

# **UPCOMING MEETINGS**

for the

## **FORD COUNTY BOARD**

### **Wednesday, Feb. 5, 2025**

7:00 A.M. Highway Committee Meeting – Highway Department in Roberts

### **Wednesday, Feb. 5, 2025**

9:00 A.M. Sheriff Committee Meeting – Sheriff's Boardroom at the Jail

### **Thursday, Feb. 6, 2025**

9:00 A.M. Finance Committee Meeting – Small Courtroom in Courthouse

### **Monday, Feb. 10, 2025**

6:00 P.M. County Board Meeting – Sheriff's Boardroom at the Jail

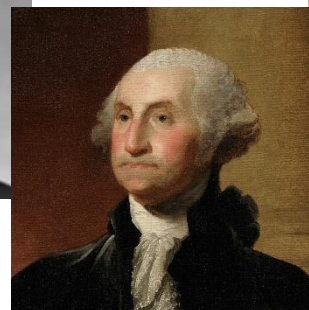


### **Notes:**

- Courthouse will be CLOSED on Monday, January 20, 2025, for Martin Luther King, Jr. Day
- Courthouse will be CLOSED on Monday, February 17, 2025, for President's Day

### **Don't Forget:**

- Sunday, February 2, 2025 – Groundhog's Day
- Wednesday, February 12, 2025 – Lincoln's Birthday
- Friday, February 14, 2025 – Valentine's Day



**COUNTY CLERK & RECORDER'S OFFICE**

To the Chairman of the County Board of Ford County:

I, Amy Frederick, County Clerk and Recorder, in and for the County of Ford and State of Illinois, respectfully present the following report of all the fees and emoluments of my office, for the month of **December 2024** and during the month where I state the gross amount of all fees.

**COUNTY CLERK**

REVENUE FOR THE MONTH	RECORDING FEES	VITAL RECORDS	MISC FEES	COUNTY TAX STAMPS 1/3	TAX CLERK FEES	RENTAL HOUSING SURCHARGE COUNTY (RHSP)	COUNTY CLERK REVENUE	DEDICATED FUNDS AUTO REC. FEE (RSSA)	DEDICATED FUNDS AUTO VITAL FEE (VRSSA)	GIS	DOMESTIC VIOLENCE FUND (DVF)	RENTAL HOUSING SURCHARGE (RHSP)	REVENUE STAMP FUND STATE	DEATH SURCHARGE (DSC)	DELINQUENT TAXES COLLECTED
Dec-24	4,865.00	1,379.00	772.75	5,139.00	602.00	190.00	12,947.75	6,900.65	336.00	5,000.00	35.00	3,420.00	10,278.00	432.00	15,297.69
Jan-25							0.00								
Feb-25							0.00								
Mar-25							0.00								
Apr-25							0.00								
May-25							0.00								
Jun-25							0.00								
Jul-25							0.00								
Aug-25							0.00								
Sep-25							0.00								
Oct-25							0.00								
Nov-25							0.00								
<b>MID-YEAR</b>	<b>4,865.00</b>	<b>1,379.00</b>	<b>772.75</b>	<b>5,139.00</b>	<b>602.00</b>	<b>190.00</b>	<b>12,947.75</b>	<b>6,900.65</b>	<b>336.00</b>	<b>5,000.00</b>	<b>35.00</b>	<b>3,420.00</b>	<b>10,278.00</b>	<b>432.00</b>	<b>15,297.69</b>
<b>TOTAL</b>	<b>4,865.00</b>	<b>1,379.00</b>	<b>772.75</b>	<b>5,139.00</b>	<b>602.00</b>	<b>190.00</b>	<b>12,947.75</b>	<b>6,900.65</b>	<b>336.00</b>	<b>5,000.00</b>	<b>35.00</b>	<b>3,420.00</b>	<b>10,278.00</b>	<b>432.00</b>	<b>15,297.69</b>

8.09% = Percent of estimated revenue generated for year to date.

Total Estimated Revenue = \$ 160,000.00      Actual Office Revenue = \$ 12,947.75

Dedicated Funds = \$ 7,236.65  
 Supervisor of Assessments = \$ 5,000.00  
 State & Tax Buyers = \$ 29,462.69  
**Total Receipts = \$ 54,647.09**

STATE OF ILLINOIS }  
 COUNTY OF FORD }

I, Amy Frederick, do solemnly swear that the foregoing account is in all respects just and true according to the best of my knowledge and belief, and that I have neither received directly or indirectly nor directly or indirectly agreed to receive or be paid for my own or another's benefit, any money, article or consideration than therein stated, nor am I entitled to any fee or emolument for the period therein mentioned, other than those specified.

Submitted this 3rd day of January 2025.

\_\_\_\_\_  
 Ford County Clerk & Recorder

MONTH END REPORT  
December 2024

TOTAL DEATH INVESTIGATIONS	15
TOTAL RESIDENT DEATHS	
TOTAL NON-RESIDENT DEATHS	
PAST INQUIRIES OR <u>INQUESTS PENDING</u>	0
1) NATURAL DEATH INVESTIGATIONS	14
2) UNDETERMINED DEATH	0
3) SUICIDE	1
4) HOMICIDE	0
5) ACCIDENTAL DEATH	0
5A) ACCIDENTAL MOTOR VEHICLE DEATH	0
5B) ACCIDENTAL DRUG OR ALCOHOL DEATH	0
AUTOPSIES	3
TOXICOLOGY	3
EXTERNAL EXAMINATIONS	0
HOSPICE CASES.....	
INQUESTS CONDUCTED	0
CREMATION PERMITS INVESTIGATED & ISSUED	7
NOTIFICATIONS FOR OTHER COUNTIES	0
ORGAN & TISSUE DONATION	0
INVESTIGATIONS RETURNED TO THE MEDICAL PROFESSION	0
CREMATION PERMITS FEES RECEIVED	\$ 700.00
REPORT FEES	.00
MISC. FEES (GRANTS)	.00
TOTAL REVENUE	\$ 700.00

RESPECTFULLY SUBMITTED,

  
Brandon Roderick, Ford County Coroner

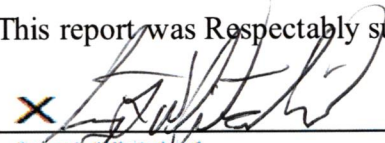


**FORD COUNTY  
OFFICE OF EMERGENCY MANAGEMENT  
200 W. State Street Room B-5  
Paxton, IL 60957  
Phone 217-379-9415**

**Activity Report 01 Dec. 2024-31 Dec. 2024**

- 02 December 2024 Ford County Organizational Meeting (Paxton)
- 03 December 2024 Monthly Starcom Radio Drill (Paxton)
- 04 December 2024 Critical Infrastructure Resilience & Community Lifelines Trng. (ILEAS)
- 05 December 2024 IEMA-OHS Region 7 Meeting (Champaign County EOC)  
IEMA-OHS Deputy Director County Call (Champaign County EOC)
- 06 December 2024 IESMA Executive Board Meeting (Champaign County EOC)
- 07 December 2024 Village of Kempton Christmas Event (Kempton)
- 10 December 2024 Ford County Board Meeting (Paxton)
- 11 December 2024 Ford County EMA Meeting (Paxton)
- 12 December 2024 IESMA FTE Planning Meeting (Virtual)  
IEMA-OHS Admin Rule Meeting (Virtual)
- 13 December 2024 Ford County CIRMA Sexual Harassment & Discrimination Trng (Virtual)
- 16 December 2024 2025 Illinois Pipeline Safety Program Meeting (Virtual)
- 18 December 2024 Ford County EMA Training (Paxton)
- 19 December 2024 IESMA FTE Planning Meeting (Virtual)  
IEMA-OHS Admin Rule Meeting (Virtual)  
State Terrorism Intelligence Center (STIC) Meeting (Virtual)
- 20 December 2024 Emergency Planning Process Course (Virtual)  
Monthly Recovery/Resilience Meeting (Virtual)
- 21 December 2024 4<sup>th</sup> Annual Santa Rally Toy Drive (Countywide)

This report was Respectably submitted by:

  
\_\_\_\_\_

Illinois Emergency Management Association  
Federal Committee EEMA

Acronyms used in this report

IEMA-OHS – Illinois Emergency Management Agency- office of Homeland Security

IESMA – Illinois Emergency Management Association

ILEAS - Illinois Law Enforcement Alarm System

STIC - State Terrorism Intelligence Center

Monthly Report to the Ford County Board  
On Activities at the Highway Department  
January, 2025

The Ford County Highway Department completed the following activities during the month of December, 2024.

Engineering Division

- Entered Claims and Allotments to various County and Township funds.
- Completed Construction Project Progress Review with IDOT.

Maintenance Division

- Performed Maintenance and Repair on County owned equipment.
- Took Delivery of Western Star Tandem Chassis.
- Took Delivery of Winston 22.5 Ton Trailer.

County Engineer

- Worked with Drummer Township on Solar Farm Road Use Agreement.
- Worked on Plans for Brenton Township Bridge Replacement with Livingston County.
- Replacing Bridge on Thawville Road (1900N) just East of IL 115.
- Placed Shoulder Stone on Elliott Road from Route 9 south to Champaign County Line.
- Attended Highway Commissioners Meeting in Wall Township.

## Ford County Highway Committee Minutes

The Ford County Highway Committee met on January 08, 2025 at the Ford County Highway Department in Roberts, Illinois.

Present at this regular scheduled meeting were Chairman Tim Nuss, Kelsie Vaughn and Lesley King. County Engineer Greg Perkinson was also present. Mr. Nuss called the meeting to order at 7:00 a.m.

Mrs. King moved to accept the Agenda. Seconded by Mrs. Vaughn. Motion passed.

First on the agenda was the review of December 03, 2024 minutes. Mrs. King moved and Mrs. Vaughn seconded the motion that they be approved. Motion passed.

Public Comment:

None

December bills were read and presented by Mr. Perkinson. Mr. Nuss moved and Mrs. Vaughn seconded the motion to send the bills to the full board. Motion passed.

The committee then reviewed the fund balance report and the highway appropriations and expenses report.

Old Business:

Updated list of the MFT monthly allotments was reviewed.

Mr. Perkinson informed the committee of the activities at the County Highway Department during the month of December and will provide a written report for the full board.

New Business:

None

Next Meeting will be **Wednesday February 05, 2025 at 7:00 a.m.**

Resolutions:

Resolution Appropriating County Highway Funds to Construct a Bridge on the Ford-Livingston County Line. Mr. Nuss moved and Mrs. King seconded the motion to send to the full board. Motion passed.

Having no further items to discuss, Mrs. King moved to adjourn at 7:45 am. Seconded by Mrs. Vaughn. Motion passed.

