

**AGENDA**  
**MACON COUNTY OPERATIONS & PERSONNEL COMMITTEE**  
**DATE: Tuesday, January 19, 2015 @ 5:30 P.M.**  
**141 SOUTH MAIN, ROOM 514**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes of Prior Meeting December 21, 2015**
- IV. Payroll**
- V. Claims**
- VI. Reports**
  - A. Auditor**
  - B. County Board**
    - 1. Macon County Board Resolution to Approve Lease Agreement with Senator Andy Manar**
  - C. County Clerk**
    - 1. Macon County Board Resolution Approving Changes in Fees Charged by the Macon County Clerk**
  - D. Recorder**
    - 1. Macon County Board Resolution Approving Changes in Fees Charged by the Macon County Recorder**
  - E. Workforce Investments**
- VII. Citizen Remarks - Public Comment**  
**(Limited to a total of 20 minutes, 5 minutes maximum per person)**
- VIII. Old Business**
- IX. New Business**
- X. Closed Session**
  - A. Personnel Issues/Pending Litigation/Property**
- XI. Next Meeting – Tuesday, February 16, 2016**
- XII. Adjournment**

**Macon County Board Resolution  
to Approve Lease Agreement with  
Senator Andy Manar**

**RESOLUTION NO. G- -2-16**

**WHEREAS**, the Decatur Public Building Commission ("DPBC"), was formed pursuant to the Public Building Commission Act (50 ILCS 20/ 1 et seq.), and is the owner of the building located at 141 S. Main Street, Decatur, Illinois; and

**WHEREAS**, pursuant to 50 ILCS 20/14 (h) of the Act, the DPBC is authorized "to rent all or any part...of such building...to any branch, department, or agency of the State or Federal Government...."; and

**WHEREAS**, the County of Macon, through the Macon County Board, leases from the Decatur Public Building Commission the building at 141 S. Main Street, Decatur, Illinois; and

**WHEREAS**, the Macon County Board has excess space located at Room 502 of the said building, consisting of approximately 630 square feet, and desires to sub-lease to Senator Andy Manar such excess space; and

**WHEREAS**, attached hereto is a standard District Office Lease and District Office Lease Attachment, prepared by the Illinois General Assembly, for the purposes of sub-leasing the proposed building space to Senator Andy Manar; and

**WHEREAS**, Senator Andy Manar has agreed to operate this office in accordance with 5 ILCS 430/ Art. 5; and

**WHEREAS**, such lease agreement has been reviewed and approved by the Macon County Board Operations & Personnel Committee on January 19, 2016 and has been recommended for approval; and

**WHEREAS**, such lease agreement has been reviewed and approved by the Macon County Board Finance Committee on February 1, 2016 and has been recommended for approval; and

**WHEREAS**, Senator Manar desires to continue leasing the office space through December 31, 2016.

**NOW, THEREFORE, BE IT RESOLVED** by the Macon County Board, on behalf of the County of Macon, Illinois, that said County Board does hereby approve the lease of Room 502 of 141 S. Main Street, Decatur, Illinois, to Senator Andy Manar for the purpose of a State Legislative District Office in accordance with the rules of the Illinois General Assembly Compensation Act, 25 ILCS 115/1, et seq. on Standards of Official Conduct, at the rate of \$500.00 per month, for a period not to extend beyond and to commence on a date acceptable to the sub-tenant, all pursuant to the attached lease agreement.

**BE IT FURTHER RESOLVED** by the Macon County Board that the County Board Chairman shall be authorized to execute the attached lease documents.

