

# AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to the Agenda
3. Approval of Minutes – August 5, 2025
4. Audience Comments
5. Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Supervisor of Assessments Department and the General Fund Revenue – Budget Amendment - \$22,113.00
6. Ordinance – RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Supervisor of Assessments Department – Out of Category Transfer - \$2,500.00
7. SOA – Salary Changes
  - A. Revised Job Descriptions
  - B. Incentives to employees for professional certifications
  - C. Overlap of employee's payroll for training from retiring employees to new hires
8. 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.
9. Items of Information
10. Adjournment

**Taxation & Elections Committee**  
**Tuesday, August 5, 2025**  
**5:00 PM, 2<sup>nd</sup> Floor, Joseph G Cannon Bldg.**

## **MINUTES**

### **Agenda Item 1 - Call to Order and Roll Call**

Committee Member Craig Golden called the Taxation & Elections Committee meeting to order at 5:00PM. Upon the call of the roll, the following members were present; Craig Golden, Tim Morgan, Phearn Butler and Vic McFadden. Absent were; Todd Johnson and Kevin Green. 4 present, 2 absent. Also, in attendance; Steve Miller – County Board Chairman, Tim McFadden – County Board Vice Chairman, Jerry Hawker – County Board Member, Carrie Wilson – County Clerk’s Office, Robyn Heffern – County Clerk, Cassy Carter – Financial Resources Director and Nate Byram - Supervisor of Assessments.

### **Agenda Item 2 - Adoption/Amendments to the Agenda**

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

### **Agenda Item 3 - Approval of Minutes – May 6, 2025**

Butler motioned to approve minutes, second by Morgan. 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 Vermilion County, County Clerk Department – Out of Category Transfer - \$11,500.**

V. McFadden motioned, second by Morgan to approve. Heffern explained this is moving money from the Election Personnel salary line into the Supplies line to pay for the updated voters registration system. Upon the call of the roll the following members voted yes, to wit: Golden, Morgan, Butler and V. McFadden. 4 yes, 2 absent. Motion passed.

### **Agenda Item 6 – Budget – County Clerk**

V. McFadden motioned, second by Butler to approve. Heffern explained the budget lines that increased were due to having two elections in the fiscal year. Upon the call of the roll the following members voted yes, to wit: Golden, Morgan, Butler and V. McFadden. 4 yes, 2 absent. Motion passed.

### **Agenda Item 7 – Budget – Supervisor of Assessments**

Morgan motioned, second by V. McFadden to approve. Byram explained the budget lines that increased were: postage, due to rate increase and Contract/Professional due to the increase in two contracts. One is Trueroll which analyzes exceptions to voters’ registration. Second is, Costar which increased 4%. This product is used when there is a dispute on taxes and provides comparables without needing to pay for appraisals. There is not a need to increase the budget for shredding, as he found a low-cost option for this need.

Upon the call of the roll the following members voted yes, to wit: Golden, Morgan, Butler and V. McFadden. 4 yes, 2 absent. Motion passed.

### **Agenda Item 8 – Budget – Board of Review**

Butler motioned, second by Morgan to approve. Byram explained there is one full time staff member in this budget. This budget actually decreased over all, and only had one increase of \$100 to the postage line due to increased postage rate.

Upon the call of the roll the following members voted yes, to wit: Golden, Morgan, Butler and V. McFadden. 4 yes, 2 absent. Motion passed.

**Agenda Item 9 – Budget – Recorder**

V. McFadden motioned to move this forward to finance with no recommendation from the parent committee due to the budget decreasing from the previous year and the elected official, Matt Long, was unable to attend since was committed to another community event. Second by Morgan to approve. Motion passed by acclamation.

**Agenda Item 10 – Executive Session**

None

**Agenda Item 11 - Items of Information**

None

**Agenda Item 12 – Adjournment**

Committee Member Golden adjourned the meeting at 5:20PM.

Minutes by: Cassy Carter, Financial Resources Director

**ORDINANCE**

**RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the General Fund and the Supervisor of Assessments Department - Budget Amendment – \$22,113.00**

**WHEREAS**, the Vermilion County Supervisor of Assessments department is contracting assessments for Blount Township due to the lack of a Township Assessor; and,

**WHEREAS**, the funds received from Blount Township need to be recognized in the General Fund Revenue line and appropriated into an expense line to pay outside independent contractor for assessing activity in Blount Township; and,

**WHEREAS**, this was not sufficiently certain or 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 2025-2026 to add the amounts as set out below:

<b>001.101.00.3570</b>	<b>Assessment Income</b>	<b>\$22,113.00</b>
<b>001.550.00.4361</b>	<b>Contractual/Prof Services</b>	<b>\$22,113.00</b>

**PRESENTED, APPROVED AND RESOLVED** by the County Board of Vermilion County, Illinois at the April 14, 2026 A.D. Session.

***This amendment takes two thirds majority for passage.***

DATED this 14<sup>th</sup> day of April, 2026 A.D.

