

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – June 1st, 2021
4. Audience Comments
5. Budget- Recorder
6. Executive Sessions:
 - A **Pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (c) (1)** The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.
 - B **Pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (c) (2)** Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
 - C **Pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (c) (6)** The setting of a price for sale or lease of property owned by the public body.
 - D **Pursuant to Open Meetings Act 5 ILCS 120/2 (c) (11)** Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
7. Items of Information
 - There will be a Special Taxation & Elections Committee meeting 8/17/2021
8. Adjournment

MINUTES

Agenda Item 1 - Call to Order and Roll Call

Committee Chairman Morse called the meeting to order at 5:00 P.M. on Tuesday, June 1, 2021. Upon the call of roll, the following members were present: Tom Morse, Joel Bird, Jerry Hawker, Nancy O'Kane, Bruce Stark, and Becky Stark. Marla Mackiewicz was absent. 6 present, 1 absent. Also attending the meeting were; Matt Long- Supervisor of Assessments, Lindsay Light- County Clerk's Office, Robyn Heffern- County Clerk's Office, Larry Baughn-County Board Chairman, Bill Donahue- Risk Consultant- County Board, and Jennifer Jenkins, CB Office Manager.

Agenda Item 2 – Adoption /Amendments to Agenda

Hawker moved to adopt the agenda and a second was made by Bruce Stark. Motion passed by acclamation.

Agenda Item 3 - Approval of Minutes for the Previous Meeting- December 2, 2020

Bruce Stark moved to approve the minutes second was made by O'Kane. Motion passed by acclamation.

Agenda Item 4 - Audience Comments

None.

Agenda Item 5 – Discussion Regarding Offices Under the Tax and Elections Committee

Chairman Larry Baughn advised that the Danville Election commission had requested through Judge Schick, at the time of the request, that they handle their own finances. Judge Schick advised that he would leave that with Judge O'Shaughnessy once he took over. After a meeting with Barb Bailey from the Election Commission board, the Danville Election Commission Attorney, Mr. Beardsley, Sandy Delhaye-Danville Election Commissioner, Judge O'Shaughnessy, William Donahue- Risk Consultant, and Larry Baughn – Vermilion County Chairman, Judge O'Shaughnessy advised has an order signed by all of the Judges of their Circuit that orders them to conduct business just like any other County office would. The County Board controls the Vermilion County budget. The Danville Election Commission is included with this budget.

Jerry Hawker presented to the committee that he has been attending, on a monthly basis, Election Commission meetings. He has suggested that there is an excessive amount of taxpayer money being utilized for the Danville Election Commission for a job that they County can and does do. The Danville Election Commission is setup by referendum for the County to support them. Hawker feels as if there are a lot of ways to cooperate between the offices to save the taxpayers money. Hawker provided a handout prepared by the County Clerk's office of different scenarios in how a normal, general primary election and a general election and also consolidated are handled with press releases, final results, polling places, jetpacks, paperwork, etc. He feels as if this could be a significant savings if things were done in unison between the two offices of County Clerk and the Danville Election Commission. Discussion ensued.

Agenda Item 6 – Executive Session

None required

Agenda Item 7 – Items of Information

Baughn advised that there will be a Tax and Elections committee meeting for budgets either next month or the following.

Agenda Item 8 –Adjournment

Motion by Bird, second by O'Kane to adjourn the meeting.
Committee Chairman Morse adjourned the meeting at 6:17 PM.

