COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, AUGUST 11, 2020
AGENDA
4:30 P.M.

The public may feel free to participate via Zoom.
   The ID is: 812 1120 1973         Password is: 540803

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 – Jason Spence (ch.), Russ Cotton, Chuck Nagel, Emily Barker, Dan Steffen
3. Approval of Minutes
   a. Approval of July 21, 2020 regular meeting minutes.
   b. Approval of July 21, 2020 Executive Session minutes (Session 1)
   c. Approval of July 21, 2020 Executive Session minutes (Session 2)
4. Public Input
5. Appointments
6. Approval of Claims
   a. Approval of August claims
   b. County Board Per Diem – Roll Call Vote
7. Department Updates
8. Unfinished Business
9. New Business
   a) We Care Contract
   b) Resolution 08-20-001 To accept full payment of delinquent taxes, penalties, interest, and costs from Mark Pinkham for parcel #06-07-209-009 and authorize the cancellation of the Certificate of Purchase on said parcel.
   c) Resolution 08-20-002 To accept full payment of delinquent taxes, penalties, interest, and costs from Mark Pinkham for parcel #06-07-209-035 and authorize the cancellation of the Certificate of Purchase on said parcel.
   d) Motion to approve moving the polling place in Metamora 4 and Metamora 5 from Snyder Village at 1200 E Partridge, Metamora, IL, to the Christian Union Church (East doors) located at 925 W. Walnut Street, Metamora, IL.
   e) Motion to approve moving the polling place in Worth 9 and Worth 10 from The Parish Center at Lourdes Church at 424 Lourdes Church Road, Metamora, IL, to Marlene’s Event Barn located at 1380 Hickory Point Road, Metamora, IL.
   f) Motion to approve moving the polling place in Worth 7 and Worth 8 from Mt. Alverno Novitiate (Motherhouse) at 1175 St. Francis Lane, East Peoria, IL, to Kouri’s located at 105 Elizabeth Point Dr., Metamora, IL.
   g) Motion to approve moving the polling place in Olio 3 from The Apostolic Christian Home, at 610 W. Cruger, Eureka, IL, to the Church of the Nazarene located at 1601 S. Main Street, Eureka, IL.
   h) Resolution 2109-20 #076 to pay Microsoft Office 365 in vacation
   i) Approval of Board Administrative Assistant Job Description
10. Other
11. Executive Session (if necessary)
12. Any action coming out of Executive Session
13. Adjournment
COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, JULY 14, 2020
MINUTES
4:30 P.M.

1. Call to Order

2. Roll Call – Russ Cotton, Emily Barker, Chuck Nagel all present. Jason Spence arrived at 4:39. Dan Steffen was excused.

3. Approval of Minutes
   a. Approval of June 9, 2020 regular meeting minutes.

   Motion to approve June 9, 2020 regular meeting minutes made by Nagel, seconded by Barker. Motion passed.

   b. Approval of June 9, 2020 executive session meetings

   Motion to approve and keep confidential June 9, 2020 executive session meeting minutes made by Barker, seconded by Cotton. Motion passed.

4. Public Input

5. Appointments

6. Approval of Claims
   a. Approval of July claims

   Motion to approve July claims made by Barker, seconded by Nagel. Motion passed.

   b. County Board Per Diem – Roll Call Vote

   There were no per diem claims for this month.

7. Unfinished Business

8. Department Update
   a. County Clerk – Election Law

   The County Clerk reported that she received a letter from the state informing her that the County would receive $58,872.32 from the Cares Act Award. This money can be used for additional cost for the upcoming election that are due to Coronavirus- additional ballot mailings, publications, holiday salaries, software programs, etc. Woodford County will also receive a grant award in the amount of $17,733.84 for postage for the extra mailings. The office will be creating the vote by mail application in house to save costs. She would like to purchase from ES&S tabulation hardware for $6,345.00 and the license for the hardware for $265.00. Last month she had informed the committee of the estimated costs for the new requirements for the upcoming election. With the grant money being made available to the County, the county will incur less cost than previously anticipated. She will use the grant money first, before tax dollars to cover costs incurred. It was asked about counting ballots. Three election judges have to be
present to count ballots – 2 Republican judges and 1 Democratic judge. If for some reason a ballot is rejected, that has to be reported to the state. Motion to approve $6,610 to ES&S for equipment and license made by Barker, seconded by Cotton. \textit{Motion passed.}

9. \textbf{New Business}

   a. Election of committee chairman

Russ Cotton has resigned as the Chairman of County Offices. Motion to appoint Jason Spence as County Offices Chairman made by Nagel, seconded by Barker. \textit{Motion passed.}

   b. GIS Training, GIS Department Changes, Devnet Process Improvement, and IDNR meeting

Tri-County will now be taking over the mapping changes for annexing, and tax code for the Assessor’s office. This will help with making the process run smoother. The May sales have been entered and the June sales came down last week and will be entered. Ms. Goff will be meeting with Livingston County Assessor to share information and forms. The Board of Review has been called to work on exemptions. These have to go through the state to be approved. The mapping technician will be attending a class to learn how to use the new GIS Pro system for mapping. The supervisor will follow up with IDNR to make sure her numbers match with state audit, and people are being properly assessed.

   c. Discussion on purchase agreement with Midwest Mailing and Shipping Systems Inc. Duplo Tabletop Folding Machine

The Chairman of the County Board and Jason Spence told the County Clerk to purchase the equipment. The equipment has already been purchased, so this was not discussed.

