COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, JULY 14, 2020
AGENDA
4:30 P.M.

The public may feel free to participate via Zoom.
The ID is: 882 0583 6013  Password is: 518525

The Public may also send letters or emails to:
Woodford County
Attn: Woodford County Coordinator
115 N. Main Street
Eureka, IL 61530

1. Call to Order
2. Roll Call –
3. Approval of Minutes
   a. Approval of June 9, 2020 regular meeting minutes.
   b. Approval of June 9, 2020 executive session meetings
4. Public Input
5. Appointments
6. Approval of Claims
   a. Approval of July claims
   b. County Board Per Diem – Roll Call Vote
7. Unfinished Business
8. Department Update
   a. County Clerk – Election Law
9. New Business
   a. Election of committee chairman
   b. GIS Training, GIS Department Changes, Devnet Process Improvement, and IDNR meeting
   c. Discussion on purchase agreement with Midwest Mailing and Shipping Systems Inc. Duplo Tabletop Folding Machine
10. Budget
11. Other
12. Executive Session (if necessary)
   a. 5 ILCS 120/2(c) Performance and Compensation of employees (2 Sessions)
13. Any action coming out of Executive Session
   a. 5 ILCS 120/2(c) Performance and Compensation of employees (2 Sessions)
14. Adjournment
COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, JUNE 9, 2020
MINUTES
4:30 P.M.

1. **Call to Order**
   The meeting was called to order at 4:30 PM.

2. **Roll Call** – Russ Cotton, Chuck Nagel, Jason Spence, Emily Barker, Dan Steffen were all present.

3. **Approval of Minutes**
   a. Approval of May 12, 2020 regular meeting minutes.

      Motion to approve May 12, 2020 minutes made by Steffen, seconded by Nagel.  
      *Motion passed.*

4. **Public Input**
   Jodi Goff stated that the taxes have been rolled out, and the correction of errors can be entered. There were a few tax bills that had to be corrected and that has been done. Because of the quadrennial year, they were behind, but are now on track. They are tracking their phone calls.

5. **Appointments**
   a. Appointment of Farrell Lord to the Farm Assessment Review Committee to replace Jeri Sue Johnson with no expiration date.

      Motion to approve the appointment of Farrell Lord to the Farm Assessment Review Committee to replace Jeri Sue Johnson with no expiration date made by Spence, seconded by Barker.  *Motion passed.*

6. **Approval of Claims**
   a. Approval of June claims

      Motion to approve the June claims made by Nagel, seconded by Steffen.  *Motion passed.*

      Ms. Breyman asked for two bills to be paid in vacation – the Morton Community Bank credit card statement was received after the cutoff date and would be past due if we waited till next month to pay. We never received a monthly statement from Microsoft for Office 365 last month, and it is now past due. Motion to pay the Visa and Microsoft invoices in vacation made by Spence, seconded by Steffen.  *Motion passed.*

   b. County Board Per Diem – Roll Call Vote

      There were no per diem’s received this month.
7. Department Updates
   a. County Clerk – election issues -Discussion on State bill 1863 – Emergency Rule Making 2020 General Election

House Bill 1863 has passed and is waiting signature from the Governor. This bill is adding requirements that the County Clerk must do for the upcoming election due to Covid-19. It will also make November 3rd, Election Day, a state holiday. Due to the additional demands, the County Clerk will be incurring additional costs that she has not budgeted for. Her staff will have to be here for additional time at a rate of time and a half totaling $1,507.45. Initially it was thought that 15 days prior to the election the Courthouse would have to be open till 8PM at night and on weekends for the public to vote, which would require additional staffing at a cost of $4,795.74. It was determined that since we have a population under 100,000 in the county we do not have to abide by those hours. However, we will offer voting on two Saturdays till noon and three evening till 7PM. This will only be a few hours for extra personnel and election judges at a cost of $1,345.08. The Clerk has to mail an application to vote by mail to every person who voted in any election within the past two years. Her office created the notice in house in order to save costs. It is estimated that approximately 17,000 people voted in the past two years. Postage for mailing these applications notices would be $9,775.00. The postage cost is just for sending the notices, and does not include the cost for postage of those voters who respond that they want an application sent to them. Additional costs for extra paper, seals, address labels, and copying would be at a cost of $1,719.36. She is estimating that about one third of the people will request an application to vote by mail. The application kit includes a ballot, instructions on where to put ballot and an envelope to mail the ballot back. While she has some of those kits, she will need to order more at a cost of $7,150.00. Postage for mailing those kits would be $4,140.00. She will go over budget because this bill is forcing her to do these things. The total cost is roughly $25,636.89. This figures is in addition to the normal expenses incurred for the election. Normally there are 5 election judges at each precinct, however that has been lowered to three judges, so there will be a savings there.

