



**Central Illinois Municipal Clerks Organization
Thursday, October 3, 2024
5:30 PM
Obed & Isaacs
Obed & Isaacs, 321 NE Madison Ave, Peoria, IL 61603**

1. Call to Order by President Stefanie Tarr
2. Pledge of Allegiance
3. Roll Call of Officers
4. Distribution of Annual Report
5. Approval of Minutes of the Meeting held August 14, 2024
6. Approval of the Treasurer's Reports
7. Approval of Report of Officers and Committees as Presented in the Annual Report.
8. Unfinished Business
9. New Business
 - A. Purchase Proposal: Avada Software License, in the Amount of \$69.00 plus taxes and handling fees, with a request to approve
10. Other Business
11. Recognition of Officers and Members by President
 - A. Recognition of 2023-2024 Officers
 - B. Recognition of 2023-2024 Committee Chairs
 - C. Recognition of 2023-2024 Hostesses
 - D. 2023-2024 President's Award Presentation

12. Election of Officers for 2024-2026
 - A. Report of Nominating Committee
 - B. Open Nominations from the Floor
 - C. Motion to close nominations
 - D. Motion to accept slate of officers for 2024-2026, as presented
13. Oath of Office Administered to New Officers
14. Election of Nominating Committee (First person is chairman)
 - A. Motion to close nominations
 - B. Motion to accept Nominating Committee as presented
15. General Announcements
16. Adjourn



**CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION
WEDNESDAY, AUGUST 14, 2024
Noon**

**Town of Normal
Eleven Uptown Circle
Ron Hill Conference Room
Normal, Illinois 61761**

CALL TO ORDER

President Tarr called the meeting to order at 12:05pm.

PRESENTATION

Kyle Cratty, City of Peoria Treasurer/Comptroller provided an overview of the Tax Levy and Tax Abatement process. He stated that the Fiscal Year Budget must be approved prior to passing the Tax Levy, and that an Ordinance must show the detailed list of Funds. He added that the Public Hearing for the Tax Levy and Fiscal Year Budget cannot be conducted on the same evening.

Mr. Cratty shared that the Budget Appropriation Ordinance must be passed by the end of the first quarter of the fiscal year. He added that Employee Compensation is required to be publicly shared six days prior to passage. A municipal website posting satisfies this requirement.

Mr. Cratty reported on the Truth in Taxation Act. Under this Act, official notice is required to be published in the local newspaper no more than 14 days or earlier than seven days in advance. He encouraged municipalities to publish the Fiscal Year Budget and Tax Levy on their municipality website, along with the IL Municipal League's website, LocalPublicNotices.org. This push would aid the IML to get Legislation passed to eliminate the newspaper posting requirement.

Mr. Cratty conducted a question and answer session with the members present.

President Tarr recessed the meeting at 12:37pm for a brief break, and reconvened at 1:03pm.

ROLL CALL

CIMCO Officers Present:

Stefanie Tarr, President; Angie Huonker, Past President; Nicole Stewart, Vice President;
Tana Ward, Secretary; and Wendy Hundley, Treasurer

President Tarr declared a quorum was present.

CIMCO Members Present:

Mary Barnes (West Peoria), Kelli Bennewitz (Galesburg), Trina Bonds (Peoria), Courtney Coe (Peoria), Ericka Gugliotta (Galesburg), Sue McMillan (Pekin), Alexandria Reis (Fairbury), Tierra Schickel (Normal), Amanda Stutsman (Bloomington), and Leslie Yocum (Bloomington)

MEETING MINUTES

A motion was made by Angie Huonker to approve the June 13, 2024 Meeting Minutes as presented, seconded by Wendy Hundley. Motion carried by viva voce vote.

A motion was made by Kelli Bennewitz to approve the February 15, 2024 Meeting Minutes as presented, seconded by Nicole Stewart. Motion carried by viva voce vote.

TREASURER'S REPORT

Treasurer Hundley reported that the CIMCO CD had expired in June, and had auto-renewed at the same rate.

