

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

**MINUTES**

Meeting of June 5, 2018

**MEMBERS PRESENT:** Timothy Carlson, Chairman Local Records Commission and Christian County Board Chairman; Carol Reed, Macon County Auditor; Jay Scott, Macon County State's Attorney; Ian Hunt, Designee for the Illinois State Historian; David Joens, Secretary of State Designee; Jeff Clarke, Mayor of Pawnee.

**MEMBERS ABSENT:**

**STAFF PRESENT:** Robert Boots, Carol Moreno, Karen Mizeur, Pamela Waggoner

**STAFF ABSENT:**

**GUESTS:**

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

The minutes of the May 1, 2018 meeting of the Downstate Local Records Commission were reviewed by the Commission. Mr. Carlson made the motion to approve the minutes as submitted. Mr. Scott seconded the motion. The motion was carried and approved unanimously.

**OLD BUSINESS:**

Mr. Joens informed the commission there were no general assembly legislation and laws passed this session that would affect the Local Records Act.

**NEW BUSINESS:**

Mr. Carlson opened discussion of the venue under consideration for the next Downstate Local Records Commission meeting. The following points of information were made: reservation of the Board Meeting room at the Christian County Courthouse, layout of the building entrance at 101 S. Main Street in Taylorville and plan for the online post of the Notice of Public Meeting.

Mr. Joens made a motion to have the July 3, 2018 meeting in Taylorville at the Christian County Courthouse in the Board Meeting room at 10:30A.M. Ms. Reed seconded the motion. The motion was carried and approved unanimously. It should be noted this motion amended a previous motion accepted in the meeting for a 10:00A.M. meeting start-time.

Mr. Joens made a motion to change the Downstate Local Records Commission regular meeting time from 10:00A.M. to 10:30A.M. After further discussion with the commission, the motion was withdrawn. It was agreed the meeting would informally pause and resume upon conclusion of the standard emergency drill/announcement, when compulsory.

**APPLICATIONS:**

The below listed new applications, add-ons and amendments were discussed. Mr. Carlson proposed that a motion be made to approve them as submitted. Mr. Hunt approved the motion. Ms. Reed seconded the motion. The motion was carried and approved unanimously.

**NEW:**

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>City</u>
Madison	Glen Carbon Fire Protection District	18:074	Glen Carbon
Lake	Grayslake Fire Protection District Board of Fire Commissioners	18:075	Grayslake
Lake	Lake County Public Works	18:076	Libertyville
Madison	Village of Maryville	18:077	Maryville
White	White Country Clerk and Recorder	18:078	Carmi
Kane	Village of Elburn	18:079	Elburn
Madison	Roxana CUSD #1	18:080	Roxana
Randolph	Village of Steeleville	18:081	Steeleville
Sangamon	Pleasant Plains Police Department	18:082	Pleasant Plains
DeKalb	Hinckley Big Rock C.U.S.D.	18:083	Hinckley
Grundy	Grundy Co. Circuit Clerk 13 <sup>th</sup> Judicial Circuit	18:084	
Henry	Henry Co. Circuit Clerk 14 <sup>th</sup> Judicial Circuit	18:085	
Iroquois	Iroquois Co. Circuit Clerk 21 <sup>st</sup> Judicial Circuit	18:086	
Knox	Knox Co. Circuit Clerk 9 <sup>th</sup> Judicial Circuit	18:087	

Knox	Knox Co. Circuit Clerk 9 <sup>th</sup> Judicial Circuit	18:088	
McLean	McLean Co. Circuit Clerk 11 <sup>th</sup> Judicial Circuit	18:089	

**ADD-ONS:**

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Add-on Items</u>
DuPage	DuPage County Housing Authority	13:172	43-45
Franklin	Franklin County Clerk and Recorder	15:217	116
Fulton	Fulton County Treasurer	88:143	56-58
Lake	19th Judicial Circuit Court	92:007	45
Lake	Lincolnshire-Riverwoods Fire Protection District	05:306	68
Lake	Waukegan Police Department	04:287	84
Madison	City of Edwardsville	88:152	62-64
Madison	Granite City Clerk	96:289	29
McLean	McLean Co. State's Attorney Office	87:027	26-30
St. Clair	City of Fairview Heights	16:246	514
Tazewell	Tazewell County Sheriff	08:369	517, 518, 519
Tazewell	Village of Minier	10:170	123-126, 618
Will	Frankfort School District #157C	18:003	93-102

**AMENDMENTS:**

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Amendments</u>
Lake	Waukegan Police Department	04:287	24, 27, 28, 32, 38, 41, 45, 56
Tazewell	Tazewell County Sheriff	08:369	304
Tazewell	Village of Minier	10:170	112, 115, 116

**Public Comment:**

The date of the next meeting of the Downstate Local Records Commission will be Tuesday, July 3, 2018 at 10:30 A.M.

Mr. Joens made a motion to adjourn. Mr. Clark seconded the motion. The motion was carried and approved unanimously.

Minutes submitted by: Carol J. Moreno, Records Management Section, Local Records Unit.