

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, JUNE 13, 2023
AGENDA
5:00 P.M.**

1. Call to Order

2. **Roll Call** - Autum Jones, Denise Durst, Randy Barth, Zack Ferris, Nathan Schertz

3. Approval of Minutes

- a. Approval of May 9, 2023 regular meeting minutes.

3. Public Input

5. Appointments

- a. Appointment of Michael Millett to the Carlock Fire Protection District to complete the unexpired 3 year term of Greg Umland expiring April 30, 2025.
- b. Reappointment of Dale Greenhalph to the Woodford County Housing Authority for a 4 year term expiring June 30, 2027,
- c. Reappointment of Erik Brewer to the Woodford County Housing Authority for a 1 year term expiring June 30, 2024
- d. Reappointment of Erik Pigman to the Woodford County Housing Authority for a 2 year term expiring June 30, 2025
- e. Reappointment of Laura Siscoe to the Woodford County Housing Authority for a 3 year term expiring June 30, 2026
- f. Reappointment of Sue Knepp to the Woodford County Housing Authority for a 5 year term expiring June 30, 2028

6. Claims

- a. Approval of June claims
- b. County Board Per Diem – Roll Call Vote

7. New Business

- a. Approval of laptop and printer for election program.

8. Unfinished Business

9. Other

10. Executive Session (if necessary)

11. Any action coming out of Executive Session

12. Adjournment

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, MAY 9, 2023
MINUTES
5:00 P.M.**

1. Call to Order

The meeting was called to order at 5:01 PM by Chairman Jones

2. Roll Call

Autum Jones, Denise Durst, Randy Barth, Zack Ferris all present. Nathan Schertz is absent.

3. Approval of Minutes

a. Approval of April 11, 2023 regular meeting minutes.

Motion to approve April minutes made by Durst, seconded by Barth. There were no corrections made. *Motion passed.*

b. Approval of and Release or Keep Confidential the April 11, 2023 Executive Session Minutes

Motion to approve and release the April 11 executive session minutes made by Barth, seconded by Ferris. There were no corrections. *Motion passed.*

3. Public Input

None

5. Appointments

a. Appointment of Bruce Mathes to the Germantown Hills Fire Protection District for a 3-year term expiring April 30, 2026.

b. Reappointment of Donald Benedict to the El Paso Fire Protection District for a 3-year term expiring April 30, 2026

c. Reappointment of Robert Seggerman to the Secor Fire Protection District for a 3-year term expiring June 12, 2026.

Motion to approve the appointments of A, B and C made by Ferris, seconded by Durst. *Motion passed.*

6. Claims

a. Approval of May claims

Motion to approve May claims made by Durst, seconded by Barth. There was no discussion on the claims. *Motion passed.*

b. County Board Per Diem – Roll Call Vote

There is one per Diem claim for Mr. Worner for \$1,075. Motion to approve per Diem claim for Mr. Worner made by Ferris, seconded by Barth. Roll call vote – Jones-yes; Durst-yes; Barth-yes; Ferris-yes. *Motion passed.*

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7. New Business

a. Discussion on verbiage of alternate board member use at committee meetings. The committee looked at the original verbiage (paragraph 1) from the board rules for the use of an alternate committee member, the verbiage presented to the County Board in April (paragraph 2), and new verbiage (paragraph 3). There was very little discussion. The committee felt that new verbiage would be their recommendation to the full Board. Motion to accept paragraph 3 and move to full Board made by Barth, seconded by Durst. *Motion passed.*

The new verbiage will read - *The Chairman may appoint to each standing committee two (2) alternate committee members. This person may be counted toward a quorum and have voting rights if one or more standing committee members are not present. The committee chairman would contact the alternate committee member(s) before the committee meeting to arrange for the alternate committee member(s) to attend. The chairman of the committee will call the first designated alternate committee member first, and the second alternate member second for an alternate member of the committee to be full fledged member. If all five standing committee members are present, the alternate would not be utilized.*

b. Approval of Resolution 2022/23 #053 Appointing Janet Gibbs as the Supervisor of Assessment

Motion to approve the appointment of Janet Gibbs as the Supervisor of Assessment made by Ferris, seconded by Durst. *Motion passed.*

c. Approval of Resolution 2022/23 #054 Authorizing the Bond Amount for the Supervisor of Assessment.

