

**FINANCE & ECONOMIC DEVELOPMENT COMMITTEE
COUNTY BOARD ROOM
TUESDAY, JUNE 8, 2021
AGENDA
4:30 PM**

The Public may feel free to participate via Zoom at:

<https://us02web.zoom.us/j/82579928287?pwd=ZWN4d0pHc3VTVWptQzhYSmFweVVXdz09>

Meeting ID: 825 7992 8287

Passcode: 737915

1. Call to Order

2. Roll Call – Chuck Nagel (chairman), Autum Jones, Dan Steffen, Justin Faulk, Ansel Burditt

3. Approval of Minutes

- a. Approval of April 13, 2021 Regular Meeting

4. Public Input

5. Approval of Claims

6. Treasurers Report

7. Budget

- a. Budget Development

8. New Business

- a. Motion to approve Midwest Engineering Invoice 6558 for \$18,372.06 for Grant 18-248652
- b. Discussion on American Rescue Plan Act use of funds
- c. Motion to approve GPEDC Invoice CDBG #2-B for \$4,620 for Grant #18-248651
- d. Motion to approve Kenyon Architects invoice 13189 for \$1,438.65 for Grant # 18-248651

9. Unfinished Business

10. Other

11. Executive Session

12. Any Action Coming Out of Executive Session

13. Adjournment

**FINANCE & ECONOMIC DEVELOPMENT COMMITTEE
COUNTY BOARD ROOM
TUESDAY, APRIL 13, 2021
MINUTES
4:30 PM**

1. Call to Order

The meeting was called to order at 4:32 PM.

2. Roll Call

Chuck Nagel (chairman), Autum Jones, Dan Steffen, Justin Faulk, and Jerry Smith were all present. Ansel Burditt was absent.

3. Approval of Minutes

a. Approval of March 9, 2021 Regular Meeting

Motion to approve March 2021 minutes made by Steffen, seconded by Smith. *Motion passed.*

4. Public Input

None

5. Approval of Claims

Motion to approve claims made by Smith, seconded by Jones. *Motion passed.*

6. Treasurers Report

All accounts have positive balances. The sales tax report continues to show an increase in the 1 cent, ¼ cent and public safety sales taxes. It was asked when the public safety tax would end. There is no end date on the tax. The previous Board decided to continue with the public safety sales tax as it was originally brought to the tax payers for the building of and maintaining the Public Safety Building. The cost to maintain the building will be on going.

7. Budget

8. New Business

a. Presentation of the County Audit – CliftonLarsonAllen LLP

Adam Pulley from CliftonLarsonAllen presented the audit report. They have issued a clean audit report, no misstatements of funds. There was also a single audit done over the Federal funding of grants we received. There were four findings – 1) segregation of duties; 2) financial statement preparation; and 3) audit adjustments, are the same findings as last year, and are common to small counties. These three findings will probably never go away. The fourth finding is with regard to reporting on the Coronavirus Relief funding. The report was submitted, but not in the required time frame. There was a miscommunication in the Health Department and this finding has been corrected. They issued two letters – one regarding the outstanding checks in the Circuit Clerk Offices. This is an issue that was inherited in the mess the previous Clerk left. The second letter of governance stated that there was no disagreement or difficulties with management. We will continue to keep 6 months of reserve funds. It is hoped that with this year's budget we can include extraordinary expenses to repair issues that need to be addressed.

b. Discussion and recommendation of building project bids

The RLF project was started three years ago. The intention was to offer to communities/municipalities the opportunity to fix things that were not ADA compliant. There are two projects – building and sidewalks. This morning the bids were opened for contractual work for the buildings. The lowest bidder did not meet the bid requirements and therefore was removed from consideration. It was recommended by the architect that the lowest bid that met the requirements be awarded the contract. Motion to accept the bid of Phil Schindler & Sons for