10. \textbf{Budget}

11. \textbf{Other}

The Treasurer received notice from the State as to the salary of the State’s Attorney. By statute the Public Defender’s salary has to be within 90% of the State’s Attorney salary. For several years the State’s Attorney did not receive a raise, and until recently we did not have a full time Public Defender. The Treasurer will make adjustments to the Public Defender salary on the budget documents, and will also inform the Finance Committee of the changes.
COUNTY OFFICES COMMITTEE  
COUNTY BOARDROOM  
TUESDAY, JULY 14, 2020  
MINUTES  
4:30 P.M.

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

   Motion to go into executive session under 5 ILCS 120/2(c) Performance and Compensation of employee made by Cotton, seconded by Nagel. Motion passed.

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

   Motion to come out of executive session made by Barker, seconded by Cotton. Motion passed.

   Motion to set the salary increase to FY 19/20 for the Supervisor of Assessment to 3% retroactive to April, her anniversary date made by Nagel, seconded by Barker. It was asked if Ms. Goff had received a raise since she hired on a year ago, and she has not. Discussion on the percentage amount. Motion passed.

14. Adjournment

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

Submitted by: Deb Breyman

___________________________
Jason Spence, Chairman  
County Office Committee
AGREEMENT FOR THE PURCHASE OF SERVICES BETWEEN THE COUNTY OF WOODFORD AND WE CARE, INC.

THIS AGREEMENT is made and entered into this _____ day of _____, 2020, by and between the County of Woodford, referred to in this Agreement as "Grantee" and We Care, Inc., Morton Illinois, referred to in this Agreement as "Provider".

NOW, THEREFORE, in consideration of the promises and agreements set forth in this Agreement, Grantee and Provider HEREBY AGREE as follows:

ARTICLE 1. BACKGROUND

Section 1.1. County of Woodford.

The County of Woodford supports the access to, and the availability of transportation in the rural areas of Woodford County through grant funding allocated by the Illinois Department of Transportation under Section 5311 of the Federal Transit Act of 1964, as amended (49 U.S.C. § 5311), and Downstate Public Transportation Operating Assistance (State Program “DOAP”) Grant Agreements. The County of Woodford contracts with We Care to provide such transportation services throughout the County.

Section 1.2. We Care, Inc., Morton Illinois.

The objective of We Care Inc., is to provide services that help individuals maintain independence and to improve the quality of life for those in need. We Care Inc. is engaged in the business of transporting passengers by motor van vehicles intrastate, is duly qualified and currently authorized and licensed to lawfully transport passengers. We Care, Inc. exists as a non-profit governed by a board of directors.

Section 1.3. Authority to Contract.

Each party acknowledges and represents that it has the legal power, right, and authority to enter into this Agreement and to perform the duties and obligations stated within.

Section 1.4. Determination to Purchase Services.

Grantee desires to procure from Provider the Transportation Services and Other Services as described in this agreement and Provider desires to provide such Services.

Section 1.5. Agreement Negotiated.

The Grantee and Provider have negotiated the terms and conditions of this Agreement, and the Grantee’s Board has found and determined that it is in the best interest of the public
and Grantee to execute this Agreement for the provision of Transportation Services and other Services from Provider.

ARTICLE 2. SCOPE AND DESCRIPTION OF SERVICES

Section 2.1. Transportation Services.

Throughout the Agreement Term, Provider, acting as an independent contractor for the benefit of Grantee and not as an agent for Grantee, agrees to provide safe, efficient, and economical transportation to the citizens of Woodford County along with paratransit for service for elderly and disabled passengers during the schedule of times at which such service is to be provided. As an integral part of providing such service, Provider and its representatives shall at all times:

A. Comply with all state and Federal Laws including, without limitation, 49 C.F.R. Parts 27, and 37;
B. Comply with all of the other provisions of this Agreement;
C. Provide transportation services to the citizens of Woodford County;
D. Provide transportation services to the citizens of Woodford County, Monday through Friday from 6:00 a.m. to 6:00 p.m. with the exception of mutually agreed upon holidays (New Year’s Day, Memorial day, Independence Day, Labor Day, Thanksgiving Day, and Christmas day), natural disasters, unsafe weather conditions or an unforeseen reduction of available vehicles;
E. Set all routes, pick-up schedules, provide services to the entirety of Woodford County;
F. Take all steps necessary to ensure the safety and reasonable comfort and convenience of the public utilizing such transportation services including keeping all vehicles in a clean and safe condition;
G. Conduct such services, and its business and operations as they relate to such services, in a safe, sound, economical, and efficient manner;
H. Ensure all funding is utilized fairly and without discrimination;
I. Provide data that includes public complaints, number of trips, mileage, fuel usage, and fiscal information;
J. Maintain all vehicles, fixing any defects in a prompt manner;
K. Pay all maintenance vehicle costs;
L. Maintain all licenses, titles and insurance for vehicles;
M. Purchase all fuel for the operation of vehicles;
N. Provide driver training and maintain driver records;
O. Assist PCOM in preparing the 5311 and DOAP grant applications;
P. Provide financial reports related to grant fund use; and
Q. Establish a We Care Board that oversees operations.
Grantee and or its representatives shall at all times:

A. Act as a pass through for 5311 and DOAP funds;
B. Appoint a PCOM to oversee compliance;
C. Attend monthly We Care meetings;
D. Prepare the 5311 and DOAP grant applications;
E. Oversee the We Care operations and expenditure funds;
F. Verify that We Care is in compliance with all state and Federal laws;
G. Verify vehicles are maintained and insured; and
H. Verify all drivers are insured and drug tested.

Section 2.2. Changes In Transportation Services.

A. Provider Initiated Changes. Provider shall not, without the prior written approval of Grantee, initiate or permit any change to the Transportation Services specified in Section 2.1 above. Provider may propose changes in the Transportation Services by presenting a proposal therefore in writing to the Grantee at least 45 days in advance of the date on which the change is proposed to take effect. Grantee shall either approve or disapprove the request in writing within 30 days after it receives the request. Notwithstanding the foregoing Provider may implement minor operational changes that will neither (1) increase any reimbursable expenditure, nor (2) affect any fare or system for passes, transfers, Interconnections, or similar programs, nor (3) substantially change any route or schedule if Provider first gives Grantee at least 30 days’ notice of its intent to make such minor change and if Grantee has not disapproved such proposed minor change in writing within 15 days following receipt of such notice. Provider may, in addition, make minor operational changes of an emergency nature without Grantee’s approval; provided, however, that no such change shall be made that would increase any reimbursable expenditure and provided, further, that Provider shall give Grantee notice of each such minor change as soon as possible, and in no event later than 12 hours after it is made.

B. Grantee Initiated Route and Schedule Changes. Grantee may require changes in routes and schedules specified in Section 2.1 above, but only on the following conditions: (1) Unless some other notice is permitted or required or unless Provider shall agree to some lesser notice, Grantee shall provide Provider at least 45 days written notice of the required change; and (2) Grantee shall have first complied with any special procedures or standards made applicable to the required change by any applicable law or regulation or by any other agreement between Grantee and Provider; (3) Grantee shall have first approved an amendment to the Approved Budget set forth in this Agreement, or shall otherwise have provided sufficient additional funding, to fairly reflect any increase in the reimbursable expenditures caused by the required change.
C. Other Grantee Initiated Changes. Except for changes in routes and schedules, 
Grantee may require any change in the Transportation Services specified in Section 
2.1 above upon reasonable written notice to Provider.

D. Grantee Discretion. Nothing in this Section 2.2 shall be construed to require Grantee 
to approve any change to the Transportation Services specified in Section 2.1, and 
Grantee may withhold its approval of any such change, at its discretion.

Section 2.3. Other Services.

Throughout the Agreement Term, Provider shall provide all ancillary and supporting 
services necessary or appropriate to providing the Transportation Services and to complying 
with the requirements of this Agreement, including, without limitation, the following services:

A. Provider shall maintain all garages, yards, facilities, equipment, materials, and 
supplies used in providing or supporting, the Transportation Services;
B. Provider shall provide all professional, supervisory, administrative, skilled, and 
unskilled personnel necessary or appropriate to provide the Transportation Services 
and to carry out its other obligations under this Agreement; and
C. Provider shall comply with the reporting and recordkeeping requirements set forth 
in Sections 5.1 and 5.2 of this Agreement.

Section 2.4. Permitted Variations in transportation Services and Other Services Due to Force 
Majeure.

Provider shall not be in default of its obligations to provide Transportation Services and 
Other Services as herein required to the extent that it is unable to provide such Services as a 
result of abnormally severe weather or road conditions, strikes or other labor stoppages., and 
other events and conditions that are beyond the reasonable ability of Provider to control or 
remedy and that render provision of such Service impossible or not reasonably feasible. In any 
such case, Provider shall provide such modified or reduced Services as are practicable under the 
circumstances and shall use all reasonable efforts to restore full Services in accordance with this 
Agreement at the earliest possible time. Immediately upon the occurrence of, or threat of the 
imminent occurrence of, any such event or condition, and prior to Implementing any reduced 
or modified service, Provider shall notify Grantee by telephone, with written confirmation as 
soon as possible thereafter, of:

A. The nature of the event or condition;
B. The actual or expected time of the occurrence of the event or condition and its 
expected duration;
C. The impact of the event or condition on Transportation Services and Other Services;
D. The modified or reduced service that Provider proposes to provide during the continuation of the event or condition;
E. The Provider’s plan to notify potential users of the Transportation Service of any disruption that may result; and
F. The steps Provider proposes to take to restore full service.