Mr. Twists informed us that the Supervisor needs to have a bond of \$2,000 set by statute. Our insurance covers the Supervisor of Assessment for more, but they went ahead and set a bond for \$2,000 so we could be in compliance with the law. Motion to approve Resolution 54 made by Barth, seconded by Ferris. *Motion passed.*

d. Motion to approve permanently moving the Montgomery 2 Polling Location from the Goodfield Fire House at 102 N. Harrison Street, Goodfield to the Village Hall of Goodfield located at 114 S. Eureka Street, Goodfield.

The County Clerk spoke with the Village of Goodfield regarding relocating a polling location to the Village Hall. Goodfield was okay with that as long as the voting equipment was not stored in the Village Hall. Motion to approve the relocation for Montgomery 2 to the Goodfield Village Hall made by Durst, seconded by Ferris. *Motion passed.*

e. Approval of Ordinance 2022/2023-014 to Amend the County Clerk Fees as Suggested by the Bellwether Cost Study. (Birth, Death, Marriage, and Assumed Business Name/Changes).

The County Clerk's office provides several services. The fees for those services are set by statute. The fee study looked at what we currently charge, and what statute says

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COUNTY BOARDROOM
TUESDAY, MAY 9, 2023
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we could charge, and made adjustments. Part of the study covered GIS fees. Currently we charge \$18 per document. The County Clerk gets \$1, and the Supervisor of Assessment gets \$17. Last year, the GIS fees generated \$87,148 for the Assessor's Office. With the increase to \$21.50, it is estimated that this year the total should be around \$104,093. The four different Ordinances cover different services and documents within the County Clerk's office.

- f. Approval of Ordinance 2022/2023-015 to Amend the Predictable Fee Schedule for the Woodford County Recorder's Office as Suggested by the Bellwether Cost Study. (Deeds, mortgages, leases, plats, etc.)
- g. Approval of Ordinance 2022/2023-016 to Amend the County Clerk Tax Redemption Fee as Suggested by the Bellwether Cost Study.

Motion to approve Ordinance 2022/23 14, 15, 16 made by Barth, seconded by Ferris.
Motion passed.

- h. Approval of Ordinance 2022/2023-017 to Require the Parcel Identification Number (PIN) and Common Mailing Address Be on All Documents to Be Recorded.

This Ordinance goes along with the recording fees. The County Clerks office and the Assessment Office share a system that interacts with the State of Illinois. Having the PIN and address on the documents makes it easier to locate within the system. Motion to approve Ordinance 17 made by Barth, seconded by Durst. *Motion passed.*

8. Unfinished Business

9. Other

10. Executive Session (if necessary)

11. Any action coming out of Executive Session

12. Adjournment

Motion to adjourn made by Durst, seconded by Ferris. *Motion passed.*

Meeting adjourned at 5:15 PM.

Submitted by: Deb Breyman

Autum Jones, Chairman
County Office Committee



**WOODFORD
COUNTY**
HOUSING AUTHORITY

410 EAST EUREKA AVENUE
P O BOX 223
EUREKA IL 61530-0223
PH: 309-467-4623
FAX 309-467-6927

RECEIVED

JUN 6 2023

WOODFORD COUNTY
CLERK AND RECORDER

June 2, 2023

WOODFORD COUNTY CLERK
115 N MAIN ROOM 202
EUREKA IL 61530

RE: Reappointment

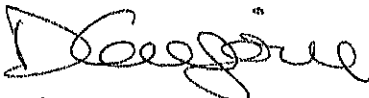
The Woodford County Housing Authority Board of Commissioners would like to have Dale Greenhalgh, Metamora reappointed for his term ending in June 2023 for 4 years to term ending June 30, 2027. They would also like to extend Erik Brewer's term for another year to expire June 30 2024 and Eric Pigman, Goodfield extended for 2 years to expire June 30, 2025. Please extend Laura Siscoe for 3 year term ending June 30, 2026.