A motion was made by Kelli Bennewitz to approve the quarterly Treasurer's Report for April through June, 2024 as presented, seconded by Angie Huonker. Motion carried by viva voce vote.

A motion was made by Nicole Stewart to approve the quarterly Treasurer's Report for January through March, 2024 as presented, seconded by Leslie Yocum. Motion carried by viva voce vote.

UNFINISHED BUSINESS

President Tarr stated that with the IIMC Annual Conference being hosted within our IIMC District in St. Louis, CIMCO was requested to consider donating funds towards the hosting committee. Discussion ensued regarding what had been suggested during the June 13, 2024 CIMCO meeting. Angie Huonker stated that MCI would like for Illinois to donate a total of \$10,000.00 from MCI and regional Clerk's organizations to aid with transportation and events. Tierra Schickel stated that MCI was donating \$5,000.00. Kelli Bennewitz stated that the 2025 Back to Basics Conference would likely bring in larger numbers due to being an election year.

A motion was made by Angie Huonker to approve a \$2,500.00 donation to the hosting committee for the 2025 IIMC Annual Conference, along with an additional full registration, seconded by Tana Ward.

A motion to amend was made by Nicole Stewart to increase the total number of full registration scholarships to three to remain consistent with our Bylaws, seconded by Amanda Stutsman.

A motion to amend was made by Kelli Bennewitz to earmark the scholarships to CIMCO members only, seconded by Wendy Hundley.

Treasurer Hundley clarified that the total funds would come out of the Scholarship Fund. Courtney Coe clarified the scholarship protocols that had been recently passed from the Bylaws.

Angie Huonker restated her motion with the added amendments, to approve a \$2,500.00 donation to the hosting committee for the 2025 IIMC Annual Conference, along with three total full registration scholarships available to CIMCO members only, with funding from the CIMCO Scholarship Fund. The amended motion was seconded by Tana Ward, and it carried by viva voce vote.

President Tarr reported that the Back to Basics Conference is scheduled for June 12-13, 2025 at Holiday Inn in Peoria. She also distributed a prior Back to Basics agenda for review (the 2023 B2B Agenda is attached for reference). Multiple presentation recommendations were shared.

- Liquor Licensing/Video Gaming (Tana Ward)
- NAGARA (Angie Huonker)
- Mentorship Matching (Wendy Hundley)
- Notary – State Rep. (Angie Huonker)
- Emergency Management (Leslie Yocum)
- Clerk in a Box (Sue McMillian)
- ICE Box (Amanda Stutsman)
- Clerks Round Table (Courtney Coe)

NEW BUSINESS

Trina Bonds provided the report on the Ilion Wait Crabel Memorial Scholarship Award for MCI Institute & Academy. Three total applications were received, and two of those were ineligible due to the Bylaws change that went into effect April 2024. Nicole Stewart was the sole individual who was eligible. Due to being a member of the Institute Training Committee, Nicole Stewart’s registration is covered.

A motion was made by Ericka Gugliotta to suspend the CIMCO Bylaws for the 2025 Ilion Wait Crabel Memorial Scholarship Award for MCI Institute & Academy, and to award the registration portion to Amanda Stutsman and the hotel portion to Nicole Stewart. The motion was seconded by Angie Huonker, and it carried by viva voce vote.

UPCOMING EVENTS

President Tarr shared the upcoming schedule dates of note.

- | | | |
|---|---------------------|----------------------------------|
| ○ CIMCO Annual Meeting / Officer Election | October 3, 2024 | Peoria, IL – 5:30 pm |
| ○ MCI Institute & Academy | October 6–11, 2024 | Bloomington, IL |
| ○ CIMCO Meeting / Christmas Party | December 11, 2024 | Galesburg, IL – Noon |
| ○ MCI Winter Seminar | January 23-24, 2025 | Holiday Inn & Suites, Peoria, IL |
| ○ IIMC Annual Conference | May 18-21, 2025 | St. Louis, MO |
| ○ CIMCO Back to Basics | June 12-13, 2025 | Holiday Inn & Suites, Peoria, IL |

ADJOURNMENT

Angie Huonker made a motion to adjourn the meeting, seconded by Nicole Stewart. The motion carried, and the meeting was adjourned at 2:06pm.

