

## FINANCE COMMITTEE MINUTES

**DATE OF MEETING:** September 19, 2022 at 5:00 p.m. County Building

**MEMBERS PRESENT:** Melonie Tilley – Chair, Terry Ferguson, Dan Matthews, David Newberg and Travis Houser. Also, present Dee Rentmeister, County Administrator.

**MEMBERS ABSENT:** None

### SUMMARY OF DISCUSSION:

- No one wanting to speak to the committee.
- Motion by Houser, 2<sup>nd</sup> by Ferguson to approve last month's minutes. Voice vote, motion carried.
- Motion by Newberg, 2<sup>nd</sup> by Matthews to approve the claims. Voice vote, motion carried.
- Reviewed request from the County Clerk for additional media conversion of records in her office dating from 1985 to 2005 utilizing ARPA funds. This project will cost \$155,728.14. Motion by Houser, 2<sup>nd</sup> by Ferguson to recommend to the full board to approve the Media Conversion agreement for records dating back to 1985 – 2005 in the county clerk's office. Voice vote with Matthews voting nay and all others aye. Motion carried.
- Motion by Newberg, 2<sup>nd</sup> by Matthews to recommend to the full board to adopt the 2023 Holiday Schedule (attached to minutes). Voice vote, motion carried.
- Motion by Ferguson, 2<sup>nd</sup> by Houser to approve the purchase of 4 computers from Jano Technologies for \$4708.00. Voice vote, motion carried.
- Committee reviewed and discussed the following budget requests for FY23:
  - Mark Mathon, County Engineer, was present to review his budget requests with the committee. Mark is asking to have the assistant county engineer position filled along with keeping the engineering tech position. There has not been an assistant county engineer for the past 6+ years. Having another PE on staff would reduce the cost for outside engineering work. Mark indicated that the current engineering tech has completed their schooling to become an PE and is waiting to take the licensing test. He would promote this person to the assistant county engineer position. After discussion, will budget for the assistant county engineer position and not budget the engineering tech position.
  - Committee reviewed all remaining budgets and discussed wages for various positions. Will finish up the budgets at a special finance meeting on October 4, 2022 at 5:00 p.m.
- Motion by Newberg, 2<sup>nd</sup> Ferguson to adjourn at 6:58 p.m. Voice vote, motion carried.

### COMMITTEE ACTION:

Approve last month's minutes.

Approve the claims.

Recommend to the full board to approve the Media Conversion agreement for records dating back to 1985 – 2005 in the county clerk's office.

Recommend to the full board to adopt the 2023 Holiday Schedule (attached to minutes).

### RECOMMENDATIONS TO FULL BOARD:

Recommend to the full board to approve the Media Conversion agreement for records dating back to 1985 – 2005 in the county clerk's office.

Recommend to the full board to adopt the 2023 Holiday Schedule (attached to minutes).

**DATE OF NEXT MEETING:** October 4, 2022 at 5:00 p.m.

**AGENDA FOR  
THE FINANCE COMMITTEE**

Date and Time of Meeting: September 19, 2022 at 5:00 p.m. County Building

1. Call Meeting to Order
2. Persons Wishing to Address the Committee (If requesting action, also list below in section three)
  - a.
  - b.
3. Items for Discussion and Possible Action
  - a. Approve last month's minutes
  - b. Approve claims
  - c. Media conversion – county clerk's records – ARPA funds
  - d. 2023 Holiday schedule
  - e. Purchase 4 computers - \$4708
  - f.
4. Items for Discussion Only (No Action Requested)
  - a. FY23 budgets
  - b.
5. Executive Session
  - a.
6. Motion to adjourn

Posted: September 15, 2022 at 4:40 p.m.

By: Dee Rentmeister




# 4 New machines

Prepared for DeWitt County Building

By EC Gupton | egupton@jano.tech

Valid until Wednesday, September 7, 2022

\$4,708.00

Product	Quantity	Price	Subtotal
 Dell Optiplex SFF - Intel Core i5-12500, 8GB (1x8GB) DDR4, M.2 256GB PCIe NVMe SSD, Intel Integrated Graphics, 8x DVD+/-RW Drive, Dell Pro Wireless Keyboard and Mouse, Windows 10 Pro, Onsite Service After Remote Diagnosis 3 Years	4	\$1,177.00	\$4,708.00

Subtotal	\$4,708.00
Shipping	\$0.00
Tax	\$0.00
<b>Total</b>	<b>\$4,708.00</b>



## **DeWitt County, IL**

### Media Conversion Agreement

**Danielle Westerfield**  
**Partner Relationship Manager**  
**Office: (563) 345-1321**  
**Mobile: (317) 605-4232**  
**Email: [daniellew@fidlar.com](mailto:daniellew@fidlar.com)**

# DeWitt County, IL

## Statement of Work

Book Type	Date Range	Volume Range	# of Books
Miscellaneous Books	1985-2005	Vols. 217-339 (Odd)	62
Release Books	1985-2005	Vols. 2-104	83
Mortgage Books	1985-2005	Vols. 136-530	395

\*DRIVE SPACE REQUIRED: 13-50GB



**DeWitt County, IL Media Conversion Agreement**

September 14th, 2022

DeWitt County Clerk & Recorder  
Ms. Dana Smith  
201 W Washington Street  
Clinton, IL 61727

Dear Dana,

The following provides the details of your upcoming scanning agreement.