There is a possibility of receiving reimbursement money from the state. She has been told that she could receive $15,000 which would help offset some of the additional cost. However, she is not guaranteed that money and will not know if she is receiving it, and the amount she would be receiving until July.

It was stated that the Sheriff will also be going over budget due to Covid-19 and the rioting as extra patrol has been put in place for safety.

The Clerk was given the okay in the 2019/20 budget to upgrade and order voting equipment at a cost of $385,000.00. She is holding off on ordering the new equipment to see where this all goes. She doesn’t want to order equipment and then
have everything change. It was asked if she needed help during the election. All the help she can get would be greatly appreciated.

8. Unfinished Business

9. New Business
a. Credit card to be paid in vacation
The county Visa card, issued by Morton Community Bank, statement is received after the cut-off date. Because of this the statement has to wait a whole month to be paid and is then past due. Ms. Breyman is requesting the Morton Community Bank Visa card to always be paid in vacation. Motion to make a resolution to pay the Morton Community Bank Visa card in vacation made by Nagel, seconded by Spence. Motion passed.

10. Budget

11. Other

12. Executive Session
a. 5 ILCS 120/2(c) Performance and Compensation of employees

Motion to go into executive session under 5 ILCS 120/2(c) for performance and compensation of employee made by Nagel, seconded by Spence. Roll call vote – Cotton-yes; Steffen-yes; Spence-yes; Nagel-yes; Barker-yes. Motion passed.
It was requested that State’s Attorney Minger and County Clerk Kupfer remain in the executive session.

13. Any action coming out of Executive Session
a. 5 ILCS 120/2(c) Performance and Compensation of employees

Motion to come back into regular session made by Barker, seconded by Nagel. Roll call vote – Steffen-yes; Cotton-yes; Nagel-yes; Spence-yes; Barker-yes. Motion passed.

There was no action taken coming out of executive session.

14. Adjournment

Motion to adjourn made by Spence, seconded by Barker. Motion passed.

Meeting adjourned at 5:28 PM.

Submitted by: Deb Breyman

______________________________
Russ Cotton, Chairman
County Offices Committee
Woodford County Clerk & Recorder Report for July 2020:
10 ILCS 5/2B-60 Covers a possible Reimbursement for 2020 General Election expenses

Last month I told the Committee there was a possibility of receiving at least $15,000 reimbursement from the State of Illinois, as an update the State of Illinois has approved our County to receive funds under the CARES Act Grant.

County of Woodford: CARES ACT Award $58,872.30

Grant period: 5/1/2020-12/31/2020 (Funds must be used specifically for the November Election, Please Alert your Vendors now that Obligations Must Be Available Prior to November 20, 2020)
Deadline to submit for reimbursement: November 20, 2020 (No extensions will be available, you will need to indicate your expenditure sheet any outstanding items that will be paid in December).

The purpose of the CARES Act grant is to cover “additional costs associated with the national emergency related to coronavirus” and are specifically to be spent “to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 federal election cycle”. The federal government was very clear that these funds are not to be used for your normal election related costs.

A list of allowable expenses related to the pandemic is listed below: (please note the uses include the following but are not limited to). The CARES Act funds must be spent on items that are reasonable and necessary.

Each EA will be required to certify that they are submitting costs that are reasonable, necessary and in response to COVID-19. Keep in mind these grant funds may be subject to a federal audit, therefore, you may be required to provide proof of historical and reasonable costs.

