

**MINUTES**  
**CONSERVATION, PLANNING, AND ZONING COMMITTEE**  
Joint meeting with  
**FINANCE COMMITTEE**  
**WOODFORD COUNTY, ILLINOIS**  
**Monday, September 12, 2022**  
**4:30 P.M.**

1. Call to Order:

Mr. Burditt called the meeting to order at 4:30 p.m.

Roll Call: Blake Parsons, Dave Meinhold, Don Tolan, Bill Cardin and Ansel Burditt were present.

Finance Roll Call: John Krug, Autum Jones, Chuck Nagel, Ansel Burditt and Dave Meinhold were present.

2. Approval of Monthly claims:

Mr. Cardin made the motion to approve the monthly claims, seconded by Parsons. *Motion Carried.*

3. Approval of July 11, 2022 minutes:

Mr. Meinhold made the motion to approve the minutes, seconded by Cardin. *Motion Carried.*

4. Review of Executive Session

a) Approval of Nov 13, 2008 Executive Session minutes:

Motion to approve and keep confidential made by Meinhold, seconded by Tolan. *Motion Carried.*

b) Approval of Feb 10, 2009 #1 Executive Session minutes:

Motion to approve and keep confidential made by Meinhold, seconded by Cardin. *Motion Carried.*

c) Approval of Feb 10, 2009 #2 Executive Session minutes:

Motion to approve and keep confidential made by Meinhold, seconded by Cardin. *Motion Carried.*

d) Approval of Mar 10, 2009 Executive Session minutes:

Motion to approve and keep confidential made by Meinhold, seconded by Cardin. *Motion Carried.*

e) Approval of July 13, 2020 Executive Session minutes:

Motion to approve and make public made by Meinhold, seconded by Tolan. *Motion Carried.*

5. Public Input: None

6. Unfinished Business: None

7. New Business:

a) Annual Zoning Budget review and approval

Ms. Jording presented the zoning budget to both committees; she noted there is very little changing in the majority of the line items. The Department Head salary is shown at the current contracted rate reflecting continued supervision of the Assessment Office. She noted there is currently \$50,000 in the extraordinary ARPA line for scanning, after receiving additional quotes she requested that line be increased to \$70,000.

Mr. Nagel (Fin) discussed that he would recommend the Department head salary be broken down to reflect the Zoning administrator functions vs the additional duties for supervising the Assessment Office. Mr. Meinhold noted he agreed this may be a good idea to make the distinction and protects Ms. Jording since there is such a large increase. Mr. Nagel recommended that a line item be added. Ms. Jording asked what the breakdown would be since it will make a difference in the long run. Mr. Nagel noted that the increase would be at the 3%. It was discussed what would happen if the union increase would go to 10-13%. It was noted that Ms. Jording would be set at the same rate increase at the same percentage as the union rate. It was noted this breakdown is mostly for record keeping as the salary is currently governed by a separate contract. This would be for when the contract rate is removed, and the position returns to the standard rate.

Mr. Krug(FIN) noted that once the contract is over and the position goes back to Zoning only the salary would return to the 2022 rate plus steps and COLA as the union negotiated rate would be. Ms. Jording

agreed that would be her understand as well. Mr. Krug noted that that number should be recorded, and the Treasurer, Ms. Jording and Mr. Parsons should establish those numbers for the record. Mr. Nagel noted that there is a difference between the elected officials and the union established rate. Ms. Jording acknowledge that there is a difference and noted that she was basing the 13% on the fact that typically the union and the Elected department Heads receive the same percentage pay increase annually. Mr. Meinhold noted that if the amounts are separated, he is concerned if the number placed in the line could be a concern if it is not negotiated. This may end up being an issue going forward. Ms. Jones(FIN) noted that the agreement passed last November those amounts are already calculated based on the increases the union will receive. Mr. Meinhold noted that there is no reason to split it out if the Zoning only number can be determined Ms. Jones noted that the contract does note if the contract is terminated the salary rolls back with the steps and cola increases. Mr. Krug noted that the Committee Chair, the Treasurer and Ms. Jording should make sure that amount is documented.

Mr. Nagel asked about the scanning amount and if it is on the ARPA list. Ms. Jording noted it is on the list and if the project is not funded with ARPA money it will not come out of the general fund.

- b) Adopt-a-Lot agreement with Hector Hernandez for 1257 Millpoint Rd.  
This is an agreement that benefits the county by having the lots maintained and the adopter gets to utilize the space as an extension of their yard.  
Motion to approve and send to the full board for approval made by Cardin, seconded by Tolan. *Motion Carried.*
- c) Intergovernmental agreement with Woodford County Soil and Water Conservation District  
This is an annual renewal, WCSWCD handles the residential soil and erosion permits for new homes and projects over 5,000 sq.ft. but less than ½ acre.  
Motion to approve and send to the full board for approval made by Tolan, seconded by Meinhold. *Motion Carried.*
- d) Intergovernmental agreement with Peoria County Soil and Water Conservation District  
PCSWCD handles the commercial level projects and approves the plans and performs inspections.  
Motion to approve and send to the full board for approval made by Cardin, seconded by Tolan. *Motion Carried.*
- e) Intergovernmental agreement with Tri-County Regional Planning Commission for special project services  
This sets the rate for services provided by Tri-County.  
Motion to approve and send to the full board for approval made by Parsons, seconded by Meinhold.  
*Motion Carried.*

8. Planning and Zoning Issues:

Ms. Jording noted she will be bringing the Comprehensive Land Use Plan to the committee next month to begin discussion of refreshing the plan.

9. Executive session (if necessary) None

10. Adjournment

Motion to adjourn made by Cardin at 6:00 pm, seconded by Parsons. *Motion Carried.*

Motion to adjourn Finance committee made by Nagel, seconded by Jones. *Motion Carried.*

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Lisa Jording, Secretary

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Blake Parsons, Chairman

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Date