Tana Ward

CIMCO Secretary

MCI District Six Director

Village Clerk, Thomasboro, IL

Mayoral Assistant, Rantoul, IL



● PROGRAM ●

THURSDAY, JUNE 15, 2023

- Noon Registration
1:00pm Welcome
Stefanie Tarr, CMC, CIMCO President
Kimberly Richardson, City Manager, City of Peoria
1:00pm Freedom of Information Act (FOIA), Open Meetings Act (OMA), and Recent Litigation
Ancel Glink - Steven Mahrt, Molly Krebs, Katie Nagy, and Todd Greenburg
2:30pm Session Break
2:45pm FOIA, OMA, and Recent Litigation Continued
4:00pm Question & Answers
Courtney Coe, Deputy Clerk II, City of Peoria
Tierra Shickel, Deputy Clerk, Town of Normal
Nicole Stewart, CMC, Deputy Clerk, City of Pekin
5:00pm CIMCO Board Meeting
5:30pm Reception Sponsored by Vendors

FRIDAY, JUNE 16, 2023

- 7:00am Breakfast
8:00am Forms of Government | Municipal Calendar
Wendy Hundley, CMC, Clerk, Village of Savoy
Tana Ward, Clerk / Deputy Clerk,
Villages of Thomasboro & Rantoul
8:30am Open / Closed Meetings, Notices, and Agendas
Kelli Bennewitz, CMC, Clerk, City of Galesburg
9:30am Session Break
9:45am Open / Closed Minutes, Archiving, and Releasing Closed Minutes
Tana Ward, Clerk / Deputy Clerk,
Villages of Thomasboro & Rantoul

- 10:45am Ordinances/Resolutions: Posting, Publication, and Filing Requirements
Nicole Stewart, CMC, Deputy Clerk, City of Pekin
11:30am Lunch Break
12:30pm Local Records Act
Andrew Spiro, Records Archivist
Illinois State Archives Department
1:30pm Parliamentary Procedures
Patrick Hayes, Corporation Counsel, City of Peoria
2:30pm Session Break
2:45pm Best Practices: Licenses, Notary Public, and Duties of the Deputy Clerk
Trina Bonds, Chief Deputy Clerk, City of Peoria
Ericka Gugliotta, CMC, Deputy Clerk, Galesburg
Angie Huonker, CMC, Clerk, Town of Normal
Tana Ward, Clerk / Deputy Clerk,
Villages of Thomasboro & Rantoul
3:30pm Health and Wellness
Kay Blankenship, MPC, LCPC, NCC, CCMHC
Hult Center for Healthy Living
4:30pm Adjournment

Membership Advantages

- Municipal Clerks of Illinois (mci.iml.org)
International Institute of Municipal Clerks (iimc.com)
Regional Municipal Clerks Organizations

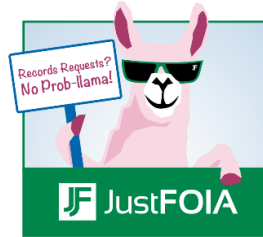
Certifications

- Registered Municipal Clerk (RMC)
Certified Municipal Clerk (CMC)
Master Municipal Clerk (MMC)

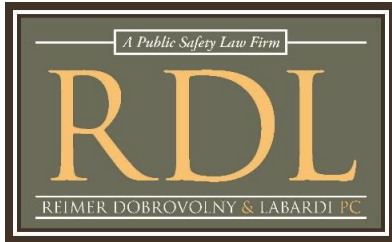
Educational Opportunities

- Municipal Clerks of Illinois Institute / Academy
Municipal Clerks of Illinois Quarterly Seminars

The Central Illinois Municipal Clerks Organization would like to gratefully acknowledge the sponsors who have provided the assistance necessary to make this seminar a successful learning experience for its participants. The generous contributions are truly appreciated.



Diligent Community.
Governance solutions for local government.



