

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, AUGUST 18, 2020
AGENDA
5:45 P.M.**

The public may feel free to participate via Zoom.

The ID is: 812 1120 1973

Password is: 540803

The Public may also send letters or emails to:

Woodford County

Attn: Woodford County Coordinator

115 N. Main Street

Eureka, IL 61530

1. Call to Order

2. Roll Call – Jason Spence (ch.), Russ Cotton, Chuck Nagel, Emily Barker, Dan Steffen

3. Approval of Minutes

a. Approval of July 14, 2020 minutes

4. Public Input

5. Claims

a. County Board Per Diem Claims

6. Unfinished Business

7. New Business

- a) Resolution 08-20-001 To accept full payment of delinquent taxes, penalties, interest, and costs from Mark Pinkham for parcel #06-07-209-009 and authorize the cancellation of the Certificate of Purchase on said parcel.
- b) Resolution 08-20-002 To accept full payment of delinquent taxes, penalties, interest, and costs from Mark Pinkham for parcel #06-07-209-035 and authorize the cancellation of the Certificate of Purchase on said parcel.
- c) Motion to approve moving the polling place in Metamora 4 and Metamora 5 from Snyder Village at 1200 E Partridge, Metamora, IL, to the Christian Union Church (East doors) located at 925 W. Walnut Street, Metamora, IL.
- d) Motion to approve moving the polling place in Worth 9 and Worth 10 from The Parish Center at Lourdes Church at 424 Lourdes Church Road, Metamora, IL, to Marlene's Event Barn located at 1380 Hickory Point Road, Metamora, IL.
- e) Motion to approve moving the polling place in Worth 7 and Worth 8 from Mt. Alverno Novitiate (Motherhouse) at 1175 St. Francis Lane, East Peoria, IL, to Kouri's located at 105 Elizabeth Point Dr., Metamora, IL.
- f) Motion to approve moving the polling place in Olio 3 from The Apostolic Christian Home, at 610 W. Cruger, Eureka, IL, to the Church of the Nazarene located at 1601 S. Main Street, Eureka, IL.
- g) Motion to approve moving the polling in Roanoke 3 from the Village Hall at 101 N. Main Street to the Roanoke Park Building on Victory Avenue (next to Roanoke Pool), Roanoke, IL.
- h) Resolution 2109-20 #076 to pay Microsoft Office 365 in vacation

8. Adjournment

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, JULY 14, 2020
MINUTES
4:30 P.M.**

1. Call to Order

2. Roll Call – Russ Cotton, Emily Barker, Chuck Nagel all present. Jason Spence arrived at 4:39. Dan Steffen was excused.

3. Approval of Minutes

- a. Approval of June 9, 2020 regular meeting minutes.

Motion to approve June 9, 2020 regular meeting minutes made by Nagel, seconded by Barker. *Motion passed.*

- b. Approval of June 9, 2020 executive session meetings

Motion to approve and keep confidential June 9, 2020 executive session meeting minutes made by Barker, seconded by Cotton. *Motion passed.*

4. Public Input

5. Appointments

6. Approval of Claims

- a. Approval of July claims

Motion to approve July claims made by Barker, seconded by Nagel. *Motion passed.*

- b. County Board Per Diem – Roll Call Vote

There were no per diem claims for this month.

7. Unfinished Business

8. Department Update

- a. County Clerk – Election Law

The County Clerk reported that she received a letter from the state informing her that the County would receive \$58,872.32 from the Cares Act Award. This money can be used for additional cost for the upcoming election that are due to Coronavirus- additional ballot mailings, publications, holiday salaries, software programs, etc. Woodford County will also receive a grant award in the amount of \$17,733.84 for postage for the extra mailings. The office will be creating the vote by mail application in house to save costs. She would like to purchase from ES&S tabulation hardware for \$6,345.00 and the license for the hardware for \$265.00. Last month she had informed the committee of the estimated costs for the new requirements for the upcoming election. With the grant money being made available to the County, the county will incur less cost than previously anticipated. She will use the grant money first, before tax dollars to cover costs incurred. It was asked about counting ballots. Three election judges have to be

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TUESDAY, JULY 14, 2020
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present to count ballots – 2 Republican judges and 1 Democratic judge. If for some reason a ballot is rejected, that has to be reported to the state. Motion to approve \$6,610 to ES&S for equipment and license made by Barker, seconded by Cotton. *Motion passed.*

9. New Business

- a. Election of committee chairman

Russ Cotton has resigned as the Chairman of County Offices. Motion to appoint Jason Spence as County Offices Chairman made by Nagel, seconded by Barker. *Motion passed.*

- b. GIS Training, GIS Department Changes, Devnet Process Improvement, and IDNR meeting

Tri-County will now be taking over the mapping changes for annexing, and tax code for the Assessor's office. This will help with making the process run smoother. The May sales have been entered and the June sales came down last week and will be entered. Ms. Goff will be meeting with Livingston County Assessor to share information and forms. The Board of Review has been called to work on exemptions. These have to go through the state to be approved. The mapping technician will be attending a class to learn how to use the new GIS Pro system for mapping. The supervisor will follow up with IDNR to make sure her numbers match with state audit, and people are being properly assessed.

