

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, MARCH 12, 2019
AGENDA
4:00 P.M.**

1. Call to Order

2. Roll Call – Russ Cotton (Ch.), Jason Spence (v-ch), Emily Barker, Danny Steffen, Chuck Nagel.

3. Approval of Minutes

- a. Approval of February 13, 2019 regular meeting minutes.

4. Public Input

5. Appointments

- a. Appointment of Barry Logan to the Tri-County Regional Planning Commission for a 1 year term expiring November 30, 2019.

- b. Reappointment of Mike Adams to the Roanoke Fire Protection District board for a 3 year term expiring May 13 2022.

- c. Reappointment of Dan Magnuson to the Roanoke Fire Protection District board for a 3 year term expiring May 13, 2022.

6. Approval of Claims

- a. County Clerk
- b. County Board Per Diem

7. Unfinished Business

- a. Discussion and approval of Long term lease for ADDWC

- b. Discussion on road in front of Board Room (Court Street)

8. New Business

- a. . Resolution 2018-19 #036 Appointment of Jodi Goff as Woodford County Supervisor of Assessments for a four year term expiring March 21, 2023.

- b. Review MOU for Woodford County & Participating Municipalities regarding Tri-County Regional Planning Commission.

- c. Discussion and approval of EAP bids

9. Budget

10. Other

11. Executive Session (if necessary)

12. Any action coming out of Executive Session

13. Adjournment

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
WEDNESDAY, FEBRUARY 13, 2019
MINUTES
4:00 P.M.**

1. Call to Order

2. Roll Call – Russ Cotton (Ch.), Chuck Nagel, Emily Barker, Danny Steffen all present. Jason Spence (v-ch) is excused.

3. Approval of Minutes

- a. Approval of January 12, 2019 regular meeting minutes.

Motion to approve the January 12, 2019 minutes made by Nagel, seconded by Barker. *Motion passed.*

4. Public Input

5. Appointments

- a. Appointment of Russ Cotton to Supervisor of Assessments Hiring Committee

Motion to appoint Russ Cotton to supervisor of Assessments Hiring committee made by Steffen, seconded by Barker. *Motion passed.*

- b. Appointment of John Krug to Supervisor of Assessments Hiring Committee

Motion to appoint John Krug to Supervisor of Assessments Hiring Committee made by Barker, seconded by Nagel. *Motion passed.*

- c. Appointment of Jason Spence to Supervisor of Assessments Hiring Committee

Motion to appoint Jason Spence to Supervisor of Assessments Hiring Committee made by Nagel, seconded by Barker. *Motion passed.*

- d. Appointment of John Krug to Tazewell Community Services for a two year term expiring the 1st Monday in December, 2020.

Motion to appoint John Krug to the Tazewell Community Services for a two year term expiring the 1st Monday in December, 2020 made by Nagel, seconded by Steffen. *Motion passed.*

- e. Appointment of Al Helsel to the Tazewell Community Services for a two year term expiring the 1st Monday in December 2020.

Motion to appoint Al Helsel to the Tazewell Community Services for a two year term expiring the 1st Monday of December 2020 made by Barker, seconded by Steffen. *Motion passed.*

- f. Reappointment of Roy Bockler to Tri-County Regional Planning Commission, to represent The Village of Spring Bay, Spring Bay, and Bayview Gardens, for a one year term expiring November 30, 2019.

Motion to reappoint Roy Bockler to Tri-County Regional Planning Commission, to represent The Village of Spring Bay, Spring Bay, and Bayview Gardens, for a one year term expiring November 30, 2019 made by Barker, seconded by Nagel. *Motion passed.*

- g. Reappointment of Mike Smith to Tri-County Regional Planning Commission, to represent Roanoke, for a one year term expiring November 30, 2019.

Motion to reappoint Mike Smith to Tri-County Regional Planning Commission, to represent Roanoke, for a one year term expiring November 30, 2019 made by Nagel, seconded by Steffen. *Motion passed.*

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- h. Reappointment of Eric Lind to Tri-County Regional Planning Commission, to represent Eureka, for a one year term expiring November 30, 2019.

Motion to reappoint Eric Lind to Tri-County Regional Planning Commission, to represent Eureka, for a one year term expiring November 30, 2019 made by Barker, seconded by Steffen. *Motion passed.*

- i. Reappointment of Mike Hinrichsen to Tri-County Regional Planning Commission, to represent Germantown Hills, for a one year term expiring November 30, 2019.

Motion to reappoint Mike Hinrichsen to Tri-County Regional Planning Commission, to represent Germantown Hills, for a one year term expiring November 30, 2019 made by Nagel, seconded by Barker. *Motion passed.*

- j. Reappointment of Ben Kingdon to Tri-County Regional Planning Commission, to represent El Paso and Minonk, for a one year term expiring November 30, 2019.

