

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, SEPTEMBER 10, 2019
AGENDA
4:00 P.M.**

1. Call to Order

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

3. Approval of Minutes

a. Approval of August 13, 2019 regular meeting minutes.

4. Public Input

5. Appointments

a. Appointment of John Krug to the Central Illinois Agency on Aging for a 3 year term expiring the 1st Monday in December 2022.

b. Reappointment of Alex Bill to the Lowpoint Street Lighting District for a 3 year term expiring April 30, 2022.

6. Approval of Claims

a. September Claims

b. County Board Per Diem – Roll Call Vote

7. Unfinished Business

a. County Credit Card Policy

b. Codification

8. New Business

a. Resolution 09-19-001 Authorizing the execution of a Deed of Conveyance to the Village of Goodfield on parcel 18-07-300-024

9. Budget

10. Other

11. Executive Session (if necessary)

12. Any action coming out of Executive Session

13. Adjournment

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, AUGUST 13, 2019
MINUTES
4:00 P.M.**

1. Call to Order

2. **Roll Call** - Russ Cotton (ch), chuck Nagel, Emily Barker, Jason Spence al present. Dan Steffen is excused.

3. Approval of Minutes

- a. Approval of July 16, 2019 special meeting minutes

Motion to approve July 16, 2019 minutes made by Nagel, seconded by Spence. *Motion passed.*

4. Public Input

Hillary Aggertt – Woodford County Health Department. Ms. Aggertt spoke about an upcoming Healthy Eating event. The event is walking 208 miles in 8 weeks. The event starts September 1st and participants can sign up through the website at <https://tricitytrek.walkertracert.com>. Registration fee is \$20. Prizes will be awarded for first to complete, the most steps, and several other random drawings.

5. Appointments

It was explained that these appointments were approved at CP&Z. According to Board rules, all appointments, except those to the Health Insurance Committee go through County Offices.

- a. Appointment of Ansel Burditt as an alternate member to the Zoning Board of Appeals to fill the expired term of Curtis Heilman for a 5 year term expiring August 1, 2024.

Motion to appoint Ansel Burditt as an alternative member to ZBA made by Spence, seconded by Nagel. *Motion passed.*

- b. Appointment of Martin Clinch as a Regular member to the Zoning Board of Appeals to fill the expired appointment of James Losher for a 5 year term expiring August 1, 2024

Motion to appoint Martin Clinch as a regular member to ZBA made by Spence, seconded by Barker. *Motion passed.*

- c. Appointment of Kim Holmes as Chairman of the Zoning Board of Appeals for the remainder of her 5 year term expiring August 1, 2022.

Ms. Holmes refused this appointment. No action was taken.

6. Approval of Claims

- a. County Clerk

Motion to approve August claims made by Nagel, seconded by Spence. *Motion passed.*

- b. County Board Per Diem

Two per diem claims were submitted. One for Mr. Nagel, one for Mr. Kempf. Motion to pay the per diem claims made by Barker, seconded by Spence. *Motion passed.*

7. Unfinished Business

- a. Codification

State's Attorney Minger is still working on this. This will be moved to next month to discuss.

- b. Discussion/action on Granite

At this time the committee does not want to take any action on Granite. The committee will wait until the issues with IT are settled before they make a decision.

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c. Discussion/action on mandatory classes policy changes

The committee is okay with the verbiage. Motion to put the mandatory class policy in the policy manual and pass to full board made by Nagel, seconded by Barker. Discussion on making sure the policy meets the GATA requirements. *Motion passed.*

d. Strategic Planning

This will be discussed next month.

e. Take Cover and Evacuation for County Employees

The Courthouse held a fire drill and a shelter in place drill last month. The sheriff's department is working on an intruder policy. This will be presented at a later date.

8. New Business

a. Discussion and approval of Meraki contract renewal

The committee look at quotes for a 1, 3, and 5 year contracts. The 5 year is cheaper than the 3 year contract. Discussion on what Meraki is. Motion to purchase a 5 year contract made by Spence, seconded by Barker. *Motion passed.*

b. Discussion and approval of Sophos (anti-virus) contract renewal

A one and three year contract were presented. Motion to purchase a 3 year contract made by Nagel, seconded by Spence. *Motion passed.*

c. Approval of Resolution 2018-19 #64 Increasing the Salary of the Woodford County Public Defender

The State's Attorney salary was raised per statute. The Public Defender's salary has to be a percentage of the State's Attorneys. Motion to approve resolution 2018-19 #64 made by Spence, seconded by Barker. *Motion passed.*

d. Approval of Ordinance 2018-19 #18 Granting Text Amendment to the Circuit Clerk Fees

Last month an ordinance was passed regarding the Circuit Clerk fees. That ordinance was written from recommendations from the state. However, we are not an arbitration county, therefore that language needs to be removed from the ordinance. The law library fund was also omitted. This ordinance removes the arbitration fee and adds in the law library fee. It was asked if the fees follow the new fee schedule, which they do. Motion to approve ordinance 2018-19 #18 made by Nagel, seconded by Barker. *Motion passed.*

e. Space in annex 4 for Child's Advocacy Center

The Child Advocacy Center needs to have four rooms – a waiting room, a conference room, an interview room, and an observation room. We currently rent space for the Center from the Farm Bureau Building. With the changes in the fee schedule, and waivers, the fund will not receive the revenue that it has been receiving. It was suggest that the Center be moved to annex 4. There is space in annex 4 and the Sheriff has budgeted for the Center to move to annex 4. We share resources for the Center with Tazewell County. The ad hoc committee was on board with the move. Discussion on how this move fits into the long range goals for space.

