

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, SEPTEMBER 14, 2021
AGENDA
5:30 P.M.**

The public may feel free to participate via Zoom.

The ID is: 825 7992 8287

Password is: 737915

1. Call to Order

2. Roll Call – Jason Spence, Nathan Schertz, Richard Hill, Al Durst, Chuck Nagel

3. Approval of Minutes

- a. Approval of August 10, 2021 regular meeting minutes.
- b. Release or Keep Confidential –August 10, 2021 County Offices Executive Session

4. Public Input

5. Appointments

- a. Appointment of Dr. Michael Meier to fill a vacant dentist position on the Board of Health for a three year term expiring October 1, 2024.
- b. Appointment of Sean Griffin to the Human Service Transportation Plan Committee to complete the unexpired 3 year term of Mike Hutchinson expiring August 21, 2022.
- c. Reappointment of D’Andra Derr to the MDP Board for a 3 year term expiring June 30, 2024.
- d. Reappointment of Douglas Bill to the Lowpoint Street Lighting District for a 3 year term expiring April 30, 2023.
- e. Reappointment of Patty Harr to the Lowpoint Street Lighting District for a 3 year term expiring April 30, 2023.

6. Approval of Claims

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

7. Unfinished Business

8. New Business

- a. Purchase of Service Agreement with We Care
- b. Approval of Ordinance of 2020-21 #016 to add the Plat Act Affidavit to each deed recorded in the County Clerk’s Office
- c. Approval of the ES&S Election Equipment Quote
- d. Discussion and approval of purchasing cabinets for 1833 S. Main

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 10, 2021
MINUTES
4:30 P.M.**

1. Call to Order

The meeting was called to order by Vice-Chairman Hill at 4:30 PM.

2. Roll Call

Richard Hill, Chuck Nagel, and Jerry Smith all present. Jason Spence arrived at 5:05 PM. Al Durst arrived at 5:15. Nathan Schertz is excused.

3. Approval of Minutes

a. Approval of July 13, 2021 regular meeting minutes
Motion to approve July 13, 2021 minutes made by Nagel, seconded by Smith. *Motion passed.*

4. Public Input

None

5. Appointments

a. Appointment of Terry Pille to the Zoning Board of Appeals for a 5-year term expiring August 1, 2026

Motion to appoint Terry Pille to the Zoning Board of Appeals for a 5-year term expiring August 1, 2026 made by Nagel, seconded by Smith. *Motion passed.*

b. Appointment of Dorothy Kelso to the Woodford County Housing Authority for a 1-year term expiring June 30, 2022

Motion to appoint Dorothy Kelso to the Woodford County Housing Authority for a 1-year term expiring June 30, 2022 made by Smith, seconded by Nagel. *Motion passed.*

c. Appointment of Donita Curtis to the Woodford County Housing Authority for a 3-year term expiring June 30, 2023

Motion to appoint Donita Curtis to the Woodford County Housing Authority for a 3-year term expiring June 30, 2023 made by Nagel, seconded by Smith. *Motion passed.*

6. Approval of Claims

a. Approval of August claims

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

b. County Board Per Diem – Roll Call Vote

There are two per diems. Mr. Nagel for \$1,350 and Mr. Burditt for \$375. Motion to approve the per diems for Mr. Nagel and Mr. Burditt made by Smith, seconded by Hill. Roll call vote – Hill-yes; Nagel-yes; Smith-yes. *Motion passed.*

7. Unfinished Business

a. Approval and discussion of Board Coordinator job description

A job description was handed out. The chairman would like to go into executive session to discuss.

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, AUGUST 10, 2021
MINUTES
4:30 P.M.**

b. Update on Recording System

The new recording system – Avid through Fidler- is fully installed and up and running. The old system, CIC, had a ransom ware attack and we did not have access to our records for several weeks. Before the ransom ware attack, we had purchased a remote access with CIC. It was never installed. The County Clerk asked for a refund. We had to pay an additional \$1,500, but received funds back from CIC in the amount of \$2,375. The Avid System allows for people to purchase subscriptions and can access documents on line. Citizens can apply for marriage licenses, get certified birth and death records all on line.