List of allowable expenditures for CARES Act Funding:
- Software programming costs incurred to meet the requirements of SB1863
- Mailing of applications in accordance with SB1863 (If you decide to mail applications to every registered voter in your jurisdiction, you will not be reimbursed for the costs above what is required in SB1863).
- Expanded VBM costs: additional envelopes, certification envelopes, postage, additional costs associated with 3rd party vendors performing some or all of these additional services beyond your normal expense.
  - In order to determine costs beyond normal for vote by mail supplies, your jurisdiction will be responsible for 8% of your total cost as it relates specifically to expanded vote by mail supplies. 8% is the statewide average vote by mail turnout from the 2016 Presidential Election.
  - Reimbursements will be capped at 50% of your registered voters when ordering vote by mail specific supplies (excluding the required applications as outlined in SB1863, those costs will be specific to the requirements of SB1863, see above), any costs of supplies ordered above 50% of your registered voters will be the responsibility of the EA to pay.
- Mail processing equipment: sorting, folding, processing etc.
- Tabulation equipment: central count equipment only (does not cover a full voting equipment replacement or upgrade)
- Additional temporary staffing for pre and post-election activities directly attributed to expanded VBM, this includes the panel of 3 judges required in SB1863.
- Costs associated with personal protection equipment and sanitation supplies
- Purchase and installation of ballot drop boxes
- Public communication of changes in voting procedures, including information of coronavirus precautions

### 10 ILCS 5/2B-10 Election Day State Holiday

<table>
<thead>
<tr>
<th>Per ASFME Union Contract</th>
<th>8 hrs. + Time &amp; ½</th>
<th>Vs.</th>
<th>Time &amp; ½ Rate</th>
<th>Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barb Smith (19.50 Reg./$29.25 X 1/2)</td>
<td>$404.62</td>
<td>$482.63</td>
<td>16.5</td>
<td></td>
</tr>
<tr>
<td>Andrea Storm (15.35 Reg./$23.02 X 1/2)</td>
<td>$318.55</td>
<td>$379.99</td>
<td>16.5</td>
<td></td>
</tr>
<tr>
<td>Kayla Stimeling (15.35 Reg./$23.03 X 1/2)</td>
<td>$272.49</td>
<td>$333.93</td>
<td>14.5</td>
<td></td>
</tr>
<tr>
<td>Deb Monge (15.35 Reg./$23.03 X ½)</td>
<td>$249.46</td>
<td>$310.90</td>
<td>13.5</td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td>$1,245.12</td>
<td>$1,507.45 *</td>
<td>61</td>
<td></td>
</tr>
</tbody>
</table>

### 10 ILCS 5/2B-35 Section (d) 15th day proceeding the 2020 General Election.

Because our County is below 100,000 in population we do not need to do the above, however, we are going to accommodate the voter by working the following hours. We typically do this every election, but did add a few hours this time for the convenience of the voters.

Thursday 10/22/2020 (employee) X 2 @ 2 hours OT each = 4 hours @ $23.03 = $92.12
Thursday 10/22/2020 (election Judges) X 2 @ 2 hours OT each = 4 hours @ $14.25 = $57.00
Sat. 10/24/2020 (employee) X 3 @ 4 hours OT each = 12 @ $23.03 = $276.36
Sat. 10/24/2020 (election Judges X 2 @ 4 hours OT each = 8 hours @ $14.25 = $114.00
Thursday 10/29/2020 (employee) X 2 @ 2 hours OT each = 4 hours @ $23.03 = $92.12
Thursday 10/29/2020 (election Judges) X 2 @ 2 hours each = 4 hours @ $14.25 = $57.00
Friday 10/30/2020 (employee) X 2 @ 2 hours OT each = 4 hours @ $23.03 = $92.12
Friday 10/30/2020 (election Judges) X 2 @ 2 hours OT each = 4 hours @ $14.25 = $57.00
Sat. 10/31/2020 (employee) X 3 @ 4 hours OT each = 12 hours @ $23.03 = $276.36
Sat. 10/31/2020 (employee) X 1 @ 4 hours OT = 4 hours @ $29.25 = $117.00
Sat. 10/31/2020 (election Judge) X 2 @ 4 hours OT each = 8 hours @ $14.25 = $114.00