- c. Discussion on purchase agreement with Midwest Mailing and Shipping Systems Inc. Duplo Tabletop Folding Machine

The Chairman of the County Board and Jason Spence told the County Clerk to purchase the equipment. The equipment has already been purchased, so this was not discussed.

10. Budget

11. Other

The Treasurer received notice from the State as to the salary of the State's Attorney. By statute the Public Defender's salary has to be within 90% of the State's Attorney salary. For several years the State's Attorney did not receive a raise, and until recently we did not have a full time Public Defender. The Treasurer will make adjustments to the Public Defender salary on the budget documents, and will also inform the Finance Committee of the changes.

RESOLUTION



WHEREAS, The County of Woodford, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Woodford, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

T28N - R2E - S07 LOT 9 WM HAVENER MOBILE HOME SUBD

PERMANENT PARCEL NUMBER: 06-07-209-009

As described in certificate(s): 2016-0027 sold on October 26, 2017

Commonly known as: E. TENTH ST. & LOCUST ST.

and it appearing to the The County Office's Committee of the County Board that it is in the best interest of the County to accept full payment of the delinquent taxes, penalties, interest, and costs from the owner of an interest in said property.

WHEREAS, Mark Pinkham, has paid \$1,432.14 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the The County Office's Committee of the County Board and at the same time it having been determined that the County shall receive \$790.72 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$14.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. Mark Pinkham shall receive \$57.00 for overpayment. The remainder is the amount due the Agent under his contract for services.

WHEREAS, your The County Office's Committee of the County Board recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF WOODFORD COUNTY, ILLINOIS, that the Chairman of the Board of Woodford County, Illinois, hereby authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described real estate for the sum of \$790.72 to be paid to the Treasurer of Woodford County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____,

ATTEST:

CLERK

COUNTY BOARD CHAIRMAN

RESOLUTION



WHEREAS, The County of Woodford, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Woodford, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

WM HAVENER MOBILE HOME SUBD LOT 7 & 8

PERMANENT PARCEL NUMBER: 06-07-209-035

As described in certificate(s): 2016-0029 sold on October 26, 2017

Commonly known as: E. TENTH ST.

and it appearing to the The County Office's Committee of the County Board that it is in the best interest of the County to accept full payment of the delinquent taxes, penalties, interest, and costs from the owner of an interest in said property.

WHEREAS, Mark Pinkham, has paid \$3,680.40 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the The County Office's Committee of the County Board and at the same time it having been determined that the County shall receive \$2,310.98 as a return for its Certificate(s) of Purchase. The County Clerk shall receive \$14.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. Mark Pinkham shall receive \$57.00 for overpayment. The remainder is the amount due the Agent under his contract for services.

WHEREAS, your The County Office's Committee of the County Board recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF WOODFORD COUNTY, ILLINOIS, that the Chairman of the Board of Woodford County, Illinois, hereby authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described real estate for the sum of \$2,310.98 to be paid to the Treasurer of Woodford County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____,

ATTEST:

CLERK

COUNTY BOARD CHAIRMAN

SURRENDER

WOODFORD COUNTY CLERK AND RECORDER

Dawn L. Kupfer

115 N. Main St., Room 202

Eureka, Illinois 61530-1273

Office Phone: 309-467-2822 Office Fax: 309-467-7391

Barbara Smith, Chief Deputy ~ Deb Monge, Deputy ~ Andrea Storm, Deputy ~ Kayla Stimeling, Deputy

August 5, 2020

To: Woodford County Board
Village of Metamora
Snyder Village (SV Hall)
Sue Farraher, Metamora Township Supervisor
James Schertz, Metamora Township Highway Commissioner
Tim Ruestman, Republican Party Chairman
Junius Rodriguez, Democratic Party Chairman
State Board of Elections

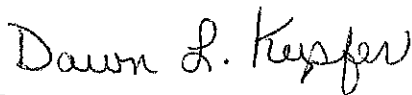
From: Dawn L. Kupfer

RE: Temporarily Change of Metamora 4 and Metamora 5 (Snyder Village SV Hall) Polling Location

The Woodford County Clerk's Office recently received notification from the Snyder Village Home located at 1200 E. Partridge, Metamora, Illinois 61548. This location has been a polling place for many years and during the November 3, 2020 General Election it is necessary to relocate this precinct due to concerns over COVID-19, no one other than staff and residents are permitted to be on the premises.

