

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
WEDNESDAY, OCTOBER 11 , 2023
AGENDA
4:30 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 September 19, 2023 regular meeting minutes.
- 3. Public Input**
- 5. Appointments**
- 6. Claims**
 - a. Approval of October claims
 - b. County Board Per Diem – Roll Call Vote
- 7. New Business**
 - a. Discussion on Travel Policy/Ordinance
 - b. Approval of Resolution 2022-23 #085 Fire Panel in Public Safety Building and Approval of Resolution 2022-23 #084 Refrigerator/freezer for Jail (Resolution number changes)
- 8. Unfinished Business**
 - a. Discussion on Supervisor of Assessment Office Furniture
- 9. Supervisor of Assessment**
- 10. Veteran’s Administration**
- 11. Other**
- 12. Executive Session (if necessary)**
- 13. Any action coming out of Executive Session**
- 14. Adjournment**

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, SEPTEMBER 19, 2023
MINUTES
6:15 P.M.**

1. Call to Order

The meeting was called to order by Vice-Chairman Durst at 6:17 PM.

2. Roll Call –

Denise Durst, Randy Barth, Zack Ferris, Nathan Schertz all present. Autum Jones arrived at 6:25 PM.

3. Approval of Minutes

a. Approval of August 8, 2023 regular meeting minutes.

Motion to approve August 8th minutes made by Schertz, seconded by Barth. There were no corrections. *Motion passed.*

3. Public Input

None

5. Appointments

a. Appointment of Tim Wilcoxon as an alternate to CP&Z expiring the first Monday in December 2023.

b. Appointment of Roger Alig to the Board of Review for a 2-year term expiring September 19, 2025

Motion to approve the appointment of Tim Wilcoxon as an alternate to CP&Z and Roger Alig to the Board of Review made by Ferris, seconded by Barth. *Motion passed.*

6. Claims

a. Approval of September claims

Motion to approve September claims made by Barth, seconded by Ferris. *Motion passed.*

b. County Board Per Diem – Roll Call Vote

There are no Per Diem this month.

7. New Business

a. Purchase of new office furniture for Assessor's Office

The furniture in the Assessor's office is old and falling apart. It was suggested that new furniture be purchased at this time with moving due to the Courthouse construction. It was discussed whether this would be in next year's budget. Discussion on whether it could be purchased on this year's budget. It was suggested that they have someone come out and see what furniture would be best and give a quote. The committee felt that the company may charge a lot to come out and look at the office and give a suggestion. Ms. Gibbs was told to look online and get an estimate of what she felt was needed. This will be on next month's agenda and hopefully have a quote by then.

8. Unfinished Business

**COUNTY OFFICES COMMITTEE
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6:15 P.M.**

9. Supervisor of Assessment

10. Veteran's Administration

11. Other

12. Executive Session (if necessary)

13. Any action coming out of Executive Session

14. Adjournment

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

The meeting was adjourned at 6:27 P.M.

Submitted by: Deb Breyman

Autum Jones, Chairman
County Offices Committee

DRAFT

Woodford County
 Unposted General Ledger Transactions - CC - Bd Claims to Approve Special - by Department
 10/17/2023
 004 - County Offices

