

Fayette County Board Minutes Tuesday, September 9, 2025

Convene

Jacob Harris, Chairman, called the County Board of Fayette County and State of Illinois regular session meeting to order at the Vandalia City Hall, 431 W Gallatin St, Vandalia, Illinois, on September 9, 2025, at 7:00 p.m.

Attendance

Michael Black, *Present*; Michael L. Butts, *Present*; Patrick Click, *Present*; Dan Lutz, *Present*; Jaqueline Durr, *Present*; Sean Hannagan, *Present*; Jacob Harris, *Present*; Mack Payne, *Present*; Scott L. Ray, *Present*; Ryan Tompkins, *Absent*; Ashley Towler, *Absent*; James Wehrle, *Present*; Joe A. Wills, *Absent*; Scott Workman, *Present*.

The Board met for the following purposes:

1. To consider and allow claims and bills against the County.
2. For the purpose of transacting any and all other business that may properly be presented to the County Board.

The meeting opened with the Pledge to the Flag.

Public Comment

Merrell Collins encouraged attendance at Triple Oaks Power Openhouse September 10, 2025.

Roll Call of Department Heads

Dustin Harmon, Administrator, *Present*; Justin Greeley, Administrator, *Absent*; David K. Harris, Coroner, *Absent*; Kendra Craig, Health Dept. Administrator, *Absent*; Brenda Mathis, States Attorney, *Present*; Michelle Hagy, Treasurer, *Present*; Lucas Mette, Public Defender, *Absent*; Ronnie Stevens, Sheriff, *Present*; Ryan Parks, Supervisor of Assessments, *Present*; Julie Wollerman, ROE, *Absent*; Michael Maxey, Highway Dept. Administrator, *Present*; Jill Schoenhoff, Probation, *Absent*; Ryan Scott, EMA Coordinator, *Present*; Kathy Emerick, Circuit Clerk, *Absent*; Jessica Barker, Clerk & Recorder, *Present*.

Department Head Reports

Michelle Hagy, Treasurer, written report submitted. See **Exhibit A & B** for detailed information.

Ronnie Stevens, Sheriff, written report submitted. See **Exhibit C** for detailed information. Ronnie Stevens also thanked volunteers that came out to help July 26 at the incident at Wren Bridge.

Ryan Scott, EMA Coordinator, written report submitted. See **Exhibit D** for detailed information.

Jessica Barker, Clerk & Recorder, written report submitted. See **Exhibit E** for detailed information.

Approval of Prior Minutes

Mack Payne made a motion to approve prior board minutes dated August 12, 2025. Scott Workman second the motion. The motion was passed by vote.

County Board Committee Report

Mack Payne, Chairman of the Public Building Commission, said that there is possible damage from storm on Roof. The adjuster will be coming back to take a look. The appraisal of the Washington School Building came back.

Patrick Click, Member of Special Use Committee, said that the committee is taking a recommendation for action for New Business Item number 5.

Administrator Report

Dustin Harmon, Bellwether, said that the Bellwether team would be in attendance at the Illinois Association of County Clerk and Recorders (IACCR) conference that starts later this week.

Persons to Address Board

None.

Consent Agenda & Items Continued from Finance Committee Consent Agenda

- 1. Discussion and possible approval of Sherriff Surplus Vehicles going up for bid.
2014 Chevrolet Tahoe 1GNSK2E02ER168949**

Patrick Click made a motion to approve items from the Consent Agenda & Items continued from Finance Committee Consent Agenda. Mike Butts second the motion. The motion passed with all *Ayes*.

- 2. Discussion and possible approval of decreasing the insured value of the Washington School Building.**
This item was removed at the Finance Committee Meeting.
- 3. Discussion and possible approval of a contract with a realtor for the sale of the Washington School Building.**
This item was removed at the Finance Committee Meeting.

Old Business

None.

New Business

Discussion and possible approval of Jail renovations.

Scott Workman made a motion to table this item to October Agenda. Patrick Click second the motion. The motion passed with all *Ayes*.

Discussion and possible approval of Fayette County Holiday Schedule 2026.

James Wehrle made a motion to approve the Fayette County Holiday Schedule 2026. Mack Payne second the motion. The motion passed with all *Ayes*.

Discussion and possible approval of Fayette County Board Meeting Schedule 2026.