Due to the upcoming General Election, which will be held on November 3, 2020, the Woodford County Clerk's Office is seeking the approval of temporarily moving the polling place location. In order to properly notify the registered voters in the **Metamora 4 and Metamora 5** precincts, the Clerk requests to temporarily move the polling place for **Metamora 4 and Metamora 5** from the **Snyder Village (SV Hall)** located at 1200 E. Partridge, Metamora, Illinois to the **Christian Union Church (East Doors)** located at 925 W. Walnut Street, Metamora, Illinois 61548.

Respectfully,



Dawn L. Kupfer
Woodford County Clerk and Recorder
115 N. Main Street, Room 202
Eureka Illinois 61530

WOODFORD COUNTY CLERK AND RECORDER

Dawn L. Kupfer

115 N. Main St., Room 202

Eureka, Illinois 61530-1273

Office Phone: 309-467-2822 Office Fax: 309-467-7391

Barbara Smith, Chief Deputy ~ Deb Monge, Deputy ~ Andrea Storm, Deputy ~ Kayla Stimeling, Deputy

August 5, 2020

To: Woodford County Board
Farrell Lord, Worth Township Supervisor
Ron Kiefner, Worth Township Highway Commissioner
Tim Ruestman, Republican Party Chairman
Junius Rodriguez, Democratic Party Chairman
State Board of Elections

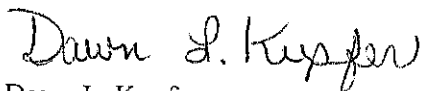
From: Dawn L. Kupfer

RE: Temporarily Change of Worth 9 and Worth 10 Parish Center at Lourdes Church Polling Location

The Woodford County Clerk's Office recently received notification from the Parish Center at Lourdes Church located at 424 Lourdes Church Road, Metamora, Illinois 61548. This location has been a polling place for many years and during the November 3, 2020 General Election it will be necessary to relocate this precinct due to the Parish being under renovations and will not be available for use this election.

Due to the upcoming General Election, which will be held on November 3, 2020, the Woodford County Clerk's Office is seeking the approval of temporarily moving the polling place location. In order to properly notify the registered voters in the **Worth 9 and Worth 10** precincts, the Clerk requests to temporarily move the polling place for **Worth 9 and Worth 10** from the **The Parish Center at Lourdes Church** located at 424 Lourdes Church Road, Metamora, Illinois to **Marlene's Event Barn** located at 1380 Hickory Point Rd., Metamora, Illinois 61530.

Respectfully,



Dawn L. Kupfer
Woodford County Clerk and Recorder
115 N. Main Street, Room 202
Eureka Illinois 61530

WOODFORD COUNTY CLERK AND RECORDER

Dawn L. Kupfer

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Eureka, Illinois 61530-1273

Office Phone: 309-467-2822 Office Fax: 309-467-7391

Barbara Smith, Chief Deputy ~ Deb Monge, Deputy ~ Andrea Storm, Deputy ~ Kayla Stimeling, Deputy

August 5, 2020

To: Woodford County Board
Farrell Lord, Worth Township Supervisor
Ron Kiefner, Worth Township Highway Commissioner
Tim Ruestman, Republican Party Chairman
Junius Rodriguez, Democratic Party Chairman
State Board of Elections

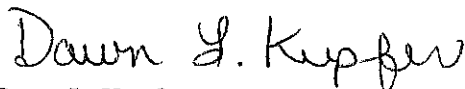
From: Dawn L. Kupfer

RE: Temporarily Change of Worth 7 and Worth 8 (Motherhouse) Polling Location

The Woodford County Clerk's Office recently received notification from the Mt. Alverno Novitiate (Motherhouse) located at 1175 St. Frances Lane, East Peoria, Illinois 61611. This location has been a polling place for many years and during the November 3, 2020 it will be necessary to relocate this precinct due to concerns over COVID-19, no one other than staff and residents are permitted to be on the premises.

Due to the upcoming General Election, which will be held on November 3, 2020, the Woodford County Clerk's Office is seeking the approval of temporarily moving the polling place location. In order to properly notify the registered voters in the **Worth 7 and Worth 8** precincts, the Clerk requests to temporarily move the polling place for **Worth 7 and Worth 8** from the **Mt. Alverno Novitiate (Motherhouse)** located at 1175 St. Frances Lane, East Peoria, Illinois to **Kouris** located at 105 Elizabeth Pointe Dr., Germantown Hills, Illinois 61530.

