



Macoupin County **ILLINOIS**

CITIZEN'S GUIDE TO MACOUPIN COUNTY GOVERNMENT



MACOUPIN COUNTY GOVERNMENT SUMMARY

Macoupin County is organized under the township form of County government. The County Board Chairman is elected by the Board members every two years at the reorganizational meeting. The Chairman is the chief executive officer of County Government and is responsible for overseeing the daily operations of County departments and coordinating management with other Countywide Officeholders. The Board Chairman appoints with the consent of the full Board the department heads who manage those County offices not under the control of a Countywide Officeholder and coordinates the overall operation of the various offices and departments.

The Macoupin County governing body is the County Board. Its primary function is to establish the various budgets of the county funds and to levy taxes for county purposes. Also, the County Board adopts ordinances and rules pertaining to the management and business of the county departments. In 1996, voters approved a tax cap for Macoupin County, limiting yearly increases in local government collections to 5 percent or the rate of inflation, whichever is less.

Macoupin County is comprised of 9 County Board districts. Two County Board members are elected from each district for a four-year term. Half of the Board is elected every two years. There are seven countywide elected offices:

Circuit Clerk

Coroner

County Clerk & Recorder

Regional Superintendent of Schools

Sheriff

State's Attorney

Treasurer

In addition, Circuit Judges are elected to serve Macoupin County.

Macoupin County Government is comprised of 22 departments at different geographical locations throughout the county. In 2014 there are more than 250 employees with the County having an annual budget of \$ 28,109,512.06.

MACOUPIN COUNTY BOARD MEMBERS

DISTRICT ONE

Don Brown
520 E. Second
Staunton, IL 62088
Phone: (618) 635-2135
Email:
dkbrown1@madisontelco.com

Mike Tranter
1037 N Easton
Staunton, IL 62088
Phone: (618) 635-5372
Email:
paradise.palm.fl@gmail.com

DISTRICT FOUR

Mark Dragovich
1188 Timber Ridge Trail
Mt.Olive, IL 62069
Phone: (217) 999-7823
Email:
dragovich@frontiernet.net

David Thomas
21530 Rt 138
Mt.Olive, IL 62069
Phone: (217) 999-6237
Email:
dthomas30@frontier.com

DISTRICT SEVEN

Bernard Kiel
630 N. Springfield
Viriden, IL 62690
Phone: (217) 741-5924
Email:
kielbernie@yahoo.com

Shielda Lewis
134 S. Henderson
Viriden, IL 62690
Phone: (217) 965-3400
Email:
slewis@royell.net

DISTRICT TWO

Gary Rull
1053 S Washington
Bunker Hill, IL 62014
Phone: (618) 585-4532
Email:
rull.gary@gmail.com

Francis Wieseman
37 S. Dorchester Rd.
Bunker Hill, IL 62014
Phone: (618) 585-4716
Email:
fjwiese1@frontiernet.net

DISTRICT FIVE

Cathy Petrak
208 W. Central
Benld, IL 62009
Phone: (217) 835-2768
Email:
sassysr@frontiernet.net

Ruth Ann Pomatto
206 W. Henrietta
Gillespie, IL 62033
Phone: (217) 839-2352
Email:
ruth.pomatto@frontier.com

DISTRICT EIGHT

Harry Starr
18852 Country Club Ln
Carlinville, IL 62626
Phone: (217) 854-7819
Email:
info@pixstarr.com

Robert "Tony" Wiggins
131 East Buchanan
Carlinville, IL 62626
Phone: (217) 854-6126
Email:
rawmst12@yahoo.com

DISTRICT THREE

Frank Long
1586 Fosterburg Rd
Brighton, IL 62012
Phone: (618) 372-8400
Email:
N/A

Julia Watson
305 S. Cross, Box 493
Brighton, IL 62012
Phone: (618) 372-8441
Email:
psittle@aol.com

DISTRICT SIX

Wm. Albert Harding
10975 Colbrook Rd.
Carlinville, IL 62626
Phone: (217) 854-6071
Email:
harding0907@royell.org

Robert K. Quarton
26125 Quarton Rd.
Palmyra, IL 62674
Phone: (217) 854-2329
Email:
N/A

DISTRICT NINE

Todd Armour
19969 Route 108 East
Carlinville, IL 62626
Phone: (217) 854-9367
Email:
tmarmour1@dtnspeed.net

Veryl Reiher
15253 Deerfield Dr
Gillespie, IL 62033
Phone: (217) 854-3360
Email:
vlreiher@frontiernet.net

IDENTIFYING YOUR COUNTY BOARD MEMBER

The easiest way to locate your County Board member is to look on your Voter Registration Card. On the front of the card, a small box in the upper left-hand corner will list the County Board district in which you live. You may also find your County Board District by locating your voting precinct in the following list of precincts in each Board District. The County Board District Map on the following page may also be used as a reference.

DISTRICT ONE

Staunton 1
Staunton 2
Staunton 3
Staunton 4
Staunton 5

DISTRICT TWO

Bunker Hill 1
Bunker Hill 2
Bunker Hill 3
Dorchester 1
Dorchester 2
Hilyard

DISTRICT THREE

Brighton 1
Brighton 2
Brighton 3
Shipman 1
Shipman 3

DISTRICT FOUR

Cahokia 1
Cahokia 2
Cahokia 4
Mt Olive 1
Mt Olive 2
Mt Olive 3
Mt Olive 4
Mt Olive 5
Mt Olive 6

DISTRICT FIVE

Cahokia 3
Cahokia 5
Gillespie 1
Gillespie 2
Gillespie 3
Gillespie 4
Gillespie 5
Gillespie 6

DISTRICT SIX

Barr
Bird
Chesterfield
North Palmyra
Polk
Scottville
Shipman 3
South Otter
South Palmyra
Western Mound