# FORD COUNTY PROBATION AND COURT SERVICES

## Stats for December 2024

### DECEMBER of 2024

#### ADULTS:

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Felony Cases	64	Active	98
Misdemeanors	28	Warrants	145
DUI Cases	21	<b>TOTAL</b>	<b>243</b>
Traffic Cases	0		
<b>TOTAL</b>	<b>113</b>		

#### JUVENILES:

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Probation	5	Active	0
Cont'd Supervision	0	Inactive	1
Informal	0	<b>TOTAL</b>	<b>1</b>
Other	0		
<b>TOTAL</b>	<b>5</b>		

#### PUBLIC SERVICE:

<u>Adults</u>		<u>Juveniles</u>	
Cases	63	Cases	1
Hours	6355	Hours	75
<b>TOTAL CASES:</b>	<b>63</b>		
<b>TOTAL HOURS:</b>	<b>6430</b>		

#### RESTORATIVE JUSTICE / DIVERSION:

Intakes this month                    0  
 Cases reviewed this month        0  
 Active Conference/Diversion Cases    0 Restorative Justice / Diversion 8

#### INVESTIGATIONS:

PSI's ordered                    3    PSI's completed 5  
 Record Checks completed        0

#### INTAKES:

Adults:                    3                    Juveniles: 0

#### ELECTRONIC MONITORING / GPS:

Adults:                    2                    Juveniles: 0

#### CONTACTS FROM POLICE AND / OR CLIENTS AFTER HOURS:

Police                    2                    Clients 0

#### HOME / SCHOOL VISITS CONDUCTED DURING THE MONTH:

Home:                    22                    School 0

#### RESTITUTION / COMMUNITY SERVICE COMPLETED:

Restitution collected this month \$305.00

Community Service collected:

Adults:                    262.5                    Juveniles: 0

### DECEMBER 2023 (Same month last year)

#### ADULTS:

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Felony Cases	66	Active	90
Misdemeanors	24	Warrants	143
DUI Cases	21	<b>TOTAL</b>	<b>233</b>
Traffic Cases	0		
<b>TOTAL</b>	<b>111</b>		

#### JUVENILES:

<u>Active Caseload</u>		<u>Administrative Cases</u>	
Probation	5	Active	7
Cont'd Supervision	0	Inactive	1
Informal	0	<b>TOTAL</b>	<b>8</b>
Other	0		
<b>TOTAL</b>	<b>5</b>		

#### PUBLIC SERVICE:

<u>Adults</u>		<u>Juveniles</u>	
Cases	63	Cases	7
Hours	7315	Hours	227
<b>TOTAL CASES:</b>	<b>63</b>		
<b>TOTAL HOURS:</b>	<b>7542</b>		

#### VIOLATIONS:

Adult:                    1    Juveniles: 0



**COMMUNITY MEETING ATTENDED THIS MONTH:**

Ford County Board Meeting (outside regular hours)

Ford County Finance Meeting

ROSC

CMO Meeting

**TRAININGS / PRESENTATIONS COMPLETED DURING THIS MONTH:**

Sexual Harrassment

**TOTAL NUMBER OF HOURS WORKED OUTSIDE MON. - FRI. 8:30 - 4:30:** 12

**OFFICER CASELOAD ADULTS JUVENILES PRE-TRIAL**

Jennifer Anderson	102	0
Sarah Uden	14	0
Mallory Lithgow	43	5
Ariel Brucker	49	0
Warrant Status	145	1

**INTAKES THIS MONTH:**

<b>Adult:</b>		<b>Juvenile:</b>	
Felony Cases	1	Probation	0
Misdemeanors	1	Cont'd Supervision	0
DUI Cases	1	Informal	0
Traffic Cases	0	Other	0
<b>TOTAL</b>	<b>3</b>	<b>TOTAL</b>	<b>0</b>

**CONFINEMENTS:**

Juvenile Detention	2		
IDOC Commitments	0		
Group Home/Halfway House	Adults: 0	Juveniles: 0	
Residential Substance Abuse Treatment:	Adults: 0	Juveniles: 0	

**ADULT PROGRAMS ORDERED THIS MONTH:**

**COMPLETED THIS MONTH:**

Alcohol / Substance Abuse Assessment	2	0
DUI Assessment	0	0
Alcohol / Substance Abuse Treatment	1	0
DUI Education / Treatment	0	1
Victim Impact Panel	1	2
Cognitive Classes	0	0
Anger / Domestic Abuse Classes	0	0
Mental Health	0	0
Sex Offender Treatment	1	0
GED	0	0
Psychiatric / Psychological Assessment	0	0
Traffic School	1	0

**FORD COUNTY SHERIFF'S OFFICE  
DECEMBER 2024  
ACTIVITY SUMMARY REPORT**

**INCOME RECEIVED**

\$37,944.00 – Boarding	\$515.00 – Civil Process
\$ 3,750.00 – Contracts	\$510.00 – Seized/Forfeiture Fund
\$ 3,252.68 – Inmate Phones	\$288.48 – Transport Reimbursement
\$ 1,500.00 – DUI	\$ 40.00 – Arrestee Medical Fund
\$ 700.00 – Work Release	\$ 15.00 – Report Requests

**TOTAL FOR THE MONTH**

**\$48,515.16**

**FY25 TOTAL TO DATE**

**\$48,515.16**

**TRAFFIC ACCIDENTS- 08**

**WARNING CITATIONS-40**

**TRAFFIC CITATIONS-66**

20 – Speeding	02 – No driver's license	01 – Improper turn signal
05 – Suspended registration	02 – Aggravated DUI	01 – DUI
04 – Expired Registration	02 – Aggravated Fleeing/Eluding	01 – Fail to transfer title
04 – Operating uninsured vehicle	02 – Illegal transportation/alcohol	01 – Illegal use of cell phone
03 – Fail to reduce speed to avoid accident	02 – Disregard stop sign	01 – Deposit material on highway
03 – Unlawful display of plates	02 – Suspended/Revoked D.L.	01 – Notice of address change
03 – Equipment violation	01 – No valid registration	01 – Illegal use of cannabis
02 – Leaving scene of accident	01 – Driving too fast for conditions	01 – DL not on driver

**CRIMINAL CITATIONS-16**

05 – Obstructing Justice	01 – Sex Offender Violation	01 – Obstructing Identification
02 – Pretrial Release Violation	01 – Possession of Meth	01 – Aggravated Battery
01 – Possession of Drug Paraphernalia	01 – Bribery	01 – Aggravated Assault
01 – Illegal use of fireworks	01 – Contempt of Court	

**FIELD INCIDENT/COMPLAINT REPORTS**

19 – Assist other agencies	04 – Domestic trouble	01 – Parking complaint
16 – Motorist assists	03 – Security alarm	01 – Pursuit/Chase
09 – Investigation follow-up	02 – Car in ditch	01 – Ordinance violation
09 – Traffic complaint	02 – Death investigation	01 – Juvenile complaint
08 – Animal complaint	02 – Item found	01 – House check
06 – Civil complaint	02 – Road hazard	01 – Noise complaint
06 – Suspicious Activity/Person	02 – Theft	01 – Suicide
04 – Suspicious vehicle	02 – Assist public	01 – Suicide threat
04 – E911 hangup	01 – Stolen vehicle	01 – Trespassing
04 – Harassment		

**CIVIL PROCESS ACTIVITY (SERVICES/ATTEMPTS)**

Court Summons: 18/24                      Warrants: 17

**FORD COUNTY INMATES TOTAL FY25 MANDAYS TO DATE (600)**

Monthly Ford County Inmate Mandays: 600

**Brandon Magers**  
*Zoning Office*  
*Ford County, Illinois*

MONTHLY REPORT  
TO THE CHAIRMAN OF THE COUNTY BOARD OF FORD COUNTY  
OF  
OFFICIAL FEES AND EMOLUMENTS RECEIVED

I, Brandon Magers, Zoning Enforcing Officer in and for the County of Ford and State of Illinois, respectfully present the following report of all the fees and emoluments of the Zoning Office, for the period of November 1<sup>st</sup> 2024 and ending December 31<sup>st</sup>, 2024 wherein I state the gross amount of all fees or emoluments.

NATURE OF SERVICES- permits included a new shed, ag project, and 3 residential solar projects

CONSTRUCTION PERMITS \$398.16

I do solemnly swear that the foregoing account is in all respects just and true according to the best of my knowledge and belief, and that I have neither received directly or indirectly nor directly or indirectly agreed to receive or be paid for my own or another's benefit, any other money, article or consideration than therein stated, nor am I entitled to any fee or emolument for the period therein mentioned, other than those therein specified.

Respectfully submitted this 31<sup>st</sup> day of December, 2024.

Zoning Enforcing Officer

**FORD COUNTY BOARD**

**PROCESS MANUAL**

**ESTABLISHED [date]**



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**PROCESS MANUAL**  
**Ford County Board**

The Ford County Board operates under an established set of rules in regard to its operations and procedures. The following govern the deliberations and the conduct of the meetings of the County Board of Ford County, Illinois, and those committees thereof:

**Article 1. County Board Meetings**

**Section 1: Regular Meetings**

- A. Regular meetings of the Ford County Board shall be on the second Monday of each month; however, the date(s) and time of the regular monthly meeting of the Board shall be finalized at each biennial organizational meeting of the County Board. The Board Chair will have the discretion to move a meeting if it falls on a Ford County recognized holiday, the day prior or the day after such holiday or as needed to facilitate the processing of county business for each month.

**Section 2: Organizational Meeting**

- B. The Organizational Meeting of the County Board shall occur in even numbered years, on the first Monday of December. At this meeting, the order of business shall be as follows:

- a: Call to Order (County Clerk)
- b: Pledge to the Flag and Invocation (County Clerk)
- c: Oath of Office Given to Newly Elected Board Members (County Clerk)
- d: Roll Call (County Clerk)
- e: Review of Rules for Organizational Meeting (County Clerk)
- f: Approve Board Rules for County Board
- g: Nominations and Selection of Board Chair of Ford County Board by roll call vote (County Clerk)
- h: Passing of the Gavel to the New Board Chair
- i: Nominations and Selection of Board Vice Chair of Ford County Board by roll call vote
- j: Appointment of Parliamentarian of Ford County Board
- k: Decision of Board and Committee Structure
- l: County Board Assignments

**Section 3: Meeting Date/Time/Location**

- C. All meetings of the County Board, including special meetings, shall be held in its designated meeting room at the Sheriff Boardroom, Paxton, Illinois, unless the location is changed by action of the Board Chair and/or County Clerk. The meeting shall convene promptly at 6pm, unless otherwise fixed by action of the Board Chair.

