

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – May 6, 2025
4. Audience Comments
5. Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Vermilion County, County Clerk Department – Out of Category Transfer - \$11,500.00
6. Budget – County Clerk
7. Budget – Supervisor of Assessments
8. Budget – Board of Review
9. Budget - Recorder
10. 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.
11. Items of Information
12. Adjournment

Taxation & Elections Committee
Tuesday, May 6, 2025
5:00 PM, 2nd Floor, Joseph G Cannon Bldg.

MINUTES

Agenda Item 1 - Call to Order and Roll Call

Committee Chairman Crisi Walls called the Taxation & Elections Committee meeting to order at 5:00 PM. Upon the call of the roll, the following members were present; Crisi Walls, Craig Golden, Tim McFadden, Tim Morgan and Phearn Butler. Todd Johnson and Kevin Green were excused absent. 5 present, 2 absent. Also, in attendance; Cassy Carter – Financial Resources Director, Bill Donahue – WITY, Matt Long – Recorder, Nate Byram - Supervisor of Assessments and Chairman Steve Miller via phone.

Agenda Item 2 - Adoption/Amendments to the Agenda

Walls noted to amend the agenda to change the approval of the minutes date to February 4, 2025. Butler motioned to approve agenda as amended, second by Golden. Motion passed by acclamation.

Agenda Item 3 - Approval of Minutes – February 4, 2025

Morgan motioned to approve minutes, second by McFadden. Motion passed by acclamation.

Agenda Item 4 - Audience Comments

None

Agenda Item 5 – Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Supervisor of Assessments Department - Budget Amendment - \$1,200.00

Golden motioned, second by Morgan to approve. Byram explained this is a request for a budget amendment for the Contractual/Professional line. This would allow him to obtain a shredding bin for his office. This would cover the cost of the state approved purge and would also cover 2-3 shredding events for the remainder of this fiscal year. Butler stated she thought this was a good idea so that Byram would not be dependent on other people to keep personal information private.

Upon the call of the roll the following members voted yes, to wit: Walls, Golden, McFadden, Morgan and Butler. 5 yes, 2 absent. Motion passed.

Agenda Item 6 – Executive Session

None

Agenda Item 7 - Items of Information

McFadden thanked Byram for coming to the committee with a solution to his shredding concerns. Miller stated the tax bills would be going out from the Treasurer's office this week.

Agenda Item 8 – Adjournment

Committee Chairman Walls adjourned the meeting at 5:08PM.

Minutes by: Cassy Carter, Financial Resources Director

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE VERMILION COUNTY, COUNTY CLERK DEPARTMENT - OUT
OF CATEGORY TRANSFER**

WHEREAS, the Vermilion County, County Clerk Department, needs to pay invoice for the voters registration system/voter registration purge; and,

WHEREAS, such activities require additional funding for fiscal year, 2024-2025 which can be provided for by transferring funds from Election/Personnel into the Supplies/Elections line; and

WHEREAS, the budget therefore needs to be amended to transfer such funds and this was not known when the budget was prepared, and thus was not included.

NOW, THEREFORE BE IT ORDAINED by the County Board of Vermilion County Illinois that the County Auditor and County Board Chairman and Office be authorized and instructed to amend the budget for fiscal year 2024-2025 as set out below:

FROM:

001.510.00.4106 Election/Personnel \$11,500.00

TO:

001.510.00.4215 Supplies/Elections \$11,500.00

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the September 9, 2025 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 9th day of September, 2025 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Budget Amendment – Vermilion County, County Clerk Department

APPROVED BY TAX AND ELECTIONS 08/05/25:

Crisi Walls Y N A
Chairman

Todd Johnson Y N A

Craig Golden Y N A

Kevin Green Y N A

Tim Morgan Y N A

Phearn Butler Y N A

Vic McFadden Y N A

APPROVED BY FINANCE/PERSONNEL 09/08/25:

Jerry Hawker Y N A
Chairman

Larry Baughn Y N A

Lon Henderson Y N A

Greg Shepard Y N A

Todd Johnson Y N A

Kevin Bodine Y N A

Tim McFadden Y N A

Jim McMahan Y N A

Becky Stark Y N A

Request for Transfer
Fiscal Budget
2024 - 2025

Dept: County Clerk

Date: 07 - 18 - 2025

From: Personnel Services

To: Supplies & Materials

Line Item	Description	Line Item	Description	Amount
<u>001 - 510 - 00 - 4106</u>	<u>Salary - Election Personnel</u>	<u>001 - 510 - 00 - 4215</u>	<u>Supplies/Elections</u>	<u>\$ 11,500.00</u>
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$
-	-	-	-	\$

NARRATIVE:

To pay invoice for voters registration system/voter registration purge

When we budgeted for 2025, we budgeted at the cost of our previous antiquated voter registration system. We have since updated our voter registration system and that did increase in price. Due to that increase we would like for the remainder of our election personnel line from the consolidated election in 2025 that was not used to be moved to our election supply line to allow for this difference so we can pay for our state mandated voter registration purge.

