

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, AUGUST 8 , 2023
AGENDA
5:00 P.M.**

- 1. Call to Order**
- 2. Roll Call** - Autum Jones, Denise Durst, Randy Barth, Zack Ferris, Nathan Schertz
- 3. Approval of Minutes**
 - a. Approval of July 11, 2026 regular meeting minutes.
- 3. Public Input**
- 5. Appointments**
 - a. Reappointment of Dave Muller to the Oakridge Sanitary District for a 3 year term expiring June 1, 2026
 - b. Appointment of Audrey Brown to the Oakridge Sanitary District to complete the unexpired 3 year term of Joe Schmitt expiring June 1, 2024.
 - c. Appointment of Troy Maxwell to the Human Service Transportation Plan (HSTP) Committee for a 3 year term expiring August 21, 2025.
 - d. Appointment of Tyler Rogers to the Human Service Transportation Plan (HSTP) Committee for a 3 year term expiring August 21, 2025.
 - e. Reappointment of Jim Ott to the Roanoke Fire Protection District for a 3 year term expiring May 13, 2026.
 - f. Reappointment of Brian Shirey to the Roanoke Fire Protection District for a 3 year term expiring May 13, 2026.
 - g. Reappointment and Approval of Resolution 2022/23 #072 of Don Kingdon to the Panther Creek Drainage District (Woodford County is the Home County for Panther Creek holding 3 appointments) for a 3 year term expiring the first Tuesday of September, 2026.
- 6. Claims**
 - a. Approval of August claims
 - b. County Board Per Diem – Roll Call Vote
- 7. New Business**
- 8. Unfinished Business**
- 9. Supervisor of Assessment**
- 10. Veteran’s Administration**
- 11. Other**
- 12. Executive Session (if necessary)**
- 13. Any action coming out of Executive Session**
- 14. Adjournment**

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, JULY 11, 2023
MINUTES
5:00 P.M.**

1. Call to Order

The meeting was called to order by Chairman Jones at 5:09 P.M.

2. Roll Call

Autum Jones, Denise Durst, Zack Ferris all present. Randy Barth is excused and Nathan Schertz is absent.

3. Approval of Minutes

a. County Offices - Approval of June 13, 2023, regular meeting minutes. Motion to approve June claims made by Durst, seconded by Ferris. There was a correction to the minutes – under call to order the Chairman was listed a Durst instead of Jones. Correction was made. *Motion passed.*

3. Approval of Executive Session Minutes

a. Release or Keep Confidential the Sept. 13, 2022, Executive Session Minutes Motion to release the September 13, 2022, Executive Session Minutes made by Ferris, seconded by Durst. *Motion passed.*

4. Public Input

None

5. Appointments

None

6. Claims

a. Approval of July claims for County Offices Motion to approve July claims made by Durst, seconded by Ferris. *Motion passed.*

b. County Board Per Diem – Roll Call Vote There is one Per Diem for Zack Ferris for \$1,075.00 Motion to approve Ferris per Diem made by Durst, seconded by Ferris. Roll call vote – Durst-yes; Ferris-yes; Jones-yes. *Motion passed.*

7. New Business

a. Budget

1. Regional Office of Education - General Fund #070 This budget has remained flat. The amount requested has stayed the same for several years.

2. Veterans Services - General Fund #090 Mr. Helsel introduced Jordan Bunting who is the VA Assistant Superintendent. In the past few months they have found out a lot of things that the County needs to change. To be an accredited VA Office, they must work at least 1,000 hours a FY. The VA office is currently open two days a week, and in order to meet the 1,000 hours, they will now be open three days a week. This of course will increase the salaries being paid. The office has seen an increase in veterans coming in for help. The has been receiving donations from the Metamora Women's Club and American Auxiliary Club. Mr. Helsel had been

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putting those funds into a private account but has moved it over to an account through the Treasurer's Office. He also increased the line item for office supplies. He was asked to investigate what other VA Offices are paying their Superintendent and Assistant Superintendent. The more facts and figures the committee has, the more it helps them. He will be purchasing a cell phone for Mr. Bunting and a laptop for the office. They will be receiving a log-in to the Government VA site which will allow them to see what benefits a vet it entitled to.

