

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, JUNE 12, 2018
MINUTES
4:00 P.M.**

- 1) **Call to Order**
- 2) **Roll Call** – Bryant Kempf (Ch.), Richard Hill, Donald Tolan, Pete Streid all present. Jason Jording excused.
- 3) **Approval of Minutes**
 - a. Approval of May 8, 2018 regular meeting minutes.
Motion to approve May 8, 2018 minutes made by Streid, seconded by Hill. *Motion passed.*
- 4) **Review of Executive Session Minutes**
 - a. January 09, 2018 – Release or Keep Confidential.
Motion to keep confidential made by Streid, seconded by Hill. *Motion passed.*
 - b. December 12, 2017 Session 1– Release or Keep Confidential.
Motion to keep confidential made by Streid, seconded by Hill. *Motion passed.*
 - c. December 12, 2017 – Session 1– Release or Keep Confidential.
Motion to keep confidential made by Streid, seconded by Hill. *Motion passed.*
 - d. December 7, 2015 Session 3– Release or Keep Confidential.
Motion to keep confidential made by Streid, seconded by Hill. *Motion passed.*
 - e. March 10, 2014 – Release or Keep Confidential
Motion to release and make public made by Hill, seconded by Tolan. *Motion passed.*
- 5) **Public Input**
- 6) **Appointments**
 - a. Reappointment of Jeff Schrock to the Congerville Rural fire Department for a 3 year term expiring May, 2020.
Motion to reappoint Jeff Schrock to the Congerville Rural fire Department for a 3 year term expiring May, 2020 made by Tolan, seconded by Streid. *Motion passed.*
 - b. Reappoint of Jared Schieber to the Congerville Rural fire Department for a 3 year term expiring May, 2021.
Motion to reappoint Jared Schieber to the Congerville Rural fire Department for a 3 year term expiring May, 2021 made by Hill, seconded by Streid. *Motion passed.*
 - c. Reappointment of Ed Lemman to the Congerville Rural fire Department for a 3 year term expiring May, 2019.
Motion to reappoint Ed Lemman to the Congerville Rural fire Department for a 3 year term expiring May, 2019 made by Tolan, seconded by Streid. *Motion passed.*
 - d. Reappointment of Joannie Johann to the Woodford County Mentally Deficient Persons (MDP) Board for a 3 year term expiring June 30, 2021.
Motion to reappoint Joannie Johann to the Woodford County Mentally Deficient Persons (MDP) Board for a 3 year term expiring June 30, 2021 made by Hill, seconded by Streid. *Motion passed.*
- 7) **Approval of Claims**
 - a. Approval of June 2018 claims
Motion to approve June 2018 claims made by Tolan, seconded by Streid. *Motion passed.*
 - b. County Board Per Diem – Roll Call Vote
Claims presented for Blake Parsons and Bryant Kempf. Motion to approve per diem claims made by Streid, seconded by Hill. Rolle call vote – Kempf – yes; Streid – yes, Hill – yes, Tolan- yes. *Motion passed.*

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8) Unfinished Business

a. Ordinance Codification – Debbie Harms

Ms. Harms presented the committee with a copy of a page that helps explain the process for codification, (copy attached). We haven't received the legal review yet, and will probably be fall before we receive it and get it on the web.

b. Clerk/Recorder – GIS – Zoning Cost Study

Last month Ms. Harms informed the committee of legislation that was enacted regarding predictable fees. The fees will no longer be based on attributes of the document, but will now be a flat fee based upon the actual cost to the county. In order to do this change, there needs to be a cost study done. The cost for this study would be \$1,000 just for her office. GIS would cost an additional \$2,500 for the Assessor office. They can do the whole County Clerk and Recorder office fees for \$6,000 which would include the GIS fee of the Assessor's Office. The county is currently way below what other counties are charging. Since Ms. Harms has been the Clerk, for the past 13 years, the fees have not been raised. This has to be put into place by January 1, 2019. Discussion on what all is included in the \$6,000 fee. If we do not charge an amount to cover our cost, then the cost is being put on tax payer dollars. Motion to approve the predictability fee study at a cost of \$1,000 to the County Clerk, \$2,500 to the Assessor, and \$2,500 to be paid out of contingency made by Hill, seconded by Tolan. 1 nay vote. *Motion passed.*