We will get full grant reimbursement for the voter registration system and for the voter purge but when that money is received it will go into the grant GL and back to the general fund. We would like to move this money since it has already been allocated to our department. This is no new money just moving it to the correct GL to be able to utilize it and not have to ask for the grant money.

Steve Milby

Department Head: *Robyn Kappan*

Approved By:

_____ Committee

Chairman

Finance Committee

Chairman

Date: _____ - _____ - _____

Date: _____ - _____ - _____



County Clerk Budget Worksheet

Report

Budget Year 2026

Account	Account Description	2024 Adopted Budget	2024 Actual Amount	2025 Adopted Budget	2025 Actual Amount	2026 Initialization
Fund 001 - GENERAL FUND						
EXPENSE						
Department 510 - County Clerk						
Project 00 - General						
<i>PERSONNEL SERVICES</i>						
4101	Salary - Personnel	303,154.00	294,628.06	312,628.00	176,926.55	312,628.00
4106	Salary - Election Personnel	82,588.00	88,146.61	40,000.00	28,490.10	88,000.00
4110	Salary - Department Head	79,583.00	79,583.00	81,970.00	47,290.35	84,430.00
4155	Insurance - Life/Health	52,800.00	54,700.00	51,480.00	36,375.00	69,600.00
	<i>PERSONNEL SERVICES Totals</i>	\$518,125.00	\$517,057.67	\$486,078.00	\$289,082.00	\$554,658.00
<i>SUPPLIES & MATERIALS</i>						
4210	Supplies/Office	7,000.00	6,380.82	7,000.00	5,187.82	7,000.00
4215	Supplies/Election	150,000.00	149,911.33	125,000.00	102,172.10	176,000.00
	<i>SUPPLIES & MATERIALS Totals</i>	\$157,000.00	\$156,292.15	\$132,000.00	\$107,359.92	\$183,000.00
<i>OTHER SERVICES & CHARGES</i>						
4251	Travel Expense	6,800.00	6,638.76	2,200.00	1,934.94	5,100.00
4270	Postage	15,000.00	13,642.32	14,000.00	7,368.10	14,000.00
4275	Rent	3,100.00	3,470.00	2,000.00	1,735.00	3,500.00
4280	Publications	10,000.00	9,910.60	9,000.00	5,999.19	9,000.00
4361	Contractual/Prof Services	4,400.00	4,463.82	4,400.00	3,678.18	4,240.00
4363	Dues/License Fees	640.00	640.00	800.00	800.00	800.00
4364	Education/Training	500.00	900.00	1,000.00	944.00	1,000.00
	<i>OTHER SERVICES & CHARGES Totals</i>	\$40,440.00	\$39,665.50	\$33,240.00	\$22,459.41	\$37,640.00
Project 00 - General Totals		\$715,565.00	\$713,015.32	\$651,318.00	\$418,901.33	\$775,298.00
Department 510 - County Clerk Totals		\$715,565.00	\$713,015.32	\$651,318.00	\$418,901.33	\$775,298.00
	EXPENSE TOTALS	\$715,565.00	\$713,015.32	\$651,318.00	\$418,901.33	\$775,298.00
Fund 001 - GENERAL FUND Totals		\$715,565.00	\$713,015.32	\$651,318.00	\$418,901.33	\$775,298.00
	EXPENSE TOTALS	\$715,565.00	\$713,015.32	\$651,318.00	\$418,901.33	\$775,298.00



County Clerk Budget Worksheet Report

Budget Year 2026

Account	Account Description	2025 Amended			
		2024 Adopted Budget	2024 Actual Amount	2025 Adopted Budget	2025 Actual Amount
Fund 015 - COUNTY CLERK VITAL RECORDS	Fund 001 - GENERAL FUND Totals		(\$713,015.32)	(\$651,318.00)	(\$418,901.33)
REVENUE					2026 Initialization
Department 101 - General					
Project 00 - General					
CHARGES FOR SERVICES					
3501.02	Public & Co Fees Cty Clerk	13,000.00	10,570.00	13,000.00	8,908.00
	CHARGES FOR SERVICES Totals	\$13,000.00	\$10,570.00	\$13,000.00	\$8,908.00
MISCELLANEOUS REVENUES					
3701	Interest	50.00	99.25	50.00	36.96
	MISCELLANEOUS REVENUES Totals	\$50.00	\$99.25	\$50.00	\$36.96
Project 00 - General		\$13,050.00	\$10,669.25	\$13,050.00	\$8,944.96
Department 101 - General		\$13,050.00	\$10,669.25	\$13,050.00	\$8,944.96
	REVENUE TOTALS	\$13,050.00	\$10,669.25	\$13,050.00	\$8,944.96
EXPENSE					
Department 511 - County Clerk Vital Records					
Project 00 - General					
PERSONNEL SERVICES					
4101	Salary - Personnel	12,886.00	12,882.68	14,782.00	2,767.34
	PERSONNEL SERVICES Totals	\$12,886.00	\$12,882.68	\$14,782.00	\$2,767.34
OTHER SERVICES & CHARGES					
4290	Maint/Repair - Equipment	3,150.00	3,150.00	3,465.00	3,465.00
	OTHER SERVICES & CHARGES Totals	\$3,150.00	\$3,150.00	\$3,465.00	\$3,465.00
Project 00 - General		\$16,036.00	\$16,032.68	\$18,247.00	\$6,232.34
Department 511 - County Clerk Vital Records		\$19,186.00	\$16,032.68	\$21,712.00	\$6,232.34
Project 90 - Technology					
OTHER SERVICES & CHARGES					
4293	Maint/Repair - Software	3,150.00	.00	3,465.00	.00
	OTHER SERVICES & CHARGES Totals	\$3,150.00	\$0.00	\$3,465.00	\$0.00
Project 90 - Technology		\$3,150.00	\$0.00	\$3,465.00	\$0.00
Department 511 - County Clerk Vital Records		\$19,186.00	\$16,032.68	\$21,712.00	\$6,232.34

