

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, FEBRUARY 14, 2023
MINUTES
5:00 P.M.**

1. Call to Order

The meeting was called to order at 5:02 PM by Chairman Jones.

2. Roll Call

Autum Jones (ch), Denise Durst, Zach Ferris and Jerry Smith all present. Randy Barth is excused, and Nathan Schertz is absent. Also present via Zoom is Board Chairman Chuck Nagel.

3. Approval of Minutes

a. Approval of January 20, 2023, regular meeting minutes.

Motion to approve January minutes made by Durst, seconded by Ferris. *Motion passed.*

4. Public Input

None

5. Appointments

a. Approval of the Reappointment of Richard Burmood to the Benson Fire Protection District for a 3-year term expiring May 1, 2026.

Motion to approve the reappointment of Richard Burmood to the Benson Fire Protections District for a 3 year term made by Ferris, seconded by Durst. *Motion passed.*

6. Claims

a. Approval of February claims

Motion to approve February claims made by Ferris, seconded by Durst. *Motion passed.*

b. County Board Per Diem – Roll Call Vote

There are no Per Diem's this month.

6. Unfinished Business

None

7. New Business

a. Cost to Agreement with Bellwether

This discussion should be held with the Finance Committee, but since that committee is not meeting this month, and since there is a timing issue, County Offices will address it. Legislative HB 3878 – Rental Housing Support – fee is being increased by \$10. The County Clerk currently charges \$57. By statute she cannot increase her fee by \$10 without a cost study. In the past, Bellwether has been used for our cost studies. The last study was done in 2018 and it is recommended that one be done every three (3) years. Bellwether would do the cost study for \$6,000 which would include the County Clerk fees, GIS fees and the Recorder fees. Bellwether would also do the Sheriff's fees for an additional \$5,000 and animal control for \$5,000 – total for all would be \$16,000. Discussion on doing just the Clerk fees at this time and the Sheriff and Animal Control at a later date. Motion to approve the cost study through Bellwether made by Ferris, seconded by Durst. It would be beneficial to do it all. The \$6,000 for the Clerk's cost study would come from three sources - \$2,500 from GIS, \$2,500 from the County Contingency fund and \$1,000 from the County Clerk's automation fund. This study would look at where we are currently with fees, and where we should be. There are a lot of fees in the Sheriff's

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office and a cost study has not been done in that office in a long time. It was discussed that we would recoup the \$16,000 cost in price increases. It was discussed that this is the perfect example of when to use contingency funds. The contingency fund was explained to the new committee members – funds used for items that were not anticipated through out the year. Last year the Circuit Clerk’s office took in \$48,000 in the Rental Housing fees – however, it all went to Chicago. It was felt that contingency would cover the cost of the study for the Sheriff and Animal Control. *Motion passed.*

8. Other

9. Executive Session (if necessary)

a. 5 ILCS 120/2 (c)(1) Discussion on the appointment, employment, compensation of personnel. Motion to go into executive session under 5 ILCS 120/2(c)(1) made by Durst, seconded by Ferris. Roll call vote – Durst-yes; Ferris-yes; Smith-yes; Jones-yes. *Motion passed.*

10. Any action coming out of Executive Session

a. 5 ILCS 120/2 (c)(1) Discussion on the appointment, employment, compensation of personnel. Motion to come out of executive session made by Ferris, seconded by Durst. *Motion passed.*

11. Adjournment

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

Meeting adjourned at 5:25 PM.

Submitted by: Deb Breyman



Autum Jones, Chairman
County Offices Committee