

**COUNRY OFFICES/ FINANCE & ECONOMIC DEVELOPMENT COMMITTEE**  
**JOINT MEETING**  
**COUNTY BOARD ROOM**  
**TUESDAY, JULY 12, 2022**  
**MINUTES**  
**5:00 PM**

**1. Call to Order**

The joint meeting was called to order by County Office Chairman Jones at 5:01 PM.

**2. Roll Call –**

County Offices - Autum Jones (ch), Nathan Schertz, Richard Hill, Chuck Nagel all present. Al Durst is absent

Finance - John Krug (ch.) Chuck Nagel, Autum Jones, Ansel Burditt, David Meinhold all present

**3. Approval of Minutes**

a. Approval of June 14, 2022 Regular Meeting (County Offices)

Motion to approve June 14 minutes made by Hill, seconded by Nagle. *Motion passed.*

b. Approval of April 13, 2022 Regular Meeting (Finance Committee)

Motion to approve April 13 minutes made by Nagle, seconded by Burditt. *Motion passed.*

**4. Approval of Executive Session Minutes (County Offices)**

a. Release or keep confidential Executive Meeting Minutes dated June 9, 2020.

Motion to keep confidential the executive minutes from June 9, 2020 made by Hill, seconded by Nagle. *Motion passed.*

b. Release or keep confidential Executive Meeting Minutes dated July 14, 2020-Session 1.

Motion to release the executive minutes from July 14, 2020 session 1, made by Nagel, seconded by Hill. *Motion passed.*

c. Release or keep confidential Executive Meeting Minutes dated July 14, 2020-Session 2.

Motion to keep confidential the executive session minutes from July 14, 2020, session 2, made by Hill, seconded by Nagle. *Motion passed.*

**5. Public Input**

None

**6. Appointments**

- a. Reappointment of Christine Slagel to the Caterpillar Trail Public Water District for a 5 year term expiring May 1, 2027.
- b. Reappointment of Stephen P. Bachman to the Steward-Harmony Cemetery Association for a 6 year term expiring March 1, 2028.
- c. Reappointment of Steven Ulrich to the Steward-Harmony Cemetery Association for a 6 year term expiring March 1, 2028
- d. Reappointment of Roger Ulrich to the Steward-Harmony Cemetery Association for a 6 year term expiring March 1, 2028
- e. Appointment of Sue Knepp to the Woodford County Housing Authority to complete the unexpired 2 year term of Donita Curtis expiring June 30, 2023.

Motion to approve the appointments A-E made by Hill, seconded by Nagel. *Motion passed.*

**7. Approval of Claims**

a. Approval of claims

Motion to approve Finance claims made by Krug, seconded by Nagle. *Motion passed.*

Motion to approve County Office claims made by Hill, seconded by Nagle. *Motion passed.*

b. County Board Per Diem – Roll Call Vote

There are two per Diem claims. One for Nagle for \$1,000, and one for Burditt for \$1,175. Motion to approve the two per Diem claims made by Hill, seconded by Nagle. *Motion passed.*

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**8. Treasurers Report**

There are two accounts in her report that show a negative fund balance. Those balances are now back in the black. This happens every year with those two funds. Payments have to be made out before the distribution of taxes is distributed. The Animal Control balance at the end of June is \$36,000. There are no issues with the one revolving loan fund or the comparative revenue report. The tax sales funds continue to come in above what was received last year.

**9. Budget**

- a. Treasurer's Budget - General Fund Departments: #030, #200, part of #210, Funds: #051, #052, #058, #062, #069, #076, #083, #084, #088

The Treasurer presented her budget. Her salary was set by resolution in May. The Chief Deputy will reach 10 years and receive a step increase along with her annual raise. The other Deputy is part of ASCME and will receive the percentage that will be negotiated in the next few months. She also is at a 7 year step increase and will receive that as well. There are two part time personnel in her office. One does animal control. This person, along with part of a full time person's salary were being paid out of animal control. Because the animal control fund is in the worst shape it has ever been in, she is proposing to move those two salaries from the animal control fund to the general fund. This will help keep the animal control fund solvent. This process was discussed at the Public Safety meeting last night. Office supplies has increased to cover the rising cost of supplies. The insurance line item was increased 6.5%. She really won't know until Oct. what the new rate will be, so this may have to be adjusted later. Discussion on when was the last time the insurance was put out for bids. It was 5 years ago. It is felt that being self-funded is the best for the County. She is budgeting for a new postage machine as the current ones digital screen is going out. We cannot own the postage meter, it has to be rented. Not all the figures have been turned in so much of the 210 budget is blank. Discussion on the County Extension Program appropriation. Board Member Nagle reported that he has been in contact with McLean County. They feel the programs are important but that the fund balances are too high. The balances need to be worked down. It is felt that they are just building their fund balances. McLean is leaning toward only awarding them 10% of what they have given in the past. If we follow suit, this line item would go from \$161,404 down to \$1,614.04. We want to support 4-H, but are unhappy with how it is being run and are not given any accounting of how the funds are spent. We will invite the Extension to the next meeting and discuss with them our desires before we cut the funding. There will be a single audit next year, but it has gone up slightly. She has appropriated all of the ARPA funds to be spent next year. This will probably not happen, but better to appropriate for them and not spend then to no have. It is felt that if a project falls under ARPA, it would be wise to use the ARPA funds for it then to use general funds. Using ARPA funds helps support projects that could not be supported in regular budget funds. These are projects that can be funded without having to tax for.