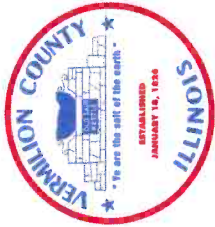


County Clerk Budget Worksheet

Report

Budget Year 2026

Account	Account Description	2025 Amended			2026 Initialization
		2024 Adopted Budget	2024 Actual Amount	2025 Adopted Budget	
	EXPENSE TOTALS	\$19,186.00	\$16,032.68	\$21,712.00	\$6,232.34
	Fund 015 - COUNTY CLERK VITAL RECORDS Totals				
	REVENUE TOTALS	\$13,050.00	\$10,669.25	\$13,050.00	\$8,944.96
	EXPENSE TOTALS	\$19,186.00	\$16,032.68	\$21,712.00	\$6,232.34
	Fund 015 - COUNTY CLERK VITAL RECORDS Totals	(\$6,136.00)	(\$5,363.43)	(\$8,662.00)	(\$8,662.00)
	Fund 018 - CO CLERK TAX AUTOMATION FUND				
	REVENUE				
	Department 101 - General				
	Project 00 - General				
	CHARGES FOR SERVICES				
3516	Tax Sale Fees	1,000.00	2,040.00	1,000.00	260.00
	CHARGES FOR SERVICES Totals	\$1,000.00	\$2,040.00	\$1,000.00	\$260.00
	MISCELLANEOUS REVENUES				
3701	Interest	15.00	97.03	15.00	37.96
	MISCELLANEOUS REVENUES Totals	\$15.00	\$97.03	\$15.00	\$37.96
	Project 00 - General Totals	\$1,015.00	\$2,137.03	\$1,015.00	\$297.96
	Department 101 - General Totals	\$1,015.00	\$2,137.03	\$1,015.00	\$297.96
	REVENUE TOTALS	\$1,015.00	\$2,137.03	\$1,015.00	\$297.96
	EXPENSE				
	Department 181 - Co Clerk Tax Automation				
	Project 00 - General				
	CAPITAL OUTLAY				
4450	Office Furniture/Equipment	500.00	440.98	500.00	.00
	CAPITAL OUTLAY Totals	\$500.00	\$440.98	\$500.00	\$0.00
	Project 00 - General Totals	\$500.00	\$440.98	\$500.00	\$0.00
	Department 181 - Co Clerk Tax Automation Totals	\$500.00	\$440.98	\$500.00	\$0.00
	EXPENSE TOTALS	\$500.00	\$440.98	\$500.00	\$0.00



County Clerk Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Adopted Budget	2024 Actual Amount	2025 Adopted Budget	2025 Amended		2026 Initialization
					Budget	2025 Actual Amount	
Fund 018 - CO CLERK TAX AUTOMATION FUND	Totals						
	REVENUE TOTALS	\$1,015.00	\$2,137.03	\$1,015.00	\$1,015.00	\$297.96	\$1,015.00
	EXPENSE TOTALS	\$500.00	\$440.98	\$500.00	\$500.00	\$0.00	\$500.00
		\$515.00	\$1,696.05	\$515.00	\$515.00	\$297.96	\$515.00
Fund 018 - CO CLERK TAX AUTOMATION FUND	Totals						
	Net Grand Totals						
	REVENUE GRAND TOTALS	\$14,065.00	\$12,806.28	\$14,065.00	\$14,065.00	\$9,242.92	\$14,065.00
	EXPENSE GRAND TOTALS	\$735,251.00	\$729,488.98	\$673,530.00	\$680,530.00	\$425,133.67	\$797,510.00
	Net Grand Totals	(\$721,186.00)	(\$716,682.70)	(\$659,465.00)	(\$666,465.00)	(\$415,890.75)	(\$783,445.00)



Robyn Heffern, Vermilion County Clerk

201 N. Vermilion St.
Danville, IL 61832
Email: robyn.heffern@vercountyil.gov
Website: vercounty.org

Vital Records: (217)554-1903
Elections: (217)554-1911
Taxes: (217)554-1908
Fax: (217)554-1914

County Clerk Budget Narrative 2025/2026

4101 -Salary Personnel Line – No increase at this time (minus insurance)

