

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

**The public may feel free to participate via Zoom.**

**The ID is: 825 7992 8287**

**Password is: 737915**

- 1. Call to Order**
- 2. Roll Call** – Autum Jones (ch), Nathan Schertz, Denise Durst, Randy Barth, Zack Ferris
- 3. Approval of Minutes**
  - a. Approval of January 20, 2023 regular meeting minutes.
- 4. Public Input**
- 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.
- 6. Claims**
  - a. Approval of February claims
  - b. County Board Per Diem – Roll Call Vote
- 6. Unfinished Business**
- 7. New Business**
  - a. Cost to Agreement with Bellwether
- 8. Other**
- 9. Executive Session (if necessary)**
  - a. 5 ILCS 120/2 (c)(1) Discussion on the appointment, employment, compensation of personnel.
- 10. Any action coming out of Executive Session**
  - a. 5 ILCS 120/2 (c)(1) Discussion on the appointment, employment, compensation of personnel.
- 11. Adjournment**

**COUNTY OFFICES COMMITTEE  
COUNTY BOARDROOM  
TUESDAY, JANUARY 10, 2023  
MINUTES  
5:00 P.M.**

**1. Call to Order**

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

**2. Roll Call**

Autum Jones (ch), Denise Durst, Randy Barth, Zack Ferris all present. Nathan Schertz arrived at 5:06 PM.

**3. Approval of Minutes**

- a. Approval of December 13, 2022 regular meeting minutes.  
Motion to approve December minutes made by Durst, seconded by Barth. *Motion passed.*

**4. Public Input**

None

**5. Appointments**

- a. Approval of January claims  
Motion to approve January claims made by Ferris, seconded by Barth. *Motion passed.*
- b. County Board Per Diem – Roll Call Vote  
There are four Per Diem this month – Jerry Smith for \$250; Nick Miller for \$1,125; Dave Meinhold for \$650; and Bill Cardin for \$1,100. Motion to approve all four Per Diem made by Durst, seconded by Ferris. Roll call vote – Durst-yes; Jones-yes; Barth-yes; Ferris-yes. *Motion passed.*

**6. Unfinished Business**

- a. Update on Knowbe4  
This was discussed last month. We have to have a cyber security program but had no one to monitor it. Heart Technologies is running Artic Rule, which is a program like Knowbe4. The Artic Rule is approved by the State Board of Elections and will replace Knowbe4. Therefore, she will not have to renew the Knowbe4 agreement.

**7. New Business**

- a. Approval of Purchase of Services Agreement with We Care  
This is our agreement with We Care to provide services to Woodford County. This agreement is done every year. Motion to approve Purchase of Service Agreement with We Care made by Ferris, seconded by Schertz. *Motion passed.*

- b. Approval of Resolution 01-23-001 Authorizing the Cancellation of Tax Sale Certificate 2018-0132 On Parcel #16-08-204-002  
This parcel was offered at tax sale and was picked up by the County Trustee. The people came forward and redeemed the property through the Trustee. So we need to covert the property back to the owner. Motion to approve Resolution 01-23-001 made by Schertz, seconded by Barth. *Motion passed.*

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c. Relocation of Goodfield Polling Place

The County Clerk was notified that the Goodfield Fire Station will not be available for use as a polling place after the April election. She is looking for a new polling place. She has reached out to the Village of Goodfield and hopes to use the Village Hall as a polling place. The polling place has to be handicap accessible. Other possibilities for use could be the Barn, or the school.

d. Update on Supervisor of Assessment Testing

No one passed the test last month. They will be re-taking it again next week. We have 10 people signed up to take the test from multiple counties. The Assessment Office is currently in the Board of Review and are coming up on the two final projects which are closing the assessment year and creating the final abstract which Mr. Twist and Devinet will help with. We received word that our State multiplier is a 1.

**8. Other**

Please remember to notify the Chairman if you are not going to make a meeting so that we can call the alternate and still have a quorum.

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

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

**11. Adjournment**

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

Meeting adjourned at 5:14 PM.

Submitted by: Deb Breyman

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Autum Jones, Chairman  
County Offices Committee

**Benson Community Fire Protection District**

**416 Front St., P.O. Box 406**

**Benson, Illinois 61516**

**Request for Trustee Re-Appointment**

The Benson Community Fire Protection District Board of Trustees would like to request that Richard B. Burmood be re-appointed by the Woodford County Board to serve as trustee on the fire protection district board for a term of three years.

Very truly yours,

*Secretary Richard B. Burmood*

The Benson Community Fire Protection District Board of Trustees

Date 1-22-23

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

**RECEIVED**

**JAN 27 2023**

**WOODFORD COUNTY  
CLERK AND RECORDER**

Bellwether LLC  
200 W. North Street - Box 803  
Normal, Illinois 61761

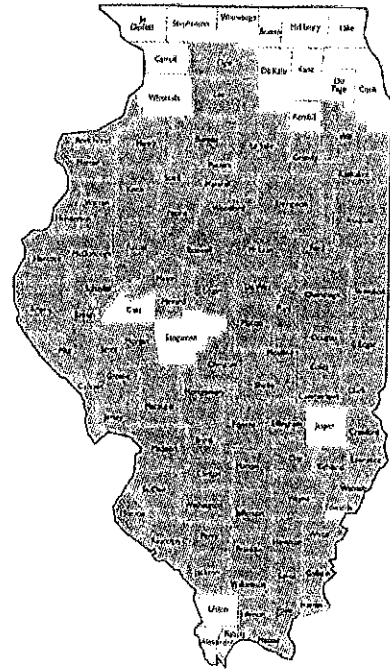
February 6, 2023

Woodford County  
115 N Main St, Eureka, IL 61530

To the Honorable County Chairman,

Thank you for reaching out to Bellwether LLC. We are pleased to be the leading provider of operations and fee-based consulting for Illinois Counties across the state.