Minutes by: Jennifer Jenkins, Office Manager, County Board



Recorders Budget Worksheet Report

Budget Year 2022

Account	Account Description	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	2022 Department Request
Fund 001 - GENERAL FUND						
EXPENSE						
Department 520 - RECORDER						
Project 00 - GENERAL						
<i>PERSONNEL SERVICES</i>						
4101	SALARY - PERSONNEL	103,601.52	97,926.66	109,911.00	60,640.17	113,208.00
4110	SALARY - DEPARTMENT HEAD	70,710.00	70,710.00	72,830.00	40,182.04	75,015.00
4155	INSURANCE - LIFE/HEALTH	18,452.00	22,650.06	24,000.00	13,300.00	24,000.00
<i>PERSONNEL SERVICES Totals</i>		\$192,763.52	\$191,286.72	\$206,741.00	\$114,122.21	\$212,223.00
<i>SUPPLIES & MATERIALS</i>						
4209	SUPPLIES/MICROFILM	530.45	1,199.45	1,600.00	530.45	1,600.00
4210	SUPPLIES/OFFICE	2,986.21	1,698.82	3,000.00	.00	3,000.00
<i>SUPPLIES & MATERIALS Totals</i>		\$3,516.66	\$2,898.27	\$4,600.00	\$530.45	\$4,600.00
<i>OTHER SERVICES & CHARGES</i>						
4251	TRAVEL EXPENSE	.00	.00	1,500.00	.00	1,500.00
4270	POSTAGE	2,500.00	3,000.00	1,500.00	1,500.00	1,500.00
4290	MAINT/REPAIR - EQUIPMENT	.00	.00	680.00	.00	680.00
4363	DUES/LICENSE FEES	320.00	50.00	370.00	.00	370.00
4364	EDUCATION/TRAINING	.00	.00	500.00	.00	500.00
<i>OTHER SERVICES & CHARGES Totals</i>		\$2,820.00	\$3,050.00	\$4,550.00	\$1,500.00	\$4,550.00
Project 00 - GENERAL Totals		\$199,100.18	\$197,234.99	\$215,891.00	\$116,152.66	\$221,373.00
Department 520 - RECORDER Totals		\$199,100.18	\$197,234.99	\$215,891.00	\$116,152.66	\$221,373.00
EXPENSE TOTALS		\$199,100.18	\$197,234.99	\$215,891.00	\$116,152.66	\$221,373.00
Fund 001 - GENERAL FUND Totals						
EXPENSE TOTALS		\$199,100.18	\$197,234.99	\$215,891.00	\$116,152.66	\$221,373.00
Fund 001 - GENERAL FUND Totals		(\$199,100.18)	(\$197,234.99)	(\$215,891.00)	(\$116,152.66)	(\$221,373.00)
Fund 076 - RECORDER SPECIAL FUND						
REVENUE						
Department 101 - GENERAL						
Project 00 - GENERAL						
<i>CHARGES FOR SERVICES</i>						
3513	SPEC RECORDING FILING FEES	35,803.50	40,770.00	40,000.00	34,046.59	40,000.00
<i>CHARGES FOR SERVICES Totals</i>		\$35,803.50	\$40,770.00	\$40,000.00	\$34,046.59	\$40,000.00
<i>MISCELLANEOUS REVENUES</i>						
3701	INTEREST	689.54	1,986.03	50.00	703.60	50.00
<i>MISCELLANEOUS REVENUES Totals</i>		\$689.54	\$1,986.03	\$50.00	\$703.60	\$50.00
Project 00 - GENERAL Totals		\$36,493.04	\$42,756.03	\$40,050.00	\$34,750.19	\$40,050.00
Department 101 - GENERAL Totals		\$36,493.04	\$42,756.03	\$40,050.00	\$34,750.19	\$40,050.00
REVENUE TOTALS		\$36,493.04	\$42,756.03	\$40,050.00	\$34,750.19	\$40,050.00
EXPENSE						
Department 963 - RECORDER SPECIAL ACCOUNT						
Project 00 - GENERAL						



Recorders Budget Worksheet Report

Budget Year 2022

PERSONNEL SERVICES

4101	SALARY - PERSONNEL	2,976.06	22,897.58	34,000.00	16,479.92	35,000.00
4155	INSURANCE - LIFE/HEALTH	.00	149.94	.00	.00	.00
	<i>PERSONNEL SERVICES Totals</i>	\$2,976.06	\$23,047.52	\$34,000.00	\$16,479.92	\$35,000.00

SUPPLIES & MATERIALS

4210	SUPPLIES/OFFICE	.00	.00	1,000.00	.00	1,000.00
	<i>SUPPLIES & MATERIALS Totals</i>	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00