4106 - Salary Election Staff – Increased due to 2- election year

4110- Salary Department Head – 3.00 % increase per county board action

4210- Office Supplies – No change in this line based on historical expenses

4215 – Election Supplies – Increased due to 2- election year

4251 – Travel Expenses – Increased due to 2-election year

4270 – Postage – No change in this line

4275 – Rent - Increased due to 2 election year

4280 - Publications – No change in this line

4361 – Contractual-Professional Services – No change in this line based on historical expenses

4363 – Dues/License Fees – Increase in this line dues went up

4364 – Education/Training for Staff – No change in this line



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County Clerk Vital Records Fund (015)

Revenue:

3501.02 – Public & Co Fees – This line has been kept the same

3701 – Interest – This line has been kept the same

Expenses:

4101 – Salaries – No increase at this time for part time employee

4290 – Maintenance/Repair – Equipment – No change in this line

County Clerk Tax Automation Fund (018)

Revenue:

3516 – Tax Sale Fees – This line has been kept the same

3701 – Interest – This line has been kept the same

Expenses:

4450 – Office Furniture/Equipment – No change in this line



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Salary Breakdowns 25/26

001.510.00.4101

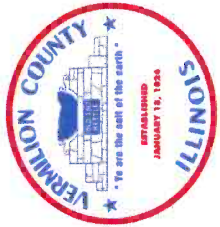
Full Time	<u>24/25 Salary</u>	<u>25/26 Salary</u>
Open Position	\$50,000.00	\$50,000.00
Executive Assistant	\$45,069.44	\$45,069.44
Assistant Election Supervisor	\$52,110.24	\$52,110.24
Vital Records Manager	\$49,979.80	\$49,979.80
Chief Deputy/Supervisor of Elections	\$60,000.00	\$60,000.00
Administrative Assistant	\$47,000.00	\$47,000.00

001.510.00.4110

Elected Official	<u>24/25 Salary</u>	<u>25/26 Salary</u>
	\$81,970.00	\$84,430.00

015.511.00.4101

Part Time	<u>24/25 Salary</u>	<u>25/26 Salary</u>
	\$14,781.79	\$14,781.79



Supervisor of Assessments Budget Worksheet Report

Budget Year 2026

Account	Account Description	2025 Amended			2026 Initialization	
		2024 Adopted Budget	2024 Actual Amount	2025 Adopted Budget		Budget
Fund 001 - GENERAL FUND						
EXPENSE						
Department 550 - Supervisor of Assessments						
Project 00 - General						
PERSONNEL SERVICES						
4101	Salary - Personnel	311,935.00	273,610.30	369,742.00	181,418.10	369,742.00
4110	Salary - Department Head	79,583.00	79,583.00	81,970.00	47,290.35	84,430.00
4155	Insurance - Life/Health	45,600.00	58,425.00	62,700.00	45,375.00	64,000.00
	PERSONNEL SERVICES Totals	\$437,118.00	\$411,618.30	\$514,412.00	\$274,083.45	\$518,172.00
SUPPLIES & MATERIALS						
4210	Supplies/Office	6,000.00	4,087.89	6,000.00	2,609.74	5,000.00
4213	Books/Periodicals	300.00	247.84	300.00	280.00	300.00
	SUPPLIES & MATERIALS Totals	\$6,300.00	\$4,335.73	\$6,300.00	\$2,889.74	\$5,300.00
OTHER SERVICES & CHARGES						
4251	Travel Expense	6,300.00	3,233.05	6,300.00	2,723.57	6,300.00
4270	Postage	1,500.00	9.85	1,500.00	13.10	1,600.00
4280	Publications	4,000.00	3,132.34	4,000.00	.00	4,000.00
4361	Contractual/Prof Services	11,000.00	7,254.65	11,500.00	7,073.00	12,000.00
4363	Dues/License Fees	21,600.00	21,580.00	22,000.00	21,519.28	23,000.00
4364	Education/Training	4,800.00	2,045.00	4,800.00	1,404.05	4,800.00
	OTHER SERVICES & CHARGES Totals	\$49,200.00	\$37,254.89	\$50,100.00	\$32,733.00	\$51,700.00
CAPITAL OUTLAY						
4450	Office Furniture/Equipment	500.00	399.99	500.00	.00	500.00
	CAPITAL OUTLAY Totals	\$500.00	\$399.99	\$500.00	\$0.00	\$500.00
	Project 00 - General Totals	\$493,118.00	\$453,608.91	\$571,312.00	\$309,706.19	\$575,672.00
	Department 550 - Supervisor of Assessments Totals	\$493,118.00	\$453,608.91	\$571,312.00	\$309,706.19	\$575,672.00
	EXPENSE TOTALS	\$493,118.00	\$453,608.91	\$571,312.00	\$309,706.19	\$575,672.00
	Fund 001 - GENERAL FUND Totals	\$493,118.00	\$453,608.91	\$571,312.00	\$309,706.19	\$575,672.00
	EXPENSE TOTALS	\$493,118.00	\$453,608.91	\$571,312.00	\$309,706.19	\$575,672.00