DISTRICT SEVEN

Girard 1
North Otter
Virden 1
Virden 2
Virden 3
Virden 4

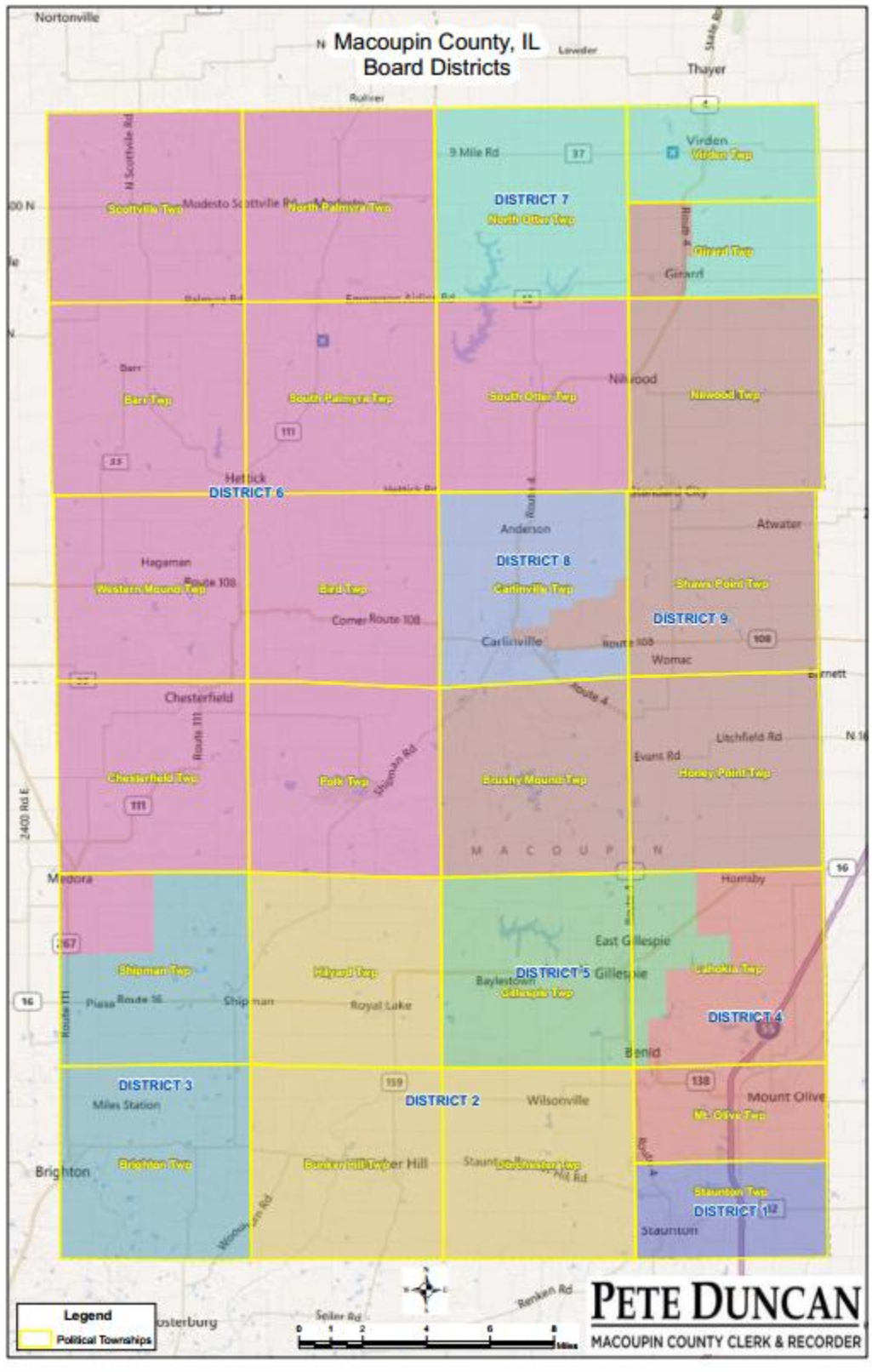
DISTRICT EIGHT

Carlinville 2
Carlinville 3
Carlinville 4
Carlinville 5
Carlinville 6

DISTRICT NINE

Brushy Mound
Carlinville 1
Girard 2
Honey Point
Nilwood 1
Nilwood 2
Shaws Point

COUNTY BOARD DISTRICT MAP



COUNTY BOARD MEETING DATES

The Macoupin County Board normally meets at 6:00 p.m. on the second Tuesday of each month. The meetings are held in the County Board Conference Room in the Macoupin County Jail Complex Building at 215 S. East Street, Carlinville, Illinois. The meeting dates for 2018 are listed below. These meeting times and dates are subject to change. The official weekly calendar of meetings is kept up to date by the Macoupin County Clerk's office first floor of the Courthouse, Carlinville, IL 62626, (217) 854-3214 ext 707. The meeting calendar is also posted on the Macoupin County Clerk's minutes and agenda website at www.MacoupinMinutes.com

Macoupin County Board

Set Meeting Date: Second Tuesday of the Month at 6:00 p.m.

January 9th

February 13th

March 13th

April 11th (Moved to Wednesday due to Annual Township Meeting on 10th)

May 8th

June 12th

July 10th

August 7th

September 11th

October 9th

November 12th

December 11th

RULES OF ORDER FOR THE COUNTY BOARD

Revised June 2014

1. The Macoupin County Board Members shall convene at 6:00 p.m. on the second Tuesday in each month. The main order of business shall be as follows:
 - a. Roll Call
 - b. Approval of Minutes
 - c. Committee Reports
 - d. Reports of Special Committees
 - e. Guests
 - f. Appointments
 - g. Petitions
 - h. Executive Session
 - i. Resolutions
 - j. Ordinances
 - k. Unfinished Business
 - l. New Business
 - m. Consent Agenda
 - i. Mileage and Per Diem
 - ii. Claims & Officers Reports
 - iii. Communications
 - n. Matters of Recognition
 - o. Adjournment
2. All questions relating to priority of business shall be decided by the Chairman without debate.
3. Every member previous to speaking shall arise from his seat and address the chair and shall confine his remarks to the question in debate.
4. Every member present shall vote on the question before the Board unless excused by the Chairman or unless he is directly interested.
5. Roll call of "aye" and "nay" votes shall be recorded upon the request of three members.
6. Report of county officers required by statute must be signed by proper officers and by the proper committee. All resolutions, petitions and committee reports must be in writing and must bear the proper committee signatures before action thereon is taken by the Board.
7. Any member in doubt as to the result of the voice vote of a motion may call for a new vote.
8. All committees shall be appointed by the chair unless otherwise ordered by the Board.
9. The Chairman of the Board shall be solely responsible for scheduling committee meetings unless otherwise ordered by the Board. The Chairman shall schedule committee meetings so that the Board is operating efficiently and is conducive to public input and participation.
 - 9a. Meetings of the Executive Committee shall take place on a monthly basis as directed by the Chairman of the Board. The Executive Committee shall prepare and organize the monthly agenda of the Board in conjunction with the County Clerk. The Committee shall also review and approve time sheets submitted to the Board office of all non-union county employees.
10. The Chairman may at his option have his name called on any roll.

