

**COUNTY OFFICES COMMITTEE  
COUNTY BOARDROOM  
TUESDAY, SEPTEMBER 8, 2020  
MINUTES  
4:30 P.M.**

**1. Call to Order**

2. **Roll Call** – Jason Spence (ch), Russ Cotton (via Zoom), Chuck Nagel (via Zoom), Emily Barker (via Zoom). Dan Steffen was absent. Also present was alternate Jerry Smith.

**3. Approval of Minutes**

- a. Approval of August 18, 2020 special meeting minutes.

Motion to approve August 18, 2020 minutes made by Nagel, seconded by Barker.

*Motion passed.*

- b. Approval of July 14, 2020 Executive session 1

- c. Approval of July 14, 2020 Executive session 2

Since the committee participated by Zoom, these minutes were not reviewed. They will be reviewed at the October meeting.

**4. Public Input**

**5. Appointments**

- a. Approval of appointment of Mark Vaughn to the Woodford County Housing Authority for a 1 year term expiring June 30, 2021.

Motion to approve the appointment of Mark Vaughn to the Woodford County Housing Authority for a 1 year term expiring on June 30, 2021 made by Cotton, seconded by Nagel. *Motion passed.*

- b. Approval of reappointment of Laura Siscoe to the Woodford County Housing Authority for a 3 year term expiring June 30, 2023.

Motion to approve the reappointment of Laura Siscoe to the Woodford County Housing Authority for a 3 year term expiring June 30, 2023 made by Barker, seconded by Cotton. *Motion passed.*

**6. Approval of Claims**

Motion to approve the September claims made by Cotton, seconded by Nagel. *Motion passed.*

**7. County Board Per Diem – Roll Call Vote**

There were no per diems for the month.

**8. Department Updates**

- a. Supervisor of Assessments

Ms. Goff presented the committee with a chart showing all the splits and consolidations that were done. The Board of Review findings have been forwarded to the Department of Revenue and PTab. All June sales are completed and assessment calculations and data entry are on track. GIS mapping tech has completed all the month of September 2019 and has mapping changes set up to February 2020. Property listings and acreages were

**COUNTY OFFICES COMMITTEE  
COUNTY BOARDROOM  
TUESDAY, SEPTEMBER 8, 2020  
MINUTES  
4:30 P.M.**

sent to the attorney representing the drainage district. She has met with Devnet and Zoning to discuss picture sharing options and zoning scanned images.

The Woodford County Clerk, Dawn Kupfer reported that she has received over 3,000 requests for mail in ballots. She expects that number to go up. She has ordered a secure drop off box that will be placed inside the front door. This box will be monitored on camera and will be out of the weather. It was asked if a person could vote in their precinct and then also do a mail in ballot. It was explained that everyone who has requested a mail in ballot will be flagged in the system. If they show up at a precinct to vote, they will have to turn in the mail in ballot before they can vote at the precinct. If a person shows up at the Courthouse to vote, the office will be calling their precinct to make sure they have not already voted, and to notify them that they are voting at the Courthouse.

The Treasurer reported that taxes were due September 4<sup>th</sup>. Her office will be doing a distribution next week. It was asked if Covid has had an effect on the collection of taxes. Ms. Andrews reported that they have collected more in the first installment than they have in the past, so they are ahead in the collection of the taxes. Due to wording in a Public Act, there is a question if the tax sale can be held on November 10. The wording states that the tax sales shall be held no earlier than 120 days after the effective date of the Act or until the first day of the first month in which there is no longer a state wide Covid-19 public health emergency. At this point, Ms. Andrews is moving forward with the sale on the 10<sup>th</sup>, unless otherwise advised.

**9. Unfinished Business**

**10. New Business**

a. We Care Contract

The state says we need to have a contract with We Care. This contract was written by the Assistant State's Attorney Matt Miller. It has already been approved by the We Care Board. Motion to approve the We Care Contract and send to the full Board made by Nagel, seconded by Barker. *Motion passed.*

b. Approval of Board Administrative Assistant Job Description

Mr. Nagel, Mr. Krug and Ms. Breyman met and came up with a list of the duties of the job. It is important for the Board to know what the duties are in case there is a question, and it helps the employee to know what is expected of them. Motion to approve the job description of the Board Administrative Assistant and send to the full Board made by Barker, seconded by Nagel. *Motion passed.*

**COUNTY OFFICES COMMITTEE  
COUNTY BOARDROOM  
TUESDAY, SEPTEMBER 8, 2020  
MINUTES  
4:30 P.M.**

c. Renewal of the DEVNET Property Tax, wEdge, and Planning, Building & Zoning Software License, Maintenance and Support for Woodford County. This is a contract that is done every 5 years. The current contract expires on December 31, 2020. The only change in the new contract is a 5% increase in the maintenance and support. This contract affects the County Clerk, Supervisor of Assessments, Zoning, and the Treasurer's office. Motion to approve the DEVNET contract and send to the full Board made by Nagle, seconded by Cotton. *Motion passed.*

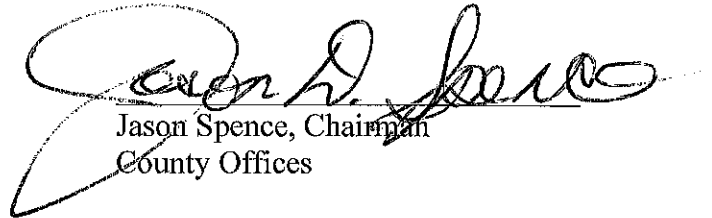
d. Approval of Ordinance 2019-20 #16 Authorizing the Execution and Delivery of Local CURE Program Financial Support Conditions and Certification  
The County has been awarded a grant to cover the expense we have incurred because of the Covid 19 pandemic. This Ordinance, along with a list of expenses, will be sent to the state for reimbursement. Motion to approve Ordinance 2019-20 #16 and send to the full Board made by Cotton, seconded by Barker. *Motion passed.*

- 11. Budget**
- 12. Other**
- 13. Executive Session (if necessary)**
- 14. Any action coming out of Executive Session**
- 15. Adjournment**

Motion to adjourn made by Cotton, seconded by Nagel. *Motion passed.*

Meeting adjourned at 6:15.

Submitted by: Deb Breyman

  
Jason Spence, Chairman  
County Offices