ARTICLE 3. EMPLOYEES

Section 3.1. Compliance with Federal, State, and Local Laws.

Provider agrees that, with respect to persons employed by it to provide Transportation Services and Other Services, it will comply with all applicable federal, state, and local labor laws including, but not limited to, any and all laws relating to minimum wages to be paid to its employees, limitations upon the employment of minors, minimum fair wage standards for minors, the payment of wages due employees, and all applicable regulations established to protect the health and safety of employees, passengers, and the public at large. Provider also agrees to provide the employee protection required under Section 13(c) of the Federal Transit Act, as amended, 49 U.S.C. Section 5333(b) for persons employed by it to provide Transportation Service and Other Services.

Section 3.2. Employment of Personnel.

Except as otherwise provided in this Agreement, Provider shall be responsible for all recruitment, screening, testing, selection, training, scheduling, supervision, discipline, termination, and all other functions related to personnel required to perform Provider’s obligations under this Agreement.

Provider shall employ only such persons as are competent and qualified to provide Transportation Services and Other Services in accordance with the requirements of this Agreement. All employees shall meet all applicable qualifications established by federal, state, and local laws and regulations. Drivers shall display proper courtesy toward passengers and maintain a neat and clean appearance. Provider shall comply with all federal requirements relating to drug and alcohol testing including, but not limited to, those imposed under 49 C.F.R. Parts 40, 653, and 654.

ARTICLE 4. NONDISCRIMINATION, EQUAL EMPLOYMENT, AND BUSINESS OPPORTUNITY

Section 4.1. Compliance with Federal, State, and Local Laws.

Provider shall comply with all applicable federal, state, and local laws anti-discrimination and equal employment and business opportunity laws and regulations, including but not limited to, the Age Discrimination in Employment Act, as amended, 29 U.S.C. Section 621 et seq; the Federal Transit Act, 49 U.S.C. Section 5332(b); Titles VI and VII of the Civil Rights Act of

Section 4.2. Equal employment Opportunity.

Provider shall comply with all of the affirmative action, equal employment opportunity, and minority business enterprise requirements in Exhibit A.

Section 4.3. Failure to Comply.

In the event Provider’s noncompliance with any provisions of Exhibit A or with any federal, state, or local antidiscrimination or equal employment or business opportunity law, including but not limited to those identified in Section 4.1 hereof, results in Provider being declared nonresponsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, this Agreement may be canceled or voided by Grantee in whole or in part, and such other sanctions, penalties, or remedies as may be provided by contract, law, or regulation may be imposed or invoked.

EXHIBIT A—AFFIRMATIVE ACTION, EQUAL EMPLOYMENT OPPORTUNITY, AND MINORITY BUSINESS ENTERPRISES

Minority Business Enterprises. In connection with the performance of this Agreement, Provider shall provide for the maximum utilization of minority business enterprises and shall use its best efforts to ensure that minority business enterprises shall have maximum practicable opportunity to compete for all subcontract work under this Agreement. Provider agrees to comply with the following United States Department of Transportation requirements and to include such clauses in each subcontract:

(1) "Policy. It is the policy of the Department of Transportation that minority business enterprises as defined in 49 C.F.R Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this Agreement. Consequently, the MBE requirements of 49 C.F.R. Part 23 apply to this Agreement."

(2) "MBE Obligation. (i) The recipient or its contractor agrees to ensure that minority business enterprises as defined in 49 C.F.R. Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under this Agreement. In this regard all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 C.F.R. Part 23 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts."
ARTICLE 5. REPORTS, RECORDS AND INSPECTIONS.

Section 5.1. Reports, Forms, and Statements Required.

Provider shall furnish Grantee with all reports relating to Financial Accounting and Reporting, Employee Training and Oversight, Employee Drug and Alcohol Testing, Safety Management, Title VI Programs and Federal Grant Requirements on a monthly basis, as well as, such other reports. Forms and statements that may be required by this Agreement or by federal, state, or local laws or regulations or by order of any duly constituted authority.

Section 5.2. Records.

A. Creation and Maintenance. Provider shall create and maintain full, accurate, and complete records of all Transportation Services and Other Services performed; all time spent; all materials, equipment, and supplies purchased; and all costs incurred in the performance of the Transportation services and Other Services pursuant to this Agreement, including all records required by this Agreement, or any applicable law or regulation.