Total: $1,345.08 *

### Publication Costs:

In an effort to make the registered voters of Woodford County aware they will be receiving an application in the mail, and what their options are I have chosen to publish a notice in the paper. This notice will run in the following papers the week of 7/13/2020 through 7/19/2020:

Woodford County Journal/Woodford Star $287.24
Bloomington Pantagraph $142.33
Total $429.57*

Please note this notice will appear on the County’s website as well.
10 ILCS 5/2B-15 Vote By Mail Application-No later than August 1, 2020

We are required to mail a Vote by Mail application to every person who voted in the General Primary 2018, the General 2018, the Consolidated of 2019 and in the General Primary of March 2020. Based on those elections we are using the highest number of voters for the time frame and rounded up to 17,000. Note: we are required to mail an application to every address which has been used in the last 2 years. At this point we are not sure how many additional addresses may be involved (we are taking a guess as 2,550).

We did look into having a company create an application which would be mailed out, but we found out it was going to cost approximately $3,910.00 (please see the next page for our in-house version).

Supplies to Make the Applications:
- Paper (heavier, 70lb weight style) 6 cases $539.40
- Clear seals (2 per application) $271.30
- Approx. copying cost $255.00
- Approx. labor cost (6 hrs @ $15.35) $92.10
- Address Labels (Optional) $174.97

Total $1,332.77 *

We are required to track each application as to when it was sent out and when it was received back in the office. In order to do this we purchased new equipment for the office as follows:

New Office Equipment:
- Duplo 870 Folder & Maintenance Agreement $3,696.00
- Dymo Label Printer (2) $383.06
- Dymo Labels (for the bar codes) $298.80
- Bar Code Scanners (2) (track apps & VBM) $209.71
- DS200 Scanner/Tabulator (used in handling the influx of Vote by Mail) $6,120.00
- License & Maintenance for above equipment $265.00

Total: $10,972.57 *

10 ILCS 5/2B-20 Vote By Mail Ballots-(first day to send out a ballot is September 24, 2020)

Based on the 17,000 voters we have guessed that 1/3 of those may choose to vote by mail, the number we rounded up to is 6,000. Although we do have some supplies on hand below is the information regarding the additional supplies we have ordered.

Vote by Mail Sets:
- 4,550 Custom sets @ $1.50 each = $6,825.00
- 250 Military sets @ $1.50 each = $375.00
- I Voted Stickers (not required, but requested by voters) $248.89

Total $7,448.89 *

Please note the above items are what I am currently aware of, but I need to order more sanitary supplies for the Precincts/judges. I will let the Committee know the amount of those items as we get
further into this election cycle. In an effort to provide the Committee with an idea of where we are I give the following:

<table>
<thead>
<tr>
<th>CARES ACT AWARD</th>
<th>$58,872.30</th>
</tr>
</thead>
<tbody>
<tr>
<td>*(money spent)</td>
<td>-$23,036.33</td>
</tr>
<tr>
<td>Total left</td>
<td>$35,835.97</td>
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</tbody>
</table>

Additionally, Woodford County is eligible for a postage grant offered by the State of Illinois. 
**FY21 Postage Grant Award: $17,733.84**
Grant period: 7/1/2020– 12/31/2020 (PLEASE ALERT YOUR VENDORS NOW THAT OBLIGATIONS MUST BE AVAILABLE PRIOR TO NOVEMBER 20, 2020) 
Deadline to submit for reimbursement: November 20, 2020 (no extensions will be available, you will need to indicate on your expenditure sheet any outstanding items that will be paid for in December).

**List of allowable expenditures for FY21 Postage Grant:**
Postage for any required mailings, vote by mail ballots, or return postage on vote by ballots for the November 3, 2020 General Election.