11. The Clerk shall alternate the calling of the roll when a roll call is necessary between alphabetical and reverse alphabetical.

12. The Chairman and Vice Chairman of the Board shall be elected every two years at the Board's organizational meeting as determined by State Statute.

13. All bills against the county except for mileage and per diem of the Board shall be presented and signed in the office of the County Clerk on or before the Thursday preceding the meeting upon which action is to be taken.

14. The following action of the Board shall be taken by "ayes" and "nays" and entered on the records of the meeting: a) applications for financial assistance b) jobs c) changing of salaries d) propositions to appropriate or expend money from the County Treasury d) granting a standing committee the power to act and e) all matters involving collective bargaining.

15. The rules may be suspended for any particular action by a two-thirds (2/3) vote of the members present.

16. No alteration may be made in any of the rules of this Board without the consent of two-thirds (2/3) of the members present nor without ten days notice being given in writing to all members.

17. In the event of the absence of the regular Chairman and Vice Chairman, the Board shall elect a temporary Chairman to have full powers of the Chairman until relieved of the duties by him.

18. All expenditures made from any fund in the County Treasury involving a sum of at least \$20,000 shall first require approval of a standing committee and approval of the Board and shall abide by all State procurement laws.

19. The rules contained in "Roberts' Rules of Order" shall govern the Board in all cases to which they are applicable; otherwise, the special rules of order by the Board will be followed.

20. There shall be 10 standing committees as follows:

- General Administrative
- Public Safety
- Road and Bridge
- Executive
- Labor Management
- Liquor Commission
- Finance
- Building and Grounds
- Economic Development
- Courts

21. The Labor Management Committee will exist as a separate committee appointed by the Chairman of the Board.

22. Special and/or Subcommittees of the three standing committees can be appointed at the discretion of the Board Chairman.

22a. One to Six-month appointments of members to any special and/or subcommittee will be made by the Chairman of the Board.

22b. Subcommittees are given the authority to recommend items to any of the three standing committees prior to full board approval.

22c. Special Committees are given the authority to recommend items to any of the ten standing committee and/or Executive Committee prior to full board approval.

BOARD COMMITTEES 2018

Building and Grounds Committee

Harry Starr, Chair
Mike Tranter, Vice Chair
Todd Armour
Robert Quarton
Cathy Petrak
Veryl Reiher
Francis Wieseman

Courts Committee

Ruth Ann Pomatto, Chair
David Thomas, Vice Chair
Cathy Petrak
Robert Quarton
Veryl Reiher
Gary Rull
Francis Wieseman

Economic Development Committee

Todd Armour, Chair
Harry Starr, Vice Chair
Shield Lewis
Frank Long
Ruth Ann Pomatto
Veryl Reiher
Gary Rull

Environmental & Health Committee

Shielda Lewis, Chair
Todd Armour, Vice Chair
Don Brown
Frank Long
Cathy Petrak
Veryl Reiher
Francis Wieseman

Executive Committee

Julia Watson, Chair
Ruth Ann Pomatto, Vice Chair
Bill Harding
Harry Starr
David Thomas
Tony Wiggins

Finance Committee

David Thomas, Chair
Bill Harding, Vice Chair
Todd Armour
Bernie Kiel
Shielda Lewis
Mike Tranter
Julia Watson

General Administrative Committee

David Thomas, Chair
Ruth Ann Pomatto, Vice Chair
Todd Armour
Don Brown
Shielda Lewis
Frank Long
Gary Rull

Labor Management Committee

Bill Harding, Chair
David Thomas, Vice Chair
Don Brown
Robert Quarton
Gary Rull
Mike Tranter
Francis Wieseman

Liquor Commission

Tony Wiggins, Chair
Don Brown
Bernie Kiel
Cathy Petrak
Mike Tranter
Ruth Ann Pomatto
Francis Wieseman

Public Safety Committee

Francis Wieseman, Chair
Julia Watson, Vice Chair
Bernie Kiel
Frank Long
Harry Starr
Mike Tranter
Tony Wiggins

Road and Bridge Committee

Francis Wieseman, Chair
Robert Quarton, Vice Chair
Bill Harding
Bernie Kiel
Frank Long
Julia Watson
Tony Wiggins

BOARD COMMITTEES RESPONSIBILITIES

Building and Grounds Committee

The Building and Grounds Committee was formed in its current form in 2014. It has jurisdiction over Courthouse renovations, maintenance and construction of facilities.

Courts Committee

The Courts Committee was formed in its current form in 2014. It has jurisdiction over the Circuit Clerk, State's Attorney, Circuit Courts, Probation, and Public Defender's office.

Economic Development Committee

The Economic Development Committee was formed in its current form in 2014. It has jurisdiction over economic development issues, planning and subdivision regulations, revolving loan applications, the Enterprise Zone, the County Business Park, farm leases and property acquisition and sales.

Executive Committee

The Executive Committee assists the County Clerk each month in preparing the agenda for the County Board.

Finance Committee

The Finance Committee was formed in its current form in 2014. It handles oversight of the County's budget and holds the yearly budget hearings before passing the yearly budget.

General Administrative Committee

The General Administrative Committee is one of the Board's standing committees formed in 2013. It has jurisdiction over the Assessor's office, County Clerk, Treasurer, Coroner, Health Department and Regional Office of Education.

Labor Management Committee

The Labor Management Committee was formed in 2014 in its current form. It handles personnel matters, labor contracts & negotiations, grievances, and insurance.

Liquor Commission

The Liquor Commission is the special committee charged with issuing liquor licenses for the County. It holds an annual meeting in June to issue licenses as licenses are valid from July 1st of any given year until June 30th of the next year. Special meetings are called if the need for a license happens any other time during the year.

Public Safety Committee

The Public Safety Committee is one of the Board's standing committees formed in in 2013. It has jurisdiction over the Sheriff's Department, Emergency Management Agency, 911 Telephone, and Animal Control.

Road and Bridge Committee

The Road and Bridge Committee was formed in its current form in 2014. It handles all road construction projects for County roads and has jurisdiction over the Highway Department.

BOARD COMMITTEES MEETING DATES

Building and Grounds Committee

Set Meeting Date: The Monday a week before the County Board Meeting at 5:00 p.m.

