



# County Offices Committee Minutes

Whiteside County

Jul 31, 2023 at 2:30 PM CDT

@ Board Room, Law Enforcement Center, Morrison IL

## Attendance

### Present:

Members: James Duffy, Brooke Pearson, Ernest Smith, Thomas Williams

Guests: Tim Berogan, Robin Brands, Kendra Kophamer Bush, Joel Horn, Martin Koster, Lauren Lee, Dana Nelson, Amy Robbins, Chris Tennyson

- I. CALL TO ORDER - Mr. Duffy called the meeting to order at 2:30 pm.
- II. PUBLIC COMMENT - No public comment.
- III. CLAIM & BUDGET STATUS REPORTS ARE UNAVAILABLE
- IV. REPORTING DEPARTMENTS
  - A. County Clerk - Mrs. Nelson reported she has a vacancy in her office as of today.
    1. Budget Building CFY24 - 1st Read: Request for fixed assets and service contract funding - Mrs. Nelson stated the voter registration program was approved last meeting and will be reimbursed by the state. The polling place setup increased as one facility now charges by the hour and there are two elections next year. The new Bastion fee is a shared cost with the Recorder's office and allows items such as online marriage license applications. This fee was paid with ARPA funds for the last three years.
  - B. Recorder
    1. Budget Building CFY24 - 1st Read: Request for fixed assets and service contract funding - Mrs. Bush presented her fixed assets and stated she added \$5000 for computers/storage back up as there have been some issues with the screens recently. The Fidar life cycle costs increased as we signed a four year contract. Mrs. Bush also discussed the new shared fee with the County Clerk for the Bastion software.
  - C. Supervisor of Assessments
    1. Real Estate Parcel Combination Policy - Mrs. Brands asked the Committee to approve the Real Estate Parcel policy as presented. She explained why these rules are necessary and how they effect what is done in their office.  
[Resolution - Real Estate Parcel Combination Policy](#)

**Motion:**

MOTION: To approve Administration creating a Real Estate Parcel Combination Resolution.

Motion moved by Ernest Smith and motion seconded by Thomas Williams. All approved.

2. New County Website - Mrs. Lee reported the new county website at whitesideil.gov is active. The Committee asked Mrs. Lee to give a presentation of the website at the August board meeting.
3. GIS Sales were \$308.58 for the period of 5/25-7/1/23. Two address directories were sold for \$20.00.
4. Budget Building CFY24 - 1st Read: Request for fixed assets and service contract funding - The Professional services fee increased due to ProWest increase in server management fees. Mrs. Brands requested adding True Roll Exemptions which will save her office time and create trustworthy tax rolls and find unclaimed and unqualified tax exemptions. The company breaks down the data we provide and sends us a report with flagged errors to review.

D. Information Technology Department

1. Budget Building CFY24 - 1st Read: Request for fixed assets and service contract funding - Mr. Berogan stated everything in the Fixed asset requests were the same as last year except he would like to purchase a new NVm server. Two of the current ones are five years old and would like to replace one next year. As for the service contracts, Mr. Berogan would like to increase the ifiber cost to increase our speed. The Committee discussed how the ifiber connects all County buildings together. The website maintenance was not contracted previously and the cost for changes was random.

E. Regional Office of Education -

1. Administrator's Report - Mr. Tennyson reviewed the July report. He updated the Committee on vacancy positions, the success of the school supply distribution, and Nexus, Student Attendance Support, and the Education Outreach Program.

 [ROE Monthly Report Aug 2023.pdf](#)

2. Budget Building CFY24 - 1st Read: Request for fixed assets and service contract funding - Janitor services and utility costs increased due to a new larger office compared to previous years.
- V. COUNTY ADMINISTRATOR - Budgets will be electronic next month as per the Committee request.
- VI. OTHER BUSINESS
- VII. A motion was made by Smith, second by Williams to adjourn the meeting at 3:44 pm. The next meeting will be September 8, 2023 @ 2:30 PM.
- VIII. MOTION: To place on file the County Offices Committee's meeting report and related informational items, as presented.