Mack Payne made a motion to approve the Fayette County Board Meeting Schedule 2026. Scott Workman second the motion. The motion passed with all *Ayes*.

Resolution 2025-09-09-A: Resolution in support of CEFS Economic Opportunity Corporation and the federal program services CEFS provides to the residents of the county.

Patrick Click made a motion to approve Resolution 2025-09-09-A. Mack Payne second the motion. The motion passed with all *Ayes*.

Discussion and possible approval Hercules Solar Variance Request. Permit #2024-03-12-A2.

Patrick Click, the original request was for a 20ft setback and the committee recommends a 30ft setback. This is not setting precedence and will only be a case-by-case basis. Patrick Click made a motion to approve Hercules Solar Variance Request. Mack Payne second the motion. The motion passed with 9 *Ayes* and 2 *opposed*.

Discussion and possible approval of agreement between University of Illinois and Fayette County for Property Tax Payments.

This is U of I stating they will pay the Taxes even though they are exempt. This is for Otego Township and it is farm ground. Patrick Click made a motion to approve the agreement between University of Illinois and Fayette County for Property Tax Payments. Sean Hannagan second the motion. The motion passed with all *Ayes*.

Discussion and possible approval to appoint Stephen M. Tarter to the Sheriff's Merit Board for a one-year term, expiring in September 2026.

Patrick Click made a motion to approve the appointment of Stephen M. Tarter to the Sheriff's Merit Board for a one-year term, expiring in September 2026. James Wehrle second the motion. The motion passed with all *Ayes*.

Discussion and possible approval to appoint Jeffrey L. Tippin to the Sheriff's Merit Board for a two-year term, expiring in September 2027.

Mack Payne made a motion to approve the appointment of Jeffrey L. Tippin to the Sheriff's Merit Board for a two-year term, expiring in September 2027. James Wehrle second the motion. The motion passed with all *Ayes*.

Discussion and possible approval to appoint Larry Halleman to the Sheriff's Merit Board for a three-year term, expiring in September 2028.

James Wehrle made a motion to approve the appointment of Larry Halleman to the Sheriff's Merit Board for a three-year term, expiring in September 2028. Sean Hannagan second the motion. The motion passed with all *Ayes*.

COMMITTEE #2 (Claims, Purchasing & Printing)

Advanced Correctional Healthcare	On-site medical services for inmates-Sheriff	\$ 9,299.42
Affordable Shred & Storage	Shredding records - Sheriff	\$ 34.00
Better Newspapers	Adv. monthly mtg. - Co. Clerk	\$ 42.42
Better Newspapers	Juvenile publishings - State's Atty.	\$ 130.50
Brent's Lock & Key	Fix lock on vault in office-Treas.	\$ 768.00
Cains Drug Store	Meds for inmates - Sheriff	\$ 269.55
Clearwave Fiber	Fiber internet connection for co. offices	\$ 1,190.00
Consolidated Comm.	Phone bill for county offices	\$ 2,858.78
Direct Energy	Electric for courthouse	\$ 8,991.19
Dothager Ind. IT Consltg	Offsite Backup	\$ 60.00
Dothager Ind. IT Consltg	Computer issues in Courthouse	\$ 750.00
Dothager Ind. IT Consltg	New computers - State's Atty.	\$ 2,338.77
Electronic Architects	Card readers to kitchen & elevator-Sheriff	\$ 3,700.00
Fayette Water Co.	Water - Animal Control	\$ 52.04
FNB Community Bank	Monthly maint fee-ACH credit/debit trans.	\$ 55.44
Frontier Comm.	Basic 9-1-1 - Sheriff	\$ 107.44
Global Tech. Systems	Eqpmt & install - Sheriff	\$ 5,717.55
Harris, David	Supplemental Medicare Ins. Reimb.	\$ 283.34
Harris, David	Summer Conf. - Coroner	\$ 475.00
Hosick Motors	Change oil & filter - Coroner	\$ 146.36
Kaskaskia Supply	Supplies - Sheriff	\$ 20.12
KNR Wireless	Email web hosting co. offices	\$ 335.16
Kohl Wholesale	Food for inmates - Sheriff	\$ 10,743.91
LEON Uniform Co.	Uniforms - Sheriff	\$ 521.99
Liberty Utilities	Jail	\$ 378.59
Liberty Utilities	Courthouse	\$ 48.20
McKay NAPA Auto Parts	Supplies - Sheriff	\$ 108.90
Office Supply	Notary stamp - Sheriff	\$ 39.95
Prairie Farms	Milk for inmates - Sheriff	\$ 962.22
ProWire	Service call - Sheriff	\$ 105.00
Quadient Leasing	Postage meter leasing payments	\$ 927.24
Republic Services	Sanitation services - Sheriff	\$ 468.69
St. Peter Vet	Vet services - Animal Control	\$ 370.60
Sperry Service	Oil changes, repairs - Sheriff	\$ 1,299.96
VISA	Office supplies, food, supplies - Sheriff	\$ 2,769.82
Verizon Wireless	Air cards - Sheriff	\$ 574.43
Watts Copy Systems	Copier - State's Atty.	\$ 166.51
Gad, Sherri	Transcript	\$ 84.00
Gavel, LLC	Website License - Circuit Clerk	\$ 4,200.00
Global Tech. Systems	Batteries for jail radios - Sheriff	\$ 894.00

