AGENDA
Executive Committee
Tuesday, August 23, 2022
Immediately following Public Safety and Justice Committee
Peoria County Courthouse, Room 403

1. Call to Order

2. Approval of Minutes
   - January 4, 2022 (Executive Session)
   - March 1, 2022 (Executive Session)
   - March 22, 2022 (Executive Session)
   - July 26, 2022 (Regular Session)

3. Informational Items/Reports/Other Minutes/Update
   - Springdale Cemetery Minutes
   - County Auditor
   - Tax Abatement Program

4. Resolution
   - Creation of a Pool of Pre-Qualified Advertising Agency Vendors

5. Discussion
   - Standing Committee Agendas

6. Miscellaneous

7. Adjournment
Call to Order
Vice-Chairman Fennell called the meeting to order at 2:42 p.m.

A motion to allow the participation of Mr. Rosenbohm via teleconference was made by Dr. Blair and seconded by Ms. Daley. The motion carried unanimously.

Approval of Minutes
A motion to approve the minutes of June 21, 2022 was made by Ms. Duncan and seconded by Ms. Reliford. The motion carried unanimously.

Informational Items/Reports/Other Minutes/Updates
• Springdale Cemetery
No verbal report. No questions or comments from committee.

• County Auditor
No report. No questions or comments from committee.

• Heddington Oaks Financials
Mr. Sorrel information in the committee packet includes the balance sheet for the period ending May 31, 2022, and the current status of Accounts Receivable. Staff is scheduled to meet this week with the vendor retained to resolve several accounts receivable accounts.

Mr. Sorrel advised that the County is scheduled to close on the sale of the real estate agreement on August 5, 2022, and closing on the bonds will take place on August 11, 2022 at a real interest rate of 3.63%. He added that this rate represents a net savings to taxpayers of $31.5 million.

• Peoria County Enterprise Zone Report
Mr. Sorrel directed committee members to the submitted report which shows activity through June 2022.

Mr. Sorrel advised that the local governances that are part of both the Urban and Rural Enterprise Zones are working to finalize any requests to the annual map amendment. He explained that county municipalities have the opportunity to request to either remove or add property from the Enterprise Zone.
• Joint Commission on Racial Justice and Equity update
Mr. Sorrel advised that, as per committee request, a draft Ordinance for a Racial Equity Impact Assessment Tool has been included in the committee packet. He stated that the Ordinance is the first recommendation to come from the Joint City/County Commission on Racial Justice and Equity. He noted that although the Ordinance is currently in draft form, the document has been adopted by the Joint Commission and has been forwarded to both the County and City. He highlighted a key area of the Ordinance stating that if adopted, a tool will be implemented which assures that actions of the County Board, through policy decisions and votes taken on resolutions and ordinances, will meet certain criteria or have been evaluated with certain criteria in mind, and which are detailed within the Ordinance.

Mr. Sorrel advised that either the Chief Diversity Equity Inclusion Officer or the line staff reporting to that position would be responsible for maintaining the tool.

➢ Tax Abatement Program
Topic deferred to the August meeting of the committee.

➢ Peoria County Flag Design Contest
Ms. Pearsall advised that Peoria County does not currently have an official county flag, and stated that she was approached by several County Board Members regarding launching a contest to design an official flag for Peoria County. She commented that the county will solicit direct input from the community, with guidelines to aid residents in their design entries. She summarized the historical background of county flags, design elements/options/suggestions, contest structure, and contest timeline (August 8th through September 7th). She stated that after the submission deadline, a panel of both community members and internal county staff will review and cull submissions, with the public ultimately voting for a finalist.

Resolution
• Auditor Referendum
A motion to approve was made by Mr. Rieker and seconded by Dr. Blair. Mr. Fennell advised that the proposed Referendum Question as to whether to eliminate the internal Office of the County Auditor would be placed on the ballot for the General Election to be held November 8, 2022.