3. Coroner – General Fund #40, Fund 103

Mr. Ruestman stated that the large increase in his budget is due to the increase in the deputy pay. He brought numbers from other counties on their budget and compared it to his budget – he used counties comparable in size to Woodford County and the other counties are double and even tripled in budget. In 2022 there were 337 deaths, and in 2023 so far there have been 149 deaths. For every cremation certificate issued, he used to receive \$50, by state statute that amount has been increased to \$100. He always gets state grants for death certificates service charge money. He uses that money and helps other offices – he has bought chairs for 911, helped with the drone system for Sheriff's Office, bought headsets for telecommunication, and multiple other purchases. He will be running for coroner next year, and he will be asking for a raise. He is extremely underpaid compared to counties of similar size. It takes a lot of time to investigate a death, training, etc. He contributes his own money to help fund the coroner office. His salary must be set 180 before it takes effect.

4. Supervisor of Assessment - General Fund #110, #120 Fund #080

Ms. Gibbs informed the committee that she has filled the vacancy in her office. This is the first year she has ever done a budget. She went back and reviewed old budgets and used that to help her with this year's budget. She left the Board of Review salary the same, however, they have only had two raises in the past 25 years. The committee told her that it is not to late to increase their salary. There are 3 Board of Review members that are paid annually \$5,100. She was asked to get numbers from other counties and bring to the committee. She needs three members, and currently only has two. She is looking for another member – must be a republican and would like to have them from the middle of the County as the western and eastern side of the county have representation. She reduced the software maintenance and support. 2023 was increased to purchase the Cloudpoint program that was added to mapping. She added 5% to the training line. They can take classes free of charge through the Department of Revenue. But there are only so many of those classes you can take. Then you must pay for classes. She feels training it important to keep the knowledge basis up and there are many changes that happen. To keep the office efficient, they need to keep up on the training. Salaries are based on the AFSCME contract. She worked with the Treasure on calculating her salary. She hopes to keep Mr. Twist till the end of this year. She has done bits and pieces of abstracts but has never done the whole process from beginning to end. She would like to keep him on through this process to help her. They have been 8 months without a supervisor and 10 months without an employee, so they have been working hard. The committee is okay with keeping Mr. Twist till the end of year to help support Mrs.

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Gibbs. Salaries for her employees are based off the AFSCME contract. She would like to replace 5 computers in her office as they are old and running slow.

5. State's Attorney - General Fund #130 Funds #081, #093, #097

Most of the increase in the State's Attorney budget is from salary increases. The victim's coordinator and the office manager are dictated by the ASCME contract. He would like to raise the Assistant Attorneys salary. The pool of attorneys in Central Illinois is drying up. McLean is down 6 attorneys, and no one is applying. An attorney right out of law school, with no experience is being paid more than \$90,000. Our Assistant States Attorney has over 18 years of experience. The State's Attorney salary is set by the state and 90% is paid by the state. He has a vacancy for another Assistant States Attorney as Mr. Gibson left. He believes it will take more than \$80,000 to find Mr. Gibson's replacement. It was asked if he could get comparison figures from other counties as to assistant State's Attorneys salaries. He will do this and report back to the committee. He also increased the Child Advocacy fund. In the past part of the court costs paid went into the Child Advocacy Fund. The law has changed, and that amount has been cut drastically. All the funds that had been built up in the Child Advocacy Fund have been depleted. This fund is used for children that have been abused to interview and help them. The Forfeited Fund is from drug cases where property has been seized and then sold. This fund can only be used for drug related things. His automation fund by statute can only be used for automation of documents.

6. County Clerk – General Fund #010, #160 fund 065, 071

Mrs. Kupfer presented her budget. Salary increases are contractual. She has increased the office expenses as prices are going up. There are 12 continuing ed classes that she must take starting in January. Overtime has been increased because there are two elections next year. The computer equipment line was increased as the election process is changing all the time and she doesn't know what she might need. Fund #160 has been increased because of the two elections next year. They will have to man the voting center 40 days in March and 40 days in November. Election day is considered a holiday, so her staff will be paid at time and one-half. With the two elections comes in increase in ballots, and the election judges pay. She is required to have 5 election judges. She has increased her recorder automation fund in hopes of scanning her tract books. She has not made any adjustment to vital records fund.