**Section 4: Meeting Attendance**

- D. All meetings of the County Board shall be open to the public, except closed meetings held pursuant to the Illinois Open Meetings Act.
- E. Physical attendance of the County Board is required for participation in any meeting of the County Board. Remote attendance may occur pursuant to Illinois Open Meetings Act; and
- F. The Board Chair, having made a local emergency disaster declaration, determines that an in-person meeting under this Act is not practical or prudent because of a disaster.

**Section 5: Special Meetings**

- G. Special meetings of the County Board shall be called when business of the County Board is needed by the Board Chair. Requests for special meetings may be made to the Board Chair directly or through the County Clerk. Special meetings that are called by the Board Chair shall be transmitted immediately in writing of the special meeting to every County Board member, States Attorney and required statutory outlets. Any County Board rule for notification shall not impede compliance with the Illinois Open Meetings Act. Special board meetings of the County Board must be scheduled no sooner than forty-eight (48) hours in advance.

**Section 6: Meetings on Legal Holidays**

- H. Any meeting of the County Board falling on a legal holiday shall be held on the business day prior or the next business day after the legal holiday. Any regular meeting of the County Board in regards to statutory deadline(s) for filing of the Annual Levy Ordinance or Budget shall be held prior to any required deadline regardless of Legal Holiday observation.

**Article 2. Membership**

**Section 1: Board Member Makeup**

- I. The County Board of Ford County, Illinois, by resolution, shall be composed of twelve (12) members, four (4) members per district, of three (3) districts and shall have and exercise all the rights, powers, and authority as provided in the Constitution and Compiled Statutes of the State of Illinois.

**Section 2: Transaction of Public Business**

- J. A majority of the members of the Board shall constitute a quorum for the transaction of business, and all questions which shall arise at meetings shall be determined by the votes of the majority of members present at such meetings, except in cases as otherwise provided by law. County Board Members are encouraged to notify the Clerk of the Board or the Board Chair in the event they will be absent from a meeting where public business occurs.



**Article 3: Officers of the Board**

**Section 1: Board Chair**

A. Selection

1. The names of candidates for Board Chair shall be placed in the nomination form at the biennial organizational meeting unless otherwise specified by statute. (55 ILCS 5/2-1003) Election as Board Chair shall require a roll call vote of the majority of the members present.

B. Duties

1. The Board Chair shall serve as the public representative of the County Board.
2. The Board Chair shall preside at all meetings of the County Board. In the event of the absence or temporary inability of the Board Chair to preside at a meeting, the Vice-Chair shall serve as presiding officer for the meeting. In the event that neither is available, the members present shall choose by nomination a temporary Board Chair pro-tempore to serve as the presiding officer for that meeting. (55 ILCS 5/2-1003).
3. The Board Chair shall open the sessions; call the members to order; have the general power to recognize members entitled to the floor; state and call for the vote on all questions which are regularly moved and seconded or which necessarily arise in the course of the proceedings; protect the Board from frivolous or dilatory action; restrain the members when engaged in debate within the Rules of Order subject to an appeal, without debate; subject to the requirements of the Open Meetings Act, have the power to require the meeting room to be cleared; and assist in the expediting of the business of the meeting within the rights of the Board pursuant to law.
4. The Board Chair shall perform all the duties prescribed by law or by action of the Board.
5. The Board Chair shall be the executor of all documents as required by statute.
6. The Board Chair shall be charged with executing matters of the Board in the event timeliness or immediate emergency event requires action with notice to the Vice Chair immediately for collaboration and written notice to the board as soon as possible advising of such action(s) unless otherwise authorized. Such action must be debated and voted (if needed) at the next opportunity to do so, whether it be an emergency, special or regular Board meeting.
7. The Board Chair, with the concurrence of a majority of the members present at the meeting when such appointments are announced, shall appoint members to the respective Committees, unless otherwise provided by law. The power to make appointments is reserved exclusively to the elected Board Chair pursuant to statute.

8. The Board Chair shall designate one member of each Committee as the Committee Chair. The respective appointed Committee Chair shall appoint a Committee Vice-Chair to serve in the absence of the Committee Chair.
  9. The Board Chair, or in the absence of the Board Chair, the Board Vice-Chair shall be an ex-officio member of all standing committees, any subcommittees thereof, or any advisory committees, and may participate in the discussion and deliberations of the committee. The Board Chair shall have the right to vote only in the case of a tie or in the absence of a quorum of the meeting.
  10. Vacancy in the Board Chair position – In the event of resignation, death, or other creation of a vacancy in the position of Board Chair, there shall be a new election for the Board Chair at the next meeting of the board immediately following the roll call of members of the board. In the event of the Board Chair vacancy, the Board Vice-Chair shall serve unless dictated by statute, until the Board Chair position is filled as prescribed above.
  11. The Board Chair shall serve as the Liquor Control Commissioner of the unincorporated areas of Ford County as defined in the Ford County Liquor Control Ordinance.
  12. The Board Chair shall make appointments to boards, commissions, districts and all other authorities. Based on statute or ordinance, these appointments will be presented to the County Board by the Board Chair for information and/or confirmation.
  13. The Board Chair shall make efforts to help County Board Members to remain informed on matters of importance in a timely manner.
- C. Removal of Board Chair
1. A Board Chair may be removed, with or without cause, upon a motion adopted by an affirmative vote of four-fifths (10 out of 12) of the Board. Upon adoption of a motion to remove the Board Chair, (i) the Board Chair position becomes vacant, and the former Board Chair compensation shall be prorated to the date the motion was approved; (ii) the Board Vice-Chair immediately assumes the duties of Board Chair without Board Chair compensation; and (iii) a new Board Chair shall be elected at the next regularly scheduled county board meeting. A Board Chair removed maintains his or her status as a member of the county board. (55 ILCS 5/2-1003)
- D. Compensation
1. The Board Chair shall be compensated at an amount via resolution passed by the majority of the prior County Board and may be changed in accordance with statute. (55 ILCS 5/2-3008)
  2. The Board Chair shall not be entitled to per diem and/or mileage compensation for regularly scheduled committee meetings unless such attendance is required to make quorum, become a tie breaker in a tie vote, perform secretarial duties or Chair the meeting.

**Section 2: Board Vice Chair**

A. Selection

1. The names of candidates for Board Vice Chair shall be placed in the nomination form at the bi-yearly organizational meeting unless otherwise specified by statute. (55 ILCS 5/2-1003) Election as Board Vice Chair shall require a roll call vote of the majority of the members present.

B. Duties

1. The Board Vice Chair shall have the act as presiding officer in the absence or temporary inability of the Board Chair to preside at a meeting.
2. The Board Vice Chair shall have the authority to execute documents on behalf of the Board with the prior written authorization of the Board Chair.
3. In the absence of the Board Chair, the Board Vice Chair shall be an ex-officio member of all standing committees, any sub-committees thereof, or any advisory committees, and may participate in the discussion and deliberations of the committee. The Board Vice Chair, in the absence of the Board Chair, shall have the right to vote only in the case of a tie or in the absence of a quorum of the meeting.

C. Compensation

1. The Board Vice Chair shall be entitled to any and all compensation for attending assigned committee meetings. The Board Vice Chair shall also be entitled to the approved per diem rate for attending those committee meetings that he/she is not assigned when required to perform duties with the absence of the Board Chair (IE: tie vote/quorum/Chair meeting).

**Section 3: Clerk of the Board**

- A. The County Clerk of Ford County, or a Deputy County Clerk selected by the County Clerk, shall be the Clerk of the Board, shall be the keeper of the records and minutes of the board, and shall be in attendance at all meetings of the Board. The Clerk of the Board shall announce the business of the Board in accordance with the Open Meetings Act. During Board meetings, the Clerk of the Board shall announce the results of votes taken by the board.

**Section 4: Parliamentarian**

- A. The Board parliamentarian shall be selected at the biennial organizational meeting. The name of parliamentarian shall be in nomination form and require a majority vote of board members present.

**Section 5: Master-at-Arms**

- A. The Sheriff of Ford County, or a Deputy selected by the Sheriff, shall, at the request of the Board Chair, be Master-at-Arms during all meetings of the board and shall preserve and maintain order and decorum in the meeting room of the Board.
- B. The Master-at-Arms shall have authority under applicable statutes to remove any person present, after warning has been given, in the event said person(s) act in a manner that continues to prohibit the elected body from conducting official government business.

**Article 4: Order of Business**

**Section 1: Board Meeting Order**

- A. The order of business presented before the Board during Board meetings shall be as follows, unless otherwise determined by action of the Board.
- a: Call to Order
  - b: Roll Call
  - c: Proclamation
  - d: Pledge to the Flag and Invocation
  - e: Approval of the Board Agenda
  - f: Approval of County Board Minutes
  - g: Communications
  - h: Comments from the Floor\*
  - i: Opportunity for Elected Officials/Department Heads to Address the Board
  - j: Approval of All Submitted Elected Official/Department Head Reports
  - k: Verbal Committee Reports:
    - 1. Executive Committee
    - 2. Farm Committee
    - 3. Finance Committee
    - 4. Highway Committee
    - 5. Insurance & Personnel Committee
    - 6. Sheriff Committee
    - 7. Zoning Committee
  - l: Approval of Committee Meeting Minutes
  - m: Special Assignments:
    - 1. 708 Board
    - 2. 9-1-1 Board
    - 3. Counties of Illinois Risk Management Agency (CIRMA)
    - 4. East Central Illinois Community Action
    - 5. Economic Development
    - 6. Emergency Management
    - 7. Extension
    - 8. Ford County Public Health
    - 9. Mobile Region 8
    - 10. Regional Office of Education
    - 11. Union Affairs
    - 12. Workforce Investment
  - n: Old Business
  - o: New Business
  - p: Adjournment
  - q: Proclamation

C. \*Comments From the Floor

1. Members of the public are encouraged to participate in the public comment section to address the Ford County Board about board business. Members of the public who wish to address the Ford County Board must provide the Clerk of the Board with written notice of their intent to speak prior to the board meeting being called to order. At the entrance to each board meeting location there will be a clearly marked sign-in sheet where the members of the public shall write their true name. Members of the public shall not be required to provide their address or any other information such as telephone numbers. In the event the Board is under an issued directive by the executive officer of the county in accordance with the Open Meetings Act regarding "Other Than in Person Attendance", members of the public will be afforded the opportunity to participate remotely utilizing the technological method selected by the board and posted accordingly on the County website. In the event remote public commenting is authorized by proper executive order, the sign-in sheet requirement shall be waived for those remote participants.
2. The Clerk of the Board may recognize individuals who have provided written notice of their intent to speak.
3. No public speaker shall engage in debate with Board members. Speakers shall refrain from identifying by name, Board members, elected officials, Ford County employees or other private citizens with personal disparaging or condemning remarks.
4. Each citizen is afforded no more than five (5) minutes to speak. The Board Chair can authorize an additional minute for comment at their discretion.