The motion to approve carried (11-2); Ms. Bryant and Mr. Reneau voted nay.

❖ The following Standing Committee meetings were summarized by their respective Chairperson as follows:

County Operations
The following resolution was recommended to the County Board for approval.
• Additional Appropriation into PCAPS Fund for purchase of industrial dryer

Infrastructure
The following resolutions were recommended to the County Board for approval.
• Heddington Oaks Erosion Repair Bid Letting
• Engineering Services Agreement for Heddington Oaks Erosion Repair

Ways and Means
The following resolutions were recommended to the County Board for approval.
• Monthly Delinquent Taxes
• Election Commission Budget Amendment

Land Use
The following was recommended to the County Board for approval.

Zoning Cases
• #ZBA-2022-0029, Petition of Jason W. Talley
**County Health**
No resolutions were recommended to the County Board for approval. Ms. Williams commented that township officials continue to meet to discuss expansion of Peoria County’s waste and recycling services.

**Public Safety and Justice**
CANCELED

**Finance Audit and Legislative Affairs**
CANCELED

**Miscellaneous**
Mr. Sorrel provided an update on the 2023 budget schedule. He noted that departmental budget meetings begin this week, and the recommended budget is anticipated to be adopted at the October 13, 2022 County Board Meeting.

Dr. Blair noted that Election Commissioner Tom Bride is leaving the county, and wished him well on his next steps.

**Adjournment**
The meeting was adjourned by Vice-Chairman Fennell at 3:38 p.m.

*Recorded and Transcribed by: Jan Kleffman*
Authority Members Present
for Roll Call:

Henry Blackwell
Linda Daley, Vice Chair
Joyce Harant
Pam Johnson, Chair
Kate Pastucha, Secretary
Jessica Young, Treasurer (via phone)

Also in Attendance:

Mark Matuszak, General Manager
Monica Jones, Staff

Chair Pam Johnson called the meeting to order at 4:00 p.m. in the Springdale Cemetery meeting room in the Volunteer and Maintenance Building on Tuesday, June 21, 2022. A roll call of Authority members was taken and Ms. Johnson announced there was a quorum and asked all in attendance to please stand and join in reciting the Pledge of Allegiance.

Chair Johnson announced the resignation of Bob Manning from the Springdale Authority and thanked him for his years of loyal service to the cemetery. Ms. Johnson also thanked Jim Stuttle, who by virtue of the new IGA, will no longer hold a seat on the Authority. His service has also been invaluable to the preservation of this cemetery.

The new Intergovernmental Agreement has been signed by all parties and according to Emily Cahill, Executive Director of Parks and Recreation of the Peoria Park District, is in place as of May 18, 2022. At the July 12, 2022 City Council meeting two new Authority members will be appointed by Mayor Ali. One additional City appointee will need to be made since Mr. Manning has resigned.

An appointment needs to be made from the Authority to the Foundation. It was also mentioned the Springdale bylaws need to be reviewed and updated.

APPROVAL OF MAY 17, 2022 REGULAR MEETING MINUTES:
Ms. Harant made a motion to approve the minutes of the May 17, 2022 regular meeting with the correction of Linda Lakin’s name. Mr. Blackwell seconded. Motion passed by unanimous voice vote.

PUBLIC COMMENT ON ACTION ITEMS ON AGENDA:
None.

GENERAL MANAGER’S REPORT:
Mark Matuszak previously distributed his reports (which are attached hereto and made a part of these Minutes) and he answered questions from the Authority.