**FINANCE & ECONOMIC DEVELOPMENT COMMITTEE
COUNTY BOARD ROOM
TUESDAY, APRIL 13, 2021
MINUTES
4:30 PM**

construction of improvements associated with CDBG RLF Closeout Grant 18-248651 – buildings, was made at the regularly scheduled meeting of your Executive Development Committee, April 13, 2021, and to recommend to the County Board that the contract be awarded for the above-mentioned work to the name construction company in the total amount of \$368,000, contingent on the availability of funds made by Jones, seconded by Steffen. The lowest bid came in higher than what was anticipated. Therefore Mr. Cummings will have to adjust funds between the two grant projects. It was explained to the communities/municipalities that the County only had so much grant money to use, and that they may have to contribute finances to their projects should expense be more than anticipated. *Motion passed.*

c. Ongoing discussion on pay equalization

The purpose of this is to bring non-union employees pay equal with union employees pay. States Attorney Minger is working on a policy to be placed in the Employee Handbook. Next month there should be a resolution to go before the Board. Those non-union employees that are paid more than the union contract specifies, will not receive a raise in base pay, but will continue to receive a cost of living raise. There are two questions that arose that need to be addressed – 1) what happens when a person moves from a non-union position to a union position; 2) A union person retires after so many years – what to start their replacement as. Discussion on if the Board wants to bind the department heads to a stringent pay scale. Elected officials can run their office the way they see fit and pay their employees what they deem appropriate. The Board however, has the ultimate control in that they approve the budget for that office. It is hard to compare office to office work as each office is so different. This will be discussed next month.

9. Unfinished Business

10. Other

CEDS – There has been a lot of money given to the County lately from the Government. However, the scope of what that money can be used for has been the same. We hate to pass up free money to help the community. We will be receiving another grant and need to figure out what projects we want to take on. Several idea were discussed, but we have not seen the requirements for use as of yet. We will continue to discuss this matter.

11. Executive Session

12. Any Action Coming Out of Executive Session

13. Adjournment

Motion to adjourn made by Steffen, seconded by Smith. *Motion passed.*

Meeting adjourned at 6:45 PM

Submitted by: Deb Breyman

Chuck Nagel, Chairman
Finance Committee

Sidewalk Grant work
 084-030-5427-013
 DB



Midwest Engineering
 Associates, Inc.

Invoice

Date	Due Date
5/25/2021	6/24/2021

Number	Balance
6558	\$ 18,372.06

Bill To:
Woodford County Deb Breyman 115 N. Main Street Eureka, IL 61530

Project
20200088 Woodford County RLF Closeout Project 2 - Sidewalks Grant # 18-248652

Comments

Project Time Billed from December 1, 2020 through April 30, 2021 at a 2.6 Direct Labor Multiplier

Hourly

Description	Rate	QTY	Amount
Construction Plans & Specs DLH - Sr. Project Manager	\$ 156.00	23.50	\$ 3,666.00
Construction Plans & Specs RDC - QC/QA	\$ 156.00	2.00	\$ 312.00
Construction Plans & Specs NJG - Technician II	\$ 72.80	23.00	\$ 1,674.40
Construction Plans & Specs CJD - Technician VI	\$ 95.19	133.63	\$ 12,719.66
Total			\$ 18,372.06

Total 182.13 \$ 18,372.06

Reimbursables

Description	Qty	Cost	Amount
			\$ -

Subtotal \$ 18,372.06

Tax \$ -

Project Budget: \$79,775.00
 Previously Invoiced: \$48,397.94
 Amount this Invoice: \$18,372.06
 Amount Remaining: \$13,005.00

Balance \$ 18,372.06

Payment Terms

1. Unless otherwise noted on this invoice, all invoices are due 30 days from the date of invoice
2. Make all checks payable to Midwest Engineering Associates, Inc. and mail to the address shown below.
3. Please include the invoice number on all checks.
4. If you have any questions regarding this invoice please contact Midwest Engineering Associates, Inc. prior to due date of invoice.

Thank you for your Business!

Sidewalk Grant Work
 084-030-5427-013
 DB



Midwest Engineering
 Associates, Inc.