- b. Region Office of Education- General Fund #070

The request this year is the same amount from last year – no change in the budget.

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

The State's Attorney went over his budget. His salary is set by state statute and we are reimbursed 90% of it from the State. He would like to give the two Assistant State's Attorneys a \$5,000 raise. This is

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over the 3% the committee recommended. However, he would like to retain the two seasoned attorneys. It is a good fit for the office and he doesn't want to lose them. The two office personnel were also given a slightly higher than 3 % raise. The office has been extremely busy and they have been working very hard. There are a lot of technological things that they are having to deal with. He has also budgeted for 3 new computers that will make copies of DVD's. His office receives DVD's from the Sheriff's Watch Guard program. Copies have to be made for each defendant. With the technology we have, it is a slow process. Over all his budget has increased 3.8%, but most of it is salaries. The committee felt that he needed to increase the line item for computers. It was asked if he saw any extraordinary expenses coming up. It is hard to predict what kind of cases will come up in the future and if expert witnesses are needed.

d. Veteran's –General Fund #090

The veteran's office is asking for a copy/fax machine. There is also the standard increase in salaries.

e. Supervisor of Assessment's - General Fund #110, #120 Fund #080

This is a quadrennial year. Because of the required mailing of notices to all parcels, some of the line items have gone up significantly. There was also an increase in training as the classes have gone up. A large amount was put into the line for aerial photography. However, a grant has been applied for so these views should not cost. She would like to take the funds and put it into obtaining oblique views which would help Zoning and the Sheriff. It was questioned about the increase in printing –from \$12,824 to over \$31,000. Because of the quadrennial year over 26,000 notices have to be printed and mailed, and publication have to be made in 3 newspapers. This mailing would be equivalent to the tax bills being mailed and that cost is just over \$12,000. It was also questions about the increase in over time. The last quadrennial year there was no money in the over time line and the work got done. She was asked to provide a time line of when over time is needed. May and June, and from the end of Aug. to Oct is generally when they work over time. It was asked if in the increase in printing also included the cost of scanning documents. No it did not. Discussion on using the same scanning company for several department might get a discount. Zoning and the Assessor's office have been trying to get in contact with the same company the Circuit Clerk is using, but the company will not return phone calls or get back to them. It was suggested that she get a quote from Devnet on the printing and mailing and the committee will revisit this and the overtime next month. It was asked what GIS Services was. That has been on the budget for several years, no money is put in that line item, and she is not sure what it was used for in the past.

**10. New Business**

a. Approval of Ordinance 2021/22 #011 Opting-out of Low Income Tax

The program was passed by the state and is basically for Cook County. However, the county had to opt-out of the program. Motion made by Nagel, seconded by Hill to approve Ordinance 2021/22 #011 Opting out of the low income tax. *Motion passed.*

b. Discussion and action on GPEDC contribution

Back in March Chris Setti asked if there would be any way for the County to up our contribution to GPEDC. We have been contributing \$15,000 for the past couple years. In the past it was felt that they didn't do anything to help Woodford County. Recently they have helped with the revolving loan program, COVID, the small business restoration program, broadband, etc. We looked at Pekin, and what