8. New Business

a. Approval of Resolution 2020/21 #059 Approving Step-Increase for County Coordinator

Motion to approve Resolution 2020/21 #059 made by Nagel, seconded by Smith. This is a step increase from the equalization pay passed by the Board last month. Non-union employees will receive step increase according to the ASCME contract. *Motion passed.*

b. Approval of Resolution 2020-21 #060 Approving Step Increase for Supervisor of Assessment

Motion to approve Resolution 2020/21 #60 made by Nagel, seconded by Smith. *Motion passed.*

c. Approval of Election System Agreement for \$1,080.00

Motion to approve election system agreement made by Nagel, seconded by Smith. This is yearly agreement until we receive the new equipment. *Motion passed.*

d. Approval of Media Conversion Agreement for \$204,791.66

Motion to approve Media Conversion Agreement made by Smith, seconded by Nagel. It was questioned if this should be approved by this committee or the Finance Committee. It was determined that the Finance Committee should approve this agreement. Mr. Smith withdrew his motion, and Mr. Nagel withdrew his second. County Clerk Kupfer explained what this was. All past records till the 1800's in the County Clerk's office would be scanned in and computerized. Other counties are doing this also. This expense would be paid out of the Recorder's Automation fund or extraordinary expenses.

9. Other

10. Executive Session (if necessary)

a. 5 ILCS 120/2(c)(1) Board Coordinator

Motion to go into executive session under 5 ILCS 120/2(c)(1) made by Hill, seconded by Nagel. Roll call vote – Spence-yes; Hill-yes; Nagel-yes; Smith-yes. *Motion passed.*

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, AUGUST 10, 2021
MINUTES
4:30 P.M.**

11. Any action coming out of Executive Session

a. 5 ILCS 120/2(c)(1) Board Coordinator
Motion to come out of executive session made by Nagel, seconded by Smith. There will be no action taken.

12. Adjournment

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

Submitted by: Deb Breyman

Jason Spence, Chairman
County Office's Committee

DRAFT



Office of the County Board Woodford County, Illinois

August 30, 2021

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

The appointment of Dr. Michael Meier to fill a vacant dentist position to the Board of Health for a 3 year period expiring on October 1, 2024..

Please let me know if you have any further questions.

Sincerely,

John Krug
County Board Chairman

Appointment of Dr. Michael Meier to the Woodford County Board of Health for a 3 year term expiring October 1, 2024.

Barbara Smith

From: Dawn Kupfer
Sent: Tuesday, August 31, 2021 1:40 PM
To: Barbara Smith
Subject: FW: New appointee for HSTP committee

From: Reema Abi-Akar [mailto:rabiakar@tricityrplc.org]
Sent: Tuesday, August 31, 2021 1:00 PM
To: Dawn Kupfer <cntyck@woodford-county.org>
Subject: New appointee for HSTP committee

Hi Dawn,

This is Reema, with the Tri-County Regional Planning Commission. I'm the chair of the Human Service Transportation Plan (HSTP) Committee, and I would like to appoint Sean Griffin to our open seat vacated by Mike Hutchinson in recent months. Could this item be added to the agenda for the next Woodford County Board meeting?

Sean Griffin has worked at WeCare for over 10 years, and he comes recommended by Greg Cassidy from the Tazewell County Resource Center (TCRC), with whom WeCare recently merged.

Please let me know if there is anything else you need from me to ensure that Sean Griffin is appointed to our HSTP committee.

Thank you!

Reema

Appointment of Sean Griffin to the Human Service Transportation Plan (HSTP) Committee to complete the unexpired 3 year term of Mike Hutchinson expiring August 21, 2022.