Invoice

Date	Due Date
5/25/2021	6/24/2021

Number	Balance
6558	\$ 18,372.06

Bill To:
Woodford County Deb Breyman 115 N. Main Street Eureka, IL 61530

Project
20200088 Woodford County RLF Closeout Project 2 - Sidewalks Grant # 18-248652

Comments

Project Time Billed from December 1, 2020 through April 30, 2021 at a 2.6 Direct Labor Multiplier

Hourly

Description	Rate	QTY	Amount
Construction Plans & Specs DLH - Sr. Project Manager	\$ 156.00	23.50	\$ 3,666.00
Construction Plans & Specs RDC - QC/QA	\$ 156.00	2.00	\$ 312.00
Construction Plans & Specs NJG - Technician II	\$ 72.80	23.00	\$ 1,674.40
Construction Plans & Specs CJD - Technician VI	\$ 95.19	133.63	\$ 12,719.66
Total			\$ 18,372.06

Total	182.13	\$ 18,372.06
--------------	--------	--------------

Reimbursables

Description	Qty	Cost	Amount
			\$ -

	Subtotal	\$ 18,372.06
	Tax	\$ -
	Balance	\$ 18,372.06
Project Budget:	\$79,775.00	
Previously Invoiced:	\$48,397.94	
Amount this Invoice:	\$18,372.06	
Amount Remaining:	\$13,005.00	

Payment Terms

1. Unless otherwise noted on this invoice, all invoices are due 30 days from the date of invoice
2. Make all checks payable to Midwest Engineering Associates, Inc. and mail to the address shown below.
3. Please include the invoice number on all checks.
4. If you have any questions regarding this invoice please contact Midwest Engineering Associates, Inc. prior to due date of invoice.

Thank you for your Business!



Invoice

401 NE Jefferson Ave.
Peoria IL 61603
Tel. (309) 495-5910

Date	Invoice #
6/1/2021	CDBG #2-B

Bill To
Woodford County Chuck Nagel 115 N. Main - Room 103 Eureka, IL 61530

Due Date
6/22/2021

Description	Amount
Invoice for services rendered to activity delivery services CDBG RLF Closeout - Buildings, Grant# 18-248591, per contractual agreement, dated January 21, 2020. 651 Date(s) 10/01/2020 - 05/31/2021	4,620.00

	Total	\$4,620.00
--	--------------	------------

DETAIL SUMMARY

Greater Peoria Economic Development Council



June 1, 2021

Woodford County
115 N. Main St.
Eureka, IL 61530

Invoice for services rendered to activity delivery services CDBG RLF Closeout - Buildings, Grant# 18-248591, per contractual agreement, dated January 21, 2020.

Total Contract Value:	\$23,100
Invoice this date:	\$4,620 (20% of total fee)
Due from previous invoices:	\$0
Amount invoiced to date:	\$10,395 (45%)
Balance:	\$12,705

Project Activity	Date(s)	Amount
<p><i>Preparation and submittal of quarterly and annual reports as required; Review of both draft and revised/final plans and drawings for the individual work sites and disseminated same to all community officials for review and comment. Prepared request for modification to grant to increase amount, change the scope of work/budget to align with actual costs, coordinated execution, submitted package to agency; follow-up with agency about status re same.</i></p> <p><i>Discussions/conversations with communities that had questions and concerns, including covering what could and could not be done with grant funds and revisions to the plans as necessary.</i></p> <p><i>Assisted architect assemble information to the State Historic Preservation Officer (SHPO) for the Courthouse and submitted same for review.</i></p> <p><i>Conducted ALL activities associated with procuring a construction contract, including preparation of all components of the bid and contract documents, including federal prevailing wage rates, and coordinating same with the engineer; attended bid opening; communications with grantor agency regarding bid award; conducted SAM search for determination of eligibility; contact with contractor re impending, scheduled award; preparation of NOCA for construction contract, submitted to grantor agency; preparation of Section 3 outreach and compliance for contractor, sent to same. Prepared Notice of Award, coordinated with board to approve in order to send to contractor .</i></p>	10/1/20 to 5/31/21	\$4,620.00
Amount Due		\$4,620.00