identity, national origin, disability, age (40 year old or more), military status, and veteran status.

**Equal Employment Opportunity Separation Strategies/Exit Interviews:**

Coles County will conduct exit interviews as a problem-solving tool in an attempt to reveal employee turnover. Exit interview can provide the county with information about how to correct the causes of discontent and reduce the costly problem of employee turnover.

**Equal Employment Opportunity Monitoring Strategies:**

Coles County will ensure County Officers/Department Heads understand this plan and hold employees accountable for the effectiveness of this plan.

# EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the County to be fair and impartial in all its relations with its employees and applicants for employment. No person shall be refused employment or promotional opportunities, given preference or otherwise discharged from employment on the basis of race, color, religion, national origin, sex, age, marital status, *sexual orientation, sexual identity*, handicap, or non-job-related handicap. Further, the County will employ qualified minorities and women consistent with their availability within the labor market of the County.

All County personnel will be informed of the County's EEO policy. Citizens will be informed of the County's EEO policy through recruiting advertisements in newspapers, posters placed in employment offices, etc. The Affirmative Action Plan will be disseminated to individuals as requested.

It is the policy of Coles County to recruit, hire, and promote in all positions without regard to race, color, religion, national origin, sex, age, marital status, *sexual orientation, sexual identity*, handicap, or non-job-related handicap. The Equal Employment Opportunity Policy is posted. All management employees have been instructed to adhere to this policy. Any discriminatory action by one employee against another because of race, color, religion, national origin, sex, age, marital status, *sexual orientation, sexual identity*, handicap, or non-job-related handicap is a violation of the County's policy, and employees responsible for such action will be subject to disciplinary action.

If an applicant or employee has a complaint of this nature, contact your immediate supervisor, Department Head, Elected or Appointed Official, or the County Offices/Rules Committee of the County Board. The County intends to investigate all complaints and take appropriate disciplinary action when there is a violation of this policy. In the event the complaint is against an immediate supervisor, you should contact someone at a different level of the department or the County Offices/Rules Committee.

Adopted: February 9, 1999

Revised: \_\_\_\_\_

# AMERICANS WITH DISABILITIES ACT POLICY

Coles County complies with the Americans with Disabilities Act and applicable state laws providing for nondiscrimination in employment against qualified individuals with disabilities, *including pregnancy disabilities relating to but not limited to, lactation accommodations*. Coles County also provides reasonable accommodations for such individuals in accordance with these laws.

## I. Coles County Procedures for Requesting an Accommodation

Qualified individuals with disabilities may make requests for reasonable accommodation(s) to Coles County's County Offices/Rules Committee of the County Board. On receipt of an accommodation request the Committee will meet with the requesting individual to discuss and identify the precise limitations resulting from a disability and the potential accommodation that Coles County might make to help overcome those limitations.

The County Officers/Rules Committee and the County's legal counsel, and the County Officers or Department Head will determine the feasibility of the requested accommodation. The County Offices/Rules Committee will inform the employee of Coles County's decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, the employee will be advised of the right to appeal Coles County's decision to the Chairman of the County Board by submitting a written statement to the County Officers/Rules Committee along with the reasons for the request. The Chairman of the County Board will review the employee appeal. After reviewing the appeal, the Chairman of the County Board will notify the County Offices/Rules Committee of the decision who will notify the individual. The Chairman of the County Board's decision will be final.

## II. Coles County Grievance Procedure

Coles County has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title 11 of the Americans with Disabilities Act. Title 11 states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints should be addressed to the County Offices/Rules Committee, Coles County Board Office, 3<sup>rd</sup> Floor, Courthouse, 651 Jackson, Charleston, Illinois (217) 348-0595, who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing or verbally, containing the name and address of the person filing it, and briefly describing the violation of the regulations.
2. A complaint should be filed within 10 days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance

procedure was in place will be considered on a case-by-case basis.)

3. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the County Offices/Rules Committee. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the County Offices/Rules Committee and a copy forwarded to the complainant no later than 30 days after its filing.
5. The County Offices/Rules Committee shall maintain the files and records of Coles County relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. The request for reconsideration should be made within 30 days to the Chairman of the County Board.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as filing as an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that Coles County complies with the ADA and implementing regulations.