As your current Land Records software vendor, we provide a 100% guarantee that all image and index file formats generated from this project are fully compatible with your Fidlar image database.

Fidlar will manage all aspects of this project from start to finish. Services include coordinating the necessary resources for scanning your books, conversion, enhancement of the images, grouping and naming of the appropriate pages of each book into individual documents, and importing all specified book records into your Fidlar AVID/Laredo system.

As your business partner, we greatly appreciate the opportunity to continue to provide you with the valued services and products you have come to expect from Fidlar. We look forward to adding additional value to your office, your constituents, and your abstract and title searchers.

Sincerely,

Danielle Westerfield  
Partner Relationship Manager  
Fidlar Technologies  
Office: 563-345-1321  
Mobile: 317-605-4232  
Email: [daniellew@fidlar.com](mailto:daniellew@fidlar.com)



## Investment Summary: Fidlar Services Description

✓ ***Scan & Capture***

Professionally trained and qualified personnel, utilizing state-of-the-art scanning equipment and processes, will scan the books. During this phase, the following activities will occur: travel, configuration of scanning equipment and computer peripherals, inventory, inspection, handling and scanning, and content inspection. The end result is a set of digitized images that will be enhanced and imported into your system.

✓ ***Image Cropping, Border Removal & Image Enhancements***

Utilizing customizable and automated image enhancement software, excess borders will be removed and the images will be enhanced into a usable state. Images will go through single inspection at 98.5% accuracy.

✓ ***Grouping/Naming of Images***

The images will be grouped into unique documents and named with the appropriate document number. The accuracy of grouping/naming is 98.5%. AVID will offer the county the ability to manipulate images returned from their imaging project for cleanup purposes: moving, copying, splitting and deleting images. Images that cannot be corrected using AVID and require further manipulation, will be done so at the county's expense.

✓ ***Indexing Services (Optional, See Page 6)***

If you would like to include CONDOR indexing services to this contract, please fill out page six and select the necessary type of indexing within the CONDOR Addendum.

✓ ***Project Resources Management & Import***

Fidlar utilizes many resources in the management of the complete project from start to finish. This includes coordinating and scheduling all project resources, importation of all document images and document number index files into your Fidlar system, and configuring your Fidlar system for immediate access to newly imported documents via Laredo, Tapestry, and AVID. The imported documents will also be made available for back indexing in AVID if desired.



## Estimated Investment Summary: Professional Services Rendered

In exchange for products and services outlined in this Professional Services Agreement, DeWitt County agrees to pay Fidar Technologies the total amount due in the following payment schedule:

- ✓ **Scan, Capture, & Image Processing** **\$72,787.64**
  - **Includes Scanning, Image Cropping, Border Removal, Image Enhancements & Grouping/Naming of Images**
- ✓ **Project Resource Management & Import** **\$12,131.50**

**TOTAL INVESTMENT** **\$84,919.14**

**\*Totals are based on 24-hour on-site access for scanning (Estimated Days On-Site: 3).**

**\*\*Total Investment is based on estimated quantities. Final invoice will reflect actual quantities.**

### Billing Milestones

1. 25% due upon signing of this Professional Services Agreement.  
\$ 21,229.79
2. 50% due upon scanning completion.  
\$ 42,459.57
3. Balance due upon completion of importing of documents/images (based on actual quantities of scanned and processed images), with prior approval by County Recorder if the total investment exceeds the estimate.  
\$ 21,229.78 (\*\*Estimated)

\*\* Your final invoice will be charged based upon the final document count after grouping and naming. This charge may vary from the estimated count found during discovery.

These payments are not "deferred payments" under section 3.10 and are subject to County's statutory claims procedure.





# CONDOR

INDEXING SERVICES

This add-on service integrates seamlessly with the existing Fidlar Land Records System. The CONDOR 'HISTORICAL' Indexing Services solution works within project parameters to index party names, legal descriptions and other data elements. CONDOR will incorporate this information into your Land Records System.