7. County Board – General Fund #100, #290, #295, #310

Ms. Breyman presented the County Board budget. She increased fund 100 – more members are putting in per Diem and mileage. Her salary is based on AFSCME contract. Office supplies and Vehicle Upkeep were also increased due to rising costs. Fund #295 was kept flat. She has increased the utilities based on what we have spent thus far this year on each utility, anticipated an increase and estimated what next years costs would be. Unfortunately, utilities are expenses that she cannot control, and all budgeted utilities are just a guess.

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It was asked about GPEDC. That is part of #210 and the Treasurer will present that. We held out \$5,000 because of the Port Authority possibly asking for funds. It was reminded that we need to look at upping our contribution to them and to also revisit our commitment to Extension.

8. Circuit Clerk – General Fund #20, Fund 063, 066, 072, 086

Mrs. Gilbert's budget was kept flat except for salaries and publications. She has had to add a report that the auditors needed, so that changes the audit budget. The Circuit Clerk Operations funds receives money from court costs and is used to pay for training and mileage to get to training. Fund 063 receives funds from court fees and is used to run the court automation system. Fund 072 will help pay for the scanning of her documents. ARPA will also help with the scanning. Some of the scanning may be paid this year, and some next. She is looking to hire a jury clerk. She was reminded that she needs to go through the proper channels and committee to hire more employees.

It was asked of the Treasurer how interest on the accounts is handled. Monies that come from the Comptroller are directly deposited and earning interest at 5%. She has worked with the banks, and the CD's and money market accounts are earning 3%. The Treasurer has three checking accounts - one is used to transfer from money from the money market account to another checking account based on banking rules for writing checks from money market accounts.

8. Unfinished Business

9. Supervisor of Assessment

10. Veteran's Administration

11. Other

-Chairman Jones reminded the department heads that requests for ARPA funds need to go through the Finance Committee.

-The Wall that Heals opening ceremony is at 10 A.M. on Thursday and all are invited.

-If a request for ARPA funds were made, and the project is over the requested amount, the overage will have to be paid out of the departments budget.

-Mr. Helsel from the VA office will be signing up for IMRF. Ms. Andrews will account for that. She uses the personnel payroll sheets to calculate IMRF, Social Security, etc.

12. Executive Session (if necessary)

13. Any action coming out of Executive Session

14. Adjournment

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

Meeting adjourned at 6:28 P.M.

Submitted by: Deb Breyman

Autum Jones, Chairman
County Offices Committee

Oak Ridge Sanitary District

1503 Division Street, Metamora IL 61548

RECEIVED

JUL 14 2023

Woodford County Clerk

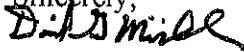
WOODFORD COUNTY
CLERK AND RECORDER

This is the official letter for the board for the Oak Ridge Sanitary District.

Dave Muller was reappointed and the term will expire on June 1st 2026.

Joe Schmitt position was vacated and appointed to Audrey Brown the term will expire June 1st 2024.

Sincerely,



David G. Muller

President

309-397-7568

Oak Ridge Sanitary District

Reappointment of Dave Muller to the Oakridge Sanitary District for a 3 year term expiring June 1, 2026.

Appointment of Audrey Brown to the Oakridge Sanitary District to complete the unexpired 3 year term of Joe Schmitt expiring June 1, 2024.



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

August 1, 2023

Woodford County Clerk
115 N. Main St., Room 202
Eureka, IL 61530

RE: HSTP Committee Appointment and Reappointment

Dear Ms. Dawn Kupfer,

I would like to request that the Woodford County Board appoint to the Human Services Transportation Plan (HSTP) Committee **Troy Maxwell**, Director of Transportation of We Care and Tazewell County Resource Centers (TCRC), Inc. and reappoint **Tyler Rogers**, President/CEO of the Association for the Developmentally Disabled of Woodford County (ADDWC). Both Troy and Tyler will serve three-year terms beginning the date that the county appoints them. A We Care and an ADDWC representative have served on this committee for years, and both organizations make valuable contributions to the community in the Human Services Transportation sphere. The Tri-County Regional Planning Commission looks forward to a continued relationship with these organizations.

Once Troy and Tyler have been appointed, please send documentation to Tri-County Regional Planning Commission:

Reema Abi-Akar
Tri-County Regional Planning Commission
456 Fulton St., Ste 401
Peoria, IL 61602
rabiakar@tricityrpc.org

Thank you for your time. If you need to speak with me, feel free to give me a call at 309-673-9796 x231.