FILED

SEP 03 2021

WOODFORD COUNTY
CLERK AND RECORDER

September 01, 2021

**BOARD OF
DIRECTORS:**

Rob McIntosh,
Chairman

Ron Zaeske,
Vice Chairman

Chrissy Zehr,
Secretary

Jan Megan
Treasurer

Gene Jones

Rosie Allg

Liz Hayes

Tom Prullt

Brenda Bill

Mike Risen

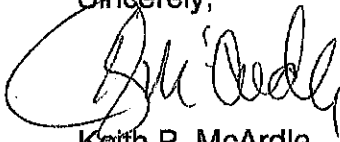
Sandy
Swartzentruber

Mr. John Krug
Chairman of the Woodford County Board
115 N. Main Street, Room 202
Eureka, Illinois 61530

Dear Mr. Chairman,

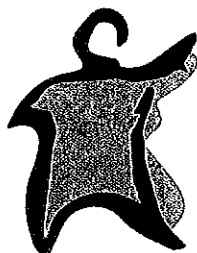
D'Andra Derr has served the interests of individuals with developmental disabilities well during her tenure on the MDP Board. I respectfully request that you consider appointing her to another term.

Sincerely,



Keith P. McArdle
President / CEO

Reappointment of D'Andra Derr to the MDP Board for a 3 year term expiring June 30, 2024.



ADDWC

Adding Value To Our Community

www.addwc.org

RECEIVED

SEP 08 2021

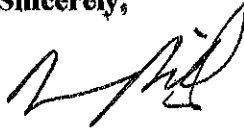
WOODFORD COUNTY
CLERK AND RECORDER

August 31, 2021

Woodford County Board,

This letter is to request that you re-appoint Douglas Bill as President of the Lowpoint Street Lighting District for an additional 3 year term, starting on April 30, 2020 to April 30, 2023. It is also requested that you re-appoint Patty Harr to the same 3 year term as secretary. Thank you for your consideration in this matter.

Sincerely,



Douglas Bill

Reappointment of Douglas Bill to the Lowpoint Street Lighting District for a 3 year term expiring April 30, 2023.

Reappointment of Patty Harr to the Lowpoint Street Lighting District for a 3 year term expiring April 30, 2023.

PURCHASE OF SERVICE AGREEMENT

This agreement is made by and between Woodford County (hereinafter referred to as "Grantee") and We Care, Inc. (Hereinafter referred to as the "Provider", which term shall include its successors and assigns.)

WHEREAS, the Grantee proposes to provide transportation services in a non-urbanized area of Illinois; and

WHEREAS, the Grantee has applied for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1964, as amended (49 U.S. C. § 5311).

WHEREAS, the Grantee's application has been approved by the Illinois Department of Transportation, Division of Public Transportation; and

WHEREAS, the Provider has been selected by the Grantee to provide public transportation services and to receive a subsidy, not to exceed \$ 58,000.00, for cash flow and daily operating expenses: and

WHEREAS, the Provider agrees to adhere to the provisions of the Illinois Department of Transportation and Federal Transit Administration Assistance Programs Certifications and Assurances for Grantees; and

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, this Agreement is made to provide for the provision of service, to set forth the terms and conditions upon which the financial assistance will be made available, and to set forth the Agreement of the Parties as to the manner to which the Project will be undertaken, completed and used.

ITEM 1

As used in this agreement the Provider understands the term Grantee in the twenty-four categories of certification and assurances applies to the Provider.

ITEM2

The Provider agrees to the terms and conditions of the Special Warranty regarding fair and equitable arrangements to protect the interest of employees affected by the above-referred application.

ITEM3

We Care, Inc. will agree to provide the following:

Minimum hours of operation: 8:00 a.m. to 4:30 p.m. Monday through Friday except on the following holidays:

New Years Day

Memorial Day

July 4th

Labor Day

Thanksgiving Day

The Day After Thanksgiving

Christmas Eve

Christmas Day

New Years Eve

ITEM 4

The Grantee shall retain payment of quarterly requisitions by the Illinois Department of Transportation after having paid the Provider the amount equal to the requisitions for services. These payments are made on a "pass through" basis for expenses incurred by the provider.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be made effective and executed as of the 21st day of September, 202, by their respective duly authorized officials.