Approved: February 9, 1999

Revised: \_\_\_\_\_

# JOB POSTINGS - VACANCY ANNOUNCEMENTS

Coles County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, *sexual orientation*, *sexual identity*, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal laws. In addition, Coles County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the County has facilities. This policy applies to all terms and conditions of employment, including hiring.

Coles County has established a job posting program to give all employees an opportunity to apply for positions in which they are interested and qualify. To assure compliance with equal employment opportunity provisions, it is recommended to include the job title, salary range, minimum hiring specifications, the closing date for filing job applications and state that the County is an equal employment opportunity employer in all job opening postings. Vacancy notices shall be posted in a conspicuous place in the Courthouse as well as in all offices of the County. To assure compliance with equal employment opportunity provisions, it is recommended that job openings be advertised in newspapers of general circulation in the County and likewise include the job title, salary range, minimum hiring specifications, closing date for filing job applications and that the County is an equal employment opportunity employer.

## APPOINTMENTS

Every new employee shall be officially notified in writing of their job title, starting salary/wage and the starting date. All new hires in the non-elected County Offices/Departments will be temporary dependent on County Board approval.

Approved: February 9, 1999

Revised: March 11, 2003

# INSURANCE

The County will provide health and life insurance to all full-time employees. The County will pay ~~all cost~~ *an amount adopted by the County Board* for health and life insurance coverage, ~~up to \$425.00 per month~~ for all full-time employees working 30 hours or more per week. Each employee will have the option to purchase health insurance for dependants through payroll deduction. Coles County will adhere to all State and Federal laws relating to the continuation of coverage. Life insurance benefits are reduced as the employee reaches certain ages.

Approved: February 9, 1999

Revised: March 11, 2003; November 14, 2006; December 1, 2012; October 8, 2013

# PERSONAL LEAVE DAYS

County employees shall receive three (3) paid personal leave days per fiscal year. *Personal leave days may be used for, but not limited to, time off to vote; child care; school visitation; etc.* Personal leave days may not be carried over from one year to the next. Said leave is to be administered by individual County Officers or Department Heads.

Approved: February 9, 1999

Revised: \_\_\_\_\_



# FAMILY AND MEDICAL LEAVE POLICY

## 1. Policy Objective:

The Coles County Board believes that a sound and flexible family and medical leave policy is essential in developing capable, motivated, and cooperative staff.

## 2. Family & Medical Leave Policy:

In view of the foregoing objective, the Coles County Board provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability and family leaves of absences to employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition; *addressing an exigency in relation to a spouse, son, daughter or parent on covered active duty or call to cover active duty status*. For purposes of this policy, a serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider. Serious health conditions or disabilities include continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions. *Qualifying exigencies for military families may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings*. This policy shall be construed as consistent with the Family and Medical Leave Act of 1993 (Pub. L. 103-3), the Pregnancy Leave Act of 1978, as well as other federal and state provisions governing medical, family and pregnancy leaves, as from time to time in effect, and the regulations promulgated thereunder.

## 3. Employee Eligibility for Family/Medical Leave:

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

- Regular full-time employees
- Part-time employees

Eligible employees may request family and medical leave only after having completed their probationary period. Exceptions to the service requirement will be considered to accommodate serious health conditions and disabilities.

## 4. Employee Request Requirements for Family/Medical Leave:

Eligible employees should make requests for family and medical leave to their employer at least 30 days in advance of foreseeable events or as soon as possible for unforeseeable events.

In the case of employee medical leave requests, a health care provider's statement must be submitted

verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly to your employer. Employees returning from medical leave must submit a health care provider's certification of their fitness to return to work.

In the case of family leave requests related to the serious health condition of a child, spouse, or parent, the employee may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family and medical leave within any 12 month period. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a request for an extension. Employees may elect to use any accrued paid leave time before taking unpaid medical and family leave. The employer will be responsible for designating all family and medical leave periods based on information provided by the employee. *Special leave entitlements permit eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12 month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five year period prior to the first dat the eligible employee takes leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

#### 5. Family/Medical Leave: Effects on Benefits:

Subject to the terms, conditions, and limitations of the applicable plans, the County will continue to provide health insurance benefits for the full period of the approved family or medical leave.