IHS Pharmacy	Inmate meds - Sheriff	\$ 1,783.26
IL Assoc of Co Clerks & Recorders	Annual Dues - Co. Clerk	\$ 550.00
IL Dept. of Public Hlth	Certified death certificates	\$ 44.00
ILEAS	Dues - Sheriff	\$ 60.00
John Deere Financial	Supplies - Sheriff	\$ 27.97
KONE	Installation of fob readers on elevator	\$ 3,128.95
Konica Minolta	Copier - Coroner	\$ 66.67
LEAF	Copier - Chief Judge	\$ 208.00
Motorola Solutions	Radio connection to ISP - Sheriff	\$ 116.00
NMS Lab	Toxicologies - Coroner	\$ 438.00
Rural Med LLC	Ambulance for inmate - Sheriff	\$ 467.53
Saltus	Printers, scanners - Circuit Clerk	\$ 3,949.14
Sloss, Rachel	2020-F-36	\$ 40.00
Thomson Reuters	Online software charges - State's Atty.	\$ 538.82
Thomson Reuters	Online software charges - Circuit Clerk	\$ 538.83
Vandalia Leader Union	Legal publishing - State's Atty.	\$ 41.69
VISA	Lunches and keys - Coroner	\$ 80.96
VISA	Office supplies - Treas.	\$ 278.06
VISA	Office supplies, ink - Co. Clerk	\$ 137.30
VISA	Office supplies, trng - Probation	\$ 467.24
WEX Bank	Fuel - Sheriff	\$ 298.93
AT & T	Line charges for Basic 9-1-1	\$ 205.99
Capital One	Office supplies, dues - State's Atty.	\$ 925.26
City of Vandalia	Water & Sewer - Jail	\$ 1,054.09
City of Vandalia	Water & Sewer - Courthouse	\$ 76.66
Elan Financial	Supplies, vet meds - Animal Control	\$ 474.95
ES & S	License renewal, maint. & support	\$ 3,600.00
IPCSA	Fall Conf. - Probation	\$ 325.00
Konica Minolta Premier Finance	Copier - Probation	\$ 203.27
Novavision	Security Seals	\$ 131.33
Quill	2 cases of copy paper - Treas.	\$ 52.98
SDS Technology	Fixed mobile computer - Sheriff	\$ 319.50
Tenpenney Pest Control	Monthly pest control for August - Sheriff	\$ 235.00
The Wellness Loft	DSP4 & Coordinator Fayette-Probation	\$ 5,932.72
Thomson Reuters	Library plan charges - State's atty.	\$ 79.00
Total Court Services	CourtIFacts, EM/AM services - Probation	\$ 1,059.40
Verizon Wireless	Cell phones - Probation	\$ 78.42
Verizon Wireless	Air cards - Sheriff	\$ 574.43
Vervocity	Website Work	\$ 375.00
AT & T Mobility	Department issued cell phones-Sheriff	\$ 737.93
Barker, Jessica	Reimb. for meals during Zone mtg.	\$ 40.00
Bellwether	Adm. Services	\$ 7,000.00
Braun Plumbing	Plumbing repairs to F block-Sheriff	\$ 293.40
Clearwave Fiber	Fiber internet connection for co. offices	\$ 1,190.00
Davis, Brittney	Mileage reimb. - Treas.	\$ 46.90
Davis Tim	Reimb. for water - Probation	\$ 10.96
Dothager Ind. IT Consltg	3 PC's - Treas.	\$ 2,637.00
Dugan, Kara	Memorial for her - Probation	\$ 25.00
Elan Financial	Postage - State's Atty.	\$ 132.13
Fidlar	Laredo license fee	\$ 618.00
GFI Digital	Maint. & supplies for copier in N. end-Shrf	\$ 11.85
IL State's Atty. Asoc.	Yearly fee - State's Atty.	\$ 750.00
Konica Minolta	Copier (2 months)- Co. Clerk	\$ 725.30
Konics Minolta Premier Financ	Copier lease & maint. - Treas.	\$ 157.55
Lorenz Supply Co.	Cleaning supplies - Sheriff	\$ 1,222.29
Morell, Addison	Mileage - Probation	\$ 141.40
Pollard, Cheryl	Reimb. - Co. Clerk	\$ 16.11
Pryor, Jade	Jury transcripts - State's Atty.	\$ 680.00