Supervisor of Assessments Budget Worksheet Report Budget Year 2026

Account	Account Description	2024 Adopted Budget	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Initialization
Fund 001 - GENERAL FUND	Totals	(\$493,118.00)	(\$453,608.91)	(\$571,312.00)	(\$571,312.00)	(\$309,706.19)	(\$575,672.00)
Net Grand Totals							
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$493,118.00	\$453,608.91	\$571,312.00	\$571,312.00	\$309,706.19	\$575,672.00
Net Grand Totals							
		(\$493,118.00)	(\$453,608.91)	(\$571,312.00)	(\$571,312.00)	(\$309,706.19)	(\$575,672.00)



NATHAN A. BYRAM SUPERVISOR OF ASSESSMENTS

Joseph G. Cannon Building – Third Floor
201 North Vermilion Street
Danville, Illinois 61832
(217) 554-1940
nbyram@vercounty.org

Supervisor of Assessments Budget Narrative 2025/2026

Salary Personnel, Line 001.550.00.04101 – Per Union Contract. Total staffing unchanged.

Salary Department Head, Line 001.550.00.04110 – Increase Per County Board Action.

Insurance-Life/Health, Line 001.550.00.04155 – Calculated based on utilization.

Supplies/Office, Line 001.550.00.04210 – \$1,000 decrease based on historical expenses.

Books/Periodicals, Line 001.550.04213 – No change based on historical expenses.

Travel Expense, Line 001.550.00.04251 – No change based on historical expenses.

Postage, Line 001.550.00.04270 – Increase of \$100 due to 7% postage rate increase July 1st.

Publications, Line 001.550.00.04280 – No change from prior year due to non-quadrennial assessment year. We only publish assessments that are changed by township assessor or supervisor assessment, other than by multiplier.

Contractual/Professional Services, Line 001.550.00.04361 – Increase of \$500 due to the 7 % postage rate increase July 1st. This is for outsourcing the mailing of exemption forms and assessment change notices.

Dues/License Fees 001.550.00.04363 – Increase of \$750 in cost of TrueRoll and increase of \$250 due to an estimated 4% increase in cost of CoStar (total cost after increase est \$6,504).

Education/Training, Line 001.550.00.04364 – No change from prior year. We will be ramping up education next year for both myself and my staff, and so I anticipate needing the entire amount historically budgeted.

Office Furniture/Equipment, Line 001.550.00.04450 – No change. Replacing office furniture as needed.

Respectfully Submitted,

Nathan A. Byram, CIAO
Vermilion County Supervisor of Assessments

Board of Review

Name	Title	2024-2025	TOTAL
Amanda Shepherd	Chairman (Elected)	\$ 27,464	
			\$ 27,464
Jay Fruhling	Member (Elected)	\$ 24,675	
Natalie Duncan	Member (Elected)	\$ 24,675	
Donnette Harris	Administrative Assistant	\$ 48,054	
			\$ 97,404

Supervisor of Assessments

Name	Title		
Matthew Long	Supervisor of Assessments	\$ 81,970	
			\$ 81,970
Maria Pearman	Chief Deputy Assessments	\$ 64,525	
Evonne Robinson	Chief Deputy Mapping	\$ 62,884	
Troy Strebin	Customer Service/Exemptions	\$ 48,054	
Missy Prosize	MyDEC Coordinator/Sales Ratio Analyst	\$ 48,054	
Devon Garowski	Exemption Coordinator/Mapping Assistant (CIAO)	\$ 50,117	
Stephanie English	Deed Analyst/Mapping Assistant	\$ 48,054	
Brandi Gabehart	Customer Service/Exemptions	\$ 48,054	
			\$ 369,742



Board of Review Budget Worksheet Report

Budget Year 2026

Account	Account Description	2025 Amended			2026 Initialization
		2024 Adopted Budget	2024 Actual Amount	2025 Adopted Budget	
Fund 001 - GENERAL FUND					
EXPENSE					
Department 540 - Board of Review					
Project 00 - General					
<i>PERSONNEL SERVICES</i>					
4101	Salary - Personnel	94,510.00	93,589.04	97,404.00	97,404.00
4110	Salary - Department Head	26,664.00	26,664.00	27,464.00	27,464.00
4155	Insurance - Life/Health	34,200.00	34,300.00	37,620.00	37,620.00
	<i>PERSONNEL SERVICES Totals</i>	\$155,374.00	\$154,553.04	\$162,488.00	\$162,488.00
	<i>SUPPLIES & MATERIALS</i>				
4210	Supplies/Office	1,000.00	484.62	1,000.00	1,000.00
	<i>SUPPLIES & MATERIALS Totals</i>	\$1,000.00	\$484.62	\$1,000.00	\$1,000.00
	<i>OTHER SERVICES & CHARGES</i>				
4251	Travel Expense	2,000.00	.00	2,000.00	2,000.00
4270	Postage	1,500.00	.00	1,500.00	1,500.00
4364	Education/Training	1,500.00	.00	1,500.00	1,500.00
	<i>OTHER SERVICES & CHARGES Totals</i>	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00
Project 00 - General Totals		\$161,374.00	\$155,037.66	\$168,488.00	\$168,488.00
Department 540 - Board of Review Totals		\$161,374.00	\$155,037.66	\$168,488.00	\$168,488.00
	EXPENSE TOTALS	\$161,374.00	\$155,037.66	\$168,488.00	\$168,488.00
Fund 001 - GENERAL FUND Totals		\$161,374.00	\$155,037.66	\$168,488.00	\$168,488.00
	EXPENSE TOTALS	\$161,374.00	\$155,037.66	\$168,488.00	\$168,488.00
Fund 001 - GENERAL FUND Totals		(\$161,374.00)	(\$155,037.66)	(\$168,488.00)	(\$168,488.00)
Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$161,374.00	\$155,037.66	\$168,488.00	\$168,488.00
	Net Grand Totals	(\$161,374.00)	(\$155,037.66)	(\$168,488.00)	(\$168,488.00)



