

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

MINUTES

Meeting of October 02, 2018

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

MEMBERS ABSENT: Jeff Clarke, Mayor of Pawnee

STAFF PRESENT: Robert Boots, Carol J. Moreno, Pam Waggoner, Karen Mizeur, Eowyn Montgomery, Sarah Harris, Michael Hall, Sandy Lucas, Steve Colaizzi and Deneena Norton

STAFF ABSENT: Dave Wooten, North-West Illinois Field Representative

GUESTS: None

Mr. Carlson called the meeting of the Downstate Local Records Commission to order at 10:05A.M.

The minutes of the July 3, 2018 meeting of the Downstate Local Records Commission were reviewed by the Commission. Mr. Scott made the motion to approve the minutes as submitted. Ms. Reed seconded the motion. The motion carried and was approved unanimously.

OLD BUSINESS:

None.

NEW BUSINESS:

Mr. Joens noted that Field Representatives from the Local Records Unit were present at the meeting and facilitated a round-table introduction of the team. The team provides records management services for government agencies located in multiple counties across Illinois (North-East/Colaizzi & Norton; South/Hall; Central-East/Harris; and Central-West/Lucas).

Mr. Carlson stated that he will be stepping down as chairman of the Christian County Board and so will also be stepping down as Chairman of the Downstate Local Records Commission. He said he plans to remain on the Christian county Board but wants to spend more time with his family.

APPLICATIONS:

The below listed new applications, add-ons and amendments were discussed. Mr. Joens made a motion to approve them as submitted. Mr. Scott seconded the motion. The motion carried and was approved unanimously.

NEW APPLICATIONS:

County	Agency	Application No.	City
Kane	Kane County State's Attorney's Office	18:136	Saint Charles
Boone	Boone Co. Soil and Water Conservation Dist.	18:137	Belvidere
Lake	Lake Zurich Police Department	18:138	Lake Zurich
Moultrie	Elizabeth Titus Memorial Library	18:139	Sullivan
Scott	Bluffs Police Department	18:140	Bluffs
DuPage	West Chicago Public Library District	18:141	West Chicago
Douglas	Village of Hindsboro	18:142	Hindsboro
Alexander	Alexander Co. Clerk and Recorder	18:143	Cairo
White	White Co. Housing Authority	18:144	Crossville
St. Clair	St. Clair County Transit Dist.	18:145	O'Fallon
Madison	The Hayner Public Library District	18:146	Alton
Union	Village of Anna	18:147	Anna
Whiteside	Lyndon Township Offices	18:152	Lyndon
Will	Homer Township Public Library Dist.	18:153	Homer Glen
Edwards	Edwards County Probation Office	18:154	Albion
Ogle	Flagg-Rochelle Public Library District	18:155	Rochelle
Winnebago	Harlem Township Assessor	18:156	Machesney
Kendall	Oswego Public Library District	18:157	Oswego
Lake	Village of Riverwoods	18:158	Riverwoods
Hamilton	Hamilton County Water District	18:159	McLeansboro
Monroe	Columbia Community Unit School Dist.#4	18:160	Columbia
Logan	Atlanta Public Library District and Museum	18:161	Atlanta
DeWitt	DeWitt County Housing Authority	18:162	Clinton
Gallatin	Gallatin County Sheriff's Department	18:163	Shawneetown

White	Village of Enfield	18:164	Enfield
Crawford	Crawford Co. Circuit Clerk 2nd Judicial Circuit	18:148	
LaSalle	LaSalle Co. Circuit Clerk 13th Judicial Circuit	18:149	
LaSalle	LaSalle Co. Circuit Clerk 13th Judicial Circuit	18:150	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	18:151	
Henderson	Henderson Co. Circuit Clerk 9th Judicial Circuit	18:165	
McDonough	McDonough Co. Circuit Clerk 9th Judicial Circuit	18:166	
McDonough	McDonough Co. Circuit Clerk 9th Judicial Circuit	18:167	

ADD-ONS:

County	Agency	Application No.	Add-on Item #'s
Adams	Quincy City Clerk	94:198	40
Boone	Boone County Sheriff's Office	08:378	81
Christian	Assumption Public Library District	92:180	20, 21
Coles	Charleston C.U.S.D. #1	10:104	413
DuPage	City of Wood Dale	13:127	421
DuPage	Glen Ellyn Public Library	04:197	65
DuPage	Woodridge Public Library	14:133	56, 57, 58
Fayette	Fayette Co. Treasurer	96:079	31, 32
Gallatin	Gallatin County Clerk and Recorder	90:183	123
Gallatin	Gallatin County Treasurer	00:119	23, 24
Henry	Geneseo City Offices	02:067	1, 47
Jasper	Jasper County Health Dept.	17:087	112
Jefferson	Jefferson County Probation Dept.	07:205	7
Kane	Fox Valley Park Dist.	11:007	41
Kendall	Kendall County Sheriff's Office	13:055	116, 117, 205, 319, 320, 321, 322
Lake	Fox Lake Police Dept.	08:135	51, 52
Lake	Woodland School District #50	13:326	98
Macon	Warrensburg-Lathem C.U.S.D. #11	10:026	418

Madison	Edwardsville Township Assessor	13:161	25
Madison	Holiday Shores Sanitary District	07:239	119, 408, 409, 410
McHenry	Village of Algonquin	12:109	141
McLean	Bloomington-Normal Water Reclamation District	05:147	409
Perry	Perry Co. Health Dept.	02:147	48, 49
Saline	Harrisburg Public Library	99:235	19, 20, 21, 22, 23
Sangamon	Chatham Area Public Library	00:086	52
Tazewell	Fondulac District Library	00:065	39
Tazewell	Pekin Police Department	00:168	42, 43, 44, 45
Will	Homer Township Offices	10:286	210
Will	Troy Fire Protection District	06:042	77
Will	Village of Channahon	14:215	145, 146
Williamson	Marion City Clerk	08:228	39, 40
Woodford	Woodford County Health Department	96:094	59, 60, 61, 62

AMENDMENTS:

County	Agency	Application No.	Amendment Item
Gallatin	Gallatin County Treasurer	00:119	2, 4, 12
McLean	Bloomington-Normal Water Reclamation District	05:147	114, 201, 301, 306, 307, 308, 309, 400, 403, 407, 703, 704.
Will	Troy Fire Protection District	06:042	32
Wayne	Wayne County State's Attorney	06:207	6, 7
McLean	Bloomington, City of (Includes Fire, Police and Parks)	08:136	208, 901
Williamson	Marion City Clerk	08:228	32, 35
Will	Homer Township Offices	10:286	135, 189
Kendall	Kendall County Sheriff's Office	13:055	304, 306, 313
Jasper	Jasper County Health Dept.	17:087	109
Richland	Richland County Probation Dept.	90:119	6, 8

Monroe	Valmeyer Public Library	91:028	5, 14
Lake	Village of Lake Barrington	95:095	2, 3, 10, 11, 15, 17, 21, 32, 34, 37, 53, 68, 76,

Public Comment:

None.

Members present from the Downstate Local Records Commission and staff present from the Local Records Unit were photographed together as a group by the Illinois Secretary of State's Official Photographer, Heather Hayes.

The date of the next meeting of the Downstate Local Records Commission will be Wednesday November 7, 2018 at 10:00 A.M.

Ms. Reed made a motion to adjourn. Mr. Scott seconded the motion. The motion carried and was approved unanimously.

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