**PRESENTED, PASSED and APPROVED** this 11th day of February, 2016.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

MACON COUNTY BOARD  
MACON COUNTY, ILLINOIS

ATTEST:

BY:

\_\_\_\_\_  
Stephen M. Bean, Clerk for the  
County of Macon County, Illinois

\_\_\_\_\_  
Kevin Greenfield, Chairman  
Macon County Board

**MACON COUNTY BOARD RESOLUTION  
APPROVING CHANGES IN FEES CHARGED  
BY THE COUNTY CLERK**

**RESOLUTION NO. G-**

**WHEREAS**, 55 ILCS 5/4-4001 provides that the statutory County Clerk fees may be increased by the County Board if an increase is “justified by an acceptable cost study showing that the fees allowed by Section (55 ILCS 5/4-4001) are not sufficient to cover the costs of providing the services”; and

**WHEREAS**, 55 ILCS 5/4-4001 requires a statement of costs of providing each service, program and activity be prepared and be part of the public record; and

**WHEREAS**, a statement of cost (attached hereto and made a part hereof) and cost analysis by Bellwether, LLC has been prepared; and

**WHEREAS**, 55 ILCS 5/4-4001 provides authority to the County Board to establish a County Clerk’s Automation Fund and collect a \$2.00 fee for each copy of a certified document produced by the County Clerk; and

**WHEREAS**, based upon the Bellwether, LLC study and the recommendation of the County Clerk, and the County Board agrees that the County Clerk’s Automation fee should be increased to the amount \$3.00 fee for each copy of a certified document produced by the County Clerk.

**WHEREAS**, Bellwether pointed out that the County Clerk’s Office could charge \$1.00 maximum notary fee according to Illinois Notary Public Act (P.A. 86-1475) and the recommendation of County Clerk, and the County Board agrees that the notary fee should be established as a fee charged by the County Clerk.

**WHEREAS**, the Operations & Personal Committee met on January 19, 2016 and the Finance Committee met on February 2, 2016 and reviewed the proposed fees and they recommended for approval to the Macon County Board; and

**NOW, THEREFORE, BE IT RESOLVED** by the Macon County Board that it hereby approves the proposed fee based upon the Bellwether, LLC study to become effective March 1, 2016.

**PRESENTED, PASSED, APPROVED** this 11<sup>th</sup> day of February, 2016

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

MACON COUNTY BOARD  
MACON COUNTY, ILLINOIS

ATTEST:

BY:

\_\_\_\_\_  
Stephen M. Bean, Clerk for the  
County of Macon, State of Illinois

\_\_\_\_\_  
Kevin Greenfield, Chairman  
Macon County Board

**MACON COUNTY BOARD RESOLUTION  
APPROVING CHANGES IN FEES CHARGED  
BY THE MACON COUNTY RECORDER**

**RESOLUTION NO G-**

**WHEREAS**, 55ILCS 5/3-5018 provides that the statutory County Recorder fees may be increased by the County Board if an increase is “justified by an acceptable cost study showing that the fees allowed by Section are not sufficient to cover the cost of providing the service”; and

**WHEREAS**, 55ILCS 5/3-5018 requires a statement of the costs of providing each service program and activity be prepared and be part of the public record; and

**WHEREAS**, a statement of cost (attached hereto and made a part of hereof) and cost analysis by Bellwether, LLC has been prepared; and

**WHEREAS**, based on the Bellwether, LLC study and the recommendation of the County Recorder the new GIS fee of \$17 and the new Recorder Automation Fee of \$13 should be establish and charged by the Macon County Recorder;

**WHEREAS**, the Operations & Personal Committee met on January 19, 2016 and the Finance Committee met on February 1, 2016 and reviewed the proposed fees and they recommended for approval to the Macon County Board; and

**NOW, THEREFORE, BE IT RESOLVED** by the Macon County Board of Review that it hereby approves the increase in fees effective April 1, 2016.

**PRESENTED, PASSED, APPROVED** this 11<sup>th</sup> day of February, 2016

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

MACON COUNTY BOARD  
MACON COUNTY, ILLINOIS

ATTEST:

BY:

\_\_\_\_\_  
Stephen M. Bean, Clerk for the  
County of Macon, State of Illinois

\_\_\_\_\_  
Kevin Greenfield, Chairman  
Macon County Board