B. Disposal or Destruction. Unless Grantee shall consent in writing to the destruction of any such records, and except for records required to be delivered to Grantee at the end of the Agreement Term, Provider shall make said records available for review, inspection, and audit in accordance with Section 5.3 below during the entire Agreement Term and for 3 years thereafter, or such longer period as may be required by law or any applicable grant; provided that prior to the disposal or destruction of any of any such record by Provider following said period, Provider shall give notice to Grantee of any record or records to be disposed of or destroyed and the intended date of disposal or destruction, which shall be at least 90 days after the effective date of such notice. Grantee shall have 90 days after receipt of any such notice to give notice to Provider not to dispose of or destroy said record or records and to require Provider to deliver such record or records to Grantee or its designee, at Grantee’s expense, on a confidential basis if appropriate.

Section 5.3. Inspection and Audits.

A. Right of Grantee. Grantee shall have the right, with or without prior notice to Provider, to review, inspect, and audit all Transportation Services and Other Services performed pursuant to this Agreement, and all information and records related thereto, at all reasonable times during and following the performance of Transportation Services and Other Services.

B. Performance of Inspections and Audits. Grantee shall perform such review, inspection and audit when feasible at scheduled monthly meetings, but in any event shall have the rights enumerated in section 5.3A above. Any inspection, review or audit shall be
performed in a manner that will not unduly delay or interfere with Provider’s performance under this Agreement and Provider shall cooperate with Grantee. Grantee may perform any such review, inspection, or audit through an officer, employee, or any designated agent or independent contractor.

C. Defined Term. The phrase “all information and records related thereto” as used in this section shall mean all information and records under the control or supervision of, or reasonably available to, Provider relating to this Agreement or the Transportation Services and Other Services that are reasonably necessary for Grantee to verify or audit Provider’s performance under this Agreement, or the accuracy or appropriateness of any Reimbursable Expenditure or portion thereof, or Provider’s compliance with this Agreement or any portion thereof, including but not limited to all data, samples, records, reports, documents, memoranda, maps, estimates, specifications, notes, studies, tapes, photographs, film, computer programs, or drawings, whether preliminary, draft, final, or other form.

Section 5.4. Confidential Information.

A. General. All information supplied by Grantee to contractor for or in connection with this Agreement or the Transportation Services or Other Services shall be held confidential by Provider and shall not, without the prior express written consent of Grantee, be used for any purpose other than performance of Transportation Services or Other Services. Neither Provider nor any subcontractor or supplier of Provider shall own or be entitled to claim a copyright in the Agreement or other documents prepared by grantees and by Provider pursuant to this Agreement.

ARTICLE 6. PAYMENT

Section 6.1. Payment for Services.

In consideration of the Transportation Services and Other Services to be provided by Provider pursuant to this Agreement, Grantee agrees to pay Provider a subsidy not to exceed the amount of $__________ annually for cash flow and daily operating expenses.

ARTICLE 7. TERM OF AGREEMENT

Section 7.1 Term.

The term of this Agreement shall be one year commencing on the _______ day of ____________, 2020.
ARTICLE 8. COVENANTS AND REPRESENTATIONS

Section 8.1 General.

Provider is a duly authorized and existing not for profit corporation, in good standing under the laws of the State of Illinois, and has the legal power and authority to provide, engage in, and carry out Transportation Services and Other Services. Provider shall maintain an identity as a not for profit corporation and shall make no attempt to cause its existence as a not for profit corporation to be abolished during the Agreement Term.

Section 8.2 Authorization.

Provider has been duly authorized to execute this Agreement by its board, and the execution and delivery of this Agreement by all of the parties signatory hereto shall constitute a valid and binding obligation of Provider, enforceable in accordance with its terms.

Section 8.3. Approvals Received.

All such approvals, consents, permits, licenses, certificates, authorizations, or modifications as may be required to permit the performance by Provider of its obligations under this Agreement have been obtained from the appropriate governmental authorities or other persons or entities.

Section 8.4. Compliance with Applicable Laws.

Provider shall comply with all federal, state, and local statutes, laws, rules, regulations and orders applicable to the Transportation Services and Other Services.

Section 8.5 Compliance with Grant Conditions.

Provider shall comply with all conditions of, and all laws and regulations and all policies, practices, and procedures applicable to, any federal, state or local grant received by Grantee or Provider at any time with respect to Transportation Services and Other Services under this Agreement.

ARTICLE 9. GENERAL

Section 9.1 Interpretation.

This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties hereto participated equally in drafting thereof. As a result of the foregoing, any rule of construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

Section 9.2 Severability.
The provisions of this Agreement shall be interpreted when possible to sustain their legality and enforceability as a whole. If any provision of this Agreement is construed or held to be void, invalid, illegal, or unenforceable in any respect, the remaining part of that provision and the remaining provisions of this Agreement shall not be affected, impaired, or invalidated thereby, but shall remain in full force and affect. The unenforceability of any provision of this Agreement in a specific situation shall not affect the enforceability of that provision in any other situation.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

**PROVIDER**

By: __________________________
Title: __________________________
Date: __________________________

**GRANTEE**

By: __________________________
Title: __________________________
Date: __________________________

Attest

By: __________________________
Title: __________________________
Date: __________________________
RESOLUTION

WHEREAS, The County of Woodford, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Woodford, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

T28N - R2E - S07 LOT 9 WM HAVENER MOBILE HOME SUBD

PERMANENT PARCEL NUMBER: 06-07-209-009

As described in certificate(s): 2016-0027 sold on October 26, 2017

Commonly known as: E. TENTH ST. & LOCUST ST.

and it appearing to the The County Office's Committee of the County Board that it is in the best interest of the County to accept full payment of the delinquent taxes, penalties, interest, and costs from the owner of an interest in said property.