NATHAN A. BYRAM
SUPERVISOR OF ASSESSMENTS

Joseph G. Cannon Building – Third Floor
201 North Vermilion Street
Danville, Illinois 61832
(217) 554-1940
nbyram@vercounty.org

Board of Review Budget Narrative 2025/2026

Salary Personnel, Line 001.540.00.04101 – Per Union Contract. Total staffing unchanged.

Salary Department Head, Line 001.540.00.04110 – Increase Per County Board Action.

Insurance Life/Health, Line 001.540.00.04155 – Calculated based on utilization.

Supplies Expense, Line 001.540.00.04210 – No change from prior year. These are typically incurred during the last quarter of the year when the BOR is in session, and vary widely based upon the number of complaints received in any given assessment year.

Travel Expense, Line 001.540.00.04251 – No change from prior year. These vary based upon board of review members attendance at conferences and seminars. It may not be utilized in some years, but in years when it is utilized, we will need the entire amount that has been historically budgeted.

Postage Expense, Line 001.540.00.04270 – Increase of \$100 due to 7% postage rate increase July 1st.

Education/Training, Line 001.540.00.04364 – No change from prior year. These vary based upon board of review members attendance at conferences and seminars. It may not be utilized in some years, but in years when it is utilized, we will need the entire amount that has been historically budgeted.

Respectfully Submitted,

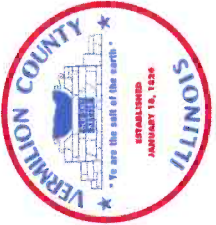
Nathan A. Byram, CIAO
Clerk, Board of Review



Recorder's Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Adopted Budget	2024 Actual Amount	2025 Adopted Budget	2025 Actual Amount	2026 Initialization
Fund 001 - GENERAL FUND						
EXPENSE						
Department 520 - Recorder						
Project 00 - General						
PERSONNEL SERVICES						
4101	Salary - Personnel	146,055.00	145,165.21	152,602.00	88,038.90	152,602.00
4110	Salary - Department Head	79,583.00	79,583.00	81,970.00	47,290.35	84,430.00
4155	Insurance - Life/Health	34,200.00	23,750.00	34,200.00	13,300.00	25,000.00
<i>PERSONNEL SERVICES Totals</i>		\$259,838.00	\$248,498.21	\$268,772.00	\$148,629.25	\$262,032.00
SUPPLIES & MATERIALS						
4209	Supplies/Microfilm	1,600.00	.00	800.00	610.02	800.00
4210	Supplies/Office	3,000.00	1,960.30	3,000.00	117.00	2,000.00
<i>SUPPLIES & MATERIALS Totals</i>		\$4,600.00	\$1,960.30	\$3,800.00	\$727.02	\$2,800.00
OTHER SERVICES & CHARGES						
4251	Travel Expense	1,500.00	1,141.30	1,500.00	1,106.24	2,500.00
4270	Postage	4,000.00	4,000.00	4,000.00	.00	2,000.00
4290	Maint/Repair - Equipment	680.00	.00	300.00	.00	300.00
4363	Dues/License Fees	690.00	640.00	850.00	800.00	850.00
4364	Education/Training	500.00	.00	1,000.00	.00	500.00
<i>OTHER SERVICES & CHARGES Totals</i>		\$7,370.00	\$5,781.30	\$7,650.00	\$1,906.24	\$6,150.00
Project 00 - General Totals		\$271,808.00	\$256,239.81	\$280,222.00	\$151,262.51	\$270,982.00
Department 520 - Recorder Totals		\$271,808.00	\$256,239.81	\$280,222.00	\$151,262.51	\$270,982.00
EXPENSE TOTALS		\$271,808.00	\$256,239.81	\$280,222.00	\$151,262.51	\$270,982.00
Fund 001 - GENERAL FUND Totals						
EXPENSE TOTALS		\$271,808.00	\$256,239.81	\$280,222.00	\$151,262.51	\$270,982.00
Fund 001 - GENERAL FUND Totals						
EXPENSE TOTALS		(\$271,808.00)	(\$256,239.81)	(\$280,222.00)	(\$151,262.51)	(\$270,982.00)
Fund 076 - RECORDER SPECIAL FUND						
REVENUE						