Name	Fu... Code	Dept Code	Dept Title	GL...	Debit	Transaction Description	Effective Date	Document Number
GT Services Printing & Promo	051	010	County Clerk	5022	1,000.00	(400) 2023/2024 Pocket Size Yearbooks - 60 Total Pages	10/17/2023	31770
WATTS COPY SYSTEMS, INC.	051	010	County Clerk	5025	0.40	Acct#:0151510523000 Short Pay .40 on Inv #33904449	10/17/2023	33904449-1023
WATTS COPY SYSTEMS, INC.	051	010	County Clerk	5025	232.74	Acct#:0151510523000 Standard Payment/Usage	10/17/2023	34942589
Barbara A. Smith	051	010	County Clerk	5029	44.01	Mileage: CBM Mtgs 12/20/2022 - 09/19/2023	10/17/2023	B.Smith-1023
LEE ENTERPRISES - CENTRAL IL	051	010	County Clerk	5051	30.40	Acct#:60074529 County Board to Meet Tuesday, Oct 17, 2023	10/17/2023	156048
Fidlar Technologies, Inc.	065	010	County Clerk	5178	924.05	Laredo License Fee - August 2023	10/17/2023	0234329-IN
Fidlar Technologies, Inc.	065	010	County Clerk	5178	2,650.00	AVID Hosting Service: October 2023 thru December 2023	10/17/2023	0896652-IN
Illinois Office Supply	071	010	County Clerk	5199	1,150.28	Acct#:WOOD/CC Register of Marriages Vol #6 Full Bound Book	10/17/2023	61763
WATTS COPY SYSTEMS, INC.	051	020	Circuit Clerk	5037	163.76	Acct#:0181706493000 Standard Payment/Usage	10/17/2023	34897283
JANO Technologies, Inc.	066	020	Circuit Clerk	5178	579.95	IT Support	10/17/2023	30623
JANO Technologies, Inc.	066	020	Circuit Clerk	5178	1,006.88	1 Annual Renewal for FortiGate 80E	10/17/2023	30641
Goodin Associates, Ltd.	066	020	Circuit Clerk	5178	62.37	Head Cleaning Tape	10/17/2023	33511
HOV Services, Inc.	072	020	Circuit Clerk	5216	27,011.71	Acct#:WOODF01 45706-Case File Scanning	10/17/2023	411490
Cindi Flanagan	051	030	County Treasurer	5015	76.99	Notary Renewal	10/17/2023	C.Flanagan-1023
PTC Select	051	030	County Treasurer	5022	431.00	Acct#:W06310 Toner	10/17/2023	266670
Melissa Andrews	051	030	County Treasurer	5029	31.44	Mileage to Banks for 2nd Dist. on 9/14/2023	10/17/2023	M.Andrews-0923
Regional Office of Edu #53	051	070	Regional Office of Education	5038	18,753.75	Appropriation: September, October, November 2023	10/17/2023	553
Quill Corporation	051	090	Veteran's Assistance Commission	5025	453.44	Acct#:9120565 Hardwood Mate (2), Guest Chairs (4)	10/17/2023	32578788
Quill Corporation	051	090	Veteran's Assistance Commission	5025	242.74	Acct#:9120565 Gray Computer Desk	10/17/2023	32587067
Allen Helsel	051	090	Veteran's Assistance Commission	5029	30.79	Mileage - Bob Michel VA Clinic	10/17/2023	A.Helsel-0923
Allen Helsel	051	090	Veteran's Assistance Commission	5055	295.63	Mileage/Meals: VSO Class in B.Peoria (9/18/2023-9/22/2023)	10/17/2023	A.Helsel-0923*2

Woodford County
 Unposted General Ledger Transactions - CC - Bd Claims to Approve Special - by Department
 10/17/2023
 004 - County Offices

