

**COUNTY OFFICES COMMITTEE  
COUNTY BOARDROOM  
TUESDAY, JANUARY 13, 2026  
AGENDA  
4:30 P.M.**

- 1. Call to Order**
- 2. Roll Call** -Autum Jones, Denise Durst, Tim Wilcoxon, Richard Reeb, Don Rood
- 3. Approval of Minutes**
  - a. Approval of December 9, 2025 minutes
- 4. Approval of Executive Session Minutes**
- 5. Public Input**
- 6. Appointments**
  - a. Reappointment of Robert L. Reason to the Spring Bay Fire Protection District for a three-year term expiring April 30, 2029 (pg. 3).
- 7. Claims**
  - a. Approval of January 2026 claims
  - b. County Board Per Diem – Roll Call Vote
- 8. New Business**
  - a. Approval of Resolution 2025/26-010 approving the Continued Operation of the Office of the State's Attorneys Appellate Prosecutor (pg. 4).
- 9. Unfinished Business**
  - a. Discussion on quote for Apple 11-inch iPads for use by the County Board Members to obtain and view the Woodford County Board Agenda electronically (pg.6).
- 10. Supervisor of Assessment**
- 11. Veteran's Administration**
- 12. Other**
- 13. Executive Session (if necessary)**
- 14. Any Action coming out of Executive Session**
- 15. Adjournment**

**COUNTY OFFICES COMMITTEE  
COUNTY BOARDROOM  
TUESDAY, DECEMBER 9, 2025  
MINUTES  
4:30 P.M.**

**1. Call to Order**

The meeting was called to order at 4:30 by Vice Chairman Tim Wilcoxon.

**2. Roll Call**

Denise Durst, Tim Wilcoxon, Richard Reeb were all present. Autum Jones and Don Rood were both excused.

**3. Approval of Minutes**

**a.** Approval of the November 18, 2025, minutes for County Offices  
Motion to approve November 18, 2025 minutes made by Reeb, seconded by Durst. There were no corrections made. *Motion passed.*

**4. Approval of Executive Session Minutes-None**

**5. Public Input**

There was no public input.

**6. Appointments-there were no appointments.**

**7. Claims**

**a.** Approval of December claims  
Motion to approve December claims made by Durst, seconded by Reeb. There was no discussion on the claims. *Motion passed.*

**b.** Per Diem  
There is one per Diem for David Meinhold in the amount of \$650.00. Motion to approve per Diem made by Reeb, seconded by Durst. Roll call vote – Reeb-yes; Wilcoxon-yes; and Durst-yes. *Motion passed.*

**8. New Business**

**a.** Set the meeting schedule for 2026

Vice Chairman Wilcoxon stated the County Clerk had attached a 2026 calendar marked with the days we would meet, as well as any holiday schedules. The Committee reviewed the dates and times deciding the same day and time worked. Motion was made by Durst, seconded by Reeb. *Motion passed.*

**b.** Discussion on Resolution 2025/26-007 authorizing Procurement of a Credit Card to be held by the Woodford County Clerk for the benefit of the County.

The County Clerk stated this was brought forward due to the retirement of the County Coordinator. The County Board Office had a credit card with a \$2,500 credit limit in Deb Breyman's name, and it needed to be transferred to someone with the County. Motion was made by Reeb, seconded by Durst to send this on to the full County Board. *Motion passed.*

**c.** Discussion of a solution for the mailing/receiving of the County Board packets.

The County Clerk reported there continues to be problems with the Board Members receiving the County Board packets in the mail in a timely fashion. She had been told many of the Members either receive the packet days after the County Board meeting, or sometimes not at all. Clerk Kupfer mentioned she had even

heard of someone receiving an open empty envelope. She did some research on past Board minutes and reminded the Committee the idea of each Board Member having a tablet or device on which they could

**COUNTY OFFICES COMMITTEE**

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**TUESDAY, DECEMBER 9, 2025**

**MINUTES**

**4:30 P.M.**

receive the packet electronically. After discussion amongst the Committee Members present it was decided to move this topic forward to the County Board for further discussion. The Clerk hopes to have an updated quote by the Board Meeting. Motion by Durst, seconded by Reeb to forward the matter to the Board for further discussion. *Motion passed.*

**9. Unfinished Business-None**

**10. Supervisor of Assessment**

Supervisor Janet Gibbs provided the Committee with information she had received from the Illinois Department of Revenue saying the County had received a tentative 1.0 for the year. Ms. Gibbs also reported her office had been busy as the Board of Review had meetings this week. She said this week there would be Township Assessor's kickoff meeting for 2026 to be held on Wednesday, December 10, 2025 at 4:00 PM in the County Board Building Conference Room. Ms. Gibbs said there is also a meeting on December 11<sup>th</sup> with the PTAB Law Judge to handle (3) state appeals.

**11. Other-Nothing**

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

**13. Any Action coming out of Executive Session**

**14. Adjournment**

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

Meeting adjourned at 4:46 PM.

Submitted by: Dawn L. Kupfer

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Autum Jones, Chairman  
County Offices Committee

115 N. Main St  
Room 202  
Eureka, IL 61530

President Board of Trustees  
Spring Bay Fire Protection District  
310 W Missouri St  
Spring Bay, IL 61611

**RECEIVED**

DEC 22 2025

WOODFORD COUNTY  
CLERK AND RECORDER

Co Clerk  
Room 202

I come to you asking that the County Board make a re-appointment for Robert L Reason of the Spring Bay Fire Protection District. My appointment is due May first. Robert L Reason has been on the Fire department for over 51 years and would like to be re-appointed to the Spring Bay Fire District Board of Trustees. Thanks again for the Boards review.

