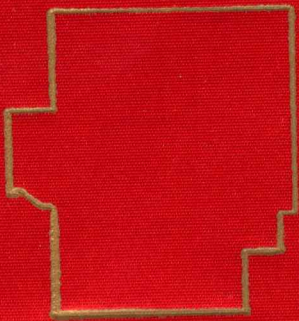


**MACON
COUNTY
GOVERNMENT
WEEK**



Ellis B. Wheeler

PRINTING • BUSINESS FORMS

R.R. 2, Box 413, Decatur, Illinois 62521 •

Phone 217-423-6487

16 February 1971

Mrs. Robert Shade
President, League of Women Voters
143 Point Bluff Drive
Decatur, Illinois 62521

Dear Mrs. Shade:

Enclosed find a few brochures that I have been distributing which some of the members of your league might be interested in.

I am going to issue several other brochures on different topics; namely, county financial administration and a government motor pool for Macon County automotive equipment.

Yours truly,

Ellis B. Wheeler

ELLIS B. WHEELER

EBW/lp

Enclosures

"Hats Off to
Women Voters"



Town of Marion County Building
Thursday 17 September 1964

COUNTY GOVERNMENT

The County has been said to be the most traditional and most universal unit of local government in the United States. It is found in every state except Alaska and Louisiana; and in the latter state the parish differing from the county in little but name, occupies a comparable legal and political position. Organized county government, as distinguished from the county as a mere geographic area, does not exist in Rhode Island and Connecticut. Outside New England, however, the county is the vital local unit. In most southern and far western states, where townships either do not exist or are little importance, the county is the principal unit of rural local government. In the central group of states both the county and township are found, each performing important local services. Illinois, in company with several states in this group, makes township organization optional with the respective counties of the state.

Counties are political subdivisions of the state, and although the state constitution contains numerous provisions relative to county boundaries and officers, the regulation of county powers and functions is left entirely to the General Assembly. All county powers, unless specifically conferred by statute upon other county officers, are possessed and exercised by the county board, as the administrative arm of the state government.

The county government in Illinois, partisan politic in nature, is charged with the traditional functions such as law enforcement and the recording of legal documents, as well as newer areas of public welfare and zoning. The county is also charged with administrative duties such as collecting taxes and the holding of elections for other governmental units as well as the county itself.

MACON COUNTY

Macon County was so named in honor of Nathaniel Macon of North Carolina who was a prominent national character during the early years of our Republic, having served with distinction throughout the revolutionary war—refusing payment for his services and refusing to accept a pension therefor. He strenuously opposed the adoption of the United States Constitution on the ground that it conferred powers on the federal government which should be reserved to the state. After the war he was elected U.S. senator from North Carolina. About 1791 he was elected to the lower house of Congress and served there for more than twenty years. He was again elected senator, during which term he was made President Pro Tempore of that body. He died in 1837 at the age of eighty years.

Macon County, one of 102 counties of the State of Illinois, was organized in 1829, and at that time, included its present area and portions of the present Piatt, DeWitt and Moultrie counties. The first Board of Supervisors was organized April 30, 1860. The present county building was built in 1939. Macon County today embraces 17 townships, of which Decatur is the county seat.

Decatur Township has one supervisor, sixteen assistant supervisors (whose sole function is to serve on the County Board), a highway commissioner, town clerk and assessor, all of whom are elected. The Decatur supervisor has charge of the Township Relief Office. Each of the sixteen other townships have the same organization, although only Hickory Point and Long Creek have an assistant supervisor each. (In counties with a population of 90,000 or more, and less than 150,000, each township is entitled to one assistant supervisor if it has 5,000 or more inhabitants, a second assistant supervisor if the township population reaches 10,000, and an additional assistant supervisor for each 5,000 inhabitants or major fraction thereof in excess). The annual township meeting is the first Tuesday in April.

All Macon County offices are located in the county building, with the exception of the Health Department, Tuberculosis Sanitorium and Macon Acres Nursing Home, and include the Board of Supervisors (35 members), the Circuit Clerk, Circuit Courts, County Clerk, Superintendent of Schools, County Recorder, Sheriff, Treasurer, State's Attorney, Auditor and Coroner, who are elected. Appointed county officers are: Superintendent of Highways, the Juvenile and Adult Probation Officers, Veterinarian and Supervisor of Assessments.

The 1960 census population for Macon County was 118,257.

The following is a list of some of the Macon County offices we think would be the most interesting to visit.

BOARD OF SUPERVISORS

- Established by state statute in township counties other than Cook.
- Membership varies. Elected by townships for four year, overlapping terms, in odd numbered years.
- Compensation is \$15.00 per day; \$12.00 for committee meetings. This is paid from the General County Corporate Fund. The statutory limit is \$20.00.
- General governing body.
- The Macon County Board meets the second Tuesday of each month, except in April, which is a called meeting, and in June on the second Monday.

SUPERVISOR OF ASSESSMENTS

- Established by statute in counties of less than 500,000 population and not having an elected board of assessors.
- The Supervisor is appointed by the County Board for a four year term. An examination must be taken.
- Compensation is paid from the General County Corporate Fund with statutory limit, which varies with population. One half is paid by the county and one half by the state.
- This office supervises assessments and maintains tax maps.

BOARD OF REVIEW

- Established by statute in township counties of less than 150,000.
- Three members. Two members are appointed by the Circuit Court for overlapping terms. The third member is the chairman of the Board of Supervisors ex-officio.
- Compensation (on a per diem basis) is fixed by the Board of Supervisors and paid from the General County Corporate Fund.
- Chief Duties: assessment of omitted property; revision and correction of individual assessments between areas and classes of property; hearing and determining claims for exemptions.