**Article 5: Attendance**

**Section 1: Board/Committee Meeting Attendance**

- A. Once the Board/Committee meeting has commenced, Board members that must depart and not return shall notify the Board Chair and/or the Clerk of the Board of the departure to ensure proper notation into the minutes and vote call logs.
- B. Arrival by Board members to Board/Committee meeting fifteen (15) minutes after the meeting has been called to order will void the members ability to receive per diem compensation unless the Board/Committee Chair has been notified and confirmed of the late arrival prior the start of the meeting. Arrival after the Board/Committee meeting has been called to order will not prohibit the member from participating, debating, voting, or performing their elected duties if there is a motion to seat that particular Board member and passed by simple majority of the Board.

**Article 6: Item Consideration/Debate Process**

**Section 1: Debate**

- A. Prior to engaging in debate, a motion and second must be made on the topic. Once a motion and second has been recorded by the Clerk of the Board, board members

wishing to engage in debate must contain their debate to the topic under consideration.

- B. Board members should refrain from injecting personal notes into debate.
- C. The presiding officer shall allow every member an opportunity to debate before recognizing a member who has already been acknowledged to debate in accordance with Roberts Rules of Order.
- D. A member, when called to order by the presiding officer, shall immediately discontinue speaking. If there is no appeal from the ruling of the presiding officer, such ruling shall be conclusive.
- E. When a member has the floor and is engaged in debate, no member shall hold any private discussion at a level disruptive to the board as determined by the presiding officer.
- F. Whenever a true copy of the full text of any Bill, Communication, Resolution, Ordinance, or Rules of Order have been furnished to each of the members of the Board by mail, personal delivery, electronically, or otherwise, it shall not be necessary, unless otherwise required by law or by the Rules of the Board, for the Clerk of the Board, Presiding Officer or Committee Chair to read at length the complete text to the membership of the Board when the same is presented for action, but the same may be referred to in general terms or by title only, unless a majority of the board specifically request that the same be read at length in its entirety.

**Section 2: Board Appeal**

- A. Any member may appeal to the Board a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state the reason for the same. The presiding officer may briefly explain the ruling, but there shall be no debate and no other member shall participate in the discussion. The presiding officer shall then put the question, “Shall the decision of the Board Chair be sustained?” If a majority of the members of the Board present vote “No,” the decision of the presiding officer shall be overturned; otherwise, it shall be sustained.

**Section 3: Personal Privilege**

- A. The right of a member to address the Board on a question of personal privilege shall be limited to:
  - 1. Those cases in which the integrity, character, or motives of the member are, or have been, attached or questioned.
  - 2. Those cases that the member believes there is a legitimate conflict of interest with a particular matter in front of the Board for consideration.

**Section 4: Motions and Discussion**

- A. After a motion or resolution is stated by the presiding officer or has been read by the Clerk, a motion and second must be entered before any discussion and vote can occur. Once a motion and second has been made, it shall be deemed to be in the possession of the Board. In the event an original motion is altered, the original mover of the motion advises their concurrence with the change and restates their

motion. The member who seconded the original motion must then agree with the adjusted motion or in the event of not agreeing, must state as such and may withdraw their original motion.

- B. If any question under consideration contains several propositions, the Board, by a majority vote of the members present, may divide the question into its component parts and act separately upon each part.
- C. No member of the Board shall occupy the floor in speaking or in debate without being addressed first by the presiding officer and shall not occupy the floor for an unreasonable amount of time. The period for discussion, on or for debate, to be allotted to individual members or to sides of a question, may be fixed by the action of two-thirds (2/3) of the members of the Board present and voting. No member shall be allowed to speak twice on the same question so long as any other member who has not spoken on that question desires the floor. A member who has spoken twice on a particular question has exhausted his or her right to debate that question. The presiding officer may close debate and put the question to a vote when it appears that debate has been exhausted on a particular question or when a member of the Board calls for the question.
- D. A Board Member may request any item listed on the published agenda to be removed for any reason. Upon the Board Chair announcing Agenda Item E. (Approval of Board Agenda) any Board Member may request to remove a specific item by receiving acknowledgement and requesting the specific item be removed. If there is no objection by other board members, the item will be removed. Upon receipt of any objection, the Board Chair will call for a vote to remove the requested item. To remove an Agenda item after objection and subsequent will require a 2/3 vote of the members present.

**Section 5: Voting**

- A. All questions which shall arise at meetings of a committee or Full Board shall be determined by the votes of the majority of members present at such meetings, except in cases as otherwise provided by law.
- B. The “yeas/yes” and the “nays/no” upon a question shall be taken by roll call vote of the members present in order of board voting position.
- C. Board members shall abstain from acting on any matter that comes before the Board that will directly or indirectly benefit any public or private entity or institution when the Board Member is an officer of or sits on the governing body of such entity or institution, or in which the Board Member or the Board Members immediate family has a financial interest as described in applicable laws or policies. If a Board Member has any other conflict of interest or the appearance of a conflict of interest, the Board Member may be excused if, prior to discussion of the matter, the Board Member informs the Board Chair of his/her desire to be excused because of a potential conflict of interest or the appearance of a conflict of interest. Every member of the County Board present on the putting of the question shall vote thereon, unless excused prior to putting of the question. All members that are excused from voting will not be allowed to participate in the discussion of the matter unless questions are directed to them by the Board Chair for information purposes but will be counted toward the presence of a quorum.

The minutes shall record members excused from voting as being present but abstaining. Board Members must vote yes or no on any matter brought before the Board unless authorized as described above to abstain or be excused.

- D. A vote or question may be reconsidered at any time on the day on which the motion has been acted upon by the Board, or the next succeeding day in the event a meeting is recessed to the next succeeding day. A motion to reconsider having once been made and decided in the negative shall not be renewed, nor shall the motion to reconsider be allowed. A motion to reconsider having been made must be seconded, and such motion and second shall be made by members of the Board who vote on the prevailing side of the question, unless otherwise provided for by law. The motion to reconsider shall require a vote of a simple majority of the members of the Board present voting in favor of such reconsideration in order to prevail.
- E. A vote, question, resolution, or an action may be rescinded if the time for a motion to reconsider has passed. A motion to rescind shall be seconded and requires a two-thirds (2/3) vote of the members present to prevail if written notice of such motion has not been presented in accordance with these Rules. In the event written notice has been given, a motion to rescind shall prevail upon an affirmative vote of a majority of the members present. Any motion to rescind must comply with the notice requirements of the Illinois Open Meetings Act.
- F. Any rule may be temporarily suspended, in any particular case or even, upon a motion, a second and a favorable vote of not less than two-thirds (2/3) of the members of the Board present. The motion to suspend the Rules shall include a brief explanation of the purpose and the subject requiring the suspension of the Rules. Immediately upon the termination of the business arising out of the case or event requiring the suspension of these Rules, the operation of the Rules shall be back in effect.
- G. The vote of “yeas/yes” and “nays/no” on a roll call of the members of the Board present, shall be taken upon the passage of all Resolutions, Ordinances and Propositions that create any liability against the County of Ford or for the expenditure or appropriation of its money. The vote so taken shall be entered into the minutes of the meeting.
- H. To ensure proper accounting of votes cast, roll call must be taken when meeting(s) are being conducted full or partially utilizing remote attendance in accordance with the Open Meetings Act.
- I. Any Board Member may ask the Board Chair for the privilege of the floor for a governmental employee or representative to explain or discuss a matter pending before the Board. Permission may be granted for other non-members to explain or discuss a pending matter by the presiding officer.

**Article 7: Board Meeting Preparation**

**Section 1: Board Meeting Agenda(s)**

- A. Each committee chair shall report matters of their assigned committee(s) that need to be brought before the full Board to the County Clerk/Recorder no later than 4:30pm on the Thursday prior to the scheduled Board meeting, unless expressly



authorized in writing by the Board Chair and/or County Clerk. Any item not included on the agenda that is published by the County Clerk may be added at the Board meeting for discussion only without objection. If an objection rises, the board may suspend the rules and add the item (requires 2/3 vote).

- B. The County Clerk/Recorder will publish the final version in accordance with the Open Meetings Act.
- C. Prior to publication of the Board Meeting Agenda, the Board Chair shall review and approve the board agenda and packet.
- D. Reports from outside committee assignments shall be provided in writing to the County Clerk/Recorder and Board Chair within the same timeframe as listed above in Item 1.

**Section 2: Board Meeting Packets**

- A. The County Clerk/Recorder (Board Secretary) shall compile all required documents from Committee Chairs and the Board Chair and shall make the packet available for Board Members to review as soon as possible after the Thursday at 4:30pm deadline.
- B. Once the packet has been published, additional documentation needed shall be added to the packet as ability exists and/or to the prescribed method of dissemination of Board documents. Notification to each Board Member by electronic means will occur making the board aware of the additional documentation. Every attempt shall be made to have supporting documentation disseminated no less than 48 hours prior to the scheduled meeting. If documentation is disseminated less than 48 hours prior to the scheduled meeting, Board Members shall be notified. Such late dissemination may cause additional debate/inquiries during the board meeting.
- C. Once the board packet has been published to Board Members, the County Clerk/Recorder shall make every attempt to publish the packet to the public website containing information allowable by statute.

\*Note that packets are not a requirement to publish under Illinois Statute.

**Article 8: Committees**

**Section 1: Makeup**

- A. The Board shall be made of up several standing committees that are created to handle county/department business in an efficient manner while providing ample time to prepare for the monthly Board meeting. The standing committees are listed below; however, the name may be modified from time to time as needed:
  - 1. Highway Committee
  - 2. Sheriff Committee
  - 3. Finance Committee
  - 4. Executive Committee
- B. The Board shall be made up of several ad-hoc committees that are created to handle county/department business on an as-needed basis and in an efficient manner while providing ample time to prepare for the monthly Board meeting.

The ad-hoc committees are listed below; however, the name may be modified from time to time as needed:

1. Zoning Committee
2. Insurance/Personnel Committee
3. Farm Committee

**Section 2: Special Committees**

- A. Special Committees may be created and appointed from time to time at the Board Chair's discretion, for a specific purpose and for a defined period.

