

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, MAY 9, 2023
MINUTES
5:00 P.M.**

1. Call to Order

The meeting was called to order at 5:01 PM by Chairman Jones

2. Roll Call

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

3. Approval of Minutes

- a. Approval of April 11, 2023 regular meeting minutes.

Motion to approve April minutes made by Durst, seconded by Barth. There were no corrections made. *Motion passed.*

- b. Approval of and Release or Keep Confidential the April 11, 2023 Executive Session Minutes

Motion to approve and release the April 11 executive session minutes made by Barth, seconded by Ferris. There were no corrections. *Motion passed,*

3. Public Input

None

5. Appointments

- a. Appointment of Bruce Mathes to the Germantown Hills Fire Protection District for a 3-year term expiring April 30, 2026.
- b. Reappointment of Donald Benedict to the El Paso Fire Protection District for a 3-year term expiring April 30,2026
- c. Reappointment of Robert Seggerman to the Secor Fire Protection District for a 3-year term expiring June 12, 2026.

Motion to approve the appointments of A, B and C made by Ferris, seconded by Durst. *Motion passed.*

6. Claims

- a. Approval of May claims

Motion to approve May claims made by Durst, seconded by Barth. There was no discussion on the claims. *Motion passed.*

- b. County Board Per Diem – Roll Call Vote

There is one per Diem claim for Mr. Worner for \$1,075. Motion to approve per Diem claim for Mr. Worner made by Ferris, seconded by Barth. Roll call vote – Jones-yes; Durst-yes; Barth-yes; Ferris-yes. *Motion passed.*

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7. New Business

a. Discussion on verbiage of alternate board member use at committee meetings
The committee looked at the original verbiage (paragraph 1) from the board rules for the use of an alternate committee member, the verbiage presented to the County Board in April (paragraph 2), and new verbiage (paragraph 3). There was very little discussion. The committee felt that new verbiage would be their recommendation to the full Board. Motion to accept paragraph 3 and move to full Board made by Barth, seconded by Durst. *Motion passed.*

The new verbiage will read - *The Chairman may appoint to each standing committee two (2) alternate committee members. This person may be counted toward a quorum and have voting rights if one or more standing committee members are not present. The committee chairman would contact the alternate committee member(s) before the committee meeting to arrange for the alternate committee member(s) to attend. The chairman of the committee will call the first designated alternate committee member first, and the second alternate member second for an alternate member of the committee to be full fledged member. If all five standing committee members are present, the alternate would not be utilized.*

b. Approval of Resolution 2022/23 #053 Appointing Janet Gibbs as the Supervisor of Assessment

Motion to approve the appointment of Janet Gibbs as the Supervisor of Assessment made by Ferris, seconded by Durst. *Motion passed.*

c. Approval of Resolution 2022/23 #054 Authorizing the Bond Amount for the Supervisor of Assessment.

Mr. Twists informed us that the Supervisor needs to have a bond of \$2,000 set by statute. Our insurance covers the Supervisor of Assessment for more, but they went ahead and set a bond for \$2,000 so we could be in compliance with the law. Motion to approve Resolution 54 made by Barth, seconded by Ferris. *Motion passed.*

d. Motion to approve permanently moving the Montgomery 2 Polling Location from the Goodfield Fire House at 102 N. Harrison Street, Goodfield to the Village Hall of Goodfield located at 114 S. Eureka Street, Goodfield.

The County Clerk spoke with the Village of Goodfield regarding relocating a polling location to the Village Hall. Goodfield was okay with that as long as the voting equipment was not stored in the Village Hall. Motion to approve the relocation for Montgomery 2 to the Goodfield Village Hall made by Durst, seconded by Ferris. *Motion passed.*

e. Approval of Ordinance 2022/2023-014 to Amend the County Clerk Fees as Suggested by the Bellwether Cost Study. (Birth, Death, Marriage, and Assumed Business Name/Changes).

The County Clerk's office provides several services. The fees for those services are set by statute. The fee study looked at what we currently charge, and what statute says

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we could charge, and made adjustments. Part of the study covered GIS fees. Currently we charge \$18 per document. The County Clerk gets \$1, and the Supervisor of Assessment gets \$17. Last year, the GIS fees generated \$87,148 for the Assessor's Office. With the increase to \$21.50, it is estimated that this year the total should be around \$104,093. The four different Ordinances cover different services and documents within the County Clerk's office.

- f. Approval of Ordinance 2022/2023-015 to Amend the Predictable Fee Schedule for the Woodford County Recorder's Office as Suggested by the Bellwether Cost Study. (Deeds, mortgages, leases, plats, etc.)
- g. Approval of Ordinance 2022/2023-016 to Amend the County Clerk Tax Redemption Fee as Suggested by the Bellwether Cost Study.

Motion to approve Ordinance 2022/23 14, 15, 16 made by Barth, seconded by Ferris.
Motion passed.

- h. Approval of Ordinance 2022/2023-017 to Require the Parcel Identification Number (PIN) and Common Mailing Address Be on All Documents to Be Recorded.

This Ordinance goes along with the recording fees. The County Clerks office and the Assessment Office share a system that interacts with the State of Illinois. Having the PIN and address on the documents makes it easier to locate within the system. Motion to approve Ordinance 17 made by Barth, seconded by Durst. *Motion passed.*

8. Unfinished Business

9. Other

10. Executive Session (if necessary)

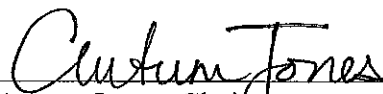
11. Any action coming out of Executive Session

12. Adjournment

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

Meeting adjourned at 5:15 PM.

Submitted by: Deb Breyman


Autum Jones, Chairman
County Office Committee