Motion to reappoint Ben Kingdon to Tri-County Regional Planning Commission, to represent El Paso and Minonk, for a one year term expiring November 30, 2019 made by Steffen, seconded by Barker. *Motion passed.*

- k. Appointment of Russ Cotton to Tri-County Regional Planning Commission, to represent Woodford County, for a one year term expiring November 30, 2019.

Motion to appoint Russ Cotton to Tri-County Regional Planning Commission, to represent Woodford County, for a one year term expiring November 30, 2019 made by Nagel, seconded by Barker. *Motion passed.*

There was a question if the Tri-County appointments should have gone through the Finance Committee and not County Offices since they fall under Finance. It was explained that all appointments go through County Offices.

6. Approval of Claims

- a. County Clerk

Motion to approve February claims made by Nagel, seconded by Barker. *Motion passed.* Mr. Cotton abstained from all claims regarding himself.

- b. County Board Per Diem

Motion to approve per diem claims from Rokey, Krug, Cotton and Kempf made by Nagel, seconded by Barker. It was asked how many months the claims were for. Mr. Kempf submits his claims monthly, Mr. Cotton was for 8 months of meetings, Mr. Krug for 18 months of meetings, and Mr. Rokey was from May 2017 to present. *Motion passed.* Mr. Cotton abstained from voting on his claim.

7. Unfinished Business

- a. Discussion/Action on revisions of Travel Policy/Personnel Policy

Mr. Spence has created a new section which addresses the reimbursement expenses which correlates to the state. It allows so much per day depending on the locations instead of by meal. Motion to strike Section 4 d of the Purchase Ordinance and replace with the following:

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Meal expenses for breakfast, lunch and dinner and related tips and taxes, specifically excluding alcoholic beverages and entertainment expenses, and expenses incurred for other persons, are allowed up to the actual cost or the maximum rate as defined by the Illinois Central Management Services (as published at <https://www2.illinois.gov/cms/Employees/travel/pages/travelreimbursement.aspx>), whichever is less. Receipts must be provided for any reimbursement.

made by Nagel, seconded by Barker. *Motion passed.*

b. Codification – what stage in?

Ms. Breyman reported State’s Attorney Minger should have it completed by the end of the week and sent back to American Eagle. It will then be approximately 8 weeks before we receive a printed version.

8. New Business

a. Employee Assistance Program Discussion/Approval

The Sheriff would like to put out an RFP to bid for the EAP. It should be less than \$5,000 for all county employees. Motion to have RFP to bid for EAP made by Barker, seconded by Steffen. *Motion passed.*

b. Personnel Policy – discussion/action of Business Expense Reimbursement Policy

Ms. Breyman reported that she received an email from ICRMT suggesting that certain policies be included in our Personnel Policy Manual. We had all the policies they required, exactly as they suggested expect for the Expense Reimbursement Policy. She provided the committee with our current policy and with the ICRMT suggestions. After discussion it was decided that we would stay with our wording as is.

c. Approval of Resolution 2018-19 #029 (We Care) Acceptance of Special Warranty

This is a formality that we do every year for We Care. Motion to approve Resolution 2018-19 #029 made by Nagel, seconded by Steffen. *Motion passed.*

d. Approval of Resolution 2018-19 #030 (We Care) Authorizing Execution and Amendment of Section 5311 Grant Agreement

This is a formality we do every year to receive the grant money for We Care. Motion to approve Resolution 2018-19 #030 made by Steffen, seconded by Barker. *Motion passed.*

e. Approval of Resolution 2018-19 #032 Honoring Mary Bell

Motion to approve Resolution 2018-19 #032 made by Steffen, seconded by Nagel. *Motion passed.*

f. Long term lease for ADDWC

Mr. Minger put together a draft copy of a lease. Discussion about the lot being included. It was included in the discussion, but not included in this draft copy. The committee feels that the lot needs to be included. Motion to pass the draft copy to the full board, but have the lot included made by Nagel, seconded by Barker. *Motion passed.*

9. Budget

The County Clerk will have election equipment that is not budgeted for, but hopes to have a grant that will pay for it.

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10. Other

11. Executive Session (if necessary)

12. Any action coming out of Executive Session

13. Adjournment

Motion to adjourn made by Barker, seconded by Nagel. *Motion passed.*
Meeting adjourned at 4:37.

Submitted by: Deb Breyman

Russ Cotton, Chairman
County Offices

DRAFT



Office of the County Board
Woodford County, Illinois

February 25, 2019

The Honorable John Krug
Woodford County Board Chairman
Woodford County Courthouse
115 N. Main Street
Eureka, Illinois 61530

RECEIVED

FEB 25 2019

WOODFORD COUNTY
CLERK AND RECORDER

Request the County Board to appoint as Tri-County Regional Planning Commission as a representative for the calendar year of 2019,

<u>Name</u>	<u>Term length</u>	<u>Term Expiration</u>
Barry Logan	1 year	November 30, 2019

Please let me know if you have any further questions.