**Section 3: Committee Meeting Attendance**

- A. Since binding action is not taken during committee meetings, members assigned to any committee may participate in a committee meeting by electronic methods if they are unable to attend in person due to work, illness, or immediate family or childcare issues. A quorum is required to be physically present at the location of the committee meeting to allow remote participation (remote attendance is not eligible to count towards quorum). Remote attendance option is to be utilized as an exception as in person attendance is preferred. Requests to attend utilizing the remote method must be made to the Committee Chair prior to the meeting being called to order. Failure to make the request prior to calling the committee meeting to order will void the members ability to vote remotely (debate will still be allowed). If it is deemed that a board member is using the remote option excessively, the Committee Chair will meet with the Board Member to discuss attendance barriers. In the event the State of Illinois Open Meetings Act is modified through legislation, or an Executive Order and subsequent County Chief Executive directive is issued, the Open Meetings Act procedure will prevail.
- B. Any time a committee meeting is being utilized in a remote fashion, roll call voice vote shall be required to properly capture the vote(s) of board members.
- C. Electronic/Remote method shall be defined as participation using the prescribed method (ZOOM, Google Meets, GoToMeeting) which allows a member's voice and video to be heard/seen from a remote location. Video is required at the time of vote to ensure proper cast vote.
- D. Assigned Board Members shall make attempts to be present for roll call at the published time. The assigned board member that arrives more than fifteen (15) minutes after roll call shall forfeit per diem for the meeting. The assigned board member shall not be restricted in their ability to participate in debate and casting of votes if a motion to seat that particular member is passed by a simple majority of the committee.

**Section 4: Committee Report for Board (Including Action Items)**

- A. All Committees shall report to the Board in writing information discussed at the respective Committee meeting as well as action items that successfully passed by proper vote to be advanced to the Full Board.

**Section 5: Claims**

- A. All claims and requests for payments shall be reviewed and approved at each appropriate Committee meeting for those departments assigned to the appropriate committee. Any claim or request for payment not presented but processed in the county financial system prior to the appropriate committee meeting may be presented to the Finance Committee. Any claim and requests for payment processed in the county financial system after the required time frame shall be held until the following month, unless doing so will result in penalty assessment and/or interruption of services. Per diem claims by Board Members are completed by the proper and timely application of the member sign in register (See Article 5 Section 1(B)) and paid in accordance to resolution. Any bill or claim against the County of Ford shall be filed by the County Clerk and paid for by the County Treasurer, as provided by law. While the duty to inspect bills occurs at committee meetings, all bills and requests for payments are available for inspection by members in the County Clerk's office. When a dispute arises regarding payment or rejection of a claim or request for payment, the Board Chair will adjudicate the issue with the assistance from the State's Attorney. All final claims and requests for payments shall be presented to the Full Board at its scheduled meeting with any special notations.

**Section 6: Standing Committees**

- A. General Provisions
  - 1. Any Committee may perform the duties assigned to it by forming a Sub-Committee for such purpose. The Committee Chairperson shall appoint the members of the Committee to any Sub-committee and shall designate the Chairperson of the Sub-committee.
- B. Committee Agendas
  - 1. All committees shall meet on the specified day and time in the week prior to the full County Board Meeting which is regularly scheduled for the 2<sup>nd</sup> Monday of each month. All Committee agenda items shall be submitted to the appropriate Committee members, County Clerk and Board Chair at no less than 48 hours prior to the scheduled date and time of the Committee meeting.
- C. Committee Minutes
  - 1. The Committee Chairperson and/or Sub-committee Chairperson shall be responsible for ensuring the creation of a written record of all proceedings of the Committee, which shall include the date and time of meetings, the members attending and summary of business transacted at the meeting, in accordance with Illinois law (exact verbatim transcription is not a requirement).
- D. Public Comment
  - 1. In accordance with Illinois law, Committee meetings must provide time for public comment. Public comment rules that must be followed can be referred to in Article 4 Section 1C (Public Comment) with the exception of posting a sign-up sheet at the entrance. In lieu of a sign-up sheet, the

Committee Chair must announce public comment three (3) times to ensure any members of the public have the opportunity to participate.

- E. Highway Committee
  - 1. Jurisdiction
    - a. The business of the following offices is considered by the Highway Committee:
      - 1. Highway Department
      - 2. Rural Public Transportation
  - 2. General Duties
    - a. The Committee shall consider all matters concerning the departments of jurisdiction and shall receive monthly updates by each department which shall include matters of financial status of said departments. Examples of items of consideration shall be finances, revenues and expenditures, purchasing, contracts. The Department Heads for each jurisdiction shall provide monthly updates and safety report to the Committee on items surrounding their offices.
    - b. Shall be responsible for rural public transportation efforts and implementation thereof.
- F. Sheriff Committee
  - 1. Jurisdiction
    - a. The business of the following offices is considered by the Sheriff Committee:
      - 1. Sheriff's Office
      - 2. Coroner's Office
      - 3. Emergency Management Agency (EMA)
  - 2. General Duties
    - a. The Committee shall consider all matters concerning the departments of jurisdiction and shall receive monthly updates by each department which shall include matters of financial status of said departments. Examples of items of consideration shall be, finances, revenues and expenditures, purchasing, contracts. The Department Heads for each jurisdiction shall provide monthly updates and safety report to the Committee on items surrounding their offices.
- G. Finance Committee
  - 1. Jurisdiction
    - a. The business of the following offices and items are considered by the Finance Committee:
      - 1. Treasurer's Office
      - 2. Clerk/Recorder
      - 3. All departments not listed in any other committee
      - 4. Full County Budget
  - 2. General Duties
    - a. The Committee shall consider all matters concerning the departments of jurisdiction and shall receive monthly updates by

each department which shall include matters of financial status of said departments. Examples of items of consideration shall be, finances, revenues and expenditures, purchasing, contracts. The Department Heads for each jurisdiction shall provide monthly updates and safety report to the Committee on items surrounding their offices.

- b. Jointly with all other Committee Chairs shall receive, consider and review the budget for each other office of the county.
- c. Shall consider, adopt and submit to the County Board the Annual Tax Levy and the Annual Appropriation and Budget Ordinance, in accordance with Illinois law.
- d. Shall consider, adopt and submit changes to the budget as allowed by Illinois law to the County Board.
- e. Shall monitor financial metrics throughout the fiscal year with consultation of the County Treasurer.
- f. Shall service as the County Audit team, which includes recommending a public accounting firm to serve as the annual external auditor; and, receive/review the Comprehensive Annual Financial Audit Report and associated documents and provide to the County Board for final approval of such.
- g. Shall be responsible for reviewing all old, new, existing and future litigation against and on behalf of Ford County.

H. Executive Committee

1. Jurisdiction

- a. The business of the following offices and items are considered by the Executive Committee:
  - 1. County Board
  - 2. Clerk/Recorder
  - 3. All departments not listed in any other committee
  - 4. New Position(s)
  - 5. Legislation
  - 6. County Board policy/procedure
  - 7. Information/Technology
  - 8. Environmental/Safety
  - 9. Non-Union Contract Negotiations
  - 10. Appointments to various boards under the County Board

2. General Duties

- a. The Committee shall consider all matters concerning all departments regarding non-union contract negotiations.
- b. Shall review and revise the County Board Process Manual as required.
- c. Shall receive initial approval/recommendation from the Insurance/Personnel Committee and visa versa on any new position(s) to be added or removed and further provide collaboration to the Finance Committee for budgetary direction.

- d. Shall serve as the information/technology liaison and further provide collaboration to the Finance Committee for budgetary direction.
- e. The Committee shall provide updates as needed to the County Board in the appropriate session (open/closed).
- f. Shall appoint qualified members to boards that are under County Board jurisdiction.
- g. Items needing action by the Full Board shall be presented by the appropriate Committee or to the Board as an item under the Executive Committee, or, New/Old Business, whichever is appropriate and adheres to the Illinois Open Meetings Act. The Department Heads for each jurisdiction shall provide monthly updates and safety report to the Committee on items surrounding their offices.

**Section 7: Ad Hoc Committees**

A. General Provisions

- 1. Any Committee may perform the duties assigned to it by forming a Sub-Committee for such purpose. The Committee Chairperson shall appoint the members of the Committee to any Sub-committee and shall designate the Chairperson of the Sub-committee.

B. Committee Agendas

- 1. All committees shall meet on an as-needed basis to perform duties and responsibilities in order to maintain county operations. All Committee agenda items shall be submitted to the appropriate Committee members, County Clerk and Board Chair at no less than 48 hours prior to the scheduled date and time of the Committee meeting. Action items presented on a Committee agenda and passed to the Full Board shall be considered at the next regularly scheduled County Board meeting, as outlined in Article 1 Section 1(A), Section 3(C).

C. Committee Minutes

- 1. The Committee Chairperson and/or Sub-committee Chairperson shall be responsible for ensuring the creation of a written record of all proceedings of the Committee, which shall include the date and time of meetings, the members attending and summary of business transacted at the meeting, in accordance with Illinois law (exact verbatim transcription is not a requirement).

D. Public Comment

- 1. In accordance with Illinois law, Committee meetings must provide time for public comment. Public comment rules that must be followed can be referred to in Article 4 Section 1C (Public Comment) with the exception of posting a sign-up sheet at the entrance. In lieu of a sign-up sheet, the Committee Chair must announce public comment three (3) times to ensure any members of the public have the opportunity to participate.

- E. Zoning Committee
  - 1. Jurisdiction
    - a. The business of the following offices is considered by the Zoning Committee:
      - 1. Zoning Department
  - 2. General Duties
    - a. The Committee shall consider all matters concerning the departments of jurisdiction and shall receive updates at the request of the Committee. The Committee, in conjunction with the Ford County Zoning Officer, is responsible for reviewing and maintaining the Ford County Zoning Ordinance. The Zoning Officer, by request of the Committee, shall provide reports to the as needed regarding active and ongoing projects in the unincorporated areas of the county.
- F. Insurance/Personnel Committee
  - 1. Jurisdiction
    - a. The business of the following offices and items are considered by the Insurance/Personnel Committee:
      - 1. All offices that have non-union employees
      - 2. Personnel Policy and Employee Handbook
      - 3. Employee health insurance
      - 4. New/existing positions
      - 5. Interviews for appointed positions with County Board oversight
      - 6. Property & Casualty insurance
  - 2. General Duties
    - a. The Committee shall consider all matters concerning the issues and departments of jurisdiction and shall receive updates at the request of the Committee.
    - b. The Committee shall receive initial approval/recommendation from the Executive Committee and visa versa on any new position(s) to be added or removed and further provide collaboration to the Finance Committee for budgetary direction.
    - c. Shall be responsible for reviewing and maintaining employee health insurance each fiscal year and provide budgetary direction for the Finance Committee.
    - d. Shall be responsible for updating and maintaining any and all personnel policies, as well as, the Ford County Employee Handbook.
    - e. Shall be responsible for any property and casualty insurance issues that may arise.
- G. Farm Committee
  - 1. Jurisdiction
    - a. The business of the following items is considered by the Farm Committee:
      - 1. Ford County Farm #1 – Bowen/Grider Farm

2. Ford County Farm #2 – Ford County Nursing Home Farm
  3. Ford County Farm #3 – Hatfield/Bowen Farm
2. General Duties
- a. The Committee shall consider all matters concerning the issues of jurisdiction.
  - b. Shall be responsible for the oversight and operation of Ford County-owned farm ground.
  - c. Shall be responsible for oversight of any cash rent bids and leases approved by the County Board.
  - d. Shall be responsible for updating and maintaining Ford County Farm cash rent lease agreement.
  - e. Shall be responsible for any projects and/or initiatives that can improve the quality of farm ground.