WHEREAS, Mark Pinkham, has paid $1,432.14 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the The County Office's Committee of the County Board and at the same time it having been determined that the County shall receive $790.72 as a return for its Certificate(s) of Purchase. The County Clerk shall receive $14.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. Mark Pinkham shall receive $57.00 for overpayment. The remainder is the amount due the Agent under his contract for services.

WHEREAS, your The County Office's Committee of the County Board recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF WOODFORD COUNTY, ILLINOIS, that the Chairman of the Board of Woodford County, Illinois, hereby authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described real estate for the sum of $790.72 to be paid to the Treasurer of Woodford County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this __________ day of ____________________________

ATTEST:

__________________________________________  _______________________________________
CLERK                                              COUNTY BOARD CHAIRMAN

SURRENDER 08-20-001
RESOLUTION

WHEREAS, The County of Woodford, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Woodford, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

WM HAVENER MOBILE HOME SUBD LOT 7 & 8

PERMANENT PARCEL NUMBER: 06-07-209-035

As described in certificate(s): 2016-0029 sold on October 26, 2017

Commonly known as: E. TENTH ST.

and it appearing to the The County Office’s Committee of the County Board that it is in the best interest of the County to accept full payment of the delinquent taxes, penalties, interest, and costs from the owner of an interest in said property.

WHEREAS, Mark Pinkham, has paid $3,680.40 for the full amount of taxes involved and a request for surrender of the tax sale certificate has been presented to the The County Office’s Committee of the County Board and at the same time it having been determined that the County shall receive $2,310.98 as a return for its Certificate(s) of Purchase. The County Clerk shall receive $14.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account. Mark Pinkham shall receive $57.00 for overpayment. The remainder is the amount due the Agent under his contract for services.

WHEREAS, your The County Office’s Committee of the County Board recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF WOODFORD COUNTY, ILLINOIS, that the Chairman of the Board of Woodford County, Illinois, hereby authorizes the cancellation of the appropriate Certificate(s) of Purchase on the above described real estate for the sum of $2,310.98 to be paid to the Treasurer of Woodford County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this ________ day of ________________, ______

ATTEST:

_________________________ ________________________________
CLERK COUNTY BOARD CHAIRMAN

SURRENDER 08-20-002
WOODFORD COUNTY CLERK AND RECORDER  
Dawn L. Kupfer  
115 N. Main St., Room 202  
Eureka, Illinois 61530-1273  
Office Phone: 309-467-2822  Office Fax: 309-467-7391  
Barbara Smith, Chief Deputy ~ Deb Monge, Deputy ~ Andrea Storm, Deputy ~ Kayla Stimeling, Deputy

August 5, 2020

To: Woodford County Board  
Village of Metamora  
Snyder Village (SV Hall)  
Sue Farrah, Metamora Township Supervisor  
James Schertz, Metamora Township Highway Commissioner  
Tim Ruestman, Republican Party Chairman  
Junius Rodriguez, Democratic Party Chairman  
State Board of Elections

From: Dawn L. Kupfer

RE: Temporarily Change of Metamora 4 and Metamora 5 (Snyder Village SV Hall) Polling Location

The Woodford County Clerk’s Office recently received notification from the Snyder Village Home located at 1200 E. Partridge, Metamora, Illinois 61548. This location has been a polling place for many years and during the November 3, 2020 General Election it is necessary to relocate this precinct due to concerns over COVID-19, no one other than staff and residents are permitted to be on the premises.

Due to the upcoming General Election, which will be held on November 3, 2020, the Woodford County Clerk’s Office is seeking the approval of temporarily moving the polling place location. In order to properly notify the registered voters in the Metamora 4 and Metamora 5 precincts, the Clerk requests to temporarily move the polling place for Metamora 4 and Metamora 5 from the Snyder Village (SV Hall) located at 1200 E. Partridge, Metamora, Illinois to the Christian Union Church (East Doors) located at 925 W. Walnut Street, Metamora, Illinois 61548.