Benefit accruals, such as vacation, sick leave, personal days, and holiday benefits, will continue during the paid family or medical leave.

#### 6. Family/Medical Leave Policy - Returning to Work:

So that an employee's return to work can be properly scheduled, an employee on family or medical leave is requested to provide the employer with at least two weeks advance notice of the date the employee intends to return to work. When a family or medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If an employee fails to report to work promptly at the end of the approved leave period, the employer will assume that the employee has resigned.

#### 7. Pregnancy Related Absences:

The employer will not discriminate against any employee who requests an excused absence for medical disabilities associated with a pregnancy. Such leave requests will be made and evaluated

in accordance with the medical leave policy provisions outlined in foregoing and in accordance with all applicable federal and state laws.

Approved: February 9, 1999

Revised: \_\_\_\_\_

# CLEAN AIR POLICY

Pursuant to the Illinois Clean Indoor Air Act, all Coles County facilities are designated as non-smoking. *This policy includes, but not limited to, tobacco cigarettes and e-cigarettes.* No designated smoking areas will be provided. ~~for the public.~~

~~Courthouse employees will be provided with both a smoking and non-smoking break room.~~

Each County Official/Department Head is expected to govern their own particular office and work area.

Approved: February 9, 1999

Revised: \_\_\_\_\_

State of Illinois     )  
                                  )  
County of Coles     )

**RESOLUTION TO BORROW FUNDS**

**BE IT RESOLVED** by the County Board of Coles County, Illinois to authorize the County Treasurer to transfer funds from other County Funds to the County General Fund, as a loan, if necessary, until real estate taxes are distributed to the County General Fund; and

**BE IT FURTHER RESOLVED** by the County Board of Coles County, Illinois to authorize the County Treasurer to issue Anticipation Warrants in an amount necessary to meet the financial responsibilities of the County, if necessary, until real estate taxes are distributed to the County General Fund.

DATED this \_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

\_\_\_\_\_ Clerk

State of Illinois        )  
                                  )ss.  
County of Coles        )

**RESOLUTION FOR EXTENSION OF THE  
AUDIT OF THE CIRCUIT CLERK**

WHEREAS, Illinois Compiled Statutes requires an audit of the Circuit Clerk within six (6) months of year end; and

WHEREAS, the Circuit Clerk's fiscal year end is November 30, 2015 and the audit is due May 31, 2016; and

WHEREAS, the audit fieldwork is scheduled after that date; and

WHEREAS, a six month extension may be granted by the County Board.

NOW, THEREFORE BE IT RESOLVED that the County Board of Coles County, Illinois grant a six month extension of time to file the annual audit of the Circuit Clerk.

DATED this \_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

\_\_\_\_\_ Clerk

**FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES**

**FEDERAL FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES FOR  
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**

(Signature pages alternative to providing Certifications and Assurances in TrAMS)

Name of Applicant: Coles County

The Applicant agrees to comply with applicable provisions of Categories 01 – 23. \_\_\_\_\_

OR

The Applicant agrees to comply with applicable provisions of the Categories it has selected:

<u>Category</u>	<u>Description</u>	
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Procurement and Procurement Systems.	_____
04.	Private Sector Protections.	_____
05.	Rolling Stock Reviews and Bus Testing.	_____
06.	Demand Responsive Service.	_____
07.	Intelligent Transportation Systems.	_____
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
09.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.	_____
10.	Alcohol and Controlled Substances Testing.	_____
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).	_____
12.	State of Good Repair Program.	_____
13.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.	_____
14.	Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.	_____
15.	Seniors and Individuals with Disabilities Programs.	_____
16.	Rural Areas and Appalachian Development Programs.	_____
17.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	_____
18.	State Safety Oversight Grant Program.	_____
19.	Public Transportation Emergency Relief Program.	_____
20.	Expedited Project Delivery Pilot Program.	_____
21.	Infrastructure Finance Programs.	_____
22.	Paul S. Sarbanes Transit in Parks Program.	_____
23.	Hiring Preferences	_____

# FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

**FEDERAL FISCAL YEAR 2016 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**  
**(Required of all Applicants for federal assistance to be awarded by FTA and all FTA Grantees with an active Capital or Formula Award)**

## AFFIRMATION OF APPLICANT

Name of the Applicant: Coles County  
Name and Relationship of the Authorized Representative: Stan Metzger, Coles County Board Chair

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2016, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during federal fiscal year 2016.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Name Stan Metzger  
Authorized Representative of Applicant

## AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Coles County

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Name Brian Bower  
Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA and each FTA Recipient with an active Capital or Formula Project or Award must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within FTA's electronic award and management system, provided the Applicant has on file and uploaded to FTA's electronic award and management system this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*



Appendix C

Opinion of Counsel

I, the undersigned, am an attorney, licensed by and duly admitted to practice law in the State of Illinois and counsel for and attorney for the County of Coles. In this capacity, my opinion has been requested concerning the eligibility of Coles County for grant assistance under the provision of the Civil Administrative Code of Illinois (Act), 20 ILCS 2705-305. You are hereby advised as follows:

1. The County of Coles is an eligible recipient as defines in state regulations.
2. There are no provision in Coles County's charter or by-laws or in the statutes of the State, the United States of America, or any other local ordinances that preclude or prohibit Coles County from making said application for or contracting with the State for the purpose of receiving a State capital improvement grant.
3. The undersigned has no knowledge of any pending or threatened litigation, in either Federal or State courts which would adversely affect this application, or which seeks to prohibit Coles County from contracting with the State for the purpose of receiving a State capital improvement grant.

Based upon the foregoing, I am of the opinion that Cole County is an eligible recipient under the provisions of the Act, and that it is fully empowered and authorized to apply for and to accept the grant from the State.

Attorney for:

Coles County

*(Name of Applicant)*

Signature:

Brian Bower

Print Attorney's Name

ARDC Registration Number



Appendix D  
Governing Board Resolution

Resolution

No. CY 16 5311

Resolution authorizing application for a Public Transportation Capital Assistance Grant under the Illinois Department of Transportation's general authority to make such Grants.

WHEREAS, The provision and improvement of public transportation facilities is essential to the development of a safe, efficient, functional public transportation system; and

WHEREAS, The Illinois Department of Transportation has the authority to make such Grants and makes funds available to offset certain capital costs of a private non-profit, general public transportation system or an IDOT Certified Public Provider transportation system providing specialized paratransit service; and

WHEREAS, Grants for said funds will impose certain obligations upon the recipient.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE County of Coles:

Section 1. That an application be made to the Department of Transportation, State of Illinois, for a financial assistance grant under the Illinois Department of Transportation's general authority to make such Grants, for the purpose of off-setting certain public transportation facility capital costs of Coles County.

Section 2. That Stan Metzger of the Coles County Board is hereby authorized and directed to execute and file on behalf of the County of Coles such application.

Section 3. That the Chairperson of the County of Coles is authorized to furnish such additional information as may be required by the Department in connection with the aforesaid application for said Grant.

Section 4. That Chairperson of the County of Coles is hereby authorized and directed to execute and file on behalf of the County of Coles all required Grant Agreements with the Illinois Department of Transportation.

PRESENT and ADOPTED the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
(Signature of Official)

\_\_\_\_\_  
ATTEST:

\_\_\_\_\_  
Chairperson  
Title

\_\_\_\_\_  
County Clerk  
Title

## Section II. Applicant Information

Date Submitted

5/31/2016

### Applicant Information

Legal Name

Coles County

Mailing Address

651 Jackson Ave, #309, Charleston, IL 61920

Contact Name

Kelly Lockhart, Regional Planning and Development Council

Phone

(217) 348-0521

Fax

(217) 348-7343

HSTP Region and/or Urbanized Area (see Appendix E)

HSTP Region 8

Federal Tax ID number (FEIN)