**Postage:**

**Number of applications to be mailed:**

- 17,000 @ .50 postage each = $8,500.00
- 2,550 @ .50 postage each = $1,275.00
- Estimated Total = $9,775.00 **

**Number of Vote by Mail Ballots to be mailed:**

- 6,000 Mail Ballots @ .69 each = $4,140.00 **

- FY21 Postage Grant Award: $17,733.84
- Estimated amount of postage **$13,915.00
- Est. Amount left $3,858.84

**Additional Information:**

Also, you will be receiving a donation of hand sanitizer from Anheuser Busch in early to mid-September. I will send more details as they become available but at this time we are planning on receiving 450-8 oz. bottles and 45- one gallon bottles with a pump. Our local emergency manager is working towards finding us masks for our election judges and possibly some anti-bacterial wipes, but we may need to purchase these items if we cannot locate them through EMA.
midwest mailing & shipping systems, inc.

agreement

name: woodford county government

bill

ADDRESS

115 n main, rm 202

city: eureka

state: il

zip: 61530

name: woodford county clerk & recorder

address

115 n. main, room 202

city: eureka

county: woodford

state: il

zip: 61530

delivery date

asap

payment attached

$purchase □ rental

tax exempt □ yes □ no

please make all checks payable to

midwest mailing & shipping systems, inc.

purchaser agrees to terms and m.m.s.s., inc. by its acceptance agrees to furnish the equipment listed below ("equipment"): 

<table>
<thead>
<tr>
<th>qty.</th>
<th>unit price</th>
<th>extended</th>
<th>product code</th>
<th>serial no.</th>
<th>description - other instructions</th>
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<tbody>
<tr>
<td>1</td>
<td>$3,120.00</td>
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<td></td>
<td></td>
<td>duplo 870 folder</td>
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<tr>
<td></td>
<td>$251.00</td>
<td>freight</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$3,371.00</td>
<td>total</td>
<td></td>
<td></td>
<td>installation &amp; training included</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>product to be direct shipped to</td>
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<td></td>
<td></td>
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<td></td>
<td>above location</td>
</tr>
</tbody>
</table>

additional terms and conditions: purchaser acknowledges he has read, understands and accepts the terms and conditions on the reverse, including the limitations of liability.

purchaser

company: woodford county clerk & recorder

by: dawn l. kupfer, county clerk & recorder

(name and title)

(date)

telephone: (309) 467-2822

(date)

m.m.s.s., inc.

by: (name and title)

(date)

(print or type name and title)
Midwest Mailing & Shipping Systems, Inc.
MAINTENANCE AGREEMENT

EQUIPMENT TO BE COVERED BY THIS MAINTENANCE AGREEMENT

<table>
<thead>
<tr>
<th>MODEL</th>
<th>MACHINE NUMBER</th>
<th>SHIFT USAGE</th>
<th>SERVICE TO BEGIN DATE</th>
<th>ANNUAL RENEWAL INVOICING DATE</th>
<th>ANNUAL AMOUNT</th>
<th>PRO-RATED AMOUNT</th>
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<tr>
<td>Duplo 870</td>
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<td></td>
<td></td>
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<td>$325.00</td>
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Taxable Sub Total $325.00

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<tr>
<th></th>
<th>N/A</th>
<th>N/A</th>
<th>N/A</th>
<th>TOTAL $325.00</th>
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<tbody>
<tr>
<td>County Tax</td>
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</tr>
<tr>
<td>City Tax</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>State Tax</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

If tax exempt, tax exempt certificate must be attached or tax will be calculated.
Is tax exempt certificate attached? Yes ☑ No ☐
Is prepayment check attached? Yes ☐ No ☑

Check No ___________________________ Date ______________ Amount ___________________________

INSTALLATION DATE __________________

Customer Purchase Order Number ___________________________ Customer Number ___________________________

Woodford County Government

Bill to customer name/address (if same, write same) ___________________________
Equipment location name/address ___________________________

115 N Main  RM 202

Address
Eureka IL 61530
City State Zip

CUSTOMER AND M.M.S.S., INC. UNDERSTAND THAT THIS MAINTENANCE AGREEMENT INCLUDES THE TERMS AND CONDITIONS SET FORTH ON THE REVERSE SIDE OF THIS PAGE.

Authorized customer signature. ___________________________

Customer name (type or print) ___________________________

County Clerk & Recorder 7/1/2020 Title ___________________________
Date ___________________________

(Subject to approval by M.M.S.S., Inc.)

ACCEPTED BY: ___________________________
M.M.S.S., Inc. Representative ___________________________

Date ___________________________