Recorder's Budget Worksheet Report

Budget Year 2026

Account	Account Description	2024 Adopted Budget	2024 Actual Amount	2025 Adopted Budget	2025 Amended Budget	2025 Actual Amount	2026 Initialization
Department	101 - General						
Project	00 - General						
	<i>CHARGES FOR SERVICES</i>						
3513	Spec Recording Filing Fees	40,000.00	82,151.08	63,000.00	63,000.00	60,229.95	90,000.00
	<i>CHARGES FOR SERVICES Totals</i>	\$40,000.00	\$82,151.08	\$63,000.00	\$63,000.00	\$60,229.95	\$90,000.00
	<i>MISCELLANEOUS REVENUES</i>						
3701	Interest	50.00	1,536.51	50.00	50.00	596.61	1,194.00
	<i>MISCELLANEOUS REVENUES Totals</i>	\$50.00	\$1,536.51	\$50.00	\$50.00	\$596.61	\$1,194.00
	Project 00 - General	\$40,050.00	\$83,687.59	\$63,050.00	\$63,050.00	\$60,826.56	\$91,194.00
	Department 101 - General	\$40,050.00	\$83,687.59	\$63,050.00	\$63,050.00	\$60,826.56	\$91,194.00
	REVENUE TOTALS	\$40,050.00	\$83,687.59	\$63,050.00	\$63,050.00	\$60,826.56	\$91,194.00
	EXPENSE						
Department	963 - Recorder Special Account						
Project	00 - General						
	<i>PERSONNEL SERVICES</i>						
4101	Salary - Personnel	43,123.00	18,625.48	5,000.00	5,000.00	.00	2,500.00
	<i>PERSONNEL SERVICES Totals</i>	\$43,123.00	\$18,625.48	\$5,000.00	\$5,000.00	\$0.00	\$2,500.00
	<i>SUPPLIES & MATERIALS</i>						
4210	Supplies/Office	1,000.00	.00	1,000.00	1,000.00	.00	500.00
	<i>SUPPLIES & MATERIALS Totals</i>	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$500.00
	<i>OTHER SERVICES & CHARGES</i>						
4251	Travel Expense	3,000.00	2,604.17	3,000.00	3,000.00	1,241.10	6,000.00
4290	Maint/Repair - Equipment	3,000.00	.00	3,000.00	3,000.00	.00	1,000.00
4303	Contractual/Computer	10,000.00	66,352.68	45,000.00	45,000.00	26,774.31	70,000.00
4364	Education/Training	1,000.00	525.00	1,000.00	1,000.00	.00	1,500.00
	<i>OTHER SERVICES & CHARGES Totals</i>	\$17,000.00	\$69,481.85	\$52,000.00	\$52,000.00	\$28,015.41	\$78,500.00
	<i>CAPITAL OUTLAY</i>						
4450	Office Furniture/Equipment	3,000.00	.00	3,000.00	3,000.00	.00	500.00
	<i>CAPITAL OUTLAY Totals</i>	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$500.00
	Project 00 - General	\$64,123.00	\$88,107.33	\$61,000.00	\$61,000.00	\$28,015.41	\$82,000.00



Recorder's Budget Worksheet Report

Budget Year 2026

Account	Account Description	2025 Amended				2026 Initialization
		2024 Adopted Budget	2024 Actual Amount	2025 Adopted Budget	2025 Actual Amount	
Department 963 - Recorder Special Account Totals						
		\$64,123.00	\$88,107.33	\$61,000.00	\$28,015.41	\$82,000.00
	EXPENSE TOTALS	\$64,123.00	\$88,107.33	\$61,000.00	\$28,015.41	\$82,000.00
Fund 076 - RECORDER SPECIAL FUND Totals						
	REVENUE TOTALS	\$40,050.00	\$83,687.59	\$63,050.00	\$60,826.56	\$91,194.00
	EXPENSE TOTALS	\$64,123.00	\$88,107.33	\$61,000.00	\$28,015.41	\$82,000.00
	Fund 076 - RECORDER SPECIAL FUND Totals	(\$24,073.00)	(\$4,419.74)	\$2,050.00	\$32,811.15	\$9,194.00
Net Grand Totals						
	REVENUE GRAND TOTALS	\$40,050.00	\$83,687.59	\$63,050.00	\$60,826.56	\$91,194.00
	EXPENSE GRAND TOTALS	\$335,931.00	\$344,347.14	\$341,222.00	\$179,277.92	\$352,982.00
	Net Grand Totals	(\$295,881.00)	(\$260,659.55)	(\$278,172.00)	(\$118,451.36)	(\$261,788.00)

VERMILION COUNTY
RECORDER'S OFFICE
2025 - 2026
BUDGET
MATTHEW R. LONG, RECORDER

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

SALARIES

04101 - SALARIES - PERSONNEL

BUDGET 2025 - \$ 152,602.00

BUDGET 2025 - \$ 152,602.00

<u>Employees</u>	<u>Salary</u>	<u>Total</u>	<u>Date of Hire</u>
C. BURTON -	\$ 65,976.12	= \$ 65,976.12	4/17/1990
K. MORGAN -	\$ 45,375.00	= \$ 45,375.00	4/08/2020
A. McCrone -	\$ 41,250.00	= \$ 41,250.00	2/27/2023
Total:	\$152,602.00	= \$ 152,602.00	