January 2nd
February 5th
March 5th
April 2nd
April 30th
June 4th
July 2nd
August 6th
September 4th (Moved for Labor Day Holiday)
October 1st
November 5th
December 3rd

Courts Committee

No set date. Called as needed

Economic Development Committee

Set Meeting Date: The Wednesday before the County Board meeting at 6:00 p.m. or immediately following General Administrative Committee

January 3rd
February 7th
March 7th
April 4th
May 2nd
June 6th
July 5th (Moved by Fourth of July Holiday)
August 8th
September 5th
October 3rd
November 7th
December 5th

Executive Committee

Set Meeting Date: The Tuesday before the Board Meeting at 5:00 p.m.

January 2nd
February 6th
March 6th
April 3rd
May 1st
June 5th
July 3rd
August 7th
September 4th
October 2nd
November 7th (Moved due to Election Day)
December 4th

Finance Committee

Set Meeting Date: The Thursday before the Board Meeting at 5:00 p.m.

January 7th
February 4th
March 3rd
April 7th
May 5th
June 9th
July 7th
August 4th
September 8th
October 6th
November 3rd
December 8th

General Administrative Committee

Set Meeting Date: Wednesday before the County Board meeting at 5:00 p.m.

January 3rd
February 7th
March 7th
April 4th
May 2nd
June 6th
July 5th (Moved by Fourth of July Holiday)
August 8th
September 5th
October 3rd
November 7th
December 5th

Labor Management

No set date. Called as needed.

Liquor Commission

No set date. Called as needed.

Public Safety Committee

Set Meeting Date: Tuesday before the County Board meeting at 5:30 or immediately following the Executive Committee meeting.

January 2nd

February 6th

March 6th

April 3rd

May 1st

June 5th

July 3rd

August 7th

September 4th

October 2nd

November 7th (Moved due to Election Day)

December 4th

Road and Bridge Committee

Set Meeting Date: Wednesday before the County Board meeting at 9:00 a.m.

January 3rd

February 7th

March 7th

April 4th

May 2nd

June 6th

July 5th (Moved by Fourth of July Holiday)

August 8th

September 5th

October 3rd

November 7th

December 5th

MACOUPIN COUNTY OFFICERS

Elected by the People

PETE DUNCAN

County Clerk and Recorder

P.O. Box 107
Carlinville, IL 62626
Phone: (217) 854-3214
County Clerk's Office Fax: (217) 854-7347
Recorder's Office Fax: (217) 854-7349

Website:

http://www.macoupincountyil.gov/county_clerk.htm

Email: pete.duncan@macoupincountyil.gov

LEE ROSS

Circuit Clerk

P.O. Box 197
Carlinville, IL 62626
Phone: (217) 854-3211
Fax: (217) 854-7361

Website:

http://www.macoupincountyil.gov/circuit_clerk.htm

Email: lee.ross@macoupincountyil.gov

ANNE L. BOEHM

County Treasurer

P.O. Box 20
Carlinville, IL 62626
Phone: (217) 854-4014
Fax: (217) 854-8461

Website:

<http://www.macoupincountyil.gov/treasurer.htm>

Email: anne.boehm@macoupincountyil.gov

SHAWN KAHL

Sheriff

215 S. East St
Carlinville, IL 62626
Phone: (217) 854-3135
Fax: (217) 854-8477

Website:

http://www.macoupincountyil.gov/sheriff_dept.htm

Email: shawn.kahl@macoupincountyil.gov

JENNIFER A. WATSON

State's Attorney

P.O. Box 287
Carlinville, IL 62626
Phone: (217) 854-6101
Fax: (217) 854-5001

Website:

<http://www.macoupinco-sao.com>

Email: macoupinsao@gmail.com

MICHELLE MUELLER

Regional Superintendent of Schools

225 E Nicholas
Carlinville, IL 62626
Phone: (217) 854-4016
Fax: (217) 854-2032

Website:

<http://www.roe40.com>

Email: mmueller@roe40.com

BRAD TARGHETTA

Coroner

507 Victor, P.O. Box 785
Brighton, IL
Phone: (618) 372-8979
Fax: N/A

Website:

<http://www.macoupincountyil.gov/coroner.htm>

Email: coroner@macoupincountyil.gov

KENNETH R. DEIHL

APRIL G. TROEMPER

Judges of the Circuit Court

Phone: (217) 854-3181
Fax: N/A

Website:

<http://www.macoupincountyil.gov/judiciary.htm>

Email: N/A

COUNTY DEPARTMENT ADDRESSES

<u>Dept. Name</u>	<u>Phone</u>	<u>Official/Director</u>	<u>Address</u>
Animal Control	854-4024	Buzie Bertagnoli	21640 Rt 4 P.O. Box 391
Board of Review	854-8281	John Bresnan	201 East Main
Circuit Clerk	854-3211	Lee Ross	P.O. Box 197, Carlinville, IL 62626
Circuit Court	854-3181	Chief Judge Ken Deihl	2nd Floor, Courthouse
Community Development			
County Board	854-3341	Mark Dragovich	215 South East Street, Carlinville, IL 62626
County Clerk & Recorder	854-3214	Pete Duncan	P.O. Box 197, Carlinville, IL 62626
County Coroner	372-8979*	Brad Targhetta	P.O. Box 785 Brighton, IL 62012
Emergency Management	854-3352	Jim Pitchford	215 South East Street P.O. Box 535, Carlinville
Health Department	854-3223	Kent Tarro	805 N. Broad St Carlinville, IL 62626
Highway Department	854-6416	Tom Reinhart	21480 IL Route 4 Carlinville, IL 62626
Jury Commission	854-3211	Mike Mathis	P.O. Box 197, Carlinville, IL 62626
Liquor Commissioner	854-3341	Mark Dragovich	215 South East Street, Carlinville, IL 62626
Probation & Court Services	854-4411	Corinne Briscoe	215 South East Carlinville, IL 62626
Public Defender	854-3181	Jono Verticchio	
Regional Supt. of Schools	854-4016	Michelle Mueller	225 E Nicholas Carlinville, IL 62626
Sheriff	854-3135	Shawn Kahl	215 S. East st, Carlinville, IL 62626
State's Attorney	854-6101	Jennifer A. Watson	P.O. Box 287 Carlinville, IL 62626
Supervisor of Assessors	854-8281	John Bresnan	P.O. Box 15 Carlinville, IL 62626
Treasurer	854-4014	Anne Boehm	P.O. Box 20 Carlinville, IL 62626
Veterans' Assistance	296-4554	Joseph O. White	P.O. Box 12 Carlinville, IL 62626
911 Emergency	854-5459	Aaron Bishop	215 S East St, Ste #2 Carlinville, IL 62626

* Has a 618 area code. All other numbers are a 217 area code.