Provider's Name & Address:

We Care, Inc.
622 W. Jackson Street
Morton, Il 61550

Grantee's Name & Address

Woodford County
Woodford County Courthouse
115 N. Main, Suite 202
Eureka, IL 61530

By: _____

Jamie Durdel
Title: Executive Director

By: _____

John Krug
Title: Chairman Woodford County Board

Attest: _____



STATE OF ILLINOIS)
) SS.
 COUNTY OF WOODFORD)

WOODFORD COUNTY BOARD

September 21, 2021

ORDINANCE #2020/2021-016

**ORDINANCE TO ADD THE PLAT ACT AFFIDAVIT TO EACH DEED OF CONVEYANCE;
 AND MAKING IT A REQUIREMENT THAT EACH RECORDED DOCUMENT MUST HAVE
 A PARCEL IDENTIFICATION NUMBER (PIN NO.)**

WHEREAS, whenever the owner of land subdivides it into 2 or more parts, any of which is less than 5 acres, they must have it surveyed and a subdivision plat thereof made by an Illinois Registered Land Surveyor pursuant to Chapter 765 ILCS 205/1(a). If a plat is made by an Illinois Registered Surveyor of any parcel or tract of land otherwise exempt from the plat provisions of this Act such plat shall be recorded pursuant to 765 ILCS 205/1(c). When a property is divided into parcels so that it cannot be described without describing it by metes and bounds, it is the duty of the owner to have the land surveyed and platted into lots. The platting shall be in accord with the Plat Act. The plat shall be certified and recorded pursuant to 35 ILCS 200/9-55.

WHEREAS, 765 ILCS 205/5a Plat Act states: “The Recorder or the Register of Title of any County shall not record deeds or leases which attempt to convey property contrary to the provisions of this Act. In case of doubt, the Recorder or Register of Title of any County may require the person presenting such deed or lease to give evidence of the legality of a conveyance by an affidavit as to the facts which exempt such conveyance from the provisions of this Act”.

WHEREAS, there have been concerns about property divisions being made and recorded in violation of the Woodford County Zoning Ordinance, Subdivision Ordinance, and Plat Act. Property owners have discovered that they were in violation of these regulations when they attempted to obtain zoning permits. This has led to the denial of said permits. Requiring an affidavit will assist property owners in keeping informed and aware of state and county regulations before significant time and money is spent on prospective changes to their property. .

WHEREAS, in order for the Recorder’s Office to follow the duties and guidelines required as outlined in the State of Illinois’ Plat Act, it is necessary to require submission of an affidavit in conformance with the State of Illinois’ Plat Act with every deed submitted for recording. In conjunction with this Ordinance, the Recorder’s Office shall also require the parcel identification number (commonly referred to a PIN) as a recording requirement which shall be on every document recorded.

WHEREAS, this Plat Act Affidavit informs the Recorder’s Office if the property is being divided or not. It also informs the Woodford County Zoning Department and the Woodford County Assessment Office as to what exemption to the Plat Act is being exercised.

WHEREAS, printed copies of the Plat Act Affidavit will be available at the Woodford County Recorder’s Office and the Woodford County Zoning Department. The public may also obtain a copy at www.woodford-county.org by clicking on the Recorder of Deeds link of the Woodford County Zoning Department link.

NOW, THEREFORE, BE IT ORDAINED that the Plat Act Affidavit, as well as the Parcel Identification Number (PIN) shall be required with every deed received in the Recorder of Deeds Office in the County of Woodford effective December 1, 2021. The County Plat Officer signature will not be required for Deeds that are not a division of land, and when the parcel boundaries remain unchanged. However, the notarized signature of the Grantor/Grantor’s Attorney shall still be required.

ADOPTED by Members of the Woodford County Board this 21st day of September, 2021.