9) New Business

a. Approval of Ordinance 2017-18 #014 Food Ordinance

Eric Lane, Director of the Health Department, presented the new Food Ordinance. The food ordinance has not been changed since 1997. The State of Illinois has repealed the food code and has adopted the Federal FDA food code. Woodford County has 175 licensed facilities, and the Health Department does over 500 inspections per year. With the new Ordinance, the inspections will take more time to do. Discussion if this will increase man power within the department. This new ordinance will become effective July 1, 2018. Motion to approve 2017-18 #014 Food Ordinance and forward to the full Board made by Streid, seconded by Tolan. *Motion passed.*

b. chaneytechs.com – IT service

This will be discussed in budget

c. Authorization for SpyGlass

This was done three years ago, and the company found thousands of dollars that we had been overcharged in the phone bills. The company likes to do an audit of the bills every three years. There is no cost to the county to do this. The company is paid by taking a percentage of what they recoup in fees. Need approval to allow them to do another telecommunication study. Motion to have Spyglass perform another telecommunication study, contingent on State's Attorney approval, made by Hill, seconded by Streid. *Motion passed.*

d. CDW Devnet Expense

This is a licensing fee required for the Devnet program. Motion to approve \$2,882.11 for Devnet license fee made by Hill, seconded by Tolan. *Motion passed.*

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10) Budget

a. Circuit Clerk - #20, #66, #72, #86

Lynne Gilbert presented her budget. There are no changes to the automation, document storage, or child support budgets. The only changes that have been made to the overall budget is for salaries. She gave the employees a 2% increase in salaries, and raised their overall pay \$1 an hour to bring their salary in line with other employees in the Courthouse. She will cover the additional expense out of her document storage fees. Her salary she put in the 8% increase that had been given to other elected officials, and will keep her salary the same for the next four years. The Circuit Clerk and the County Clerk share a heavy duty shredder. The shredder they currently have was bought in 2010 and is on its last leg. They will need to purchase a new shredder in the very near future. She reported that since she has been in office she has collected, through the collection agency, \$280,000 and has received \$37,000 from the Comptroller's Office in tax collection. Motion to approve budget as presented and forward to Finance made by Tolan, seconded by Streid. *Motion passed.*

b. Supervisor of Assessment – #110, #120, #80

Mary Bell presented her budget. She stated that her budget has changed, as this is a quadrennial year, so there is an increase in the publication and printing line items. She put in a 2% raise for her employees and herself. She also raised the mileage amount for the Board of Review, as there may need to be extra meetings with this quadrennial year. This year new aerial photos will be taken. The cost for the flight alone is \$50,000 for a 3 year period. They will allow her to make payments so she has put an extra \$20,000 in for the flight this year. She would like to do oblique views so that you can see all around the property which will help in assessing the correct tax. Cost for this would be \$110,000, which includes the flight but is not feasible at this time due to budget constraints. Motion to accept budget as presented and forward to Finance made by Hill, seconded by Tolan. *Motion passed.*