**Article 9      Decorum**

**Section 1:      Dress Code**

- A: Attire
1. County Board members shall dress in either professional or casual attire in a manner that is presentable to maintain a professional, respectful, and inclusive environment during Full Board and Committee meetings.
- B. Prohibited Attire
1. The following attire shall not be acceptable at Full Board and Committee meetings:
    - a. Clothing with offensive or inappropriate logos, graphics, or slogans.
    - b. Excessively revealing clothing, including short skirts, tank tops, and low-cut shirts.
    - c. Athletic wear or gym clothes.
    - d. Flip-flops, sandals, or any footwear that may present a safety hazard.
    - e. Ripped or torn clothing.
- C. Hygiene and Grooming
1. County Board members shall maintain good personal hygiene and grooming to ensure a clean and professional appearance.

**Section 2:      Etiquette**

- A: County Board members shall treat each other, Department Heads, county employees, and the general public with courtesy and respect. County Board members shall not use disrespectful language, disruptive behavior, bully, harass, or intimidate any County Board member, Department Head, county employee, or members of the general public.



**Article 10 County Budget**

**Section 1: Fiscal Year**

- A. The fiscal year of the County of Ford shall commence on the first day of December and shall terminate on the last day of November of each year.
- B. Committee Chairs shall meet with their respective departments under their jurisdiction to ensure a budget plan is in place and prepared in a timely fashion for yearly budget meetings held by the Finance Committee.
- C. Proposed yearly budgets and proposed yearly levees shall be approved by the Board and placed on public display by the last day of October of each year. Posting of proposed budgets and levees shall be in accordance with Illinois Statute. The Board shall subsequently consider next fiscal year's budget at the November Full Board meeting.

**Section 2: Budget Changes**

- A. Changes to budget line items that exceed the prescribed amount (by resolution) must be initiated from each Committee or Department Head, which will then be taken to the Finance Committee by the Committee Chair, with consultation of the County Treasurer. Once the Budget line-item change is reviewed/approved at the Finance Committee, with consultation of the County Treasurer, it shall be included in the County Board Meeting packet for full board approval. Budget line-item changes below the prescribed amount (by resolution) are not required to be advanced to the Finance Committee but, shall be included in the minutes of each committee that are placed in the full County Board packet to review. When required by the Illinois Counties Code Article VI, such amendments shall require a two-thirds (2/3) vote of the voting members present of the County Board.

**Article 11 Changes**

- A. No alteration or amendments shall be made to these Rules of Orders unless the proposal is in writing specifying in detail the change or changes desired to be made and a true copy therefore is provided to each member of the Board and must be approved by not less than two-thirds (2/3) of the members of the Board present at the meeting when the action is proposed.

**Resolution No. 25-[00]**

**A RESOLUTION APPROVING THE ENACTMENT OF THE FORD COUNTY BOARD  
PROCESS MANUAL**

**WHEREAS**, the Ford County Board (the "Board") is committed to ensuring that its meetings are conducted in an orderly, efficient, and transparent manner to serve the best interests of the public; and

**WHEREAS**, it is essential that the Board have a clearly defined set of rules to govern its procedures, decision-making, and the conduct of its members during meetings and other Board activities; and

**WHEREAS**, the Board has reviewed and discussed the proposed Ford County Board Process Manual at duly convened meetings, which have been made available for public review and comment, in compliance with applicable laws and regulations; and

**WHEREAS**, the Board recognizes the importance of having a formal and consistent framework to address procedural matters, including but not limited to quorum requirements, voting procedures, agenda management, public participation, and the conduct of members during Board meetings; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Ford County Board hereby approves and adopts the Ford County Board Process Manual, as presented and discussed, and directs that they be effective immediately upon adoption; and

**BE IT FURTHER RESOLVED**, that the Board Chairperson or their designee is hereby authorized to distribute, publish, and make available the adopted Ford County Board Process Manual to all members of the Board, county staff, and the public, ensuring that these rules are implemented in all future meetings and official actions of the Board.

**BE IT FURTHER RESOLVED**, that any prior resolutions, policies, or practices inconsistent with the adopted Ford County Board Process Manual are hereby repealed and replaced by the provisions of this resolution and the Ford County Board Process Manual as adopted.

**BE IT FINALLY RESOLVED**, that the County Clerk is hereby directed to maintain a copy of the Ford County Board Process Manual in the official records of the County for public inspection and to ensure compliance with the adopted rules in all subsequent Board meetings and actions.

**PASSED AND ADOPTED** by the County Board of Ford County this [Day] of [Month], [Year].

---

**Chase McCall**  
Chairman, Ford County Board

---

**Amy Frederick**  
Ford County Clerk & Recorder

**STATE OF ILLINOIS  
IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT  
COUNTY OF FORD**

---

IN THE MATTER OF	)	FORD DD27
UNION DRAINAGE DISTRICT NO. 1	)	
OF THE TOWNSHIPS OF PELLA AND	)	
BRENTON IN FORD COUNTY,	)	

---

**APPOINTMENT**

I, Debbie Smith, do hereby appoint TIMOTHY IFFT, 2773 N. 1500 E. Rd, Piper City, IL 60959, to the Office of Drainage Commissioner of Pella & Brenton Drainage District, of Ford County, Illinois, for the term to expire on the first Tuesday of September, 2027, or until his successor is appointed and has qualified, subject to approval of the Ford County Board.

**CONFIRMATION OF APPOINTMENT**

On the \_\_\_\_\_ day of \_\_\_\_\_, 2024, the Ford County Board did, by vote of its members, approve the appointment of TIMOTHY IFFT, by the Chairman of the County Board, to the office of Drainage Commissioner of the above named District, for the term to expire on the first Tuesday of September, 2027, or until his successor is appointed and had qualified.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

FORD COUNTY BOARD

BY: \_\_\_\_\_  
Chairman of the Board

ATTEST:

\_\_\_\_\_  
County Clerk

Mark A. Coleman, Jr., of  
Weeks, Brucker & Coleman, Ltd.  
Attorneys at Law  
606 West Oak Street, Post Office Box 288  
Fairbury, Illinois 61739  
Phone (815) 692-2302; Fax (815) 692-4826  
Email: mcoleman@weeksbrucker.com  
ARDC: 6301554

**STATE OF ILLINOIS  
IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT  
COUNTY OF FORD**

---

IN THE MATTER OF	)	FORD DD19
WALL TOWNSHIP	)	
DRAINAGE DISTRICT	)	

---

**APPOINTMENT**

I, Debbie Smith, do hereby appoint TIM MUEHLENPFORT, 1258 E 1100 N Rd, Melvin, IL 60952, to the Office of Drainage Commissioner of Wall Township Drainage District, of Ford County, Illinois, for the term to expire on the first Tuesday of September, 2027, or until his successor is appointed and has qualified, subject to approval of the Ford County Board.

**CONFIRMATION OF APPOINTMENT**

On the \_\_\_\_\_ day of \_\_\_\_\_, 2024, the Ford County Board did, by vote of its members, approve the appointment of TIM MUEHLENPFORT, by the Chairman of the County Board, to the office of Drainage Commissioner of the above named District, for the term to expire on the first Tuesday of September, 2027, or until his successor is appointed and had qualified.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

FORD COUNTY BOARD

BY: \_\_\_\_\_  
Chairman of the Board

ATTEST:

\_\_\_\_\_  
County Clerk

Mark A. Coleman, Jr., of  
Weeks, Brucker & Coleman, Ltd.  
Attorneys at Law  
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Phone (815) 692-2302; Fax (815) 692-4826  
Email: mcoleman@weeksbrucker.com  
ARDC: 6301554

**STATE OF ILLINOIS  
IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT  
COUNTY OF FORD**

---

IN THE MATTER OF	)	FORD DD01
VERMILION SPECIAL	)	
DRAINAGE DISTRICT	)	

---

**APPOINTMENT**

I, Debbie Smith, do hereby appoint GREGORY STARK, 102 Marion St., PO Box 443, Ashkum, IL 60911, to the Office of Drainage Commissioner of Vermilion Special Drainage District, of Ford County, Illinois, for the term to expire on the first Tuesday of September, 2027, or until his successor is appointed and has qualified, subject to approval of the Ford County Board.

**CONFIRMATION OF APPOINTMENT**

On the \_\_\_\_\_ day of \_\_\_\_\_, 2024, the Ford County Board did, by vote of its members, approve the appointment of GREGORY STARK, by the Chairman of the County Board, to the office of Drainage Commissioner of the above named District, for the term to expire on the first Tuesday of September, 2027, or until his successor is appointed and had qualified.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

FORD COUNTY BOARD

BY: \_\_\_\_\_  
Chairman of the Board

ATTEST:

\_\_\_\_\_  
County Clerk

Mark A. Coleman, Jr., of  
Weeks, Brucker & Coleman, Ltd.  
Attorneys at Law  
606 West Oak Street, Post Office Box 288  
Fairbury, Illinois 61739  
Phone (815) 692-2302; Fax (815) 692-4826  
Email: mcoleman@weeksbrucker.com  
ARDC: 6301554

## **RESOLUTION 25 -**

### **A RESOLUTION ESTABLISHING THE EXECUTIVE COMMITTEE AS A STANDING COMMITTEE OF THE FORD COUNTY BOARD**

**WHEREAS**, the Ford County Board recognizes the need for an efficient and organized process for the administration of county affairs; and

**WHEREAS**, the Ford County Board seeks to establish clear and defined structures for committee oversight and governance to ensure effective decision-making and representation of the county's interests; and

**WHEREAS**, the Ford County Board desires to formalize the status of the Executive Committee as a standing committee that will regularly meet and provide guidance and oversight on matters of importance to the Board.