Your 'HISTORICAL' Indexing Services solution includes the following services and investment (please select):

\_\_\_\_\_ Full Document Indexing - \$1.50/Document

\_\_\_\_\_ Partial Document Indexing (all index data excluding legal descriptions)  
- \$1.00/Document

HANDWRITTEN DOCUMENTS (if applicable):

\_\_\_\_\_ Full Document Indexing - \$3.00/Document

\_\_\_\_\_ Partial Document Indexing (all index data excluding legal descriptions)  
- \$2.50/Document

Estimated Document Count for the project is 47,206 documents, Total cost based on these document counts would be \$70,809.00 in additional to the pricing listed on page 5.

## Notes

- County will inform CONDOR management team as to the approximate number of 'HISTORICAL' documents required to be indexed
  - Once Processed, these documents will go into an Audit queue for the county staff to verify the indexed information.
- Only actual indexed quantities will be invoiced.
- Invoices will be sent monthly based on the previous month's completed work.

In exchange for products and services outlined in this addendum, DeWitt County Recorder agrees to pay Fidlar Technologies the total amounts due based on the terms and conditions described above.



## Schedule "A" – Media Conversion Project

This Agreement is made this \_\_\_ day of \_\_\_\_\_, 2022, by and between FIDLAR TECHNOLOGIES, (FIDLAR) and DEWITT COUNTY, IL (the "CLIENT").

### **RECITALS**

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- A. FIDLAR provides various image archival services, all of which are hereinafter referred to as "ARCHIVAL SERVICES."
- B. CLIENT desires to purchase from FIDLAR image archival services for the purpose of indexing and imaging documents electronically.

### **TERMS OF AGREEMENT**

In consideration of the facts mentioned above and the mutual promises set out below, the parties agree as follows:

### **ARTICLE I - GENERAL TERMS**

- 1.1 ARCHIVAL SERVICES: CLIENT agrees to buy from FIDLAR, and FIDLAR agrees to sell to CLIENT, image archival service(s) described in the Image Archival Services Statement of Work, at the price quoted and subject to the terms of this Agreement. Article II describes the terms of this Agreement as it relates to the services.
- 1.2 ACCEPTANCE BY CLIENT: CLIENT agrees to accept the image archival services at the conclusion of the project referenced in the Image Archival Services Statement of Work. If CLIENT notifies FIDLAR of a material problem with the services within 30 days of installation and testing, FIDLAR will use its best efforts to correct such problems; otherwise, CLIENT will be conclusively presumed to have accepted the services upon completion of installation and testing.



**DeWitt County, IL Media Conversion Agreement**

- 1.3 DELIVERY: FIDLAR will deliver the image archival services to CLIENT at CLIENT'S facility located at:

DeWitt County Clerk & Recorder  
Ms. Dana Smith  
201 W Washington Street  
Clinton, IL 61727

**ARTICLE II – SERVICES PERFORMED**

- 2.1 FIDLAR shall perform the work in accordance with currently approved methods and standards of practice in the image archival professional specialty.
- 2.2 All images, film, documents, books and other memoranda or writings relating to the work and services hereunder, shall remain or become the property of the CLIENT whether executed by or for FIDLAR for CLIENT and all such documents and copies thereof shall be returned or transmitted to CLIENT forth with upon CLIENT termination or completion of the work under this Agreement.

**ARTICLE III**

- 3.1 CONFIDENTIAL INFORMATION: FIDLAR and CLIENT agree that information designated in writing as proprietary by one party shall be held in confidence by the other party.
- 3.2 EXCLUSIVE REMEDY: CLIENT's exclusive remedy against FIDLAR for any breach of warranty under this Agreement is limited to repair, replacement or refund with respect to the item in question, at FIDLAR's option and subject to applicable law. CLIENT will only be entitled to the direct damages that CLIENT actually incurs in reasonable reliance, up to the amount of a refund of the price (plus sales tax) that CLIENT paid for the item. CLIENT will not be entitled to any incidental, consequential or other damages, including but not limited to damages for loss of profits or confidential or other information, for business interruption, for personal injury, for loss of privacy for failure to meet any duty including of good faith or of reasonable care, for negligence or negligent misrepresentation, and for any other pecuniary or other loss whatsoever, even in the event of the fault of FIDLAR (or any supplier), of tort (including negligence),



## DeWitt County, IL Media Conversion Agreement

strict or product liability, breach of agreement or breach of warranty, and even if FIDLAR or any supplier has been advised of the possibility of such damages. These limitations and exclusions regarding damages will apply even if any remedy fails.