f. Motion to approve Election System & Software, LLC Ballot on Demand System, Ongoing License, Maintenance, and Services Agreement

Motion made by Nagel to approve the election system agreement, seconded by Spence. The election equipment is getting older, so the agreement is for only one year. *Motion passed.*

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g. County Credit Card

We had to take over our domain name. We have to pay for those names with a credit card, they will not bill us. In the past the county has used the sheriff's credit card when needed. This card would fall into the audit and all receipts will be approved by the board. The sheriff stated that Office 365 may not bill us, and it would have to be paid by credit card. The sheriff does not want to tie the sheriff's credit card up every month with money to pay Office 365. Discussion on where the card would come from. It was decided that it would be best to use Morton Community Bank. This card could also be used to hold hotel reservations for conferences. We would need a policy to cover the credit card. It was decided that the sheriff would share his credit card policy with the board office, and it would be reviewed next month. This item will be held over till next month for any action.

9. **Budget**
10. **Other**
11. **Executive Session (if necessary)**
12. **Any action coming out of Executive Session**
13. **Adjournment**

Motion to adjourn made by Spence, seconded by Barker. *Motion passed.*

Meeting adjourned at 4:44 pm.

Submitted by: Deb Breyman

Russ Cotton, Chairman
County Offices Committee



Office of the County Board Woodford County, Illinois

August 27, 2019

The Honorable John Krug
Woodford County Board Chairman
Woodford County Courthouse
115 N. Main Street
Eureka, Illinois 61530

Request the County Board appoint to the Central Illinois Agency for Aging:

| <u>Name</u> | <u>Term Length</u> | <u>Term Expiration</u> |
|-------------|--------------------|---------------------------------|
| John Krug | 3 year | 1st Monday in December, 2022 |

Please let me know if you have any further questions.

Sincerely,

John Krug
County Board Chairman

September 5, 2019

Woodford County Board,

This letter is to request that you re-appoint Alexander Bill as Treasurer of the Lowpoint Street Lighting District for an additional 3 year term, starting on April 30, 2019 to April 30, 2022. Thank you for your consideration in this matter.

Sincerely,



Douglas Bill

Reappointment of Alex Bill to the Lowpoint Street Lighting
District for a 3 year term expiring April 30, 2022.

WOODFORD COUNTY

Credit Card Usage Policy

Purpose: Establish a policy to define, authorize and regulate the use of a credit card, and to establish procedures for utilizing the credit card for appropriate expenses in the conduct of official Woodford County business and the responsibility for protection, custody and proper usage of a credit card.

Authority: The Woodford County Board Office.

Application: This policy applies to the County Office card holder and any personnel authorized by the Board to use a county credit card.

Responsibility: The County Coordinator is responsible for the issuance of credit cards for use by the county. Furthermore the coordinator is responsible for the monitoring, retrieval and general oversight of the usage of county credit cards.

Credit Card Issuance: The County Coordinator may issue the county credit cards to the following staff members: County Clerk, Circuit Clerk, Treasurer, State's Attorney, Supervisor of Assessments, or Zoning Supervisor.

Card Limit: The card issued by the County will have an individual card limit not to exceed \$2,500.00.

Permissible Credit Card Use: County credit cards may be used for the purchases of goods and services that are for official business of the county when normal accounts payable procedures cannot be utilized (i. e. travel related expenses, hotel reservations, conference registration fees and online purchases when it is the only practical alternative or there is a significant saving to the county.)

Card Restrictions: County credit cards will not be used for the purchase of alcoholic beverages, tips, personal use purchases or cash advances.

Purchasing Procedure: All credit card purchases must have receipt detailing the goods or services purchased, cost, date of purchase and the official business explanation thereof. Receipts must be provided for all credit card purchases made. Above said receipts will need the department head or supervisor, and county coordinator's signature and the line item number written on it. All receipts will be affixed to the credit card statement, verified correct and submitted to the county coordinator for submission to the county clerk for payment.

Authority: The county coordinator shall be responsible for all activities related to credit card usage including but not limited to the following: Review and authorize all credit card documentation including but not limited to: documentation of services purchased, the actual cost of services, date of purchase and the official county business for which purchased. All documentation must be submitted consistent with the County Clerks claims payment procedure.

Unauthorized Use: Any employee that engages in an unauthorized or improper use of a county credit card will be subject to disciplinary procedure up to and including termination, and maybe subject to civil or criminal prosecution consistent with applicable laws. The employee found to have inappropriately used a county credit card will be required to reimburse the County of Woodford for all costs associated with such improper use.

Credit Card Protection: The employee using the credit card is responsible for the credit cards protection and custody and shall immediately notify the county coordinator if the card is lost or stolen. The employee using the credit card is responsible for safeguarding the account number and posting any information is strictly prohibited.

Change of Employment Status: The employee using the county credit card shall immediately return the credit card to the county coordinator upon termination of employment or if transferred to another division within the Sheriff's Office.

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:

MONTGOMERY TOWNSHIP

PERMANENT PARCEL NUMBER: 18-07-300-024

As described in certificates(s) : 2014-0176 sold October 2015

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 dispose of its interest in said property.

WHEREAS, Village of Goodfield, has bid \$807.00 for the County's interest, such bid having been presented to the The County Office's Committee of the County Board at the same time it having been determined by the The County Office's Committee of the County Board and the Agent for the County, that the County shall receive from such bid \$300.00 as a return for its certificate(s) of purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive \$0.00 for his services and the Recorder of Deeds shall receive \$57.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is \$807.00.

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, be hereby authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$300.00 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