

**COUNTY OFFICES COMMITTEE  
COUNTY BOARDROOM  
TUESDAY, APRIL 13, 2021  
MINUTES  
5:30 P.M.**

**1. Call to Order**

The meeting was called to order at 5:40 PM

**2. Roll Call**

Jason Spence, Richard Hill, Chuck Nagel, and Jerry Smith present. Nathan Schertz is excused. Al Durst is absent.

**3. Approval of Minutes**

a. Approval of March 9, 2021 regular meeting minutes.

Motion to approve March 2021 minutes made by Hill, seconded by Nagel. *Motion passed.*

**4. Public Input**

None

**5. Appointments**

- a. Appointment of Jason Howard to the Caterpillar Trail Public Water District for a 5 year term expiring May 1, 2026.
- b. Reappointment of Carolyn Flowers to the Roanoke Fire Protection District for a 3 year term expiring May 13, 2024.
- c. Reappointment of Don Kingdon to the Panther Creek Drainage District for a 3 year term expiring the first Tuesday of September, 2023.

Motion to appoint Jason Howard to the Caterpillar Trail Public Water District for a 5 year term, to reappoint Carolyn Flowers to the Roanoke Fire Protection District for a 3 year term, and to reappoint Don Kingdon to the Panther Creek Drainage District for a 3 year term made by Nagel, seconded by Hill. *Motion passed.*

**6. Approval of Claims**

a. Approval of March claims

Motion to approve March claims made by Hill, seconded by Nagel. *Motion passed.*

b. County Board Per Diem – Roll Call Vote

There are 4 per diem claims – Ansel Burditt for \$325, David Meinhold for \$175, Chuck Nagel for \$1,350, and Autum Jones for \$700. Motion to approve the four per diem claims made by Nagel, seconded by Hill. Roll call vote – Spence – yes; Hill – yes; Nagel –yes; Smith - yes. *Motion passed.*

**7. Unfinished Business**

None

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**8. New Business**

a. Discussion on Daniel Skaggs property tax

In January 2020 Mr. Skaggs paid the back taxes on a property and filed two quick claim deeds to transfer that property into his name. He asked at that time to pay the 2019 taxes, but they were not available yet. The two deeds that he filed were poorly hand written. The deeds were given to the mapping technician to be entered. Because they were so poorly written, there was a question as to the legal description and the deeds were not entered into the system. There was no phone number on the deeds to contact him. There was a legible address though. The tax bills for the two parcels were sent to the previous owner, but never paid. The parcels were sold for delinquent taxes in November 2020. Mr. Skaggs apparently wanted to sell the property, and when he looked it up, it was not in his name. He contacted the Supervisor of Assessment's office in March 2020 asking why. He stated that he never received a tax bill and was upset that there were now penalty fees assessed to the taxes. While Mr. Skaggs has the responsibility to know he has to pay taxes, and knew this when he asked to pay them when he filed the quick claim deed, the committee felt that the county did not handle this properly. While there was no phone number to contact Mr. Skaggs, there was an address that a letter could have been sent to inform him that the deed needed to be made legible. Mr. Skaggs had no way of knowing that the deed was not good. Letters that had been sent to the previous owner regarding the property were returned to the County Clerk's office. It was asked what authority the Supervisor of Assessments has to hold a deed up. If a deed is wrong, the property owners would fight that out in court. The Sup. of Assessments has a duty to check the legal description on the deeds. Discussion on what the committee can do to rectify this problem. Statute allows for a sale in error to be declared. The States Attorney would petition the court to declare the sale in error. If the court grants the petition, the holder of the tax sale certificate would be notified, they would relinquish the tax certificate back to the County, and the taxes they have paid would be refunded to them. Mr. Skaggs would then be billed for the taxes. We cannot however, adjust the fines and penalties that have been assessed to the property. Discussion on how to change our procedures so that this never happens in the future. It was asked that all deeds have a legal description on them, along with a name, phone and address. This is not a requirement of a deed and would require more work for the office. Motion to remedy this situation with a sale in error made by Hill, seconded by Smith. *Motion passed.* Between now and next month the State's Attorney, the County Clerk and the Supervisor of Assessor need to sit down and discuss how to solve this problem. It was asked for a County Board member to be present, as this could entail more work for an office. That request was denied. This will be on next month's agenda.

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b. Discussion and approval of Reapportionment Plan

Every 10 years an ordinance has to pass for reapportionment. This ordinance lays out how many member are elected from each district, compensation of board members, the apportionment plan, etc. The committee would like to keep things as they are. Motion made by Nagel to keep the reapportionment plan that is in place and send to Board for approval, seconded by Hill. *Motion passed.*

c. Discussion of Recording Vendor

The recording vendor – CIC – had a ransom ware attack on March 15<sup>th</sup>. We have not been able to use the system till just this past week. Most of the issue have been resolved, but we still have issues with support. The County Clerk would like to switch to a new vendor. Within the state of Illinois, 12 counties use CIC and 6 of those counties are switching to Fidlar. The initial cost is \$65,000 which can be paid out of the Recorder Automation Fund. We would be gaining more features than we have which would increase the availability of records. After the initial fee, it will be \$21,000 a year. We currently pay \$11,110 plus we have to pay a fee for each license we have. The new system does not require a license fee. The current contract with CIC expires on May 19<sup>th</sup> of this year. Fidlar can install their system and we can run the two systems simultaneously till the contract with CIC runs out and our files are all transferred over. Motion to pass this on to the full Board made by Nagel, seconded by Smith. CIC has been asked by Heart how long till the files will transferred over, and CIC has not given a time frame. The Clerk also paid to have remote access, which she has never received. She will ask for a refund for that service. *Motion passed.*

d. C of E Update, sales and field work

The Supervisor of Assessments gave an update on her office. Her office is working with CIC also and trying to get the deeds. CIC has told her they will have the deeds to her by tomorrow, and they will get them entered once they have access to them. They will need at least a week to get these in. The Treasurer would like to have them by the end of this week. The Supervisor of Assessments stated that this is not possible – there are two people out of her office to attend required classes. All sales up to February have been entered and sent to the state. She will not know the sales ratio until she hears back from the state. Splits through September have been entered. It was asked about the splits for October, November and December. For parcels that were split in October, November and December, the owner of that parcel before it was split would receive the full tax bill and need to request a split letter once they receive that bill. All field work will need to be completed by May 1<sup>st</sup>. No field work will be accepted after June 15<sup>th</sup>. The Supervisor of

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Assessment made a formal request to meet with Chairman Krug and Mr. Spence for her yearly evaluation.

**9. Other**

**10. Executive Session (if necessary)**


**11. Any action coming out of Executive Session**

**12. Adjournment**

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

Meeting adjourned at 6:43 PM.

Submitted by: Deb Breyman

*for*   
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Jason Spence, Chairman  
County Offices Committee