- 3.3 WAIVER: Any waiver by either party of any provision of this Agreement shall not imply a subsequent waiver of that, or any other provision.
- 3.4 NOTICES: Any notices or demands required to be given herein shall be given to the parties in writing, and by mailing to the address hereinafter set forth, or to such other addresses as the parties may hereinafter substitute by written notice given in the manner prescribed in this Section.
- a. Notice to FIDLAR:           Fidlar Technologies, Inc.  
  350 Research Parkway  
  Davenport, IA 52806  
  Attn: Ernest Riggen, President
- b. Notice to CLIENT:           Ms. Dana Smith  
  DeWitt County Clerk & Recorder  
  201 W Washington Street  
  Clinton, IL 61727
- 3.5 ENTIRE AGREEMENT: It is expressly agreed that this Agreement embodies the entire agreement and that there is no other oral or written agreement or understanding between the parties at the time of the execution hereunder. Further, this Agreement cannot be modified except by written agreement of all parties hereto.
- 3.6 GOVERNING LAW: The parties agree that this Agreement shall be governed by the laws of the State of Illinois.
- 3.7 BINDING EFFECT: This Agreement shall inure to the benefit of and bind the parties hereto, their successors and assigns.
- 3.8 AUTHORITY: FIDLAR and CLIENT each hereby warrant and represent that their respective signatures set forth below have been and are on the date of this Agreement duly authorized by all necessary and appropriate corporate and/or governmental action to execute this Agreement.



## DeWitt County, IL Media Conversion Agreement

- 3.9 SECTION HEADINGS: All section headings contained herein are for convenience or reference only and are not intended to define or limit the scope of any provision of this Agreement.
- 3.10 DEFERRED PAYMENT: To the extent that this Agreement includes deferred payments, such payments will include an imputed interest factor based on a current market rate. Deferred payments are defined as payments which extend beyond completion of the project installation and acceptance. Deferred payments are exempt from interest under the Installment Payment Agreement attached hereto and made a part hereof, except as may be provided for late charges as described in Section I of the Installment Payment Agreement.



**DeWitt County, IL Media Conversion Agreement**

This Agreement has been executed by the parties as of the aforementioned date.

**ACCEPTANCE AND AUTHORIZATION:**

DeWitt County may designate acceptance of this proposal by signature of a duly authorized officer of the company. Total costs for initial implementation and ongoing costs have been described herein.

In exchange for products and services outlined in this proposal, DeWitt County agrees to pay Fidlar Technologies, the total amount due within 30 days from the date of invoice. Fidlar Technologies also reserves the right to collect monies owed in the event of nonpayment and recover any and all legal fees in addition to the unpaid balance.

**ACCEPTED:**

Ms. Dana Smith  
DeWitt County Clerk & Recorder  
201 W Washington Street  
Clinton, IL 61727

Print\_\_\_\_\_

Signature\_\_\_\_\_

Title\_\_\_\_\_

Date\_\_\_\_\_

**ACCEPTED:**

Fidlar Technologies  
350 Research Parkway  
Davenport, IA 52806

Print\_\_\_\_\_

Signature\_\_\_\_\_

Title\_\_\_\_\_

Date\_\_\_\_\_



## 2023 Holiday Schedule

January 2	New Year's Day (obsvd)	Monday
January 16	Martin Luther King Jr. Day	Monday
February 13	Lincoln's Birthday (obsvd)	Monday
February 20	Washington's Birthday (obsvd)	Monday
April 7	Spring Holiday	Friday
May 29	Memorial Day	Monday
June 19	Juneteenth Independence Day	Monday
July 4	Independence Day	Tuesday
September 4	Labor Day	Monday
October 9	Columbus Day (obsvd)	Monday
November 10	Veteran's Day (obsvd)	Friday
November 23	Thanksgiving Day	Thursday
November 24	Day following Thanksgiving Day	Friday
December 25	Christmas Day	Monday

2022

120

150

33

40

62

15

YEAR START**OPEN**

	<u>Clients</u>	<u>Cases</u>	<u>CF / MR</u>	<u>CM/DV</u>	<u>TR / DT</u>	<u>JA / JD / J</u>
JANUARY	14	11	4	6	4	0
FEBRUARY	6	9	1	4	4	0
MARCH	14	16	7	4	5	0
APRIL	15	15	4	2	6	3
MAY	14	16	6	4	6	0
JUNE	15	18	6	9	3	5
JULY	35	46	19	19	5	3
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						

<b>YEAR TOTAL</b>	<b>113</b>	<b>131</b>	<b>47</b>	<b>48</b>	<b>33</b>	<b>11</b>
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**CLOSED**

	<u>Clients</u>	<u>Cases</u>	<u>CF / MR</u>	<u>CM</u>	<u>TR / DT</u>	<u>JA / JD / J</u>
JANUARY	19	18	9	3	4	3
FEBRUARY	7	6	2	0	5	0
MARCH	9	9	3	4	2	0
APRIL	18	18	8	3	5	2
MAY	11	14	3	5	6	0
JUNE	0	0	0	0	0	0
JULY	23	35	10	19	6	0
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						

<b>YEAR TOTAL</b>	<b>87</b>	<b>100</b>	<b>36</b>	<b>34</b>	<b>28</b>	<b>5</b>
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