**A Course on Proper Procedures, Legal Obligations,
and Duties of the Municipal Clerk**

Thursday, June 15 • Friday June 16, 2023

Networking Opportunities
Connect with new and seasoned Clerks from municipalities of all sizes throughout the State of Illinois in the designated networking (registration) area during all session breaks and following meal breaks.

**Holiday Inn & Suites at Grand Prairie
7601 N. Orange Prairie Road
Peoria, IL 61615**



To: CIMCO
Date: October 3, 2024
From: Wendy M. Hundley, Treasurer
Re: Quarterly report - 4

Welcome our new members,

Summer Dehn – Town of Chatsworth – Town Clerk – New in 2024-2025
Melissa Teel – City of Monmouth – Deputy Clerk – New in 2024-2025

Membership Updates

- 2023-2024 We had a total of 59 members (4 new members) and one retired which is an increase from 2022-2023 of 8 members compared to the 51 from 2022-2023.

Financial Status

- Checking beginning balance July 1, 2024 \$10,784.77
- Checking current balance September 30, 2024 \$6,300.82
- Savings beginning balance July 1, 2024 \$7,637.19
- Savings current balance September 30, 2024 \$8,313.19
- Beginning balance for CD # 3967 \$10,214.47
- Ending balance for CD # 3967 \$10,324.02
- Beginning balance for CD # 3969 \$5,114.38
- Ending balance for CD # 3969 \$1,172.87

Please keep in mind that our savings total does not reflect a needed journal entry for an ACH membership credit of \$30.00 and \$2,500.00 debit for a board approved sponsorship to St. Louis, MO IIMC Annual conference 2025.

Thank you,

Wendy M. Hundley
Treasurer

CIMCO Treasurer's Report
(July 1, 2024 – September 30, 2024)



CHECKING ACCOUNT Hometown Community Bank

BALANCE ON July 1, 2024 **\$ 10,784.77**

INCOME

08/16/2024	Membership	\$	15.00
09/03/2024	Membership	\$	45.00
09/19/2024	Membership	\$	165.00
09/19/2024	Membership	\$	210.00
09/19/2024	ACH - Membership	\$	60.00
09/23/2024	Membership	\$	210.00
09/26/2024	Membership	\$	30.00
	TOTAL INCOME	\$	735.00

EXPENSES

07/05/2024	Check #1094 - Scholarship	\$	272.50
07/05/2024	Check #1095 - Scholarship	\$	337.50
08/12/2024	Check #1096 - President's Award	\$	108.95
08/12/2024	Check #1097 - CC pymt. - B2B	\$	2,000.00
08/23/2024	Check #1098 - IIMC - Sponsorship	\$	2,500.00
	TOTAL EXPENSES	\$	5,218.95

BALANCE ON September 30, 2024 **\$ 6,300.82**

SAVINGS ACCOUNT Hometown Community Bank

BALANCE ON July 1, 2024 **\$ 7,637.19**

INCOME

07/31/2024	Interest	\$	0.35
08/16/2024	Membership	\$	15.00
08/30/2024	Interest	\$	0.31
09/03/2024	Membership	\$	45.00
09/19/2024	Membership	\$	165.00
09/19/2024	Membership	\$	210.00
09/23/2024	Membership	\$	210.00
09/26/2024	Membership	\$	30.00
09/30/2024	Interest	\$	0.34
	TOTAL INCOME	\$	676.00

EXPENSES \$ -

TOTAL EXPENSES

\$ -

BALANCE ON September 30, 2023 \$ 8,313.19

CD Acc# 583967 at 4.24% **BEGINNING BALANCE** \$ 10,214.47

07/21/2024 Interest \$ 35.60
08/21/2024 Interest \$ 36.91
09/21/2024 Interest \$ 37.04
\$ 109.55

ENDING BALANCE \$ 10,324.02

CD Acc#583969 at 4.52% **BEGINNING BALANCE** \$ 5,114.38

07/21/2024 Interest \$ 19.00
08/21/2024 Interest \$ 19.71
09/21/2024 Interest \$ 19.78
\$ 58.49

ENDING BALANCE \$ 5,172.87

Wendy M. Hundley
Wendy M. Hundley

Date: 10/03/2024