Bellwether has served over 80 Counties across the state and works closely with the ISA, IACCR, IACO, UCCI and IACBM to ensure we stay in close contact with current issues Counties face.



Bellwether proudly offers a wide array of services for mid-size and smaller Illinois Counties.

- Reviews of County Feeable Services
    - Sheriff Fees
    - County Clerk
    - Recorder / GIS
    - Animal Control
    - Zoning / Ordinance Control
    - Health Department - Environmental Health
    - Health Department – Immunization Services
  - Budget Preparation
    - Initial Budget Construction
    - Quarterly Estimate – Actual Reports
    - Budget Amendments / Planning
  - Issue Management
    - Review of Issues of Concern
    - Staffing Models / Staffing Impact Analysis
      - Expense Reduction Efforts
      - Department Performance Audit / Operations Review
      - Inter-Governmental Agreement Negotiation / Pricing
- This proposal addresses all departments who typically benefit from a review of actual cost when establishing fees. Since all studies involve many of the same calculations on infrastructure and labor costs, we can

reduce the cost of the study when more departments are involved.

**POTENTIAL SCOPE AND COSTS**

The fee for any one department for a complete review of all feeable transactions is Six Thousand Dollars (\$6,000) due at the start of the project. The fee is reduced for each department added. The following table illustrates the most common projects.

<b>Department</b>	<b>Scope</b>	<b>Fee</b>
County Recorder Fees	Standard Land Documents Non-Standard Land Documents PLAT / Survey Documents UCC / Non-Land Documents / Misc. documents	\$6,000.00
Add GIS Fee	Labor Costs Technology Costs Flyover Costs	Included with Clerk & Recorder
Add Sheriff Fees	Process Services fees All associated jail fees Court Security Fee (if not currently included in Circuit Clerk Fees)	\$5,000.00
Add Animal Control Fees	Canine registration and rabies tags Micro-chipping Impound fees Vicious Animal fees IGA Cost Sharing	\$5,000.00

A review of Woodford County fees suggests some fees may be below the actual cost-of-service for the County. Illinois Statute provides that the cost of unique services is paid by those most directly benefiting from the service.

Bellwether Fee Review costs are an eligible expense under the ARPA Standard Allowance and LATCF funding.

## **EXPERIENCE**

Bellwether's three step process ensures that our documented fees are accurate and in full compliance with the *Illinois County Code* and the *Code of Federal Regulations, Part 200, Section E* which defines parameters for cost administration.

### **Part 1: Preliminary Data Collection**

Bellwether reduces the impact and disruption to departments by using templates, surveys and technology to collect the preliminary information. Much of the requested data exists in various reports or can be derived from software service providers. Some areas require judgement from the County Subject Matter Experts and is facilitated through phone and email exchanges.

The preliminary information is used by Bellwether analysts to construct an initial Cost Model that demonstrates all categories of allowable expenses. This initial model is used to shape the interview and follow-up data requests during the On-site visit.

### **Part 2: On-site Review**

An on-site review is important to confirm the assumptions used in the Cost-Model and to clarify areas of concern expressed by the analyst. The level of effort for a County Department for an onsite review depends largely on the thoroughness of the Preliminary Data. Generally, each department requires between 2 – 4 hours of on-site time and includes Bellwether staff working directly with the Subject Matter Experts.

### **Part 3: Draft Review and Final Document Preparation**

Bellwether Reports are designed to stand on their own. By describing all methods and heavily referencing appropriate statutes for authority and parameters, our reports can easily answer any questions regarding the County Fees.

Illinois Statute stresses the individual Elected Official's responsibility for the operation of their department. Therefore, Bellwether does not "recommend" fees, we illustrate the actual cost and provide a value of closing any gap between the current fee and the actual cost. The recommended fee is a collaboration between the County Wide Elected Official and the County Board.

Draft Reports are provided to the Department Head and reviewed for agreement and wording choices. Bellwether reports provide example language for Board Action. The Department Heads will be the presenting authority for the County Board.

With many Counties in Illinois having common schedules for meetings, it can be extremely difficult to schedule a Bellwether representative to be present at the board meeting. While we can be present, often it results in delays for the County.



We offer unlimited calls from any board members to ask questions.

### TIMELINE

#### **Part 1: Preliminary** (2 – 4 Weeks depending on Department Progress)

- Contact with involved Department Head immediately following Contract Agreement
- Preliminary requests provided by email
- Various phone calls for clarification

#### **Part 2: On-Site Visit** (Scheduled in advance, but generally 2-3 week after preliminary)

- Target date established at Contract Signing
- Date adjusted as required for preliminary completion

Virtual meetings may be requested or required by local Public Health directives.

#### **Part 3: Draft and Final Document** (Generally 2 weeks after onsite)

- Influenced by the thoroughness of the Preliminary Data
- Bellwether's experience allows that most drafts are accepted as final

### DELIVERY

Once Woodford County notifies us of the desired scope of the project, Bellwether will provide a Letter of Agreement (LOA) which will detail dates and estimated completion.

Client will be provided written reports of all fees reviewed. Reports will include:

- A description of the method used.
- Reference statutes outlining the authority for each fee and changes.
- Demonstration of actual costs for each feeable service
- Sample resolution for board action

### RETURN ON INVESTMENT

While we cannot guarantee results, early information suggest that the fee reviews will yield multiple times our fee. We look forward to hearing from you.

Bellwether LLC  
200 W. North Street - Box 803  
Normal, Illinois 61761