**NOW, THEREFORE, BE IT RESOLVED** by the Ford County Board, as follows:

**1. Establishment of Executive Committee**

The Executive Committee of the Ford County Board is hereby established as a standing committee of the Board. The Executive Committee shall consist of the following members:

- County Board Chairman – Chair of the Executive Committee
- County Board Vice Chairman
- Chair of Farm Committee
- Chair of Finance Committee
- Chair of Highway Committee
- Chair of Insurance/Personnel Committee
- Chair of Sheriff Committee
- Chair of Zoning Committee

**2. Purpose and Responsibilities**

The Executive Committee shall serve as a primary body to:

- Provide recommendations to the Full Board on policy matters, administrative items, and other county issues that require attention.
- Review and make decisions on matters of urgency or importance between regular Board meetings.
- Oversee the functioning of other standing or ad hoc committees.
- Advise the Chairman of the Board on operational and procedural issues.

**3. Meetings and Procedures**

The Executive Committee shall meet regularly the week prior to the Full Board meeting, at a frequency determined by its members, and shall follow the same procedures for notice, quorum, and voting as established for other committees of the Board.

**4. Delegation of Authority**

The Executive Committee shall not have the authority to take actions that require

approval from the full Ford County Board unless expressly authorized by the Board or by this resolution.

5. **Amendment of Resolution**

This resolution may be amended or modified by a majority vote of the Ford County Board.

This resolution shall take effect immediately upon its passage.

**PASSED AND ADOPTED** by the County Board of Ford County this [Day] of [Month], [Year].

---

**Chase McCall**  
Chairman of the Ford County Board

---

Attest: **Amy Frederick**  
Ford County Clerk & Recorder

**RESOLUTION 25 -**

**SETTING PER DIEM RATES AND MILEAGE CLAIM FOR 2025**

**WHEREAS**, the governing body of Ford County shall, by resolution, establish a per diem rate for mileage reimbursement, meal reimbursements and lodging reimbursements; and

**WHEREAS**, qualifying reimbursements shall be for employees only and shall consist of a submitted receipt from the business of which the purchase was made including the name of the business, the date of purchase, brief description of purchase and amount paid (hand written receipts do not qualify); and

**NOW, THEREFORE, BE IT RESOLVED**, the following rates shall be set for reimbursement of mileage, meal reimbursement, and lodging for the 2025 year starting on January 1<sup>st</sup>:

**Standard mileage according to the IL. Dept. of Revenue as of:**

- **January 1, 2025** will be set at \$. 70 cents per mile;

**Lodging rates are subject to the federal per diem rates set by the US General Services Administration by state:**

- Reimbursement shall not exceed \$110.00 plus tax per day/per employee.

**Meal reimbursement rates are subject to the federal per diem rates set by the US General Services Administration by state:**

- **Breakfast** hours are set between 12:01 a.m. and 10:00 a.m. is \$16.00; and
- **Lunch** hours are set between 10:01 a.m. and 3:00 p.m. is \$19.00; and
- **Dinner** hours are set between 3:01 p.m. and 12 midnight is \$28.00; and
- Meal reimbursement shall not exceed \$51.00 plus tax per day/per employee.

DATED this 13<sup>th</sup> day of January, 2025.

---

Chase McCall  
Chairman of the Board

---

ATTEST: Amy Frederick  
Ford County Clerk & Recorder



RESOLUTION     25-

RESOLUTION APPROPRIATING COUNTY HIGHWAY FUNDS TO  
CONSTRUCT A BRIDGE ON THE FORD – LIVINGSTON COUNTY  
LINE

WHEREAS, Structure No. 027-5524, a deficient bridge, located on the Ford-Livingston County line which is in Section 31 of Brenton Township, Ford County, and Section 36 in Chatsworth Township, Livingston County needs to be removed and reconstructed, and

WHEREAS, Livingston County and Ford County are wholly responsible for the construction of said bridge under Section 605 ILCS 5/5-503 as the structure has a required opening greater than twenty-five (25) square feet, and,

WHEREAS, Ford County will cause plans to be made, hold a letting, award a Contract, supervise construction, authorize payments to the Contractor as required for the construction of the bridge, and retain jurisdiction of the structure after completion, and

WHEREAS, Ford County will pay its share of preliminary engineering and actual construction costs per 605 ILCS 5/5-503, based on Equalized Assessed Valuation of each County, and

WHEREAS, the total estimated cost of the project to be known as Livingston County Section 25-00231-00-BR / Ford County Section 20-01121-00-BR is two hundred eighty-eight thousand dollars (\$288,000), including engineering, and Ford County’s proportionate share (28.01%) is estimated to be eighty-one thousand dollars (\$81,000), and

WHEREAS, at the Highway Committee of the County Board of Ford County on January 8, 2025 did discuss and recommend approval of the appropriation of County Highway Funds for the replacement of the structure.

THEREFORE, BE IT RESOLVED, that the County of Ford will appropriate \$81,000 of County Highway Funds for the purposes of paying Ford County’s share of the cost of engineering and construction of the above-mentioned bridge structure.

STATE OF ILLINOIS)  
  ) ss  
COUNTY OF FORD)

I, Amy Frederick, County Clerk in and for said County, in the state aforesaid and keeper of the records and files thereof, as provided by Statute, do hereby certify the foregoing to be a true, perfect, and complete copy of a resolution adopted by the County Board of Ford County at its meeting held at Paxton on January 13, 2025.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County at my office in Paxton in said County this 13th day of January, 2025.

(SEAL)

\_\_\_\_\_  
Ford County Clerk

## Interagency Agreement Regarding Emergency Dispatching, Communications and Other Services

Whereas the Ford County Sheriff's Office and Recipient(s) are empowered to provide emergency communications services to the citizens within their respective jurisdictions and may, therefore enter into an Interagency Agreement with one another and with other public agencies to perform such services; and,

Whereas, the Ford County Sheriff's Office has an emergency communications dispatch center and systems capable of providing emergency communications services to law enforcement agencies, fire departments, fire districts and emergency medical services providers within Ford County and beyond; and,

Whereas the Ford County Sheriff's Office and the parties to this agreement believe emergency dispatch and communications services as well as other services would be best served by being managed through the Ford County Sheriff's Office and "Oversight Board"; and,

Whereas, Paxton Police Department, Gibson City Police Department, Ford County E911 Board, Gibson Area Hospital and Ambulance Services, Ford County Area Fire Departments, (herein called the "Oversight Board") desires to obtain emergency dispatch and emergency communications services from the Ford County Sheriff's Office Telecommunications Center; and,

Whereas the parties hereto recognize that it is in the best interests of the citizens within their respective jurisdictions and in the furtherance of the health, safety, and welfare of the citizens to have a unified emergency dispatch and communications system having the advantage of economies of scale; and,

Whereas the governing body of each party has resolved, agreed, or ordained that this interagency agreement may be entered into;

Now, Therefore, in consideration of the mutual covenants contained herein, it is hereby agreed as follows:

## I) Definitions

Ford County Telecommunications Center: To be administered by this agreement.

There shall be an Oversight Board composed of seven (7) persons as follows:

1. The Gibson City Police Chief or Designee
2. The Paxton Police Chief or Designee
3. The Ford County E911 Director or Designee
4. The Gibson Area Ambulance Director or Designee
5. A Fire Department Representative
6. A Ford County Board Member
7. The Ford County Sheriff

## II) Functions and Authority of the Oversight Board

1. The Ford County Sheriff shall be the permanent chairperson of the Oversight Board.
2. A quorum for the Oversight Board shall consist of five (5) members.
3. The Oversight Board shall meet at least two (2) times annually and appoint a secretary who shall keep good and sufficient minutes of the meetings.
4. Conduct a bi-annual performance review of the Ford County Telecommunications Center.
5. Evaluate and make recommendations to the Ford County Sheriff concerning policies and procedures of the Ford County Telecommunications Center.
6. Evaluate and make recommendations to the Ford County Sheriff concerning development, programming, operational and personnel policies and equipment usage.
7. Oversight Board may call a special meeting at any reasonable time to address recipient concerns involving the Ford County Telecommunications Center.
8. Any increase in funds for dispatch services imposed by Ford County towards the recipients must be approved by the Oversight Board by a two-thirds (2/3) majority vote.

## III) Admission of New Recipients

Public safety entities that are not recipients under this agreement may be added to this agreement as recipients upon meeting any terms and conditions as determined by the Oversight Board.

## IV) Duration and Termination

Except as otherwise specifically provided herein, any party to this agreement may withdraw from the Oversight Board upon at least one (1) year written notice to the Oversight Board. Said termination must be received by December 1st of the year prior to the termination effective on December 1<sup>st</sup> of the following year.

## V) Amendments

This agreement may be amended at any time by the majority action of the Oversight Board and ratified by the majority of the legislative bodies of all Parties of this agreement.

## VI) Severability

If a provision of this agreement of application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the agreement, which can be given effect without invalid provision or application, and to this end, the provisions of the agreement are declared to be severable.

## VII) Execution of Agreement

Each party to this agreement may bind itself with all other parties to this agreement to form the Oversight Board by signing a duplicate original to the Oversight Board. It is understood that such execution shall not require that one original agreement be signed by all parties to this agreement, but that there will be several duplicate originals signed by each party to this agreement. The purpose of this provision is to facilitate the signing of this agreement and to avoid undue delay in the execution of this agreement. This agreement, however, shall be executed on behalf of each member by its authorized representative and pursuant to the appropriate motion, resolution or ordinance of each local government or other entity as the case may be. Each party to this agreement shall be bound to it as of the date it is signed by that member.

## VIII) Indemnity Agreement

Each party to this agreement agrees to hold harmless and indemnify the other parties to this agreement for loss or damage of any nature arising from provision of law enforcement, fire, medical aid services and/or equipment by each party's employees or agents in aid of any other party. Specifically, action under the direction and control of a party to this agreement shall be interpreted solely as direct control of actions by the party receiving the aid. Otherwise, the primary commissioning agency remains liable or responsible for the actions of its employees or agents.

**IX) Compensation**

In consideration for providing emergency communications services, **City of Gibson** shall pay the sum of \$25,000.00 to the Ford County Sheriffs' Office located at 235 N. American Street, Paxton, IL 60957 in equal monthly installments of \$2,083.34, due, and payable without demand by the 15<sup>th</sup> of each month. Recipients may also choose to pay one lump sum of \$25,000.00 on or about December 1<sup>st</sup> of 2024.