Rural Med LLC	Ambulance for inmate - Sheriff	\$ 935.06
Schoenhoff, Jill	Reimb. for mileage & meals - Probation	\$ 261.33
SDS Technology	Fixed mobile computer - Sheriff	\$ 303.75
SDS Technology	Fixed storage issue - Sheriff	\$ 87.00
SDS Technology	Firewall issues - Sheriff	\$ 337.50
South Central FS	Fuel - Sheriff	\$ 5,974.27
South Central FS	Fuel - Probation	\$ 55.46
South Central FS	Fuel - Coroner	\$ 176.68
South Central FS	Fuel - Animal Control	\$ 452.77
Verizon Wireless	Cell phone - Coroner	\$ 95.76
Verizon Wireless	Phone - Animal Control	\$ 198.08
Watts Copy Systems	Copy machine - S of A	\$ 197.98
Worker, Kaelyb	Reimb for wiper blades - Sheriff	\$ 42.80
	TOTAL	\$ 116,807.70

FAYETTE COUNTY EMA CLAIMS

	EMA	
AT & T Mobility	Phone	\$40.45
Elan Financial Services	Office supplies, fuel	\$558.31
	TOTAL	\$598.76

HIGHWAY DEPARTMENT CLAIMS

	COUNTY BRIDGE	
	Sub Total	
	COUNTY HIGHWAY	
Ameren Illinois	Electric Bill	\$600.00
Arrow Valley Landscaping	Lawn Care	\$325.41
Brenda Daniels	Mileage August	\$168.00
Chandler Tire & Auto	Repairs	\$152.33
Culligan	Water & Rent	\$12.00
D.C. Pest Control	Monthly Inspection	\$35.00

David Milam	Clothing allowance	\$211.48
Fayette County Treasurer	Drainage taxes	\$350.03
Fayette County Treasurer	Postage - July	\$17.76
Fayette Water Company	Rural Water	\$60.00
Frailey's Diesel Repair	Repairs	\$672.53
H & H Lawn Service	Mowing	\$300.00
John Deere Financial	Supplies	\$142.52
John Fabick Tractor Co.	Parts	\$113.45
Jo's Cleaning Service	Cleaning Office	\$300.00
Konica Minolta Danka	Copier	\$136.77
McDowell's Service	Repairs	\$1,097.25
McKay NAPA Auto Parts	Parts	\$14.98
Payroll Account	Pay End Date 07-25-2025	\$11,905.60
Payroll Account	Pay End Date 08-8-2025	\$11,935.60
Payroll Account	Pay End Date 07-25-2025	\$1,962.40
Payroll Account	Pay End Date 08-8-2025	\$1,943.20
Payroll Account	Pay End Date 08-22-2025	\$11,969.60
Payroll Account	Pay End Date 08-22-2025	\$1,943.20
Power Plan	Repairs	\$1,158.52
South Central FS	Fuel Bill	\$4,900.92
South Central FS	Tire fees	\$1,031.95
UniFirst First Aid & Safety	Supplies	\$189.64
Verizon Wireless	Cell Phone Bill	\$137.80
Woody's Supply Co.	Truck payment	\$113,329.00
Sub Total		\$167,116.94
	ENGINEERING	
Gonzalez Comp., LLC	Engineering services	\$4,170.00
Michael A. Maxey	Conf. Registration	\$225.00
Michael A. Maxey	Mileage	\$98.70