Respectfully,

Dawn L. Kupfer  
Woodford County Clerk and Recorder  
115 N. Main Street, Room 202  
Eureka Illinois 61530
August 5, 2020

To: Woodford County Board  
   Farrell Lord, Worth Township Supervisor  
   Ron Kiefner, Worth Township Highway Commissioner  
   Tim Ruestman, Republican Party Chairman  
   Junius Rodriguez, Democratic Party Chairman  
   State Board of Elections

From: Dawn L. Kupfer

RE: Temporarily Change of Worth 9 and Worth 10 Parish Center at Lourdes Church Polling Location

The Woodford County Clerk’s Office recently received notification from the Parish Center at Lourdes Church located at 424 Lourdes Church Road, Metamora, Illinois 61548. This location has been a polling place for many years and during the November 3, 2020 General Election it will be necessary to relocate this precinct due to the Parish being under renovations and will not be available for use this election.

Due to the upcoming General Election, which will be held on November 3, 2020, the Woodford County Clerk’s Office is seeking the approval of temporarily moving the polling place location. In order to properly notify the registered voters in the Worth 9 and Worth 10 precincts, the Clerk requests to temporarily move the polling place for Worth 9 and Worth 10 from the The Parish Center at Lourdes Church located at 424 Lourdes Church Road, Metamora, Illinois to Marlene’s Event Barn located at 1380 Hickory Point Rd., Metamora, Illinois 61550.

Respectfully,

Dawn L. Kupfer  
Woodford County Clerk and Recorder  
115 N. Main Street, Room 202  
Eureka, Illinois 61530
WOODFORD COUNTY CLERK AND RECORDER
Dawn L. Kupfer
115 N. Main St., Room 202
Eureka, Illinois 61530-1273
Office Phone: 309-467-2822   Office Fax: 309-467-7391
Barbara Smith, Chief Deputy ~ Deb Monge, Deputy ~ Andrea Storm, Deputy ~ Kayla Stimeling, Deputy

August 5, 2020

To: Woodford County Board
    Farrell Lord, Worth Township Supervisor
    Ron Kiefner, Worth Township Highway Commissioner
    Tim Ruestran, Republican Party Chairman
    Junius Rodriguez, Democratic Party Chairman
    State Board of Elections

From: Dawn L. Kupfer

RE: Temporarily Change of Worth 7 and Worth 8 (Motherhouse) Polling Location

The Woodford County Clerk’s Office recently received notification from the Mt. Alverno Novitiate (Motherhouse) located at 1175 St. Frances Lane, East Peoria, Illinois 61611. This location has been a polling place for many years and during the November 3, 2020 it will be necessary to relocate this precinct due to concerns over COVID-19, no one other than staff and residents are permitted to be on the premises.

Due to the upcoming General Election, which will be held on November 3, 2020, the Woodford County Clerk’s Office is seeking the approval of temporarily moving the polling place location. In order to properly notify the registered voters in the Worth 7 and Worth 8 precincts, the Clerk requests to temporarily move the polling place for Worth 7 and Worth 8 from the Mt. Alverno Novitiate (Motherhouse) located at 1175 St. Frances Lane, East Peoria, Illinois to Kouris located at 105 Elizabeth Pointe Dr., Germantown Hills, Illinois 61530.

Respectfully,

Dawn L. Kupfer
Woodford County Clerk and Recorder
115 N. Main Street, Room 202
Eureka Illinois 61530
WOODFORD COUNTY CLERK AND RECORDER

Dawn L. Kupfer
115 N. Main St., Room 202
Eureka, Illinois 61530-1273
Office Phone: 309-467-2822  Office Fax: 309-467-7391
Barbara Smith, Chief Deputy  Deb Monge, Deputy  Andrea Storm, Deputy  Kayla Stimeling, Deputy

August 5, 2020

To:  Woodford County Board
     Roger Miller, Olio Township Supervisor
     Ron Harter, Olio Township Highway Commissioner
     Tim Ruestman, Republican Party Chairman
     Junius Rodriguez, Democratic Party Chairman
     State Board of Elections

From: Dawn L. Kupfer

RE: Temporarily Change of Olio 3 Polling Location

The Woodford County Clerk’s Office recently received notification from the Apostolic Christian Home located at 610 West Cruger Avenue, Eureka, Illinois 61530. This location has been a polling place for many years and during the November 3, 2020 General Election it is necessary to relocate this precinct due to concerns over COVID-19, no one other than staff and residents are permitted to be on the premises.

Due to the upcoming General Election, which will be held on November 3, 2020, the Woodford County Clerk’s Office is seeking the approval of temporarily moving the polling place location. In order to properly notify the registered voters in the Olio 3 precinct, the Clerk requests to temporarily move the polling place for Olio 3 from the Apostolic Christian Home located at 610 West Cruger Avenue, Eureka, Illinois to the Church of the Nazarene located at 1601 South Main Street, Eureka, Illinois 61530.