OTHER SERVICES & CHARGES

4251	TRAVEL EXPENSE	.00	.00	2,000.00	.00	2,000.00
4290	MAINT/REPAIR - EQUIPMENT	.00	.00	3,000.00	.00	3,000.00
4303	CONTRACTUAL/COMPUTER	.00	(505.00)	20,000.00	.00	18,000.00
4364	EDUCATION/TRAINING	.00	.00	1,000.00	.00	1,000.00
	<i>OTHER SERVICES & CHARGES Totals</i>	\$0.00	(\$505.00)	\$26,000.00	\$0.00	\$24,000.00

CAPITAL OUTLAY

4450	OFFICE	8,225.40	.00	3,000.00	.00	3,000.00
	<i>CAPITAL OUTLAY Totals</i>	\$8,225.40	\$0.00	\$3,000.00	\$0.00	\$3,000.00
	Project 00 - GENERAL Totals	\$11,201.46	\$22,542.52	\$64,000.00	\$16,479.92	\$63,000.00
	Department 963 - RECORDER	\$11,201.46	\$22,542.52	\$64,000.00	\$16,479.92	\$63,000.00
	EXPENSE TOTALS	\$11,201.46	\$22,542.52	\$64,000.00	\$16,479.92	\$63,000.00

Fund 076 - RECORDER SPECIAL FUND

REVENUE TOTALS	\$36,493.04	\$42,756.03	\$40,050.00	\$34,750.19	\$40,050.00
EXPENSE TOTALS	\$11,201.46	\$22,542.52	\$64,000.00	\$16,479.92	\$63,000.00

Fund 076 - RECORDER SPECIAL FUND	\$25,291.58	\$20,213.51	(\$23,950.00)	\$18,270.27	(\$22,950.00)
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Net Grand Totals

REVENUE GRAND TOTALS	\$36,493.04	\$42,756.03	\$40,050.00	\$34,750.19	\$40,050.00
EXPENSE GRAND TOTALS	\$210,301.64	\$219,777.51	\$279,891.00	\$132,632.58	\$284,373.00
Net Grand Totals	(\$173,808.60)	(\$177,021.48)	(\$239,841.00)	(\$97,882.39)	(\$244,323.00)

**VERMILION COUNTY
RECORDER'S OFFICE
2021 - 2022
BUDGET
W. David Stone, Recorder**

**RECORDER'S GENERAL FUND 001
DEPT 520 RECORDER**

SALARIES

04101 - SALARIES - PERSONNEL

BUDGET 2021 - \$ 109,911.00

BUDGET 2022 - \$ 113,208.00

<u>Employees</u>	<u>Salary</u>	<u>Total</u>	<u>Date of Hire</u>
C. BURTON -	\$ 53,822.00	= \$ 53,822.00	4/17/1990
C. MOULTON -	\$ 32,952.00	= \$ 32,952.00	10/09/2007
K. J. MORGAN	\$ 30,766.00*	= \$ 30,766.00*	6/12/2017
K. K. MORGAN	\$ 26,434.00	= \$ 26,434.00	4/08/2020
 Total:	 \$143,974.00	 \$ 143,974.00 - \$ 30,766.00* <u>\$ 113,208.00</u>	

* Salary paid from Recorder's Special Fund

04110 - SALARY - OFFICEHOLDER

BUDGET 2021 - \$ 72,830.00

BUDGET 2022 - \$ 75,015.00

<u>Officeholder</u>	<u>Salary</u>	<u>Total</u>	<u>Date of Hire</u>
W. DAVID STONE -	\$75,015.00	= \$75,015.00	01/14/2015

Recorder of Deeds salary per County Board. Effective December 1, 2021.

04209 - SUPPLIES/MICROFILM/IMAGING

BUDGET 2021 - \$ 1,600.00

BUDGET 2022 - \$ 1,600.00

The Recorder's Office still maintains a library of microfilm cards dating back prior to mid 1987. Computer technology began mid 1987. The office is maintaining a dual system of files.

04210 - SUPPLIES / OFFICE

BUDGET 2021 - \$ 3,000.00

BUDGET 2022 - \$ 3,000.00

General office supplies including supplies needed to maintain microfilm System. Includes paper, toner, pens, pencils, paper for Epson printers, and Cartridges for HP printers.