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they contribute. Pekin is close to the size of Woodford County. They are contributing \$20,000 to GPEDC. If we take that \$20,000 and divide it by the population of Pekin, then we can take that number and multiply by the county population and have a figure to what our donation should be. That number would be roughly \$19,611. We don't want to go to high, as we may have to fund Heart of Illinois Transport also. Motion to pay \$20,000 to GPEDC made by Krug, seconded by Meinhold. *Motion passed.*

c. Discussion on election and shortage of election judges

They have finished with the canvas and final numbers should be on the website tomorrow. There was a 27.5% turnout for voting. There is a severe loss of election judges. 265 election judges were certified the last time. 185 judges are needed in order to have the precincts open. The past 2 years, they have lost a lot of judges. The County Clerk combined precincts which helped in lowering the number of judges needed, but is still having a hard time filling the spots. This past election, she only had 137 judges. Her office staff was going around precinct to precinct trying to help out. She would like help in recruiting election judges. There was a discussion about having voting centers instead of precincts. This would help in lowering the number of judges, but those voting centers would have to be open 40 days prior to an election. Getting judges to fill 40 days is not economically feasible. It was asked where the biggest deficits are – it is really across the board, but this past election the problem areas were Clayton, Kansas, and Linn. Discussion on getting Juniors and Seniors from local high schools to fill in. There are qualification for using Juniors and Seniors. They would have to have a certain GPA, parent and teacher have to sign off, and they have to take a class. Not sure if training them for one year would be worth the cost, and would she get enough interest.

She combined precincts with the thought that they could share equipment and cut down on that costs. However, that did not work. She needs to purchase new equipment at a cost of \$24,000. In addition, by statute, she has to supply booths to every 7,500 voters. That is an additional cost of \$140,847 to cover the county based on current voter registration. If statute says we have to do, there is really no discussion. There is an opportunity to have 4 stations within one unit, which would cost \$100,000. She would like direction on where to put this in her budget – extraordinary or ARPA. Put the equipment and booths together and put it in extraordinary. If we use ARPA funds to cover costs, then we will pull it out of her budget. We need to get the word out through social media, word of mouth, etc. to the people to let them know if they want to keep voting in their township at precincts, then we need to have judges. We will keep the judge issue on the agenda for next month to discuss in greater detail.

d. ARPA fund use

Extraordinary expenses is using tax dollars that have already been collected and are sitting in a fund for use. We have funds to cover more than 9 months of expenses and we need to spend down the dollars in those funds that were given to provide services. ARPA funds can also be used to provide services. Broadband is a quality of life service. We have held back \$500,000 ARPA funds for broadband in case we need an engineering survey, and we have spent money on the HVAC system at the courthouse. The rest of the ARPA funds can be used to fund projects that are needed that would not potentially fit into a department's budget. There was a question for Hillary Aggertt regarding her request for using ARPA funds for monthly expenses. A software system that computerizes health records requires a monthly

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service fee. Money for ARPA use has to be obligated by December 2024 and spent by December 2026. The committee is in favor of using ARPA funds to support the county. We are in great shape and need to make sure we continue to look at what services the county needs and how do we meet those needs and not just sit on the money. It was asked if we need to hold back some of the ARPA funds to allocate for projects in 2024 or 2025. This comes down to department heads prioritizing their projects. Assign the projects for next year, even though it might now get done next year. The committee was reminded of the cost of inflation. We had a grant which we anticipated would cover CH 13 changes. 700 feet of roadway is costing us \$130,000 over our estimated costs. Inflation is going to keep going up. Because we do such a great job with our roads, the county does not qualify for certain funds. If we let the roads deteriorate, then we could get government funding. Highway is not eligible for extraordinary.

In order to give some direction to the department heads, it was decided that all projects will be put in their budgets under extraordinary. If the board decides to use ARPA funds for the project, then it will be pulled out of their budget. Just because they are listing it in their budget under extraordinary doesn't mean it will be approved. The department heads then need to create a list prioritizing their projects. They must also include a cost or the project will not be considered. This list needs to be given to Deb by the August meeting. Once all the projects are submitted the Board will determine how the ARPA funds are used. Projects should be needs not wants. There may be a few projects that cross several departments and each department may have a different priority for that project. The committee feels it is best to list the priority for that department.

The Sheriff presented his list of ARPA projects along with costs. Discussion on fire alarm system – ARPA funds, EMA budget, Sheriff budget? Put it in extraordinary. All projects will have to be bid.

**11. Unfinished Business**

**12. Other**

**13. Executive Session**

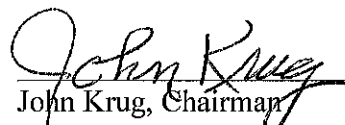
**14. Any Action Coming Out of Executive Session**

**15. Adjournment**

Motion to adjourn made by Hill, seconded by Schertz. *Motion passed.*

Meeting adjourned at 7:35 PM.

Submitted by: Deb Breyman

  
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John Krug, Chairman  
Finance Committee