Payroll Account	Pay End Date 08-08-2025	\$4,103.86
Payroll Account	Pay End Date 07-25-2025	\$2,434.40
Payroll Account	Pay End Date 08-08-2025	\$2,799.60
Payroll Account	Pay End Date 08-22-2025	\$3,164.80
Payroll Account	Pay End Date 08-22-2025	\$3,034.48
Payroll Account	Pay End Date 07-25-2025	\$3,253.84
Sub Total		\$23,284.68
	FEDERAL AID MATCH	
Dare Cap. Lanacorp.	Tree Removal	\$8,800.00
Hampton, Lenzini &Renwick	Engineering Services	\$200.00
Sub Total		\$9,000.00
	GRAND TOTAL	\$199,401.62

COUNTY BOARD MEMBER'S PAY

Mike Black	Claims, Finance, PBC, Special Use, mileage	\$178.62
	Board Meeting 9-9-25	\$50.00
	TOTAL	\$228.62
Michael Butts	Finance, Special Use, Mileage	\$105.20
	Board Meeting 9-9-25	\$50.00
	TOTAL	\$155.20
Pat Click	Special Use, Finance, PBC mileage	\$136.66
	Board Meeting 9-9-25	\$50.00
	TOTAL	\$186.66
Jacqueline Durr	Finance, Claims, mileage	\$ 81.40
	Board Meeting 9-9-25	\$50.00
	TOTAL	\$131.40
Sean Hannagan	Finance, mileage	\$62.40
	Board Meeting 9-9-25	\$50.00
	TOTAL	\$112.40

Jacob Harris	Finance, Special Use, mileage	96.8
	Board Meeting 9-9-25	\$50.00
	Chairman	\$500.00
	TOTAL	\$646.80
Dan Lutz		
	Board Meeting 9-9-25 & mileage	53.5
	TOTAL	53.5
Mack Payne	R & B, PBC, Finance, Bellwether, ScirpDC, mileage	\$298.00
	Board Meeting 9-9-25	\$50.00
	TOTAL	\$348.00
Scott Ray	Claims, Finance, mileage	\$81.40
	Board Meeting 9-9-25	\$50.00
	TOTAL	\$131.40
Ryan Tompkins		
	ABSENT	
	TOTAL	\$0.00
Ashley Towler	CEFS, mileage	\$59.60
	ABSENT	
	TOTAL	\$59.60
James Wehrle	Special Use, Finance, PBC, mileage	\$131.20
	Board Meeting 9-9-25	\$50.00
	TOTAL	\$181.20
Joe A. Wills		
	ABSENT	
	TOTAL	\$0.00
Scott Workman	Claims, Finance, mileage	\$86.90

Motion/Vote – Claims

Mack Payne made a motion to approve the Committee 2, EMA, Highway Claims and Board Member Pay from August 12, – September 9, 2025. Mike Butts second the motion. Motion passed with all *Ayes*.

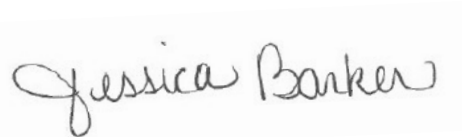
Board Member's Comments and Non-Action Items

Mack Payne said that the SCIRPDC Annual meeting is in Fayette County on October 28. Jacob Harris said that the Discover Downstate Annual Dinner.

Adjournment

Patrick Click made a motion to adjourn this meeting. James Wehrle second the motion. Motion passed with all ayes. Meeting adjourned at 7:19 pm.

Submitted:

A handwritten signature in cursive script that reads "Jessica Barker". The signature is written in dark ink on a light-colored, slightly textured background.

Jessica Barker
Fayette County Clerk and Recorder

FAYETTE COUNTY SHERIFF'S OFFICE

221 SOUTH SEVENTH STREET
VANDALIA, IL 62471



PHONE: (618) 283-2141
FAX: (618) 283-5014

RONNIE STEVENS
SHERIFF

LT. MATT McCONKEY
JAIL ADMINISTRATOR

Sheriff's Monthly Report- September 2025

Public Safety

- Citations issued: 26
- Summons served: 67
- Warrants served: 22
- Calls handled by department: 914

Jail stats for August 2025

- Average Daily Population: 43
- Number of bookings: 78
- Federal Inmate Boarding: \$ 23,188.00
- Federal Inmate Transport: \$ 237.65