COUNTY DEPARTMENT FAX NUMBERS

<u>Dept. Name</u>	<u>Fax</u>	<u>Official/Director</u>
Animal Control	(217) 854-8477	Buzie Bertagnolli
Board of Review	(217) 854-4505	John Bresnan
Circuit Clerk	(217) 854-7361	Lee Ross
Circuit Court	(217) 854-3181	Chief Judge Ken Deihl
Community Development		
County Board	(217) 854-3341	Mark Dragovich
County Clerk & Recorder	(217) 854-7349	Pete Duncan
County Coroner	(618) 372-3311	Brad Targhetta
Emergency Management	(217) 854-3135	Jim Pitchford
Health Department	(217) 854-3223 (217) 839-1538 (217) 839-4160 (217) 839-3809	Kent Tarro
Highway Department	(217) 854-6861	Tom Reinhart
Probation & Court Services	(217) 854-3922	Corinne Briscoe
Public Defender	(217)854-8461	Jono Verticchio
Regional Supt. of Schools	(217) 854-4016	Michelle Mueller
Sheriff	(217) 854-8477	Shawn Kahl
State's Attorney	(217) 854-5001	Jennifer A. Watson
Supervisor of Assessors	(217) 854-4505	John Bresnan
Treasurer	(217) 854-9813	Anne Boehm
Veterans' Assistance		Joseph O. White
911 Emergency	(217) 854-4764	Aaron Bishop

COUNTY DEPARTMENT FUNCTIONS

Animal Control and Adoption Center

Buzie Bertagnolli-Administrator
21640 Rt 4 –P.O. Box 391, Carlinville, IL 62626
Phone: (217) 854-4024
Fax: (217) 854-8477

Board of Review

Beaver Coatney, Member (217) 854-7927
Richard Mottershaw, Member (217) 854-8704
Donald Brown, Member (618) 635-2135
201 East Main Carlinville, IL 62626

Illinois counties, with the exception of Cook County, have a local appeal body known as the Board of Review. Complaints on assessments must be filed in writing with the Board of Review in the county in which the property is located. The Board of Review publishes rules regarding appeals. Check with the Board of Review office for the rules in your county.

The Board of Review office will supply you with a complaint form. The Board of Review will review your written complaint, and notify you of their tentative decision. You may request a hearing after you have received your written decision. You may represent yourself or have an attorney represent you.

It is important to remember that you are appealing the assessment of your property upon which the actual bill will be based. The Board of Review does not have the authority to change a tax bill.

CIRCUIT CLERK

Lee Ross, Circuit Clerk
201 East Main, PO Box 197, Carlinville, IL 62626
Phone: (217) 854-3211
Fax: (217) 854-7361

The Clerk of the Circuit Court in Macoupin County is elected by the people to a four-year term. The overall responsibility of the Circuit Clerk is to create and maintain case records, receive fines and fees, and manage circuit court dockets.

The other duties of the Circuit Clerk include the collection and safeguarding of all court monies and their distribution to state, county and municipal agencies. The Clerk is also the keeper of the official court seal and issues all court summonses and subpoenas.

The Clerk of the Circuit Court, or one of his deputies, may attend sessions of the court, documenting and preserving complete records of all proceedings and judgments thereof.

The Clerk is also responsible for securing the integrity of case evidence and exhibits.

Currently, all new case filings are automated into the Macoupin County Circuit Clerk's Office. Information on cases is accessible to the public at a computer terminal located in the Probate Division and is also available on line thru the Macoupin County Circuit Clerk website via computer.

CORONER

Brad Targhetta, Coroner
Box 785. Brighton, IL. 62012
Phone: (618) 372-8979
Fax: (618) 372-3311

The Office of the County Coroner is staffed by the elected County Coroner and appointed Deputy Coroners. The Coroner investigates all sudden, natural and violent deaths in the County that occur under unusual or questionable circumstances to determine the cause and manner of death. At the discretion of the Coroner, a post-mortem examination by staff pathologists may be authorized to ascertain this information. The Coroner issues death certificates and cremation permits.

At the discretion of the Coroner, a jury may be summoned and an inquest conducted where criminal activities are suspected. The essence of the juror's responsibility is to establish the cause and manner of death (suicide, homicide, accident, natural or undetermined).

COUNTY CLERK & RECORDER

Pete Duncan, County Clerk & Recorder
201 E Main St. Carlinville, IL 62626
Phone: (217) 854-3214
Fax: (217) 854-7349

The County Clerk's office has six main roles. The Clerk serves as the Chief Election Authority for the County . In that role, the Clerk administers all Federal, State and County elections. The Clerk is responsible for registering voters, preparing the ballots, training election judges, securing polling places and all other election-related duties.

The Clerk also serves as the official holder of the office that is the depository for vital records, including birth, death and marriage records occurring in Macoupin County.

The County Clerk also handles tax extensions and delinquent taxes. In that role, the Clerk accepts the filing of the annual budgets, levies, financial reports and boundary changes of all taxing bodies and calculates the tax rates and extensions for each unit of government (via Higgins). The Clerk also attends the annual tax sale, collects all delinquent and forfeited taxes, and is responsible for reimbursing the tax buyers and reporting their percentage income to the Internal Revenue Service.

Also, the Clerk is the manager of payroll and accounts payable. As such, the Clerk oversees the payroll and insurance of all County employees and also manages the accounts payable and billable.

As Recorder of Deeds, the County Clerk records all documents and records related to land/structure transactions on properties located in Macoupin County.

Additionally, the County Clerk is the Clerk to the County Board. The Clerk handles filing all matters to be brought before the Board, notifying all Board members of meetings, preparing and publishing the minutes of the Board meetings and keeping accurate files of Board minutes.

In addition, the Clerk's office is also responsible for filing of notary public commissions, assumed business name certificates, statement of economic interest, and raffle and liquor license applications.

EMERGENCY MANAGEMENT

James W. Pitchford, Illinois Professional Emergency Manager (IPEM)

215 South East Street Carlinville, Illinois 62626

Phone: (217) 854-3135

The Emergency Management Agency serves as the coordinating agency for all emergency preparedness, mitigation and planning operations in the County. The department maintains communications and emergency power generation equipment and volunteer personnel to assist with response to emergency and disaster situations within the County.

Coordinating between Local, State and Federal Government agencies during natural and manmade disaster operations and to protect County residents and property is our primary objective.