Respectfully,



Dawn L. Kupfer
Woodford County Clerk and Recorder
115 N. Main Street, Room 202
Eureka Illinois 61530

WOODFORD COUNTY CLERK AND RECORDER

Dawn L. Kupfer

115 N. Main St., Room 202

Eureka, Illinois 61530-1273

Office Phone: 309-467-2822 Office Fax: 309-467-7391

Barbara Smith, Chief Deputy ~ Deb Monge, Deputy ~ Andrea Storm, Deputy ~ Kayla Stimeling, Deputy

August 5, 2020

To: Woodford County Board
Roger Miller, Olio Township Supervisor
Ron Hartter, Olio Township Highway Commissioner
Tim Ruestman, Republican Party Chairman
Junius Rodriguez, Democratic Party Chairman
State Board of Elections

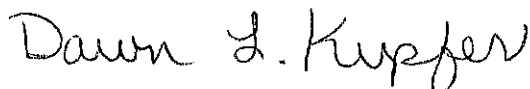
From: Dawn L. Kupfer

RE: Temporarily Change of Olio 3 Polling Location

The Woodford County Clerk's Office recently received notification from the Apostolic Christian Home located at 610 West Cruger Avenue, Eureka, Illinois 61530. This location has been a polling place for many years and during the November 3, 2020 General Election it is necessary to relocate this precinct due to concerns over COVID-19, no one other than staff and residents are permitted to be on the premises.

Due to the upcoming General Election, which will be held on November 3, 2020, the Woodford County Clerk's Office is seeking the approval of temporarily moving the polling place location. In order to properly notify the registered voters in the **Olio 3** precinct, the Clerk requests to temporarily move the polling place for **Olio 3** from the **Apostolic Christian Home** located at 610 West Cruger Avenue, Eureka, Illinois to the **Church of the Nazarene** located at 1601 South Main Street, Eureka, Illinois 61530.

Respectfully,



Dawn L. Kupfer
Woodford County Clerk and Recorder
115 N. Main Street, Room 202
Eureka Illinois 61530

WOODFORD COUNTY CLERK AND RECORDER

Dawn L. Kupfer

115 N. Main St., Room 202

Eureka, Illinois 61530-1273

Office Phone: 309-467-2822 Office Fax: 309-467-7391

Barbara Smith, Chief Deputy ~ Deb Monge, Deputy ~ Andrea Storm, Deputy ~ Kayla Stimeling, Deputy

August 7, 2020

To: Woodford County Board
Michael Smith, Mayor of Roanoke
Jeremy Knepp, Roanoke Township Supervisor
Brian DeFreese, Roanoke Township Highway Commissioner
Tim Ruestman, Republican Party Chairman
Junius Rodriguez, Democratic Party Chairman
State Board of Elections

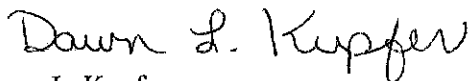
From: Dawn L. Kupfer

RE: Temporarily Change of Roanoke 3 Polling Location

The Woodford County Clerk's Office recently received notification from the Village of Roanoke located at 101 N. Main Street, Roanoke, Illinois 61561. This location has been a polling place for many years and during the November 3, 2020 General Election it is necessary to relocate this precinct due to concerns of the polling place condition since the flood.

Due to the upcoming General Election, which will be held on November 3, 2020, the Woodford County Clerk's Office is seeking the approval of temporarily moving the polling place location. In order to properly notify the registered voters in the **Roanoke 3** precinct, the Clerk requests to temporarily move the polling place for **Roanoke 3** from the **Roanoke Village Hall** located at 101 N. Main St., Roanoke, Illinois to the **Roanoke Park Building** located at W Victory Avenue (located next to the Roanoke Swimming Pool), Roanoke, Illinois 61561.

Respectfully,



Dawn L. Kupfer
Woodford County Clerk and Recorder
115 N. Main Street, Room 202
Eureka Illinois 61530



STATE OF ILLINOIS)
) SS.
COUNTY OF WOODFORD)

WOODFORD COUNTY BOARD

August 18, 2020

RESOLUTION # 2019/2020-076

**RESOLUTION AUTHORIZING WOODFORD COUNTY'S
MICROSOFT OFFICE 365
STATEMENTS TO BE PAID-IN-VACATION**

WHEREAS, the County of Woodford purchase Office 365 in September 2019, and

WHEREAS, the Microsoft billing statements for Office 365 are submitted by the County Coordinator to the Woodford County County Clerk for payment on a monthly basis; and

WHEREAS, the statements for Office 365 are received after the monthly cut-off time to be submitted to the County Clerk for payment; and

WHEREAS, the Coordinator is requesting permission to present the statements from Microsoft to the Woodford County Clerk to be paid-in-vacation from line item 051-300-5121.

NOW THEREFORE BE IT RESOLVED, by the Woodford County Board this 18th day of August 2020, the Woodford County Coordinator is authorized to present the Office 365 statement from Microsoft to the Woodford County Clerk to be paid-in-vacation.

ATTEST:

Dawn L. Kupfer
Woodford County Clerk

John Krug
Chairman of Woodford County Board