**FORD COUNTY SHERIFF**

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

**GIBSON CITY CHIEF OF POLICE**

BY: *Chief Aden Randall*

ATTEST: \_\_\_\_\_

**CITY OF GIBSON MAYOR**

BY: *[Signature]*

ATTEST: *[Signature]*

**FORD COUNTY BOARD CHAIRMAN**

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_



## Interagency Agreement Regarding Emergency Dispatching, Communications and Other Services

Whereas the Ford County Sheriff's Office and Recipient(s) are empowered to provide emergency communications services to the citizens within their respective jurisdictions and may, therefore enter into an Interagency Agreement with one another and with other public agencies to perform such services; and,

Whereas, the Ford County Sheriff's Office has an emergency communications dispatch center and systems capable of providing emergency communications services to law enforcement agencies, fire departments, fire districts and emergency medical services providers within Ford County and beyond; and,

Whereas the Ford County Sheriff's Office and the parties to this agreement believe emergency dispatch and communications services as well as other services would be best served by being managed through the Ford County Sheriff's Office and "Oversight Board"; and,

Whereas, Paxton Police Department, Gibson City Police Department, Ford County E911 Board, Gibson Area Hospital and Ambulance Services, Ford County Area Fire Departments, (herein called the "Oversight Board") desires to obtain emergency dispatch and emergency communications services from the Ford County Sheriff's Office Telecommunications Center; and,

Whereas the parties hereto recognize that it is in the best interests of the citizens within their respective jurisdictions and in the furtherance of the health, safety and welfare of the citizens to have a unified emergency dispatch and communications system having the advantage of economies of scale; and,

Whereas the governing body of each party has resolved, agreed, or ordained that this interagency agreement may be entered into;

Now, Therefore, in consideration of the mutual covenants contained herein, it is hereby agreed as follows:

## I) Definitions

Ford County Telecommunications Center: To be administered by this agreement.

There shall be an Oversight Board composed of seven (7) persons as follows:

1. The Gibson City Police Chief or Designee
2. The Paxton Police Chief or Designee
3. The Ford County E911 Director or Designee
4. The Gibson Area Ambulance Director or Designee
5. A Fire Department Representative
6. A Ford County Board Member
7. The Ford County Sheriff

## II) Functions and Authority of the Oversight Board

1. The Ford County Sheriff shall be the permanent chairperson of the Oversight Board.
2. A quorum for the Oversight Board shall consist of five (5) members.
3. The Oversight Board shall meet at least two (2) times annually and appoint a secretary who shall keep good and sufficient minutes of the meetings.
4. Conduct a bi-annual performance review of the Ford County Telecommunications Center.
5. Evaluate and make recommendations to the Ford County Sheriff concerning policies and procedures of the Ford County Telecommunications Center.
6. Evaluate and make recommendations to the Ford County Sheriff concerning development, programming, operational and personnel policies and equipment usage.
7. Oversight Board may call a special meeting at any reasonable time to address recipient concerns involving the Ford County Telecommunications Center.
8. Any increase in funds for dispatch services imposed by Ford County towards the recipients must be approved by the Oversight Board by a two-thirds (2/3) majority vote.

## III) Admission of New Recipients

Public safety entities that are not recipients under this agreement may be added to this agreement as recipients upon meeting any terms and conditions as determined by the Oversight Board.

## IV) Duration and Termination

Except as otherwise specifically provided herein, any party to this agreement may withdraw from the Oversight Board upon at least one (1) year written notice to the Oversight Board. Said termination must be received by May 1st of the year prior to the termination effective on May 1<sup>st</sup> of the following year.

## V) Amendments

This agreement may be amended at any time by the majority action of the Oversight Board and ratified by the majority of the legislative bodies of all Parties of this agreement.

## VI) Severability

If a provision of this agreement of application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the agreement, which can be given effect without invalid provision or application, and to this end, the provisions of the agreement are declared to be severable.

## VII) Execution of Agreement

Each party to this agreement may bind itself with all other parties to this agreement to form the Oversight Board by signing a duplicate original to the Oversight Board. It is understood that such execution shall not require that one original agreement be signed by all parties to this agreement, but that there will be several duplicate originals signed by each party to this agreement. The purpose of this provision is to facilitate the signing of this agreement and to avoid undue delay in the execution of this agreement. This agreement, however, shall be executed on behalf of each member by its authorized representative and pursuant to the appropriate motion, resolution or ordinance of each local government or other entity as the case may be. Each party to this agreement shall be bound to it as of the date it is signed by that member.

## VIII) Indemnity Agreement

Each party to this agreement agrees to hold harmless and indemnify the other parties to this agreement for loss or damage of any nature arising from provision of law enforcement, fire, medical aid services and/or equipment by each party's employees or agents in aid of any other party. Specifically, action under the direction and control of a party to this agreement shall be interpreted solely as direct control of actions by the party receiving the aid. Otherwise, the primary commissioning agency remains liable or responsible for the actions of its employees or agents.



**IX) Compensation**

In consideration for providing emergency communications services, **City of Paxton** shall pay the sum of \$25,000.00 to the Ford County Sheriffs' Office located at 235 N. American Street, Paxton, IL 60957 in equal monthly installments of \$2,083.34, due, and payable without demand by the 15<sup>th</sup> of each month. Recipients may also choose to pay one lump sum of \$25,000.00 on or about December 01, 2024.

**FORD COUNTY SHERIFF**

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_


**CITY OF PAXTON MAYOR**

BY: 

ATTEST: 

**PAXTON CHIEF OF POLICE**

BY: 

ATTEST: 

**FORD COUNTY BOARD CHAIRMAN**

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

**RESOLUTION 25 -**

**A RESOLUTION TO PROPERLY ADOPT RESOLUTION 23-49 AND RESOLUTION 23-50 TO THE FORD COUNTY ZONING ORDINANCE**

**WHEREAS**, the Ford County Zoning Ordinance was adopted by the Ford County Board on March 1972, Reprinted April 2004, Revised April 2005, Revised March 2006, Revised March 2009, Revised June 2009, Revised September 13, 2021, and Revised February 14, 2022; and

**WHEREAS**, any amendment to the Ford County Zoning Ordinance requires an official resolution signifying enactment of those amendments pursuant to 55 ILCS 5/5-12014; and

**WHEREAS**, the Zoning Board of Appeals met sometime before May 9, 2023 and recommended to amend the Zoning Ordinance by adopting a Solar Ordinance and text amendments to the Wind Energy Conversion Systems (WECS) Ordinance; and

**WHEREAS**, the Ford County Zoning Committee met sometime between May 9, 2023 and May 24, 2023 and considered recommending to amend the Ford County Zoning Ordinance by adopting a Solar Ordinance and text amendment to the WECS Ordinance; and

**WHEREAS**, the Ford County Board adopted a Solar Ordinance (Resolution 23-50) and text amendments to the WECS Ordinance (Resolution 23-49) during a Special County Board meeting held on May 24, 2023; and

**WHEREAS**, after an exhaustive search, there appears to be no official resolution document signifying the adoption of a Solar Ordinance and text amendments to the WECS Ordinance.

**NOW, THEREFORE, BE IT RESOLVED** by the Ford County Board to officially adopt Resolution 23-50 and Resolution 23-49 by properly adding language to the Ford County Zoning Ordinance pursuant to 55 ILCS 5/5-12014.

This resolution shall take effect immediately upon its passage.

**PASSED AND ADOPTED** by the County Board of Ford County this [Day] of [Month], [Year].

---

**Chase McCall**  
Chairman of the Ford County Board

---

Attest: **Amy Frederick**  
Ford County Clerk & Recorder

## **RESOLUTION 25 -**

### **A RESOLUTION FOR THE APPOINTMENT OF LIQUOR COMMISSIONERS OF FORD COUNTY, ILLINOIS**

**WHEREAS**, the Ford County Board recognizes the importance of regulating the sale and distribution of alcoholic beverages within the unincorporated areas of the county in a manner consistent with the laws of the State of Illinois and the interests of the citizens of Ford County; and

**WHEREAS**, the Illinois Liquor Control Act requires that counties establish a Liquor Control Commission to oversee the enforcement of local liquor ordinances and regulations; and

**WHEREAS**, the Ford County Board adopted Resolution 23-48 Ford County Liquor Control Ordinance on May 8, 2023.

**WHEREAS**, the Ford County Board seeks to ensure that qualified and capable individuals are appointed to serve as Liquor Commissioners to provide oversight and to promote compliance with applicable liquor laws;

**NOW, THEREFORE, BE IT RESOLVED** by the Ford County Board, as follows:

**1. Establishment of the Liquor Control Commission**

The Ford County Board hereby establishes the Liquor Control Commission for Ford County, which shall be responsible for overseeing and enforcing local liquor ordinances, licenses, sale, distribution, and consumption of alcoholic beverages within the county.

**2. Appointment of Liquor Commissioners**

The Liquor Control Commission shall consist of six members, each appointed by the Chairman of the Ford County Board, with the advice and consent of the Board. The members shall be residents of Ford County and not be engaged in any business that would present a conflict of interest with the duties of a Liquor Commissioner.

**3. Term of Appointment**

Three Liquor Commissioners shall serve a term of four (4) years and three Liquor Commissioners shall serve a term of two (2) years. Liquor Commissioners may be reappointed for subsequent terms at the discretion of the Chairman of the Ford County Board, with the approval of the Board. Terms for the following Liquor Commissioners are set for Ford County:

- Tom McQuinn – 4-year term set to expire on November 30, 2028.
- Gene May – 2-year term set to expire on November 30, 2026.
- Tim Nuss – 4-year term set to expire on November 30, 2028.
- Lesley King – 2-year term set to expire on November 30, 2026.
- Randy Ferguson – 4-year term set to expire on November 30, 2028.
- Chase McCall – 2-year term set to expire on November 30, 2026.
- Ford County Sheriff Chad Johnson – 2-year term set to expire on November 30, 2026.

**4. Duties and Responsibilities**

The Liquor Commissioners shall be responsible for the following:

- Reviewing and approving or denying liquor license applications within the county.
- Ensuring compliance with all local, state, and federal laws related to the sale and consumption of alcohol.
- Investigating complaints or violations of liquor ordinances and issuing penalties or recommendations for enforcement actions.
- Holding hearings as necessary to address violations or concerns related to alcohol distribution and sales.
- Reporting to the Ford County Board on liquor-related issues as required.

5. **Compensation**

Liquor Commissioners shall serve without compensation, unless otherwise authorized by the Ford County Board.

6. **Vacancies**

In the event that a vacancy occurs on the Liquor Control Commission, the Chairman of the Ford County Board, with the advice and consent of the Board, shall appoint a replacement for the remainder of the unexpired term.

7. **Effective Date**

This resolution shall take effect immediately upon its passage and shall supersede any resolutions pertaining to the appointment of Liquor Commissioners for Ford County.

**PASSED AND ADOPTED** by the County Board of Ford County this [Day] of [Month], [Year].

---

**Chase McCall**

Chairman of the Ford County Board

---

Attest: **Amy Frederick**

Ford County Clerk & Recorder