EMA is responsible for coordinating official warnings and public information during times of emergency or disaster conditions. EMA maintains the County Emergency Operation Plan, The County Mitigation Plan and the Local Emergency Planning Committee database. Rescue and Continuity of county government is one of our major goals.

Coordinating the activities of the local emergency services units and the County Sheriff's Department to respond to large scale events is one primary focus.

HEALTH DEPARTMENT

Kent Tarro, Public Health Administrator

805 North Broad Street, Carlinville, 62626

112 S. Macoupin Street, Gillespie, 62033

109 East Maple Street, Gillespie, 62033

Phone: (217) 854-3223 (217) 839-4141 (217) 839-4133

Fax: (217) 854-3223 (217) 839-1538 (217) 839-4160 (217) 839-3809

Macoupin County Public Health Department is a Certified Local Health Department as recognized by the Illinois Department of Public Health. The Public Health Department undertakes the planning and implementation of a community health program designed to address the priority community health needs of Macoupin County residents. The Department provides a core of services in the areas of potable water supplies, food protection, and infectious disease control and community health education. Other programs are instituted as local needs are identified and resources to support addressing those needs are found.

HIGHWAY DEPARTMENT

Tom Reinhart, County Engineer

21480 IL Route 4, Carlinville IL 62626

Phone: (217) 854-6416

Fax: (217) 854-6861

The Macoupin County Highway Department is responsible for the planning, design, construction, and maintenance of the 222 miles of county highways and the 42 bridges on the county highway system. The County Engineer, under the direction of the County Board, makes improvements to and maintains the County-owned highways and bridges.

The Highway Department provides technical assistance to all 26 township highway commissioners for their 1,080 miles of road and 144 bridges. The Department is also the lead agency for all township projects constructed or maintained

with state Motor Fuel Tax funding. In addition, the Highway Department keeps records of contracts, purchases of materials, machinery, etc. and administers all highway and bridge funds for the county.

The Highway Department also provides inspection of all County and township bridges every two years; reporting the findings to the Illinois Department of Transportation as required by Statute. Other duties of the Highway Department include maintaining highway and construction equipment, snow and ice removal, signing and roadside mowing.

In conjunction with the Road and Bridge Committee of the County Board, the County Engineer sets priorities for highway construction, administers the preparing and letting of contract proposals for bridge and road construction, and directs the staff through contract completion. The County Highway Department cooperates with IDOT, local road districts, and the Federal Highway Administration to construct or maintain connecting highways (including the Federal Aid System).

PUBLIC DEFENDER

Jono Verticchio, Chief Public Defender
P.O. Box 673, Carlinville, IL 62626
Phone: (217) 854-3211
Fax: (217)854-8461

The Public Defender's office provides legal representation to indigent persons charged with a criminal, felony, misdemeanor or select traffic offense in Macoupin County. The Public Defender's office also provides representation for both juveniles and/or their parents in Juvenile proceedings. All services provided by the Public Defender's office are done so without cost to the client.

PROBATION AND COURT SERVICES DEPARTMENT

Corinne Briscoe, Director of Court Services
215 South East Street, 2nd floor, Carlinville, IL 62626
Phone: (217) 854-4411
Fax: (217) 854-3922

The mission of the Macoupin County Probation and Court Services Department is to provide meaningful probation services to all adults and juveniles as required by the court. The Department acts as a liaison between the court, community, agencies, and probationers and focuses on rehabilitating and reintegrating probationers into society in a crime-free, work-oriented, stable, and independent manner.

REGIONAL SUPERINTENDENT OF SCHOOLS

Michelle Mueller, Regional Superintendent
225 E. Nicholas St. Carlinville, IL 62626
Phone: (217) 854-4016
Fax: (217) 854-2032

Regional superintendents are locally elected officials who administer Regional Offices of Education, which are grouped by county or counties throughout Illinois. Mueller has served as the Regional Superintendent of Schools for the Regional Office of Education #40 since 2015. Chad Hoesman has served as the Assistant Superintendent since July 2013.

The Regional Office of Education or ROE is an intermediate service agency that provides regulatory and supportive services to a wide range of clients. The focus of the ROE is to assist schools and educators with efforts to improve teaching and learning.

SHERIFF

Shawn Kahl, Sheriff
215 South East Street, Carlinville, IL 62626
Phone: (217) 854-3135
Fax: (217) 854-8477

The Sheriff is the chief law enforcement officer for the County. He serves as the County's Director of Safety and Administrator of the County Jail and County Courthouse. His primary duties are to operate the County Jail, to investigate all crimes of violence and fraud, to arrest suspects, and to recover stolen property and evidence. His office also provides basic police services to the unincorporated areas of the County.

The Sheriff's Office maintains a complete record of all traffic accidents, arrests, investigations and complaints. They also must serve warrants issued at the request of the State's Attorney and all writs, summonses and other official papers issued by the Circuit Court. The Sheriff's Office also manages all prisoners confined to the County Jail and delivers prisoners to court for arraignments and trials, and to penitentiaries for incarceration.

STATE'S ATTORNEY

Jennifer A. Watson, State's Attorney
P.O. Box 287 Carlinville, IL 62626
Phone: (217) 854-6101
Fax: (217) 854-5001

macoupinsao@gmail.com (email)

macoupinco-sao.com (website)

The State's Attorney is the chief legal officer of the county. As chief law enforcement officer, the State's Attorney has numerous responsibilities. Some of those responsibilities include commencing and prosecuting all criminal cases occurring in Macoupin County, providing legal advice to all local and state police departments working in Macoupin County, representing the county in civil matters, presiding over Grand Juries and handling juvenile matters.

SUPERVISOR OF ASSESSMENTS

John Bresnan, Supervisor of Assessments
201 E. Main – PO Box 15 Carlinville, IL 62626
Phone: (217) 854-8281
Fax: (217) 854-4505

The Supervisor of Assessments office reviews and equalizes assessments, provides guidance to township assessors, processes property transfers and exemptions, updates maps, etc.

TREASURER

Anne Boehm, Treasurer
201 E Main, P.O. Box 20, Carlinville IL 62626
Phone: (217) 854-4014
Fax: (217) 854-9813

The Office of the County Treasurer serves the dual functions of treasurer and collector of County funds. The County Treasurer has the responsibility to receive, invest, and safely keep the tax revenues and other public monies of the County. Investment objectives include safety of principal, liquidity, and maximum rate of return. The Treasurer disburses County revenues as authorized by law or by the County Board.