We noticed that upon review Sue Knepp, Metamora should be expiring at the end of a five year term from last year to expire on June 30, 2028.

Thank you for your assistance with this matter. If you have questions or concerns, please let myself or Tammy Prather Chairperson, know. We look forward to hearing from you once the reappointments have been approved.

Sincerely,

WOODFORD COUNTY HOUSING AUTHORITY



Diane Gregoire
Executive Director

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Reappointment of Dale Greenhalgh to the Woodford County Housing Authority for a 4 year term expiring June 30, 2027.

Reappointment of Erik Brewer to the Woodford County Housing Authority for a 1 year term expiring June 30, 2024.

Reappointment of Erik Pigman to the Woodford County Housing Authority for a 2 year term expiring June 30, 2025.

Reappointment of Laura Siscoe to the Woodford County Housing Authority for a 3 year term expiring June 30, 2026.

Reappointment of Sue Knepp to the Woodford County Housing Authority for a 5 year term expiring June 30, 2028.

CARLOCK FIRE PROTECTION DISTRICT

P.O. BOX 228
CARLOCK, ILLINOIS 61725-0228

May 18, 2023

Woodford County Board
115 N. Main, Room 202
Eureka, IL 61530-1273

To the Woodford County Board:

This letter is to respectfully request that the Woodford County Board appoint Michael Millett to replace Greg Umland on the Carlock Fire Protection District Board of Trustees. Greg's term was set to expire April 30, 2025.

Our Board will then be as follows:

Randy Miller
12447 E. 2100 North Rd
Hudson, IL 61748
Term Expires 4/30/24

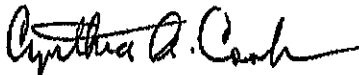
Brian Mohr
9814 E 2250 North Rd
Carlock, IL 61725
Term Expires 4/30/24

John C. Blakeney
211 Denman Road
Carlock, IL 61725
Term Expires 4/30/24

Randall Lorimor
22237 N 825 East Rd
Carlock, IL 61725
Term Expires 4/30/25

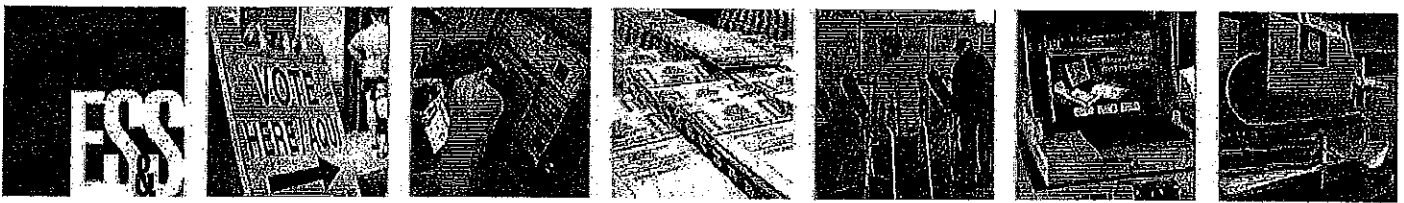
Michael Millett
2180 E 2250 North Rd
Carlock, IL 61725
Term Expires 4/30/25

Sincerely,



Cynthia A. Cook, Treasurer
CFPD Board of Trustees
309-825-4353

Appointment of Michael Millett to the Carlock Fire Protection District to complete the unexpired 3 year term of Greg Umland expiring April 30, 2025.