37-6000640

County/Counties Served

Coles

Title

Executive Director

E-mail

klockhart@co.coles.il.us

DUNS Number

091948807

Type of Applicant (Please Refer to the Table in Part I, A)

- PRIVATE NON PROFIT  
 IDOT CERTIFIED PUBLIC BODY (NO OTHER FTA FUNDS)  
 IDOT CERTIFIED PUBLIC BODY (RECEIVES OTHER FTA FUNDS)  
 SECTION 5311 GRANTEE

### For Vehicle Information/ Issues

Contact Name

Kaycie Sanders

Phone

(217) 639-5160

Fax

(217) 639-5199

Title

Dial-A-Ride

E-mail

kaycies@colescouncilonaging.org

### All Applicants Must Answer These Questions

Does A Minority Group Manage Your Organization Or Is Operation Minority Based?

Yes  No

Does Your Agency Provide Service To Minorities?

Yes  No

Does Your Application Have The Support Of Your Local Public Transportation Provider? \*

Yes  No  N/A

\*For a searchable map & database of Illinois public transportation providers, please visit the following website the Illinois Statewide Public Transportation Plan: [http://ilpublictransportation.businesscatalyst.com/map\\_transit.htm](http://ilpublictransportation.businesscatalyst.com/map_transit.htm)

By this application, it is the intent of Coles County to request vehicle(s) through the State of Illinois' Consolidated Vehicle Procurement (CVP) program; and will meet all applicable state, federal and local acceptance, application and maintenance requirements. I certify that the information and statements provided in this application, and all supporting documents are correct and complete.

Signature of Authorized Representative (As authorized by board resolution, see Appendix D)

Date

Print name of Authorized Official

Stan Metzger

Title

Coles County Board Chairman

**Award of Merit for Façade Reconstruction, 619 Monroe Avenue  
and Repairs to 623 Monroe Avenue, Charleston  
Kevin and Nancy Mcgugan, owners  
Kross Masonry, contractor**

Ongoing work has been conducted by the Mcgugans to stabilize and repair two buildings on the north side of Charleston's Courthouse Square. In 2015, a complete reconstruction of the façade of 619 Monroe Avenue was undertaken. Matching the original tan and red glazed bricks, contractor Kross Masonry painstakingly rebuilt the storefront to its original 1920s appearance.

In addition, the east exterior wall of 623 Monroe was repaired, including tuck-pointing and replacing eroded bricks, which was then re-painted in a color to blend with existing non-painted surfaces.

Contacts: Kevin and Nancy Mcgugan, c/o Mac's Uptowner, 623 Monroe Ave.,  
Charleston, IL 61920, (217) 345-4622  
Kross Masonry, 404 S Broadway St, Newman, IL 61942, (217) 530-2431

**Award of Merit for the City of Charleston for Re-laying of Brick Sidewalk on  
6<sup>th</sup> Street, North and South of Harrison Avenue, Charleston**

The City of Charleston executed the widening of Harrison Avenue between 4<sup>th</sup> and 6<sup>th</sup> Streets in 2015. Included in the project was the removal of portions of the historic brick sidewalk to upgrade street infrastructure in the adjoining blocks of 6<sup>th</sup> Street to the north and south of Harrison, which is located within the 6<sup>th</sup> and 7<sup>th</sup> Streets Historic District. Once the work on Harrison had been completed, City crews poured a concrete base and re-laid the bricks in the affected portions of the sidewalk. The project was completed in April 2016.

Contacts: Curt Buescher, Director of Public Works; Greg Culp, Assistant Director of Public Works; and Quincy Combs, Public Works Department, Street Division, City of Charleston, 520 Jackson Avenue, Charleston, Illinois 61920, (217) 345-5650 and (217) 345-5811

## CCHPAC 2016 Awards Language

### Mattoon Civil War Memorial Ellipse, Roundhouse Recreational Complex, Shelby Avenue & North First Division Street, Mattoon

1. Award of Merit (Organizational Contribution): City of Mattoon Public Works Department – Phase II of the Mattoon Civil War Memorial Ellipse Project

Be it known through this **Award of Merit** that the **City of Mattoon Public Works Department**, is recognized by the Coles County Regional Planning and Development Commission's Historic Preservation Advisory Council as having contributed to the advancement of historic preservation objectives in Coles County through the construction of sidewalks and other site elements during Phase II of the Mattoon Civil War Memorial Ellipse Project.