- April burials - 14 total burials, 7 full, 7 cremations. YTD – 63.
- Grave and service pricing has been increased on April 1 and July 1, respectively.
- The Design Farm has begun the process of a new website with a target completion date is by the end of the year. The Springdale branding will remain the same.
• We have received a Charlotte Cripe bequest of over $88,000. Like to use some of the funds for landscaping (around $5,000 - $8,000) at the entrance and some for security. The question is how much to put into the endowment and how much to use for security.
• 2021 audit will be on the agenda at the July meeting.
• New IGA – Mark will contact potential appointees so they can mark their calendars for the next Board meeting.
• Mark will notify Patrick Urich that Mr. Manning has resigned and we will need one additional appointee.
• State of Illinois Fast Track Grants – the designation of money by senators and reps – Senator Koehler will look into a date of released funds.
• 5 full time grounds staff and 5 part-time grounds staff are maintaining the cemetery grounds.
• Hiring out tree service for several trees that need to be taken down or trimmed back. Also hiring a stump grinder.
• Security issue – we need to beef up security at the entrance and the Perry Street entrance. Several other ideas are also being considered but nothing is concrete just yet. Motorized gates at the entrance would cost approximately $76,000. The City has agreed to install a speed bump. Some landscaping will need to be done for that to happen. A counter for the roadway was also suggested. Mark’s recommendation at this time is to go ahead with the camera and speed bump at the entrance as quickly as possible. Signage needs to be “beefed” up to let people know we now have cameras at various locations within the cemetery.
• Plans to get the areas in Norwood and the north 8/10 of an acre in South Center plotted out so that sales can be made. A new roadway needs to be added to make access easier and more customer friendly in north South Center.

REPORT OF OFFICERS:

TREASURER’S REPORT:
Jessica Young, treasurer, reported on checks written for the month of May 2022 and reviewed financial reports with the Authority. (A copy of the report is attached to these Minutes).

APPROVAL OF CHECKS WRITTEN IN MAY 2022:
Ms. Harant made a motion to receive and file the May 2022 check register and checks written in the amount of $31,909.55. Ms. Pastucha seconded. Motion passed by unanimous voice vote.

APPROVAL OF FINANCIAL REPORTS:
Ms. Daley made a motion to receive and file the financial statement for May 2022. Ms. Pastucha seconded. Motion passed by unanimous voice vote.

Due to the fact two Authority members must leave the meeting early, Chair Johnson asked if there were any objections to postponing committee reports. There were no objections.

REPORT OF COMMITTEE CHAIRS:

HISTORIC PRESERVATION FOUNDATION:
No report.
FINANCIAL RESPONSIBILITY:
No report.

PUBLIC AWARENESS:
No report.

CAPITAL INVESTMENT:
No report.

BYLAWS:
No report.

MONUMENT RESTORATION:
No report.

UNFINISHED BUSINESS:

APPROVAL OF FUND USE FROM THE CRIPE DONATION:
Motion was made by Mr. Blackwell and seconded by Ms. Daley to use $5,000 for various landscaping projects - primarily at the entrance - and to deposit the remaining $83,000+ Cripe donation into the Board designated, and newly created, Springdale Endowment Fund. Motion passed by unanimous voice vote.

To make the Springdale Endowment Fund official, an adjustment to the Springdale Bylaws needs to be made via redrafted bylaws.

NEW BUSINESS:
On behalf of the ad-hoc Nomination committee, Ms. Pastucha presented the following slate of Officers for the 2022/2023 fiscal year:

Chair  Pam Johnson
Vice Chairman  Linda Daley
Secretary  Henry Blackwell
Treasurer  Jessica Young

Chair Johnson opened the floor for nominations and made three calls for additional nominations from the floor. Hearing none, Ms. Johnson requested a motion to close nominations.

APPROVAL TO CLOSE NOMINATIONS:
A motion was made by Ms. Harant to close the nominations for Officers of the Springdale Cemetery Management Authority for the 2022/2023 fiscal year. Ms. Daley seconded. Motion passed by unanimous voice vote.

APPROVAL TO ACCEPT OFFICERS AS PRESENTED:
A motion was made by Ms. Daley to accept the slate of Officers recommended by the Nominating committee for the Springdale Cemetery Management Authority for the 2022/2023 fiscal year as presented. Ms. Pastucha seconded. Motion passed by unanimous voice vote.
Mr. Blackwell left the meeting at 5:25 pm.