Investigations

- State Indictments- 4
- Federal Indictments- 0
- Search Warrants on Residence- 2
- Cell Phone Search Warrants- 8
- Social Media Search Warrants - 2
- Consent House- 1

K9 Deployments for August

- Vehicle Searches- 3
- Tracking Search- 0
- Residence Search w/K9- 1
(apprehension)
- K9 Assist- 3
- School Searches-0
- Building search- 1



Fayette County Emergency Management

Ryan C. Scott, Director

221 South Seventh Street

Vandalia, Illinois 62471

Office/EOC: (618) 283-5005 • Cell: (618) 699-9335 • Dispatch: (618) 283-2141

Email: rscott@fayettecountyillinois.gov

AUGUST 2025 REPORT

Below is a list of things completed during the month of July.

- New Coordinator Training completed with IEMA in Salem.
- Region 9 meeting with IEMA in Effingham
- WebEOC access gained.
- ILCATT has been started now that we have access to WebEOC.
- Monthly meeting held along with training and equipment checks.
- All information has been completed and submitted for GSA account.
- Mobile Radios acquired however need installed in:
 - Mobile Command Unit
 - Dive Command Unit
 - Rescue Truck
- Batteries need replaced on the Mobile Command Unit
- Looking at solutions for lack of storage for equipment. Such as Trucks, large equipment, etc. Will be speaking with Kendra Craig about using the large shed at the Health Department.

If you have any questions or concerns, please feel free to contact me anytime.

Regards,

Ryan Scott

Director

Fayette County Emergency Management

2026 FAYETTE COUNTY HOLIDAY SCHEDULE

NAME OF HOLIDAY

COURTHOUSE CLOSED

New Year's Day	Thursday, January 1, 2026
Martin Luther King Jr Day	Monday, January 19, 2026 (Sheriff Only)
President's Day	Monday, February 16, 2026
Good Friday	Friday, April 3, 2026
Memorial Day	Monday, May 25, 2026
Juneteenth	Friday, June 19, 2026
Independence Day	Friday, July 3, 2026
Labor Day	Monday, September 7, 2026
Columbus Day	Monday, October 12, 2026
General Election Day	Tuesday, November 3, 2026
Veteran's Day	Wednesday, November 11, 2026
Thanksgiving Day	Thursday, November 26, 2026 Friday, November 27, 2026 (Observed)
Christmas Eve	Thursday, December 24, 2026 (Except Sheriff)
Christmas Day	Friday, December 25, 2026

2026 FAYETTE COUNTY

Board & Finance Committee Meeting Schedule

Vandalia City Hall
431 W Gallatin St
Vandalia, IL 62471

FINANCE COMMITTEE DATE:

Tuesday, Jan. 6, 2026, 6:30 pm

Tuesday, Feb. 3, 2026, 6:30 pm

Tuesday, Mar. 3, 2026, 6:30 pm

Tuesday, Apr. 7, 2026, 6:30 pm

Tuesday, May 5, 2026, 6:30 pm

Tuesday, June 2, 2026, 6:30 pm

Tuesday, July 7, 2026, 6:30 pm

Tuesday, Aug. 4, 2026, 6:30 pm

Tuesday, Sept. 1, 2026, 6:30 pm

Tuesday, Oct. 6, 2026, 6:30 pm

Thursday, Nov. 5, 2026, 6:30 pm

Tuesday, Dec. 1, 2026, 6:30 pm

BOARD MEETING DATE:

Tuesday, Jan. 13, 2026, 7:00 pm

Tuesday, Feb. 10, 2026, 7:00 pm

Tuesday, Mar. 10, 2026, 7:00 pm

Thursday, Apr. 16, 2026, 7:00 pm

Tuesday, May 12, 2026, 7:00 pm

Tuesday, June 9, 2026, 7:00 pm

Tuesday, July 14, 2026, 7:00 pm

Tuesday, Aug. 11, 2026, 7:00 pm

Thursday, Sept. 10, 2026, 7:00 pm

Tuesday, Oct. 13, 2026, 7:00 pm

Tuesday, Nov. 10, 2026, 7:00 pm

Tuesday, Dec. 8, 2026, 7:00 pm

Special meetings of the County Board shall be held
only when requested in writing by one-third (5)
of the members of the County Board.