The County Treasurer prepares bills and receipts for the purpose of tax collection. The office collects tax revenues for all taxing districts in the County. They must report on the status of delinquent property taxes in local newspapers.

VETERANS ASSISTANCE COMMISSION

Joseph O. White, Superintendent Macoupin County
220 N. Broad St. P.O. Box 12 Carlinville, IL 62626
Phone: (217) 854-5249

The Veterans Assistance Commission is an agency that is operated by and for veterans. The Commission provides aid to those military veterans and their families who reside in Macoupin County and that may qualify for and need assistance.

The Commission provides services that may not be available from other agencies. The Veterans Commission can assist veterans and their families with claims to the Department of Veteran Affairs for benefits such as: service-connected disability compensation, GI Home Loans, educational benefits, pension benefits, death/burial benefits and government insurance claims.

The Commission also works with veterans to procure benefits such as employment, public aid, social security and hospitalization from local, state, and federal agencies.

Other services include: providing just and necessary expenditures for the veterans (with an honorable discharge) for their family and dependents and providing payments toward the bare necessities of life such as shelter, utilities and food (total payment per case must be comparable to the payment levels established by the Department of Public Aid).

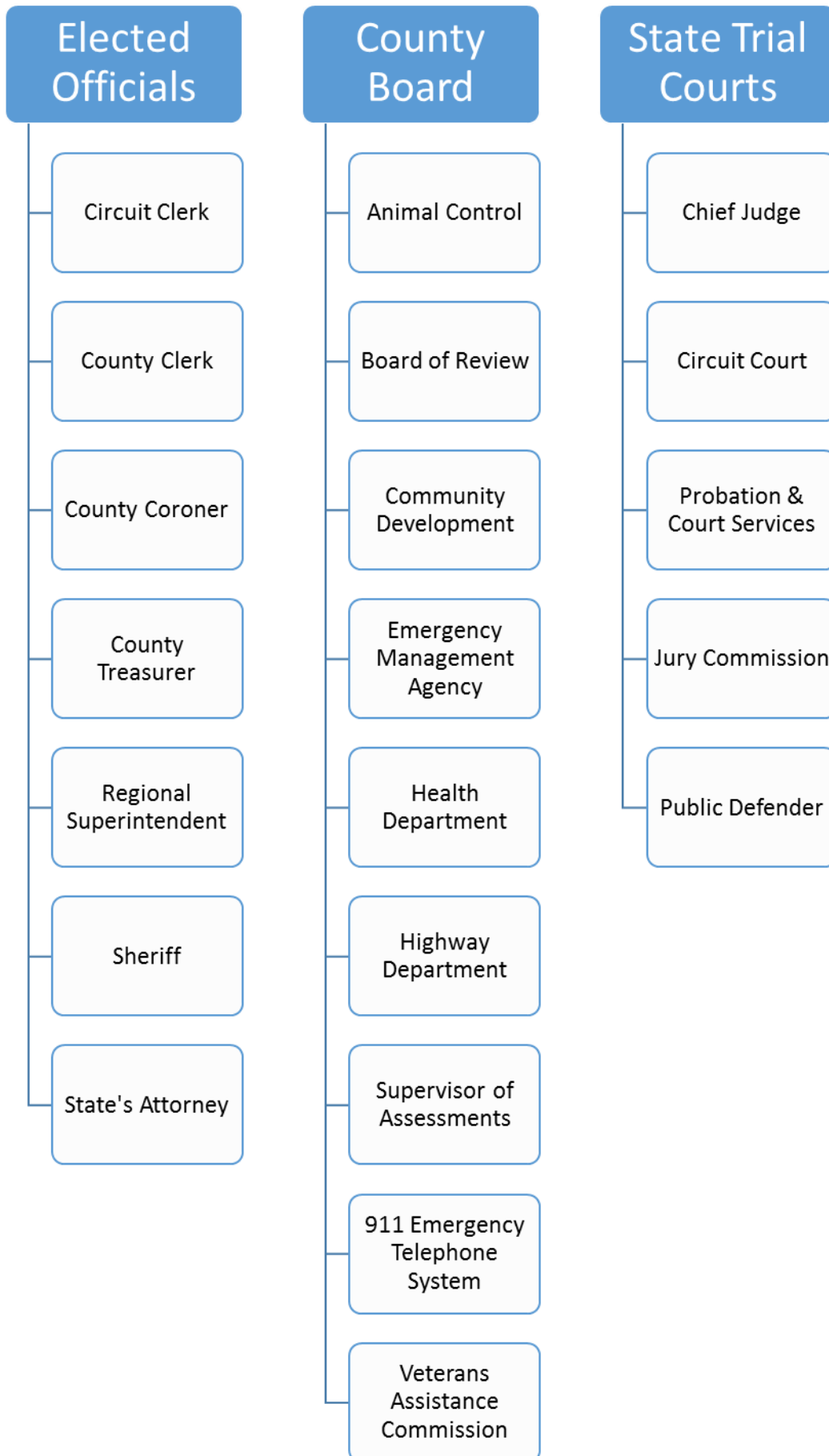
911 EMERGENCY TELEPHONE SYSTEM BOARD

Aaron Bishop, Administrator
215 S. East St, Suite #2 Carlinville, Illinois 62626
Phone: (217) 854-5459 (217) 854-6103
Fax: (217) 854-4764

- Overseeing the planning and maintaining of the county 9-1-1 system;
- Receiving and accounting for moneys from the landline and wireless surcharge for the deposit into the emergency telephone system fund;
- Coordinating and supervising the implementation, upgrading of the system, including but not limited to the need and required equipment;

- Establishing of address and maintaining the Master Street Address Guide (MSAG)
- Assuring the data base for automatic number identification (ANI) and automatic location identification (ALI) equipment, a computer aided dispatch system that records, maintains and integrates information, maintaining an enhanced mapping system, all to increase the operational efficiency of emergency services;
- Maintaining the street or road signs of non-incorporated areas that are essential to the implementation and every day need by emergency responders;
- Other products and services necessary for the overall implementation, maintenance or upgrade of the system and any other purpose related to the operation of the system, including everyday costs attributed to the 9-1-1 system.