President of the Board  
With, Regards: Robert L Reason  
55 North St  
East Peoria, IL  
61611  
E-Mail/breason42gmail.com  
PH-309-265-6472  
12/16/2025

Reappointment of Robert L Reason to the Spring Bay Fire Protection District for a three year term expiring April 30, 2029.

**RESOLUTION** 2025/26-010

WHEREAS, the Office of the State's Attorneys Appellate Prosecutor was created to provide services to State's Attorneys in Counties containing less than 3,000,000 inhabitants; and

WHEREAS, the powers and duties of the Office of the State's Attorneys Appellate Prosecutor are defined and enumerated in the "State's Attorneys Appellate Prosecutor's Act", 725 ILCS 210/1 et seq., as amended; and

WHEREAS, the Illinois General Assembly appropriates monies for the ordinary and contingent expenses of the Office of the State's Attorneys Appellate Prosecutor, one-third from the State's Attorneys Appellate Prosecutor's County Fund and two-thirds from the General Revenue Fund, provided that such funding receives approval and support from the respective Counties eligible to apply; and

WHEREAS, the Office of the State's Attorneys Appellate Prosecutor shall administer the operation of the appellate offices so as to insure that all participating State's Attorneys continue to have final authority in preparation, filing, and arguing of all appellate briefs and any trial assistance; and

NOW, THEREFORE, BE IT RESOLVED that the Woodford County Board, in regular session, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ does hereby support the continued operation of the Office of the State's Attorneys Appellate Prosecutor, and designates the Office of the State's Attorneys Appellate Prosecutor as its Agent to administer the operation of the appellate offices and process said appellate court cases for this County.

BE IT FURTHER RESOLVED that the attorneys employed by the Office of the State's Attorneys Appellate Prosecutor are hereby authorized to act as Assistant State's Attorneys on behalf of the State's Attorney of this County in the appeal of all cases when requested to do so by the State's Attorney, and with the advice and consent of the State's Attorney, prepare, file, and argue appellate briefs for those cases; and also, as may be requested by the State's Attorney, to assist in the prosecution of cases under the Illinois Controlled Substances Act, the Cannabis Control Act, the Drug Asset Forfeiture Procedure Act, and the Narcotics Profit Forfeiture Act. Such attorneys are further authorized to assist the State's Attorney in the trial and appeal of tax objections.

BE IT FURTHER RESOLVED that the Office of the State's Attorneys Appellate Prosecutor will offer Continuing Legal Education training programs to the State's Attorneys and Assistant State's Attorneys.

BE IT FURTHER RESOLVED that the attorneys employed by the Office of the State's Attorneys Appellate Prosecutor may also assist the State's Attorney of this County in the discharge of the State's Attorney's duties in the prosecution and trial of other cases, and may act as Special Prosecutor if duly appointed to do so by a court having jurisdiction.

BE IT FURTHER RESOLVED that if the Office of the State's Attorneys Appellate Prosecutor is duly appointed to act as a Special Prosecutor in this County by a court having jurisdiction, this County will provide reasonable and necessary clerical and administrative support and victim-witness coordination on an as-needed basis and will also cover all reasonable and necessary case expenses such as expert witness fees, transcripts, evidence presentation, documents, lodgings, and all other expenses directly related to the prosecution of the case.

BE IT FURTHER RESOLVED that the Woodford County Board hereby agrees to participate in the service program of the Office of the State's Attorneys Appellate Prosecutor, commencing December 1, 2025 and ending November 30, 2026, by hereby appropriating the sum of \$21,000 as consideration for the express purpose of providing a portion of the funds required for financing the operation of the Office of the State's Attorneys Appellate Prosecutor, and agrees to deliver the same to the Office of the State's Attorneys Appellate Prosecutor on request during the stated twelve month period.

Passed and adopted by the County Board of Woodford County, Illinois, this  
\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Chairman \_\_\_\_\_

ATTEST: \_\_\_\_\_  
County Clerk



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**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PSCR919	12/17/2025	IPADS	11127615	\$10,299.38

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>Apple 11-inch iPad Air - M3 - Wi-Fi - tablet - 128 GB - Space Gray</u> Mfg. Part#: MC9W4LL/A Contract: Sourcewell-State of IL R-257160 (25-448DOIT-TELEC-P-80070)	15	8285303	\$567.61	\$8,514.15
<u>Apple Smart Folio for iPad Air 11-inch - Charcoal Gray</u> Mfg. Part#: MWK53ZM/A Contract: Sourcewell-State of IL R-257160 (25-448DOIT-TELEC-P-80070)	15	7920114	\$72.60	\$1,089.00

**SUBTOTAL** \$9,603.15

**SHIPPING** \$0.00

**SALES TAX** \$696.23

**GRAND TOTAL** \$10,299.38

PURCHASER BILLING INFO	DELIVER TO
<b>Billing Address:</b> WOODFORD COUNTY CLERK ACCTS PAYABLE 115 N MAIN ST STE 202 EUREKA, IL 61530-1273 <b>Phone:</b> (309) 467-7320 <b>Payment Terms:</b> Net 30 Days-Govt State/Local	<b>Shipping Address:</b> WOODFORD COUNTY CLERK BARBARA SMITH 115 N MAIN ST STE 202 EUREKA, IL 61530-1273 <b>Phone:</b> (309) 467-7320 <b>Shipping Method:</b> FedEx Ground (1-2 days)
	<b>Please remit payments to:</b>  CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



## Sales Contact Info

**Mathew Dulkowski** | (866) 405-6240 | [mathew.dulkowski@cdwg.com](mailto:mathew.dulkowski@cdwg.com)

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