PUBLIC COMMENT:
None.

EXECUTIVE SESSION:
The General Manager’s evaluation was rescheduled to the top of the August 2022 agenda. Chair Johnson will forward Mark the compilation of the evaluation responses.

It was the consensus of the Board to cancel the July 2022 meeting. The next meeting is scheduled for August 16, 2022 at 4 pm.

**MOTION TO ADJOURN:**
Motion was made by Ms. Pastucha to adjourn the regular meeting. Ms. Harant seconded. **Motion passed by unanimous voice vote.**

The regular meeting was adjourned at 5:40 pm.

Respectfully submitted,
Monica Jones
ISSUE: Create a pool of approved advertising agency vendors

BACKGROUND/DISCUSSION:

The Peoria City/County Health Department receives grant money annually for advertising and educational outreach for a variety of public health programs. The Health Department is looking to create a pool of qualified vendors to assist primarily with placing grant-funded advertising. Other Peoria County departments are interested in using these vendors on an as-needed basis for special projects. The purpose of the RFP was to solicit proposals from experienced media buyers and advertising agencies to work with Health Department and Peoria County staff in most efficiently using advertising and outreach funds.

By creating a pool of qualified vendors, the Peoria City/County Health Department and other Peoria County offices can more quickly implement programs that may need media buying, graphic design, videography, search engine optimization, direct mail, printing, and/or website design support that cannot be completed in-house due to time or expertise constraints. This is not intended to limit the vendors Peoria County uses; departments may still get quotes and follow established procurement policies from vendors not on this pre-qualified list.

Seven vendors supplied RFPs. Five of these were considered full-service advertising agencies, in that they can provide a multitude of services and generally take a project from start to finish. Two vendors were considered as providers of specialty services.

<table>
<thead>
<tr>
<th>Full-Service Advertising Agencies</th>
<th>Specialty Services</th>
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<tbody>
<tr>
<td>Owens Design Group, Chillicothe IL</td>
<td>Cumulus Media, Peoria IL</td>
</tr>
<tr>
<td>309 Marketing Group, Peoria IL</td>
<td>Blue Outdoor, New York NY</td>
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<tr>
<td>AdCo, Peoria IL</td>
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<tr>
<td>McDaniels Marketing, Pekin IL</td>
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<tr>
<td>Central States Media, Peoria IL</td>
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</tbody>
</table>

All seven vendors are considered qualified for use on an as-needed basis. There is no guarantee of spend for any vendor.

COUNTY BOARD GOALS:

- Effective Service Delivery

STAFF RECOMMENDATION:

Staff recommends accepting the seven vendors as qualified vendors for use for a period of 24 months, with the option to renew annually for another three years.

COMMITTEE ACTION:

PREPARED BY: Gretchen Pearsall and Diana Scott

DEPARTMENT: Communications and Peoria City/County Health Department

DATE: 8/11/2022
TO THE HONORABLE COUNTY BOARD

COUNTY OF PEORIA, ILLINOIS

Your Executive Committee does hereby recommend passage of the following Resolution:

RE: Creation of a Pool of Pre-Qualified Advertising Agency Vendors

RESOLUTION

WHEREAS, Peoria City/County Health Department and Peoria County Communications Department seek to improve their ability to place media and implement advertising campaigns, specifically for Health Department grant-funded projects but also for additional County projects; and

WHEREAS, Peoria County staff may need additional support regarding advertising services on an as-needed basis due to staffing, time constraints, or lack of expertise; and

WHEREAS, an advertising agency can help Peoria County improve placement of advertising, stretch our marketing dollars further, provide media placement advice, and reduce the time it takes to implement a campaign; and

WHEREAS, having a pool of qualified firms allows projects to be handled quickly when they arise; and

WHEREAS, Peoria County has solicited requests for proposals for media buying and advertising services (RFP 04-01-22), with the background and results shown in the attached agenda briefing; and

WHEREAS, the following vendors submitted RFPs: Central States Media, McDaniels Marketing, AdCo, 309 Marketing Group, Owens Design Group, Cumulus Media, and Blue Outdoor; and

WHEREAS, your Executive Committee hereby recommends all seven vendors who submitted proposals to be considered qualified vendors for Peoria County for a period of 24 months, with an option to renew annually for an additional three years.

