

DOWNSTATE LOCAL RECORDS COMMISSION
Margaret Cross Norton Building
John Daly Conference Room
Springfield, Illinois

MINUTES

Meeting of November 1, 2016

MEMBERS PRESENT: Paul Schmitz, Chairman Local Records Commission and Christian County Board Chairman; Carol Reed, Macon County Auditor; David Joens, Secretary of State Designee; Jeff Clarke, Mayor of Pawnee; Ian Hunt, Designee for the Illinois State Historian.

MEMBERS ABSENT: Jay Scott, Macon County State's Attorney;

STAFF PRESENT: Pamela Waggoner, Rheta Miller, Sheila Cowles.

STAFF ABSENT: Robert Boots

GUESTS: None

Mr. Schmitz called the meeting of the Downstate Local Records Commission to order at 10:00 A.M.

Ms. Reed made the motion to approve the minutes with a typo correction from the September 6, 2016 meeting. Mr. Hunt seconded the motion. The motion carried. Approved unanimously.

OLD BUSINESS:

None

NEW BUSINESS:

Staff presented the proposed dates for the 2017 commission meetings. Mr. Joens asked if the April 4, 2017 coincided with an election day. It was decided it didn't matter. After further discussion Mr. Clarke made a motion to approve the dates. Mr. Joens seconded the motion. The motion carried. Approved unanimously.

The following new applications, add-ons, and amendments were presented for approval:

APPLICATIONS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>City</u>
DuPage	Naperville Public Library	16:214	Naperville
Madison	Edwardsville Public Library	16:215	Edwardsville
Monroe	City of Columbia	16:216	Columbia

Livingston	Pontiac Police Pension Fund	16:217	Pontiac
Hamilton	McLeansboro City Clerk	16:218	McLeansboro
Lake	Highland Park District	16:219	Highland Park
Lake	Round Lake Heights Police Department	16:220	Round Lake Heights
Mason	Mason County Housing Authority	16:221	Havana
Sangamon	Sangamon County Office of Emergency Management	16:222	Springfield
Jackson	Carbondale City Clerk	16:223	Carbondale
Lake	Round Lake Area Park Dist.	16:224	Round Lake
DuPage	DuPage Co. Forest Preserve Dist.	16:225	Wheaton
Morgan	Village of South Jacksonville	16:226	South Jacksonville
McHenry	City of Woodstock Police and Fire Commission	16:227	Woodstock
DuPage	DuPage Co. Circuit Clerk 18th Judicial Circuit	16:228	
Knox	Knox Co. Circuit Clerk 9th Judicial Circuit	16:229	
Lake	Lake Co. Circuit Clerk 19th Judicial Circuit	16:230	
McHenry	McHenry Co. Circuit Clerk 22nd Judicial Circuit	16:231	
Warren	Warren Co. Sheriff	16:233	Monmouth
Jo Daviess	East Dubuque Police Department	16:234	East Dubuque
Pulaski	Olmsted Village Clerk	16:235	Olmsted
Marion	Marion Co. Treasurer	16:236	Salem
McLean	Lexington Twp. Offices	16:237	Lexington
McLean	Lexington Fire Dept.	16:238	Lexington
Marion	Centralia City School District #135	16:239	Centralia
DuPage	Lisle Police Department	16:240	Lisle
McHenry	Village of Lake in the Hills	16:241	Lake in the Hills
Clinton	Clinton County Animal Control	16:242	Carlyle
Lake	Grayslake Community Park District	16:243	Grayslake
Iroquois	Iroquois Co. Circuit Clerk 21st Judicial Circuit	16:247	
Fulton	Fulton Co. Circuit Clerk 9th Judicial Circuit	16:248	
LaSalle	LaSalle Co. Circuit Clerk 13th Judicial Circuit	16:249	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	16:250	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	16:251	
Stephenson	Stephenson Co. Circuit Clerk 15th Judicial Circuit	16:252	

ADD-ONS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Add-on Item #s</u>
Champaign	Champaign Co. State's Attorney Office	05:176	32
Clay	City of Flora	16:115	124, 408
Clinton	Clinton County Supervisor of Assessments	93:103	25-30
DuPage	City of Wheaton	07:043	127
Edgar	Edgar Co. Supervisor of Assessments	10:218	134
Edwards	Edwards Co. Clerk & Recorder	03:228	123
Fulton	Fulton Co. Supervisor of Assessments	85:159	36 - 41
Kane	Geneva Police Dept.	10:205	75
Kane	Kane County Division of Transportation	07:232	26
Marion	Centralia Fire Dept.	07:332	20 - 23
Massac	Joppa/Maple Grove School Dist. #38	03:149	43 - 46
McHenry	City of Woodstock	15:213	93 - 97
McHenry	McHenry Co. Conservation Dist.	06:317	268-271
McHenry	McHenry Co. Supv. Of Assessments	15:087	44
Peoria	Greater Peoria Mass Transit Dist.	12:261	103, 104
Peoria	Peoria Co. Clerk	01:210	200 - 241
Richland	Richland Co. 911 Coordinator's Office	07:261	15, 16
Shelby	Windsor C.U.S.D. #1	10:308	510
Tazewell	Deer Creek Police Department	00:110	12
Will	Frankfort Park Dist.	02:032	30
Will	Valley View Public Schools 365U	04:127	126

AMENDMENTS:

<u>County</u>	<u>Agency</u>	<u>Application</u>	<u>Amendment Item #s</u>
Peoria	Peoria Co. Clerk	01:210	21 and 46
Massac	Joppa/Maple Grove School Dist. #38	03:149	17, 18, 21, 35
McHenry	McHenry Co. Conservation Dist.	06:317	209, 215, 216, 221, 222
DuPage	City of Wheaton	07:043	3,13,16,47,49,79,95,125
Richland	Richland Co. 911 Coordinator's Office	07:261	3, 9, 13
Marion	Centralia Fire Dept.	07:332	9
Sangamon	Rochester Police Department	09:127	115 and 120
Monroe	Columbia Ambulance Dept.	09:298	4, 7
St. Clair	Fairview Heights Police Dept.	09:317	12
McHenry	McHenry Co. Sheriff's Office	14:134	40
Clinton	Clinton County Supervisor of Assessments	93:103	6 and 7

Mr. Clarke made a motion to approve the applications, add-ons, and amendments as presented. Mr. Hunt seconded the motion. The motion carried unanimously.

Mr. Joens asked the commission members about the status of their travel reimbursement checks. They have not received any in a year. Mr. Joens said he would look into it.

Public Comment:

None

The date of the next meeting of the Downstate Local Records Commission will be Tuesday, December 6, 2016 at 10:00 a.m.

Mr. Clarke made a motion to adjourn. Ms. Reed seconded the motion. The motion carried. Approved unanimously.

Minutes submitted by: Pamela Waggoner, Records Management Section, Local Records Unit.