Name	Fu... Code	Dept Code	Dept Title	GL...	Debit	Transaction Description	Effective Date	Document Number
Jordan Bunting	051	090	Veteran's Assistance Commission	5055	163.75	Mileage - VSO Class in East Peoria (9/18/2023 to 9/22/2023)	10/17/2023	J.Bunting-0923
Tyler	051	090	Veteran's Assistance Commission	5107	898.00	Woodford County, IL VetraSpec County Solution Renewal	10/17/2023	VS-ILL-020-2023
Gary Twist	051	110	Chief County Assessor	5001	4,000.00	Monthly Duties for September, 2023 per Contract	10/17/2023	23-102-09
WATTS COPY SYSTEMS, INC.	051	110	Chief County Assessor	5022	245.32	Acct#:0151510557000 Standard Payment/Usage	10/17/2023	34937562
Brittany Crisman	051	110	Chief County Assessor	5055	38.65	Meal Expense - Property Assessment Institute Class	10/17/2023	B.Crisman-1023
Janet Gibbs	051	110	Chief County Assessor	5055	24.56	Meal Expense - Property Assessment Institute Class	10/17/2023	J.Gibbs-1023
Tri County Regional Plan Comm	080	110	Chief County Assessor	5056	912.05	Technician Hours	10/17/2023	024781
Cloudpoint Geospatial, Inc.	080	110	Chief County Assessor	5223	650.00	Mngd Prfssnl Services for Land Records 12/1/22-11/3/2024	10/17/2023	INV3638
Quill Corporation	051	130	State's Attorney	5022	190.43	Acct#:3661071 Office Supplies	10/17/2023	34601572
Quill Corporation	051	130	State's Attorney	5022	124.32	Acct#:3661071 Office Supplies	10/17/2023	34604833
Quill Corporation	051	130	State's Attorney	5022	130.99	Acct#:3661071 Office Supplies	10/17/2023	34862616
CDS Leasing A Program of	051	130	State's Attorney	5022	210.00	Acct#:500-50187008 Copier Lease	10/17/2023	80952222
CDS Office Technologies	051	130	State's Attorney	5022	153.65	Acot#:15331 Equipment Contract	10/17/2023	INV1563789
West Payment Center	051	130	State's Attorney	5041	974.00	Acct#:1000412265 Subscription Product Charges	10/17/2023	848998540
Lynn J Watson	051	130	State's Attorney	5042	1,260.00	Court Reporting Services	10/17/2023	23-54
JANO Technologies, Inc.	051	130	State's Attorney	5225	162.50	Woodford County States Attorney JANO IT Support	10/17/2023	30684
Brave Law Center, P.C.	051	140	Public Defender	5014	610.00	September 2023: Telephone, Secretary, Postage, Copies	10/17/2023	Brave-0923
Quill Corporation	051	140	Public Defender	5022	397.00	Acct#:8516902 Office Supplies	10/17/2023	32577132
Quill Corporation	051	140	Public Defender	5022	61.98	Acct#:8516902 Office Supplies	10/17/2023	34465019
Brave Law Center, P.C.	051	140	Public Defender	5022	224.40	September 2023: Telephone, Secretary, Postage, Copies	10/17/2023	Brave-0923
Brave Law Center, P.C.	051	140	Public Defender	5023	32.04	September 2023: Telephone, Secretary, Postage, Copies	10/17/2023	Brave-0923
Lisa Doerr, CSR	051	140	Public Defender	5042	144.00	Court Reporter: 20-CF-129 and 20-CF-153	10/17/2023	20-CF-129/153
Annette M Wilkey	051	140	Public Defender	5042	328.00	Transcripts	10/17/2023	2023-018
Annette M Wilkey	051	140	Public Defender	5042	36.00	Transcript: 2020-CF-124	10/17/2023	2023-020

Woodford County
 Unposted General Ledger Transactions - CC - Bd Claims to Approve Special - by Department
 10/17/2023
 004 - County Offices

Name	Fu... Code	Dept Code	Dept Title	GL...	Debit	Transaction Description	Effective Date	Document Number
Quill Corporation	051	150	Judicial	5022	831.18	Acct#:5607518 Toner	10/17/2023	34590702
Quill Corporation	051	150	Judicial	5022	230.88	Acct#:5607518 Toner	10/17/2023	34590736
Quill Corporation	051	150	Judicial	5022	448.19	Acct#:5607518 Toner, Office Supplies	10/17/2023	34601932
WATTS COPY SYSTEMS, INC.	051	150	Judicial	5022	135.45	Acct#:0181729737000 Standard Payment - Copiers	10/17/2023	34870307
West Payment Center	051	150	Judicial	5041	914.00	Acct#:1000451346 Books	10/17/2023	848960754
Harrod Law Firm PC	051	150	Judicial	5257	950.00	Appointed Attorney: 2023 MT 6 - 22 CF 149	10/17/2023	2023MT6/22CF149
ESSVR, LLC	051	160	Election	5037	6,522.52	Acct#:38277 MEGAProfile Maintenance Fee	10/17/2023	CD700441
Woodford Co Health Dept	051	200	Insurance	5027	518.00	Acct#:629 Woodford County Employee Flu Vaccine	10/17/2023	629-1029
U.S. Postal Service	051	210	Miscellaneous	5024	310.00	First-Class Presort*+, Permit Type P1, Permit #1	10/17/2023	USPS-0923
We Care	051	210	Miscellaneous	5105	14,500.00	Appropriation: September, October, November 2023	10/17/2023	WeCare-0923
Devnet Inc	051	210	Miscellaneous	5211	5,939.75	QrtlyPrprtyTxSftwrLic,Mintnc... Oct-Dec2023	10/17/2023	0711.10499
Quill Corporation	051	290	County Board Office	5022	146.55	Acct#:5022698 Office Supplies	10/17/2023	34573688
Quill Corporation	051	290	County Board Office	5022	36.99	Acct#:5022698 Office Supplies	10/17/2023	34585326
WATTS COPY SYSTEMS, INC.	051	290	County Board Office	5022	187.83	Acc#:0251707886000 Standard Payment/Usage	10/17/2023	34971931
Total 004 - County Offices						98,815.31		