NOW THEREFORE BE IT RESOLVED, the County Board of Peoria County hereby authorizes County Administration to contract for media buying and advertising services as needed from this pool of candidates.

RESPECTFULLY SUBMITTED,
EXECUTIVE COMMITTEE
AGENDA
County Operations Committee
Monday, August 22, 2022
@ 1:45 PM
Peoria County Courthouse, Room 403

1. Call to Order

2. Approval of Minutes
   • February 22, 2021 (Executive Session)
   • June 20, 2022 (Executive Session)
   • July 26, 2022 (Regular Session)

3. Informational Items / Reports / Other Minutes / Updates
   • PCAPS Monthly Report
   • Workforce Report

4. Resolution
   • Village of Princeville Animal Control Agreement

5. Miscellaneous

6. Adjournment
1. Call to Order

2. Approval of Minutes
   • July 25, 2022

3. Informational Items / Reports / Other Minutes / Updates
   • Greater Peoria Sanitary District Minutes
   • Facilities Master Plan

4. Resolutions
   • Guardrail Repair Bid Letting

5. Miscellaneous

6. Adjournment
AGENDA
Ways and Means Committee
Monday, August 22, 2022
@ 3:30 PM
Peoria County Courthouse, Room 403

1. **Call to Order**

2. **Approval of Minutes**
   - July 25, 2022

3. **Informational Items / Reports / Other Minutes / Updates**
   - County Clerk's Office
     - Collections and Transactions Report
   - County Election Commission
   - Supervisor of Assessments/Board of Review
     - Tax Cycle Update
   - Treasurer
   - Veteran's Assistance Commission
     - NACo Operation Green Light

4. **Resolutions**
   - Monthly Delinquent Taxes
     - July 2022
     - August 2022
   - Ordinance allowing Peoria County Treasurer to adopt a single bidder rule for annual tax sale

5. **Committee Action**
   - Assignment of Tax Sale Certificate of Purchase

6. **Miscellaneous**

7. **Adjournment**
1. Call to Order

2. Approval of Minutes
   • July 25, 2022

3. Reports / Other Minutes / Updates
   • Tri County Regional Planning Commission minutes
   • Unsafe Structures
   • Development Summary

4. Zoning Cases
   • #ZBA-2022-0031, Petition of Linda Ramsey

5. Subdivision Waivers
   • #WAV-2022-0003, Petition of Linda Ramsey

6. Miscellaneous

7. Adjournment
AGENDA
County Health Committee
Tuesday, August 23, 2022
@ 12:00 PM
Peoria County Courthouse, Room 403

1. Call to Order

2. Approval of Minutes
   • July 26, 2022

3. Informational Items / Reports / Other Minutes / Updates
   • Board of Health
     ➢ Health & Human Services Campus update
   • Care and Treatment Board
   • EMA
   • Regional Office of Education
   • Sustainability & Resource Conservation
     ➢ Sustainability Update
     ➢ Landfill Update
   • TRIAD Peoria

4. Miscellaneous

5. Adjournment
AGENDA
Public Safety and Justice Committee
Tuesday, August 23, 2022
@ 1:00 PM
Peoria County Courthouse, Room 403

1. Call to Order

2. Approval of Minutes
   • June 21, 2022

3. Informational Items / Reports / Other Minutes / Updates
   • ETSB
   • Public Defender Report
   • Prison Rape Elimination Act (PREA) Auditing Cycle

4. Resolution
   • Salary Adjustment for Peoria County Sheriff

5. Miscellaneous

6. Adjournment