Sincerely,

Reema Abi-Akar

Reema Abi-Akar (Aug 1, 2023 11:17 CDT)

Reema Abi-Akar
Senior Planner & HSTP Region 5 Coordinator
rabiakar@tricityrpc.org

Appointment of Troy Maxwell to the Human Service Transportation Plan (HSTP) Committee for a 3 year term expiring August 21, 2025.

Reappointment of Tyler Rogers to the Human Service Transportation Plan (HSTP) Committee for a 3 year term expiring August 21, 2025.

Roanoke Fire Protection District

106-108 West Broad Street

Roanoke II 61561

309-923-8351

July 21st 2023

Subject: Reappointment

Woodford County Clerk

115 N. Main Room 202

Eureka II 61530

We want to submit Jim Ott and Brian Shirey for re-appointment for the Roanoke Fire Protection District.

Sincerely,

Julie Blunier, secretary

RFPD trustee

Reappointment of Jim Ott to the Roanoke Fire Protection District
for a 3 year term expiring May 13, 2026.

Reappointment of Brian Shirey to the Roanoke Fire Protection
District for a 3 year term expiring May 13, 2026.

TAYLOR & LYNCH

ATTORNEYS AT LAW
216 SOUTH CENTER STREET
P.O. BOX 478

CLINTON, ILLINOIS 61727
217-935-2183 / 217-935-8818

JOSEPH B. TAYLOR
A. J. RUDASILL (DECEASED 2005)
BRYCE A. LYNCH
HILLARY B. HINES-HOLL

FAX 217-935-8219
attorneys@dewittcountylaw.com

July 20, 2023

Dawn Kupfer
County Clerk and Recorder
115 N. Main Street, Room 202
Eureka, IL 61530

Re: Panther Creek Drainage District -Appointment of Commissioner

Dear Ms. Kupfer:

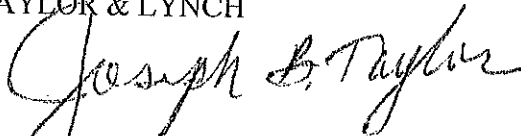
Please consider this a request for reappointment for Panther Creek Drainage District Commissioner Don Kingdon for a three-year term. His term shall expire the first Tuesday of September, 2026. I have enclosed a proposed resolution, and a copy, which would ask the County Board to reappoint Don Kingdon by the adoption of that resolution.

Please present the resolution to the Board at its August meeting to determine if he meets with their approval.

Should the Board see fit to adopt the resolution, please send me the signed copy after it has been adopted in self-addressed, stamped envelope that I have provided for your convenience.

Respectfully,

TAYLOR & LYNCH



Joseph B. Taylor

JBT/ars
enc.

Reappointment of Don Kingdon to the Panther Creek Drainage District (Woodford County is the Home County for Panther Creek holding 3 appointments) for a 3 year term expiring the first Tuesday of September, 2026.

RESOLUTION 2022/2023 #072
RESOLUTION APPOINTING
DRAINAGE COMMISSIONER

WHEREAS, the County Board of the County of Woodford and State of Illinois (the Board) is the appointing authority for commissioners of the following drainage district:

Panther Creek Drainage District, Counties of Woodford, Livingston, and McLean, State of Illinois

WHEREAS, this district has one or more commissioners whose term will expire on or before the first Tuesday of September 2023; and

WHEREAS, those commissioners whose terms will be so expiring have previously filed with the County Clerk of the County of Woodford and State of Illinois their oaths of office as commissioners and bonds, with surety.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY BOARD OF THE COUNTY OF WOODFORD AND STATE OF ILLINOIS:

1. The following are appointed commissioner(s) of the drainage districts shown, respectively, to serve for a term expiring on the first Tuesday of September, 2026 or until their successors are appointed and have qualified:

District	Commissioner
Panther Creek Drainage District, Counties of Woodford, Livingston, and McLean, State of Illinois	Don Kingdon - Woodford Co.

2. The oaths of office previously filed with the Clerk by each of the above shall remain in full force and effect.

3. The bonds, with surety, filed by each of the above in the amount previously fixed by this Board are approved and shall remain in full force and effect.

PASSED AND ADOPTED this ____ day of _____, 2023.

CHAIRMAN

ATTEST:

CLERK OF THE COUNTY BOARD
County of Woodford and State of Illinois

AYES: _____

NAYS: _____

PRESENT: _____

This document prepared by:

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Attorney for the Commissioners