On this day, 19 May 2016

2. Award of Merit (Organizational Contribution): Wolke Nursery – Phase II of the Mattoon Civil War Memorial Ellipse Project

Be it known through this **Award of Merit** that **Wolke Nursery** is recognized by the Coles County Regional Planning and Development Commission's Historic Preservation Advisory Council as having contributed to the advancement of historic preservation objectives in Coles County by its donation of Arborvitae trees during Phase II of the Mattoon Civil War Memorial Ellipse Project.

On this day, 19 May 2016

3. Award of Merit (Project): The Grounds Guys of Mattoon – Phase II of the Mattoon Civil War Memorial Ellipse Project

Be it known through this **Award of Merit** that the **Grounds Guys of Mattoon** is recognized by the Coles County Regional Planning and Development Commission's Historic Preservation Advisory Council as having contributed to the advancement of historic preservation objectives in Coles County through its donation of landscaping services during Phase II construction of the Mattoon Civil War Memorial Ellipse Project.

On this day, 19 May 2016

4. Award of Merit (Organizational Contribution): De Buhr's Seeds and Feeds – Phase II of the Mattoon Civil War Memorial Ellipse Project

Be it known through this **Award of Merit** that **De Buhr's Seeds and Feeds** is recognized by the Coles County Regional Planning and Development Commission's

Historic Preservation Advisory Council as having contributed to the advancement of historic preservation objectives in Coles County through its donation of organic landscaping materials during Phase II construction of the Mattoon Civil War Memorial Ellipse Project.

On this day, 19 May 2016

5. Award of Merit (Projects): Adams Memorials – Phase II of the Mattoon Civil War Memorial Ellipse Project and Restoration of the Coles County Soldiers and Sailors Monument in Charleston

Be it known through this **Award of Merit** that **Adams Memorials** is recognized by the Coles County Regional Planning and Development Commission's Historic Preservation Advisory Council as having contributed to the advancement of historic preservation objectives in Coles County through its production and installation of granite hardscape elements during Phase II construction of the Mattoon Civil War Memorial Ellipse Project and its technical role in the restoration of the Coles County Soldiers and Sailors Monument.

On this day, 19 May 2016

6. Award of Merit (Individual Contribution): Sandy Graven – Mattoon Civil War Memorial Ellipse Project

Be it known through this **Award of Merit** that **Sandy Graven** is recognized by the Coles County Regional Planning and Development Commission's Historic Preservation Advisory Council as having contributed to the advancement of historic preservation objectives in Coles County through her fundraising accomplishments for the Mattoon Civil War Memorial Ellipse Project.

On this day, 19 May 2016

## 619 Monroe Avenue & 623 Monroe Avenue, Charleston

7. Award of Merit (Project): Kevin and Nancy McG<sup>Gugan</sup>oogan, Façade Reconstruction/ Rehabilitation 619 & 623 Monroe Avenue, Charleston

Be it known through this **Award of Merit** that **Kevin and Nancy McGugan** are recognized by the Coles County Regional Planning and Development Commission's Historic Preservation Advisory Council as having contributed to the advancement of historic preservation objectives in Coles County through their undertaking of façade reconstruction/rehabilitation of 619 & 623 Monroe Avenue in Charleston, Illinois.

On this day, 19 May 2016

8. Award of Merit (Project): Kross Masonry and Restoration, Façade Reconstruction/ Rehabilitation 619 & 623 Monroe Avenue, Charleston

Be it known through this **Award of Merit** that **Kross Masonry and Restoration** is recognized by the Coles County Regional Planning and Development Commission's Historic Preservation Advisory Council as having contributed to the advancement of historic preservation objectives in Coles County through its technical execution of the façade reconstruction/rehabilitation of 619 & 623 Monroe Avenue in Charleston, Illinois.