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSENT \_\_\_\_\_

\_\_\_\_\_  
Steve Miller  
Chairman, Vermilion County Board

ATTEST:

\_\_\_\_\_  
Clerk of the County Board

APPROVED BY TAX AND ELECTIONS 03/03/26:

Todd Johnson	Y	N	A
Craig Golden	Y	N	A
Tim Morgan	Y	N	A
Phearn Butler	Y	N	A
Vic McFadden	Y	N	A
Dan Wright	Y	N	A
Eric Luttrell	Y	N	A

APPROVED BY FINANCE/PERSONNEL 04/06/26:

<u>Jerry Hawker</u>	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



**ORDINANCE**

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION  
ORDINANCE FOR SUPERVISOR OF ASSESSMENTS DEPARTMENT - OUT OF  
CATEGORY TRANSFER**

**WHEREAS**, the Vermilion County, Supervisor of Assessments Department, needs to purchase office furniture for the office; and,

**WHEREAS**, such activities require additional funding for fiscal year, 2025-2026 which can be provided for by transferring funds from Dues/Licenses Fees into the Office Furniture/Equipment 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 2025-2026 as set out below:

**FROM:**

<b>001.550.00.4363</b>	<b>Dues/License Fees</b>	<b>\$2,500.00</b>
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**TO:**

<b>001.550.00.4450</b>	<b>Office Furniture/Equipment</b>	<b>\$2,500.00</b>
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And the totals be adjusted accordingly.

**PRESENTED, APPROVED AND ORDAINED** by the County Board of Vermilion County, Illinois at the April 14, 2026 A.D. Session.

***This amendment takes two thirds majority for passage.***

DATED this 14<sup>th</sup> day of April, 2026 A.D.

AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSENT \_\_\_\_\_

\_\_\_\_\_  
Chairman, Vermilion County Board

ATTEST:

\_\_\_\_\_  
Clerk of the County Board

Out of Category Transfer – Vermilion County, SOA

APPROVED BY TAX AND ELECTIONS 03/03/26:

Todd Johnson	Y	N	A
Craig Golden	Y	N	A
Tim Morgan	Y	N	A
Phearn Butler	Y	N	A
Vic McFadden	Y	N	A
Dan Wright	Y	N	A
Eric Luttrell	Y	N	A

APPROVED BY FINANCE/PERSONNEL 04/06/26:

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  
2025 - 2026

Dept: SOA

Date: 02 - 24 - 2026

From: Other Services & Charges

To: Capital Outlay

Line Item	Description	Line Item	Description	Amount
001 - 550 - 00 - 4363	Dues/License Fees	001 - 550 - 00 - 4450	Office Furniture/Equipment	\$ 2,500.00
- - - -		- - - -		\$
- - - -		- - - -		\$
- - - -		- - - -		\$
- - - -		- - - -		\$
- - - -		- - - -		\$
- - - -		- - - -		\$
- - - -		- - - -		\$
- - - -		- - - -		\$

**NARRATIVE:**

The current desk, credenza, and hutch that provides the SOA workspace and storage for files are owned by Matt Long. This furniture will be removed and thus there will be a need for new office furniture. This out of category transfer will allow for the purchase of office furniture that will provide the same amount of workspace and storage.

*Stacy Miller*  
Department Head: *[Signature]*

**Approved By:**

\_\_\_\_\_ Committee

\_\_\_\_\_ Finance Committee

Chairman \_\_\_\_\_

Chairman \_\_\_\_\_

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\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

 1.800.463.3768

## Cart Print Summary

Print Date: February 24, 2026

# Shopping Cart

Delivery based on 60601

Your pickup store: 1829 WEST FULLERTON AVE. CHICAGO, IL 60614 [Change](#)



Sauder® Palladia 72"H  
Library Bookcase With  
Doors, Vintage Oak  
Item # 9860783



### Delivery

Estimated delivery 7-10  
business days

3



**\$1,018.47**  
\$339.49 ea



### Store and Curbside Pickup

Not Available at your  
selected store  
Out of Stock  
[Change Store](#)



Add a Protection Plan  
[Details](#)



3-Year Accidental Damage Protection Plan |  
\$109.99



2-Year Accidental Damage Protection Plan |  
\$84.99



**Sauder® Palladia 66\"W  
Executive Computer Desk,  
Vintage Oak**  
Item # 5733099

**Delivery**  
Estimated delivery 7-10  
business days

1

**\$1,106.49**  
\$1,106.49 ea



**Add a Protection Plan**  
Details

- 3-Year Accidental Damage Protection Plan | \$169.99**
- 2-Year Accidental Damage Protection Plan | \$139.99**



**Sauder® Palladia  
36-13/16\"W x 22\"D  
Lateral 2-Drawer File  
Cabinet, Vintage Oak**  
Item # 9146542

- Delivery**  
Estimated delivery 7-10  
business days
- Store and Curbside Pickup**  
Not Available at your  
selected store  
Out of Stock  
Change Store

1

**\$399.49**  
\$399.49 ea



**Add a Protection Plan**  
Details

- 3-Year Accidental Damage Protection Plan | \$109.99**
- 2-Year Accidental Damage Protection Plan | \$84.99**

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Letter (8.5"x11"), 500 Sheets Per Ream, 20 Lb, 92 Brightness, FSC® Certified

\$6.99 / ream

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\$1		
\$5	\$10	\$20

## Order Summary

Subtotal (5 Items):	\$2,524.45
Delivery:	<b>FREE</b>
Estimated Tax:	\$201.96
<b>Estimated Total</b>	<b>\$2,726.41</b>

Available Rewards can be applied by logging in at checkout. [See More.](#)

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