04110 - SALARY - OFFICEHOLDER

BUDGET 2025 - \$ 81,970.00

BUDGET 2025 - \$ 84,430.00

<u>Officeholder</u>	<u>Salary</u>	<u>Total</u>	<u>Date of Hire</u>
Recorder -	\$84,430.00	= \$84,430.00	Elected Nov 2024

Recorder of Deeds salary per County Board. Effective December 1, 2025

04209 - SUPPLIES/MICROFILM/IMAGING

BUDGET 2025 - \$ 800.00

BUDGET 2026 - \$ 800.00

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 2025 - \$ 3,000.00

BUDGET 2026 - \$ 2,000.00

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 2025- \$ 1,500.00

BUDGET 2026 - \$ 2,500.00

04270 - POSTAGE

BUDGET 2025- \$ 4,000.00

BUDGET 2026- \$ 2,000.00

04290 - REPAIR & MAINTENANCE OF EQUIPMENT

BUDGET 2025- \$ 300.00

BUDGET 2026- \$ 300.00

Maintain card readers/Microfilm reader/Printer

04363 - DUES & SUBSCRIPTIONS

BUDGET 2025 - \$ 850.00

BUDGET 2026 - \$ 850.00

This covers dues and subscriptions for the office. As part of these dues, we also have access to updated legislation. Approximate dues for IACCR increased to \$800.00, and Zone \$50.00

04364 – EDUCATION/TRAINING

Budget 2025 – \$1000.00

Budget 2026 - \$ 500.00

Workshops/Seminars

04450 – OFFICE FURNITURE/EQUIPMENT

BUDGET 2025 – \$0.00

BUDGET 2026 – \$0.00

Replacement of Office Furniture/Repair of binder books/Computers

TOTAL GENERAL BUDGET

2025 - \$280,222.00 (Excludes Health Insurance)

2026 - \$245,982.00 (Excludes Health Insurance)

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), along with Fidler Software Laredo Connect Fees for the purpose of maintaining a system of automation.

ANTICIPATED REVENUES

03513	SPECIAL RECORDING FILING FEES/LAREDO	\$ 90,000.00
03701	INTEREST (APPROXIMATE)	\$ 1,194.00
03902	TRANSFERS IN (APPROXIMATE)	\$ 0.00
TOTAL REVENUES		\$ 91,194.00

Recorders Special Charge Fund 76
Expenditure Budget

ANTICIPATED EXPENDITURES

04101 – SALARY	\$	2,500.00
04149 – FICA	\$	0.00
04150 – IMRF	\$	0.00
04151 – UNEMPLOYMENT	\$.00
04152 – WORKERS COMPENSATION	\$	<u>.00</u>
TOTAL:	\$	2,500.00

04210 – SUPPLIES	\$	<u>500.00</u>
TOTAL:	\$	500.00

04251 – TRAVEL	\$	6,000.00
04290 - MAINT/REPAIR – EQUIPMENT	\$	1,000.00
04303 – CONTRACTUAL/COMPUTER	\$	70,000.00
04363 – DUES/LICENSE	\$.00
04364 – EDUCATION/TRAINING	\$	<u>1,500.00</u>
TOTAL:	\$	78,500.00

04450 – Office furniture/Equipment	\$	<u>500.00</u>
TOTAL:	\$	500.00

TOTAL EXPENDITURES:	\$	82,000.00
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SIX MONTHS REPORT COMPARISONS

YEAR END TOTAL	6 MONTH TOTAL (Dec-May)
2017/2018 - \$ 234,356.65	\$ 94,409.18
2018/2019 - \$ 267,529.19	\$ 125,808.09
2019/2020 - \$ 329,898.42	\$ 158,026.28
2020/2021 - \$ 378,244.14	\$ 170,513.15
2021/2022 - \$ 350,742.65	\$ 180,325.95
2022/2023 - \$ 385,448.25	\$ 202,300.11
2023/2024 - \$383,088.11	\$ 189,928.31
First six month of the 2024/2025 fiscal year -	\$ 197,584.67

RECORDER'S OFFICE

2025/2026

JOB POSITIONS

MATTHEW R. LONG Elected November 2024	RECORDER	\$84,430.00
CINDY BURTON April of 1990	CHIEF DEPUTY	\$65,976.12
KARLA MORGAN April of 2020	DEPUTY RECORDER eRecording Coordinator	\$45,375.00
ANNETTE MCCRONE February of 2023	DEPUTY RECORDER II	\$41,250.00

520 Chs/Annex - Recrd
520 Chs/Annex - Recrd
520 Chs/Annex - Recrd
76,963 Chs/Annex - Recrd

Burton, Lucinda
McCrone, Annette
Long, Matt
Burton, Lucinda

\$ 950.00
\$ 950.00
\$ -
\$ -

[Redacted]

Monthly \$ 1,900.00
Yearly \$ 22,800.00

Recorder Total
Recorder Special Total