Woodford County Travel Ordinance

Ordinance 2017/2018 – 011

Woodford County, Illinois

Adopted April 17, 2018

(Replaces former Travel Ordinance adopted December 19, 2017)

(Amended February 19, 2019)

AN ORDINANCE TO COMPLY WITH THE GOVERNMENT TRAVEL EXPENSE CONTROL ACT (50 ILCS 150)

ORDINANCE #2016/17 – 011

WHEREAS, the Illinois legislature recently enacted the *Local Government Travel and Expense Control Act* as a response to local governmental officials passing on inappropriate travel and entertainment expenses to the taxpayers to be effective January 1, 2017; and

WHEREAS, Woodford County is committed to being fiscally responsible with taxpayer dollars and following the mandate of state lawmakers:

NOW, THEREFORE, BE IT ORDAINED by the Woodford County Board as follows:

SECTION 1 – ADOPTION:

The following Reimbursement Policy shall be adopted and shall state as follows:

SECTION 2. GENERAL POLICY:

It is the policy of Woodford County to comply with the Local Government Travel and Expense Control Act through the promulgation of these regulations.

SECTION 3. TYPES OF TRAVEL FOR WHICH TRAVEL EXPENSES WILL BE ALLOWED:

Woodford County will only approve travel expenses for employees or officers if the travel is necessary to complete official business, for the education of employees or officers, or necessary to obtain information for the betterment of Woodford County in some capacity.

SECTION 4. TYPES of EXPENSES ALLOWED and PROHIBITED:

- a. The actual cost of transportation is allowed (for example, airline tickets, train tickets, taxi fare and the like), as well as personal vehicle costs reimbursed at the current IRS mileage rate for business.
- b. The costs of lodging at a hotel or motel are allowed if an overnight stay is necessary, at the actual cost or the maximum lodging rate as defined by the Illinois Comptroller (as published at <https://travel.illinoisstate.edu/reimbursements/lodging/maximum/php>) whichever is less.
- c. The cost of conference fees, supplies and book for educational purposes are allowed.
- d. Meal expenses for breakfast, lunch and dinner and related tips and taxes, specifically excluding alcoholic beverages and entertainment expenses, and expenses incurred for other persons, are allowed up to the actual cost or the maximum rate as defined by the Illinois Central Management Services (as published at <https://www2.illinois.gov/cms/Employees/travel/pages/travelreimbursement.aspx>), whichever is less. Receipts must be provided for any reimbursement.
- e. Entertainment expenses as defined by statute, are NOT allowed and must be paid for personally by the traveler, and no costs for alcohol or liquor are permitted.

SECTION 5. MAXIMUM ALLOWABLE REIMBURSEMENT without BOARD ACTION:

- a. Employees and officers may receive reimbursement for travel expenses without specific Board Action as long as the expenses are under the maximum allowable reimbursement as stated herein and are within the limits defined by the Woodford County Purchasing Ordinance for approval.
- b. The Board will post the maximum allowable reimbursement rates for food, lodging, and transportation on the Woodford County's website which shall change from time to time at the direction of the Board. The Board shall use the following overriding principals to determine the maximums:
- c. Cost of travel shall be the actual expense incurred. Only coach flight expenses will be approved, any upgrades to first or business class will be at the expense of the traveler. Any personal automobiles expenses will always be approved at the IRS rate for business travel if the traveler uses their own automobile (as opposed to a County automobile).
- d. Cost of lodging should be reasonable and customary for the area where the traveler is staying and no more than the maximum lodging rate as defined by the Illinois Comptroller (as published at <https://travel.illinoisstate.edu/reimbursements/lodging/maximum/php>.)
- e. The total maximum for any travel for County purposes allowed is \$500.00.
- f. In the event of an emergency or extraordinary circumstance, reimbursement may be approved over the \$500.00 maximum reimbursement limit if approved by the majority of the Board at the properly noticed and regularly scheduled Board meeting subject to a roll call vote.

SECTION 6. PROCEDURE FOR REIMBURSEMENT:

No expenses shall be reimbursed without a reimbursement request form (as included here) is completely filled out with receipts or estimates (with reservations and confirmation numbers) attached. In the event that travel expenses are *prepaid*, actual receipts must be turned in and attached to the reimbursement request form within 30 days of the completion of travel. Any amount paid in excess of the actual receipts filed must be repaid to the County within 30 days.

SECTION 7. EXPENSES INCURRED BY BOARD MEMBERS:

Expenses may only be approved for reimbursement by the Board as a whole at the normally scheduled Board Meeting subject to a roll call vote.

SECTION 8:

- a. Should any portion of this ordinance be declared invalid, the remaining, severable portions, shall, nonetheless, remain in full force and effect.
- b. This Ordinance repeals the previous Ordinance promulgated under this Act on June 20, 2017 and shall be in full force and effect immediately following its passage, approval, and publication as required by law.

WOODFORD COUNTY TRAVEL EXPENSE REQUEST FORM

REQUESTER: _____.

JOB TITLE/POSITION: _____.

DATE: _____.

NATURE OF BUSINESS: _____.

Please describe the reason for the travel and/or expense and justify how this is relating to the County.

Attach all receipts. If you have not yet incurred the expense, attach the supporting documents that verify your cost estimate. All expenses pre-paid must be equal to or less than actual costs and the receipts must be turned in within 30 days of the trip.

ATTACHE RECEIPTS/INVOICES HERE

Total Reimbursement amount requested: \$ _____

Approved on _____ By: _____

611.

BUSINESS TRAVEL EXPENSES

Employees will be reimbursed for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel and expense must be approved in advance by the appropriate Elected/Appointed Official.

The use of personal vehicles will be reimbursed at the mileage rate set forth by the IRS.

When approved, the actual reasonable costs of travel, lodging, meals and other reasonable expenses directly related to accomplishing business travel objectives will be reimbursed. Employees are expected to limit expenses to reasonable amounts. Expenses attributed to non-employees or to any alcoholic beverages will not be reimbursed.

When travel is completed, employees should submit their expenses to the Elected/Appointed Official. All claims must be accompanied by original itemized receipts for individual expenses and must be submitted to the Elected/Appointed Official before the first Tuesday of each month. The Elected/Appointed Official will then review, authorize and submit for payment.

Abuse of business travel expenses policy, including falsifying expense reports to reflect costs not actually incurred by employee, will be grounds for disciplinary action, up to and including termination of employment. In some instances, legal action may be instituted.

Employees should refer to the Woodford County Travel Ordinance 2017/18-011 for guidance and reference.

Travel Reimbursement Schedule

The following rates are effective for Agencies under the jurisdiction of the Board.

Mileage

CATEGORY	RATE
Auto	\$0.655/mile (effective January 1, 2023) (see section 3000.300(f)(2) of the Travel Regulation Council Rules)

Per Diem/Meals – Within the State of Illinois

CATEGORY	RATE
Breakfast	\$8.50
Lunch	\$12.50
Dinner	\$23.00
Per Diem – Quarter	\$11.00
Per Diem – Day	\$44.00

Per Diem/Meals – Outside the State of Illinois

CATEGORY	RATE
Breakfast	\$9.50
Lunch	\$13.50
Dinner	\$25.00
Per Diem – Quarter	\$12.00
Per Diem – Day	\$48.00