COUNTY ORGANIZATIONAL CHART



COUNTY DEPARTMENT FUNCTIONS

Emergency Telephone Systems Board

Tom Ruyle - Chairman

Mike Kostich, Vice Chairman

William Harding

Richard Bivin

Jeff Sudduth

Brandon Robinson

Brandon Oxley

Public Health Board

Dr. Gary Pellizzaro

Dr. Josh Poos

Dr. Bart Pola

Paula Robinson

Judy Bates

Karen Smith

Ruth Ann Pomatto

Ralph March

Wade Stults

West Central Development Board

David Thomas

Robert Quarton

Paul Quirk

Mike Zippay III

A listing of all appointments made by the County Board will be available soon on the macoupincountyil.gov website.

COUNTY ETHICS ORDINANCE

' 35.15 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

CAMPAIGN FOR ELECTIVE OFFICE. Any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, state or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities relating to the support or opposition of any executive, legislative or administrative action; relating to collective bargaining; or that are otherwise in furtherance of the person=s official duties.

CANDIDATE. A person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in 10 ILCS 5/1-3.

COLLECTIVE BARGAINING. The same meaning as that term is defined in 5 ILCS 315/3.

COMPENSATED TIME. With respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this subchapter, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, **COMPENSATED TIME** includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

COMPENSATORY TIME OFF. Authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

CONTRIBUTION. The same meaning as that term is defined in 10 ILCS 5/9-1.4.

EMPLOYEE. A person employed by the county, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

EMPLOYER. The county of Macoupin.

GIFT. Any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

LEAVE OF ABSENCE. Any period during which an employee does not receive compensation for employment, service credit towards pension benefits and health insurance benefits paid for by the employer.

OFFICER. A person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

POLITICAL ACTIVITY. Any activity in support of or in connection with any campaign for elective office or any

political organization, but does not include activities relating to the support or opposition of any executive, legislative, or administrative action, relating to collective bargaining or that are otherwise in furtherance of the person's official duties.

POLITICAL ORGANIZATION. A party, committee, association, fund or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a County Clerk under Section 9-3 of the Election Code 10 ILCS 5/9-3, but only with regard to those activities that require filing with the State Board of Elections or a County Clerk.

PROHIBITED POLITICAL ACTIVITY.

(1) Preparing for, organizing or participating in any political meeting, political rally, political demonstration or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing or receiving payment for tickets for any political fundraiser, political meeting or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

PROHIBITED SOURCE. Any person or entity who:

(1) Is seeking official action by an officer or by an employee, or by the officer or another employee directing that employee;

(2) Does business or seeks to do business with the officer or with an employee, or with the officer or another employee directing that employee;

(3) Conducts activities regulated by the officer or by an employee, or by the officer or another employee directing that employee; or

(4) Has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

(Ord. 2004.3, passed 5-11-2004)

' 35.16 PROHIBITED POLITICAL ACTIVITIES.

(A) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the county in connection with any prohibited political activity.

(B) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity as part of that officer or employee's duties, as a condition of employment, or during any compensated time off (such as holidays, vacation or personal time off).

(C) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(D) Nothing in this section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this subchapter.

(E) No person either in a position that is subject to recognized merit principles of public employment or in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

(Ord. 2004.3, passed 5-11-2004) Penalty, see ' 35.99

' 35.17 GIFT BAN.

(A) *Generally.* Except as permitted by this subchapter, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as recipients), shall

intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this section.

(B) *Exceptions.*

(1) Division (A) of this section is not applicable to the following:

(a) Opportunities, benefits and services that are available on the same conditions as for the general public;

(b) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value;

(c) Any contribution that is lawfully made under the Election Code or activities associated with a fundraising event in support of a political organization or candidate;

(d) Educational materials and missions;

(e) Travel expenses for a meeting to discuss business;

(f) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée;

(g) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members;

(h) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are consumed on the premises from which they were purchased or prepared or catered. For the purposes of this section, catered@ means food or refreshments that are purchased ready to consume which are delivered by any means;

(i) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(j) Intra-governmental and inter-governmental gifts. For the purpose of this Act, intra-governmental gift@ means any gift given to an officer or employee from another officer or employee, and

inter-governmental gift@ means any gift given to an officer or employee by an officer or employee of another governmental entity.

(k) Bequests, inheritances and other transfers at death.

(l) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

(2) Each of the exceptions listed in this section is mutually exclusive and independent of every other.

(C) *Disposition of gifts.* An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this subchapter if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

(Ord. 2004.3, passed 5-11-2004) Penalty, see ' 35.99

' 35.18 CONTRACTS.

(A) Any vendor, supplier, contractor or bidder on a contract shall submit to the county in writing a disclosure statement of any interest that any person associated with that vendor, supplier or bidder might have in the government of the county including serving on an advisory panel or commission, and including service as an employee of the county. Such disclosure statement shall further provide all information reasonably required in ' 35.99. In cases where the expense of a contract, bid or proposal exceeds the sum of \$100,000, the vendor, supplier, contractor or bidder shall also identify the names of all persons holding an ownership interest in the vendor, supplier, or bidder in excess of 5% who are related as spouse, parent, child or sibling to any person then holding elected office with the county. In the event that any part of the contract, bid or proposal in question is to be subcontracted to one or more subcontractors (including material suppliers) or to one or more tiers of subcontractors (including material suppliers), the vendor, supplier, contractor or bidder in question shall also cause the foregoing information to be provided with respect to all subcontractors (including material suppliers) in all subcontracting tiers. The truthfulness and accuracy of the disclosure statement shall be the responsibility of the vendor, supplier, contractor or bidder in question. The failure to supply the disclosure statement required hereunder may constitute grounds for rejecting any bid, proposal or award of contract.

(B) No vendor supplier, bidder or contractor shall be eligible to enter into any contract with the county having a value or expense in excess of \$100,000 if such vendor, supplier, or contractor then employs any elected county official or any county employee, or then possess or maintains any compensated independent contracting or consulting relationship with any elected official in connection with said contract.

(Ord. O-2012.06, passed 10-9-2012) Penalty, see ' 35.99

' 35.99 PENALTY.

(A) A person who intentionally violates any provision of ' 35.16 may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(B) A person who intentionally violates any provision of ' 35.17 is subject to a fine in an amount of not

less than \$1,001 and not more than \$5,000.

(C) Any person who intentionally makes a false report alleging a violation of any provision of ' ' 35.15 through 35.18 to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(D) (1) A violation of ' 35.17 shall be prosecuted as a criminal offense by an attorney for the county by filing in the Circuit Court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

(2) A violation of ' 35.18 may be prosecuted as a quasi-criminal offense by an attorney for the county, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(E) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of ' 35.16 or 35.17 is subject to discipline or discharge.

(Ord. 2004.3, passed 5-11-200