04251 - TRAVEL EXPENSES

BUDGET 2021- \$ 1,500.00

BUDGET 2022 - \$ 1,500.00

04270 - POSTAGE

BUDGET 2021- \$ 1,500.00

BUDGET 2022- \$ 1,500.00

04290 - REPAIR & MAINTENANCE OF EQUIPMENT

BUDGET 2021- \$ 680.00

BUDGET 2022- \$ 680.00

Maintain card readers/Microfilm reader/Printer

04363 - DUES & SUBSCRIPTIONS

BUDGET 2021 - \$ 370.00

BUDGET 2022 - \$ 370.00

This covers dues and subscriptions for the office. As part of these dues, we also have access to updated legislation. Approximate dues for IACCR \$320.00, and Zone \$50.00

04364 – EDUCATION/TRAINING

Budget 2021 – \$500.00

Budget 2022 - \$500.00

Workshops/Seminars

04450 – OFFICE FURNITURE/EQUIPMENT

BUDGET 2021 – \$0.00

BUDGET 2022 – \$0.00

Replacement of Office Furniture/Repair of binder books/Computers

TOTAL GENERAL BUDGET

2021 - \$191,891.00
2022 - \$197,373.00

RECORDER'S SPECIAL CHARGE FUND 76
963 SPECIAL RECORDER'S FUND

The Vermilion County Recorder's Office collects \$4.50 per document recorded (excepting Federal, State and Government filings from RHSP fee), for the purpose of maintaining a system of automation.

ANTICIPATED REVENUES

03513 SPECIAL RECORDING FILING FEES-	\$ 40,000.00
03701 INTEREST (APPROXIMATE)	\$ 50.00
03902 TRANSFERS IN (APPROXIMATE)	\$ 0.00
TOTAL REVENUES	\$ 40,050.00

Recorders Special Charge Fund 76
Expenditure Budget

ANTICIPATED EXPENDITURES

04101 – SALARY	\$ 35,000.00*
04149 – FICA	\$ 0.00
04150 – IMRF	\$ 0.00
04151 – UNEMPLOYMENT	\$.00
04152 – WORKERS COMPENSATION	\$.00
TOTAL:	\$ 35,000.00

04210 – SUPPLIES	\$ 1,000.00
TOTAL:	\$ 1,000.00

04251 – TRAVEL	\$ 2,000.00
04290 - MAINT/REPAIR – EQUIPMENT	\$ 3,000.00
04303 – CONTRACTUAL/COMPUTER	\$ 18,000.00
04363 – DUES/LICENSE	\$.00
04364 – EDUCATION/TRAINING	\$ 1,000.00
TOTAL:	\$ 24,000.00

04450 – Office furniture/Equipment	\$ 3,000.00
TOTAL:	\$ 3,000.00

TOTAL EXPENDITURES:	\$ 63,000.00
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SIX MONTHS REPORT COMPARISONS

YEAR END TOTAL	6 MONTH TOTAL (Dec-May)
2013/2014 - \$ 225,879.31	\$ 105,453.87
2014/2015 - \$ 224,535.99	\$ 108,039.37
2015/2016 - \$ 223,846.13	\$ 111,109.81
2016/2017 - \$ 244,090.54	\$ 104,508.56
2017/2018 - \$ 234,356.65	\$ 94,409.18
2018/2019 - \$ 267,529.19	\$ 125,808.09
2019/2020 - \$ 329,898.42	\$ 158,026.28

First six month of the 2020/2021 fiscal year - \$ 170,513.15

RECORDER'S OFFICE

2021/2022

JOB POSITIONS

DAVE STONE Januray of 2015	RECORDER	\$75,015.00
CINDY BURTON April of 1990	CHIEF DEPUTY	\$53,822.00
CATHY MOULTON October of 2007	SENIOR DEPUTY RECORDER	\$32,952.00
KATHY MORGAN June of 2017	DEPUTY RECORDER eRecording Coordinator	\$30,766.00* (Special Fund)
KARLA MORGAN April of 2020	DEPUTY RECORDER II	\$26,434.00