ATTEST:

 Dawn L. Kupfer
 Woodford County Clerk & Recorder

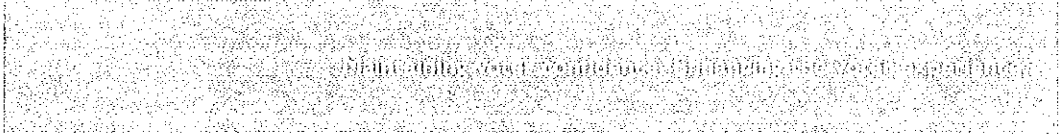
 John Krug
 Woodford County Board Chairman



Woodford county
Purchase Proposal Quote
Submitted by Election Systems & Software

Purchase Solution Includes:

Quantity	Item Description	Price
Tabulation Hardware		
	Model DS200 Precinct Scanner:	
37	Model DS200 (Includes Scanner, Internal Backup Battery, Plastic Ballot Box with Steel Door and e-Bin, Paper Roll and One (1) Standard 4GB Memory Device)	\$212,750.00
37	DS200 Soft-Sided Nylon Case	\$4,070.00
	ExpressVote Ballot Marking Device:	
46	ExpressVote BMD Terminal (Includes Terminal, Internal Backup Battery, ADA Keypad, Headphones, Power Supply with AC Cord, and One (1) Standard 4GB Memory Device)	\$152,950.00
46	Soft-Sided Case	\$8,050.00
	ExpressVote Add-Ons:	
2	ExpressVote Printer (For Printing of ExpressVote Activation Cards)	\$1,450.00
Software		
1	ElectionWare Software - Base Package - Reporting Only (BRM)	\$4,200.00
1	ExpressLink Software (For Printing of ExpressVote Activation Cards)	\$3,050.00
	Third Party Products	
1	EMS 3rd Party Hardware	\$5,200.00
Election Services		
4	Implementation Services (Does not include Coding, Voice Files or Ballots)	\$6,800.00
X	Project Management	
X	Equipment Operations Training	
X	Poll Worker Train-the-Trainer	
X	Software Training	
1	Election On-Site Support	\$4,675.00
X	Equipment Installation	\$9,085.00
X	1 Year Hardware and Software Warranty	Included
	Shipping & Other	
X	Shipping and Handling	\$5,865.00
X	Customer Discount	(\$10,000.00)
	Trade-In Allowance. Equipment Being Traded-In by Customer Includes:	(\$35,000.00)
	50-Model 100 Scanner	
	50-Model 100 Ballot Box	
	50-AutoMARK	
Total Purchase Solution		\$373,145.00
Payment Terms		
	Amount due within thirty (30) calendar days of contract execution:	\$186,572.50
	Amount due within thirty (30) calendar days of delivery of Hardware and/or Software:	\$186,572.50
Annual Post-Warranty License and Maintenance and Support Fees		
(Fees are Based Upon a 4-Year Customer Commitment to Subscribe to the Following Services)		
Annual Post-Warranty Hardware Maintenance and Support Fees:		
37	HMA DS200 - Extended Warranty with Annual Maintenance	\$6,845.00
46	HMA ExpressVote BMD - Extended Warranty with Annual Maintenance	\$5,520.00
Annual Post-Warranty Firmware License and Maintenance and Support Fees:		
37	Firmware License - DS200	\$2,960.00
46	Firmware License - ExpressVote	\$2,990.00
Annual Post-Warranty Software License and Maintenance and Support Fees:		
1	ElectionWare Software - Base Package - Reporting Only (BRM)	\$4,200.00
1	ExpressLink Software (For Printing of ExpressVote Activation Cards)	\$3,050.00



Woodford county
Purchase Proposal Quote
Submitted by Election Systems & Software

Purchase Solution Includes:

Quantity	Item Description	Price
	Total Annual Post-Warranty License and Maintenance and Support Fees	\$25,565.00

Footnotes:

1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Rates valid for 60 days and thereafter may change.
3. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
4. Subject to state, municipal, jurisdictional, provincial or territory laws to the contrary, the above pricing information is confidential, proprietary and trade secret information of ES&S and is intended only for the use of the individual or entity to which the document is directed to. This information may not be disclosed or reproduced either publicly or to any other individual or entity without the prior written authorization of ES&S.
5. The quantity of service days reflects a reasonable estimate for implementation and selected ongoing election services. Quantities may change depending on specific Customer needs.
6. ES&S will coordinate the pickup and transportation of the trade-in equipment from Customer's site on a date to be mutually agreed upon by the parties. ES&S is responsible for preparing, packaging and palletizing the trade-in equipment for shipment.