On this day, 19 May 2016

9. Award of Merit (Organizational Contribution): City of Charleston – For the re-laying of the 6<sup>th</sup> Street Brick Sidewalk North and South of Harrison Avenue in Charleston

Be it known through this **Award of Merit** that the **City of Charleston** is recognized by the Coles County Regional Planning and Development Commission's Historic Preservation Advisory Council as having contributed to the advancement of historic preservation objectives in Coles County through the re-laying of the brick sidewalk on 6<sup>th</sup> Street north and south of Harrison Avenue in Charleston, Illinois.

On this day, 19 May 2016

10. Historic Landmark Re-Designation – Time Theater, 1416 Broadway, Mattoon, Illinois.

Be it known that **Mattoon's Time Theater** is being further recognized by the Coles County Regional Planning and Development Commission's Historic Preservation Advisory Council as being a **Coles County Significant Place** in that it contributes to the historic societal and architectural and contexts of Coles County

On this day, 19 May 2016

11. Historic Landmark Re-Designation – Mitchell-Jerdan Funeral Home/Lewis L. Lehman House, 1204 Wabash Avenue, Mattoon, Illinois.

Be it known that **Mattoon's Mitchell-Jerdan Funeral Home/Lewis L. House** is being further recognized by the Coles County Regional Planning and Development Commission's Historic Preservation Advisory Council as being a **Coles County Significant Place** in that it contributes to the historic societal and architectural context of Coles County.

On this day, 19 May 2016

**RESOLUTION TO AWARD**

Section 16-00166-00-FP

WHEREAS, a letting was held at the Coles County Courthouse on April 14, 2016 at the hour of 10:00 A.M. for hot mix asphalt widening, patching A-1 surface treatment and aggregate shoulders on County Highway 22 (Dorans Road), and

WHEREAS, said section was advertised in the Charleston Times Courier and the Mattoon Journal Gazette on March 31 & April 7, 2016; and the State's "Notice to Contractors Bulletin" on March 31 & April 7, 2016, and

WHEREAS, bids were received from  2  qualified contractors, and

WHEREAS, Ne-Co Asphalt, P.O. Box 25, Charleston, Illinois 61920, submitted the low bid in the amount of \$ 289,242.90, and

WHEREAS, the engineer's estimate for said section was \$368,824.40,

NOW, THEREFORE BE IT RESOLVED, that the County Board of Coles County award a contract for said section to Ne-Co Asphalt, P.O. Box 25, Charleston, Illinois 61920.

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STATE OF ILLINOIS  
COUNTY OF COLES

I, being properly authorized, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the County Board of Coles County on this  10<sup>h</sup>  day of May 2016.

\_\_\_\_\_  
Sue Rennels, County Clerk (SEAL)



**COLES COUNTY HIGHWAY DEPARTMENT**

**RICHARD A. JOHNSON, P.E - COUNTY ENGINEER**

**651 JACKSON STREET, ROOM 16  
CHARLESTON, IL 61920  
TELEPHONE 217-348-0527**

**COUNTY BRIDGE FUND PETITION**

**COLES COUNTY BOARD**

Petition from: Hutton Road District For: Project No. 05-05.2016  
2230 Co. Hwy. 5  
Charleston, IL 61920 Structure No. N/A

Location: TR-236 (Whetstone Road), See Attached Map

Work to be performed: Remove existing culvert and replace it with an aluminized steel culvert 84" diameter, 40 feet long. Place riprap around inlet and outlet of new culvert and restore roadway.

Estimated Cost of Project: \$14,800.00

0.02% of Assessed Valuation of City or Township \$ 3,408.00

Whereas all requirements of Article 5-501, Chapter 121 of the Illinois Statutes have been satisfied concerning aid from the County Board, I hereby petition the Coles County Board to appropriate a sufficient sum to match a portion of the estimated cost of the proposed bridge/drainage project.

Signed: Doug Bassett  
Highway Commissioner

Approved by the Coles County Board

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Amount approved for appropriation  
from the County Bridge Fund:

\_\_\_\_\_  
Board Chairman

\$ 7,400.00

Attest: \_\_\_\_\_  
County Clerk

Project Completed \_\_\_\_\_, 20\_\_

Actual Amount Used \_\_\_\_\_