Respectfully,

Dawn L. Kupfer
Woodford County Clerk and Recorder
115 N. Main Street, Room 202
Eureka Illinois 61530
RESOLUTION AUTHORIZING WOODFORD COUNTY’S MICROSOFT OFFICE 365 STATEMENTS TO BE PAID-IN-VACATION

WHEREAS, the County of Woodford purchase Office 365 in September 2019, and

WHEREAS, the Microsoft billing statements for Office 365 are submitted by the County Coordinator to the Woodford County County Clerk for payment on a monthly basis; and

WHEREAS, the statements for Office 365 are received after the monthly cut-off time to be submitted to the County Clerk for payment; and

WHEREAS, the Coordinator is requesting permission to present the statements from Microsoft to the Woodford County Clerk to be paid-in-vacation from line item 051-300-5121.

NOW THEREFORE BE IT RESOLVED, by the Woodford County Board this 18th day of August 2020, the Woodford County Coordinator is authorized to present the Office 365 statement from Microsoft to the Woodford County Clerk to be paid-in-vacation.

ATTEST:

Dawn L. Kupfer
Woodford County Clerk

John Krug
Chairman of Woodford County Board
JOB DESCRIPTION

TITLE: County Board Administrative Assistant

QUALIFICATIONS: High school graduate or further education. Valid driver’s license and reliable transportation. Strong computer skills, including familiarity with Microsoft Office suite. Professional dress and demeanor, ability to amicably work with the public to facilitate government responsiveness, openness, and transparency. Human resources and economic development experience preferred. Ability to work effectively independently with limited supervision.

REPORTS TO: Woodford County Board Chairmen

SUPERVISES: N/A

DUTIES: Duties and Responsibilities: Operate County Board Office, Monday through Friday, 8am-5pm. Answer and route communications from the public and businesses/government entities to the proper recipients in County government. Attend Woodford County Board Committee meetings as the minute taker/secretary. Prepare Committee minutes and Woodford County Board packet. Operate County Board presentation equipment at County Board and Committee meetings. Act as County’s, Open Meetings Act Designee, Public Information Officer, Risk Manager, and County Website Administrator. Assist with annual budget preparation. Perform additional duties as assigned by the County Board Chairman. Performs duties as assigned by the County Clerk during the election process.

PERFORMANCE RESPONSIBILITIES:

1. Attend and take minutes for the following committees: Road and Bridges, Finance, County Offices, Liquor Commission, and Public Safety.
2. Prepare material for Committee meeting packets.
3. Scan committee packets and emailed to committee, dept. heads, and board members.
4. Prepare and posted agenda for Public Safety, County Offices, Finance, Road and Bridges.
5. Transcribe detailed minutes of committee meeting.
6. Prepare agenda for County Board meeting and posted to web and board room.
7. Prepare documents, and packets for County Board meetings.
8. Scan board packet and emailed to Board members, Department Heads and Press.
9. Mail County board member packets.
10. Attend and write minutes for committee executive sessions
11. Post committee agendas on website.
12. Post agenda for County Board meeting on website.
13. Post approved minutes from committee’s and County Board meeting on website.
14. Post audio of committee meetings to website.
15. Post audio of County Board meeting to website.
16. Handle We Care paperwork.
1. Prepare 5311 and DOAP application documents for state admission
2. Upload 5311 application in Blackcat
3. Upload DOAP application in Blackcat
4. Prepare 5311 Grant paperwork for submission to State
5. Upload 5311 Grant into Blackcat
6. Prepare DOAP Grant paperwork for submission to State
7. Upload DOAP Grant paperwork into Blackcat
17. Attend We Care meeting
18. Prepare Utilities and County Board Office claims for payment.
19. Every day mail sort and distribution.
20. Handling calls from public and board members.
21. Impromptu meetings with board member on County business.
22. County HR Officer
   1. Advising department heads on proper way to handle situations in their office.
   2. Investigating complaints
   3. Being the liaison between the board and employees
   4. Overseeing recruitment efforts for all personnel, including writing and placing job ads
   5. Maintaining company directory and other organizational charts
   6. Recommending new policies, approaches, and procedures
23. Maintain and update Website
24. Process Work Comp claims and bills for payment
25. Prepare Resolution
27. County OMA Designee
28. County Ethics Officer
29. Prepare budget
30. Send information to department heads regarding yearly staff requirements
31. Track employee completion of required yearly trainings
32. Handle Noxious Weed Complaints
33. Prepare 2 reports and send to state yearly Noxious Weed Reports
34. Send out and post all OSHA department requirements
35. Assist the County Clerk with matter as they relate to the election process when requested
36. Prepare document to state for disposal of records
37. Prepare documents for disposal
38. Plan and implement Employee Recognition annually
39. Serve as PIO for County in disasters
40. Maintain and post yearly calendar per 5 ILCS 120/2.03
41. Review UCCI Documents
   1. Make sure County is in compliance with laws
   2. Write policies as required by state requirements
42. Twice yearly prepare executive session meeting minutes for review to make public or keep confidential
43. Prepare and post “total compensation” information per requirement of 5 ILCS 120/7.3
44. Attend on line Blackcat Training
45. Set up Zoom meetings
46. Other duties as they are assigned by the County Board Chairmen