c. County Board Office - #100, #310, #295, #30, #290

Deb Breyman presented her budget. She removed money from budget #290 line item 5034, since it was basically for paper, and just moved that amount into office supplies. She bumped her salary to be comparable with the other secretaries in the Courthouse. The only other amount that has changed is in IT. She left that blank at this time. Since the committees have been talking about getting a full time IT person, budget time would be the perfect time to make the change, but she was not sure what to put in for that amount. There was discussion regarding IT and how we need a full time person, not a contractual person. Most departments feel there needs to be a full time IT person to handle the system here. Ms. Jording is spending time helping other departments with problems they are having, and Rodney Waters spends most of his time dealing with IT issues. The problem with our current situation is that he has a full time job, and we have to wait till that job is over before we can get help. Mr. Kempf reported that he has received multiple phone calls regarding IT. Because we have two separate systems – judicial and everything else – the two systems sometime battle one another and cause problems. It was felt that we need to have an IT person on site at the very minimum 1 day every other week. Chaney Technologies had contacted Ms. Breyman and she included information on them in the packet. They are a local company and would provide an IT tech one day a week to be on sight. A temporary fix would be to have the same person who does judicial do the rest of the Courthouse. It was asked if Ms. Breyman would reach out to Viscon, since they handle the judicial system,

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and see what cost would be, if they can provide someone to be on site, and if a contract would be needed. Long term fix would be to have a full time IT person. Motion to approve budget as presented and forward to Finance made by Hill, seconded by Streid. *Motion passed.*

d. Veteran's Assistance Commission, - #90

Motion to accept budget as presented and forward to Finance made by Streid, seconded by Hill. *Motion passed.*

e. County Clerk - #10, #65, #71, #160

Debbie Harms presented her budget. Three full time employees in her office will receive a step up in salary, along with the 2% pay increase. She needs to add \$1,700 to line item 5025 to cover her cost of the new shredder. There was an increase in line 5022 as next year they will print new voter cards, year book, and contact cards of new Board members. In the Recorder Automation fund they are trying to get records on line. They have to do manual redactions for years between 1986 and 1994, which is taking a long time. Motion to approve budget as presented and move to Finance made by Tolan, seconded by Streid. *Motion passed.*

f. County Treasurer - #30, #200, #210, #069, #088, #083

Melissa Andrews stated her salary was set by resolution last month. Her chief deputy received a 2% pay increase. The full time deputy's salary was also increased by 2%, but a portion of her salary gets paid a portion out of Animal Control. The part time help has a large increase as she was paid out of the #069 Treasure's Automation fund. However, Ms. Andrews has spent funds down and no longer has the money in that automation fund to cover the part-time help salary, so it has all been placed in #030. The new equipment line has increased as she needs a folding machine. While the machine is in her office, it is used by multiple offices. The quote she has received for a new machine is \$2,700. Budget #200 has a 3% increase as of now, but may need to be adjusted when the health insurance committee increases the rates in the fall. Budget #210 – any item that ends in 004 is addressed at this committee. Budget #069 – charge \$5 fee to mortgage companies when they pay a tax that does not have an original bill. By statute they can only charge \$10 for a tax sale. We are having fewer and fewer parcels sold so no more money can be generated into this fund to help pay salary. Motion to accept budget as presented and forward to Finance made by Hill, seconded by Streid. *Motion passed.*

g. State's Attorney - #130, #81, #93, #97

This budget will be addressed next month due to time.

h. Probation - #230, #73

This budget will be addressed next month due to time.

i. Public Defender - #140

This budget will be addressed next month due to time.

j. Judges - #150, #64, #82

This budget will be addressed next month due to time.

k. Department of Education - #70

This budget will be addressed next month due to time.

11) Other

12) Executive Session (if necessary)

Motion to go into executive session under 55 ILCS 120/2(c)5, the purchase or lease of real property made by Hill, seconded by Streid. Roll call vote – Kempf – yes, Hill – yes, Tolan – yes, Streid – yes.

a. Discussion on Health Department. 55 ILCS 120/2(c)5

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13) Any action coming out of Executive Session

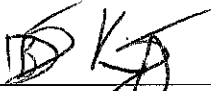
Motion to come out of executive session at 6:04 made by Hill, seconded by Streid. *Motion passed.*

14) Adjournment

Motion to adjourn made by Streid, seconded by Tolan. *Motion passed.*

Meeting adjourned at 6:05 PM.

Submitted by: Deb Breyman

 7-10-18

Bryant Kempf, Chairman
County Offices Committee