Sincerely,

John Krug
County Board Chairman

FILED

FEB 19 2019

ROANOKE FIRE PROTECTION DISTRICT
106-108 West Broad Street
Roanoke IL 61561
309-923-8351

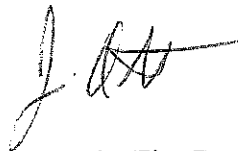
WOODFORD COUNTY
CLERK AND RECORDER

Subject: Reappointment

Woodford County Clerk
115 N Main Room 202
Eureka IL 61530

We would like to submit Mike Adams and Dan Magnuson for reappointment for the Roanoke Fire Protection District board.

Sincerely,



Roanoke Fire Protection District
Jim Ott, Vice-President

Reappointment of Mike Adams to the Roanoke Fire Protection District for a 3 year term expiring May 13, 2022.

Reappointment of Dan Magnuson to the Roanoke Fire Protection District for a 3 year term expiring May 13, 2022.



STATE OF ILLINOIS)
) SS.
COUNTY OF WOODFORD)

WOODFORD COUNTY BOARD

March 19, 2019

RESOLUTION # 2018-19 #036

RESOLUTION APPOINTING JODI GOFF AS SUPERVISOR OF ASSESSMENTS

WHEREAS, The County Administrator Office advertised for the position of Supervisor of Assessments, and

WHEREAS, the Committee for Hiring the Supervisor of Assessments screened, and interviewed for the position of Supervisor of Assessments, and

WHEREAS, Jodi Goff was the individual chosen for the position of Supervisor of Assessments. And

WHEREAS, the County Offices Committee appointed Jodi Goff as the Supervisor of Assessment at the March 2019 meeting.

NOW THEREFORE BE IT RESOLVED, by the Woodford County Board this 19TH day of March, 2019 that Jodi Goff is appointed as the Supervisor of Assessments for a four year term ending March 21, 2023.

BE IT FURTHER RESOLVED that as Supervisor of Assessments she will start her position March 19th, 2019 at \$51,000.00 per year for a 4 year term, and to have a salary review annually with the term expiring March 21, 2023.

ATTEST:

Dawn L. Kupfer
Woodford County Circuit Clerk

John Krug
Chairman of the Woodford C

Memorandum of Understanding (MOU)

Woodford County Board & Participating Municipalities of Woodford County Regarding

Tri-County Regional Planning Commission (TCRPC) Representation

This MOU outlines an agreement made in principle for designated municipalities to fulfill the role of County representation on the TCRPC effective March 1, 2018.

I. County Board Decision to Not Fund Tri County Regional Planning Commission

The county will partially fund the Tri-County Regional Planning Commission effective with their 2017/18 budget cycle. The County Board Chairman has recommended an agreement that future representation of the County will be done by a majority of Municipalities across the County.

II. Principle of Agreement between the County and Municipalities

A total of 7 TCRPC county commissioner seats are available based on being a member in good standing and required funding. At the discretion and will of the Woodford County Board a total of 1 TCRPC board position will be made available to the county. Commissioner seats will be available to 6 municipalities within the county. Municipality representation priority will be based on population size and subsequent interest to fund a commissioner seat. Municipality appointments will be annual appointments.

The TCRPC is comprised of an Executive Board totaling 9 members, 3 from each county. Members from Woodford County to TCRPC must be a registered voter in Woodford County. The overall board is made of 21 total board members, 7 from each county.

Based on TCRPC By-Laws the Chairman of the County Board appoints the members representing the county. This representation will be based on municipality interest and financial commitment of 1 board seat per municipality for a total of 6 municipality positions. The Commission dues shall be spread equally among the parties involved with payment through the County to the TCRPC.

The County Board chairman will make those municipality appointments based on the recommendations of the Mayors/Village Presidents, and contingent upon payment received to Woodford County by April 30, 2018.

III. Changes to this Agreement

Any changes to this agreement will require a two-thirds agreement by the funding municipalities and a majority vote by the Woodford County Board.

As approved and agreed upon by the Woodford County Board on this ___ day of _____, 2018.

Stan Glazier
Woodford County Board Chairman

Debbie Harms
Woodford County Clerk

Village of Germantown Hills

Village of Secor

City of Eureka

Village of Spring Bay

City of Minonk

Village of Washburn

City of El Paso

Village of Kappa

Village of Congerville

Village of Panola

Village of Goodfield

Village of Bayview Gardens

Village of Metamora

Village of Benson

Village of Roanoke