Election Systems & Software, LLC
 11208 John Galt Blvd
 Omaha, NE 68137

EVS 5.5.0.3 Reporting Standard Standalone System Purchase Order

June 02, 2023

Woodford County, Illinois
 115 N Main Rm 202
 Eureka, IL 61530

Quantity	Part #	Description	Price	Ext. Price
		EMS WORKSTATION		
1	96107	DELL LATITUDE 5530 12TH GEN I5 16GB RAM 512GB HDD	\$2,074.00	\$2,074.00
		<ul style="list-style-type: none"> • Dell Latitude E5530 • 12th Generation Intel® Core™ I5-1235 (10 Core, 12MB cache) • TPM Enabled • Dell Power Manager • Dell Data Protection Security Tools Digital Delivery/NB • Dell Backup and Recovery Basic • Dell Data Protection Protected Workspace • Dell Digital Delivery Cirrus Client • Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps), Optiplex • Waves Maxx Audio Royalty • 15.6" FHD (1920x1080) Non-Touch Anti-Glare LCD with Camera and Mic • 16GB (2x8GB) DDR4 Memory • M.2 512GB PCIe Class 35 Solid State Drive • Intel Wi-Fi 6 AX211 2x2 .AX+ Bluetooth 5.1 • Internal Dual Pointing Keyboard (US-English) • 90-Watt AC Adaptor, US Power Cord • Primary 4-cell 58W/HR Battery • Dell Limited Hardware Warranty Extended Year(s) • Dell Limited Hardware Warranty • ProSupport: 7x24 Technical Support, 5 Years • ProSupport: Next Business Day Onsite, 1 Year • ProSupport: Next Business Day Onsite, 4 Year Extended 		
1	96002	DELL EXTERNAL USB SLIM DVD+/-RW OPTICAL DRIVE	\$70.00	\$70.00
1	96032	MICROSOFT WIN10 IOT ENT 2019 LTSC VALUE	\$128.00	\$128.00

MISCELLANEOUS COMPONENTS				
1	96000	BROTHER HL-L6400DW B/W DUPLEX LASER PRINTER	\$587.00	\$587.00
1	96016	LD 6' USB 2.0 A-B CABLE, T, IVOTR, RTAL 6' USB CABLE	\$8.00	\$8.00
SERVICES				
1	510210	STANDALONE EMS INSTALL	\$1,540.00	\$1,540.00
		<ul style="list-style-type: none"> • Staging of EMS workstations at ES&S Technical Services lab. <ul style="list-style-type: none"> o Includes the installation, configuration, and testing of EMS workstation. • Equipment is shipped to customer location. <ul style="list-style-type: none"> o Physical installation of workstation and related hardware (Printer, UPS, etc.) performed by customer. • EMS Installation summary documentation provided to customer upon completion of installation. 		
		Order Total		\$4,407.00

Invoicing and Payment Terms:

100% of Order Total Due Thirty (30) Calendar Days after the later of (a) Equipment Delivery, or (b) Receipt of corresponding ES&S Invoice.

Note 1: Pricing of purchase order is valid for 30 days due to fluctuating pricing in 3rd party hardware and software. Agreements will need to be updated if not executed within 30 days.

Note 2: In no event shall Customer's payment obligations hereunder, or the due dates for such payments, be contingent or conditional upon Customer's receipt of federal and/or state funds.

Note 3: Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.

Note 4: Shipping and Handling is not included in the Order Total and will be invoiced separately.

Note 5: Network Cabling is not included.

Customer acknowledges that ES&S is purchasing the third party items set forth herein ("Third Party Items") for resale to Customer, and that the proprietary and intellectual property rights to the Third Party Items are owned by parties other than ES&S ("Third Parties"). Customer further acknowledges that except for the payment to ES&S for the Third Party Items, all of its rights and obligations with respect thereto flow from and to the Third Parties. ES&S shall provide Customer with copies of all documentation and warranties for the Third Party Items which are provided to ES&S.

Customer Signature

Date

Title