Lodging – Within the State of Illinois

CATEGORY	RATE
Chicago Metro	Federal Rate *
Suburban Cook County	\$134.00
Counties of DuPage, Kane, Lake, McHenry and Will	\$95.00
Downstate Illinois – Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago	\$85.00
Downstate Illinois – All other counties	\$75.00



STATE OF ILLINOIS)
) SS.
COUNTY OF WOODFORD)

WOODFORD COUNTY BOARD

SEPTEMBER 19th, 2023

RESOLUTION # 2022/23-085
Authorization to use ARPA funds for Fire Panel in PSB

WHEREAS, the American Rescue Plan Act provides for state and local fiscal recovery funds, a definition which includes Woodford County, Il; and,

WHEREAS, the United States Treasury Department was tasked with administration of the American Rescue Plan Act and in July 2021 issued instructions, and limitations for the use of the funds provided by the ARPA titled Treasury interim final rule & Guidance for State and Local Fiscal Recovery Funds (31 CFR part 35/ RIN 1505-AC77) henceforth U.S. Treasury Interim Final Rule; and,

WHEREAS, in January 2022, the Treasury issued U.S. Treasury Final Rule and Guidance for state and local fiscal recovery funds (31 CFR Part 35/ RIN 1505-AC77); and,

WHEREAS, Woodford County elected and Standard Allowance method of calculating lost revenue as allowed by the U.S. Treasury final rule, thus enabling Woodford County to use available ARPA STATE AND LOCAL FISCAL RECOVERY FUNDS for "a broad range of government services, programs, and projects outside of typical eligible uses of recovery funds under the final rule" and in accordance with cited restrictions defined in the U.S. Treasury final rule; and,

NOW, THEREFORE BE IT RESOLVED the Woodford County Treasurer shall make American Rescue Plan Act, State and Local Fiscal Recovery Funds available for and shall properly record such distributions as follows:

1. An amount not to exceed \$17,000.00 shall be made available for a new fire alarm panel in the PSB.

ADOPTED by a majority vote of all the members of the Woodford County Board this 19th day of September, A. D. 2023

ATTEST:

Dawn Kupfer
Clerk of the Woodford County Board

Chuck Nagel
Chairman of Woodford County Board



STATE OF ILLINOIS)
) SS.
COUNTY OF WOODFORD)

WOODFORD COUNTY BOARD

SEPTEMBER 19th, 2023

RESOLUTION # 2022/23-084
Authorization to use ARPA funds for Jail Cooler/Freezer

WHEREAS, the American Rescue Plan Act provides for state and local fiscal recovery funds, a definition which includes Woodford County, Il; and,

WHEREAS, the United States Treasury Department was tasked with administration of the American Rescue Plan Act and in July 2021 issued instructions, and limitations for the use of the funds provided by the ARPA titled Treasury interim final rule & Guidance for State and Local Fiscal Recovery Funds (31 CFR part 35/ RIN 1505-AC77) henceforth U.S. Treasury Interim Final Rule; and,

WHEREAS, in January 2022, the Treasury issued U.S. Treasury Final Rule and Guidance for state and local fiscal recovery funds (31 CFR Part 35/ RIN 1505-AC77); and,

WHEREAS, Woodford County elected and Standard Allowance method of calculating lost revenue as allowed by the U.S. Treasury final rule, thus enabling Woodford County to use available ARPA STATE AND LOCAL FISCAL RECOVERY FUNDS for "a broad range of government services, programs, and projects outside of typical eligible uses of recovery funds under the final rule" and in accordance with cited restrictions defined in the U.S. Treasury final rule; and,

NOW, THEREFORE BE IT RESOLVED the Woodford County Treasurer shall make American Rescue Plan Act, State and Local Fiscal Recovery Funds available for and shall properly record such distributions as follows:

1. An amount not to exceed \$83,000.00 shall be made available for a new cooler/freezer in the jail.

ADOPTED by a majority vote of all the members of the Woodford County Board this 19th day of September, A. D. 2023

ATTEST:

Dawn Kupfer
Clerk of the Woodford County Board

Chuck Nagel
Chairman of Woodford County Board