RECORDER OF DEEDS

- Established by the constitution in counties of 60,000 population or more.
- Elected every four years.
- Compensation fixed within statutory limit which varies according to population. Paid from fees.
- Chief Duties: making and preserving a public record of deeds, mortgages, leases and instruments relating to real estate titles.

TREASURER

- Established in all counties by constitution.
- Elected every four years. One term limit.
- Compensation fixed within statutory limit. Paid from fees.
- The treasurer is charged with custody and disbursement of county funds.

SHERIFF

- Established by constitution in all counties.
- Elected every four years. One term limit.
- Compensation fixed within statutory limit. Paid from fees.
- Chief Duties: conservator of peace. Service of court process. Custody of court house and jail.

COUNTY CLERK

- Established by constitution in all counties.
- Elected every four years.
- Compensation fixed within statutory limit. Paid from fees.
- Chief Duties: to act as clerk of the county board. Recorder of vital statistics of county. Various duties related to registration of voters. Various duties related to elections. Establish rates and extend taxes for county.

CIRCUIT COURT

CHAIRMAN
BOARD OF SUPERVISORS
MACON COUNTY
DECATUR, ILLINOIS

T  1

February 24, 1971

Mrs. Robert C. Schade
President
League of Women Voters
143 Point Bluff Drive
Decatur, Illinois

Dear Mrs. Schade:

We are most pleased to announce that our Chairman of the Board, Mr. William B. Jones, will proclaim the week of March 8 through March 12, 1971, as Macon County Government Week. We will have guided tours for the general public starting at 9:30 A.M. and 1:30 P.M. each day.

On March 9, we will have our second annual Student Government Day and will have as our guests at our March meeting of the Macon County Board of Supervisors, fifty-five students representing twelve of the high schools of our County to learn more about their County government. They will also be our luncheon guests.

On March 8, at 8:30 A.M., on the first floor of the County Building at the main entrance, there will be a fifteen to twenty minute ceremony proclaiming the opening of Macon County Government Week. We would ask, if at all possible, your attendance on behalf of your organization and encourage as many of your members to be there as possible. After the ceremony, we would like for you and your members to take the tour through the County Building.

We firmly believe that an informed citizen will be able to vote more intelligently on the issues as they arise in County Government. We will appreciate anything you can do to encourage your friends and neighbors to come to the

Dear Mrs. Schade:

The Documentary Film of Macon County will be shown in color on Monday, March 8, 1971, between 7:30 and 8:00 P.M. on TV Station WAND.

Sincerely,

Gordon E. Stiely



Mrs. Robert C. Schade
President
League of Women Voters
143 Point Bluff Drive
Decatur, Illinois

Mrs. Robert C. Schade
Page 2
February 24, 1971

County Building during Macon County Government Week to see what services are available for them and how County Government works on their behalf.

Thank you for making the announcement to your Club, and we will appreciate it if you will call our secretary, Mrs. Irene Wrigley, Phone 429-4548, at the Board of Supervisors' Office, in regard to your being present at these opening ceremonies on March 8.

Very truly yours,

A handwritten signature in cursive script, reading "Gordon E. Stiely".

Gordon E. Stiely, Chairman
Student Government Day Committee
Macon County Board of Supervisors

GES/iw

MACON COUNTY GOVERNMENT WEEK
March 8-12, 1971

OPENING CEREMONIES
Main Entrance, 1st Floor, County Building
March 8, 1971 -- 9 A.M.

Gordon E. Stiely, Presiding

INVOCATION	Reverend Harold Lloyd First Methodist Church
WELCOME	Mr. Gordon E. Stiely, Chairman Macon County Government Week Committee
PROCLAMATION	Mr. Elmore E. Morthland Past Chairman, Macon County Board of Supervisors
REMARKS	Honorable James Rupp Mayor, City of Decatur Dr. Paul Jurgens, President Decatur Chamber of Commerce
INTRODUCTION OF GUESTS	Mr. Gordon E. Stiely Mr. John Luttrell, President First National Bank of Decatur Mr. J. L. Hunter, President Citizen's National Bank Mr. Ray Livasy, President Millikin National Bank Mr. E. J. Arseneault, President Soy Capital Bank and Trust Co. Mr. F. C. Ransom, President Pershing National Bank Mr. Lyle H. Roush, Executive Vice President Northtown Bank of Decatur

Mrs. Robert C. Schade, President
Women League of Voters

Mr. James C. Barr, President
Retired Teachers' Association

Mr. Edward Drobisch, President
Lions Club (Noon)

Mr. Joseph Taft, President
Decatur Civics Exchange

Mr. Steve Bellinger, President
Rotary Club

Mrs. Ted McWilliams, President
Commodore Chapter of American Business Women's Club

Mrs. Helen Long, President
Decatur Charter Chapter of American Business Women's Club

Mr. Fred Eastman, President
Lions Club (Evening)

Mrs. Dorothy Doyle, President
Business & Professional Women's Club

Mr. Donald Baird, President
Decatur Bar Association

*Mr. Robert King, Pres.
Kiwanis Club*

REMARKS

Honorable Rodney A. Scott
Presiding Circuit Judge of
Macon County

Mr. Howard E. Brown
Macon County Superintendent
of Educational Region

CLOSING REMARKS

Mr. Gordon E. Stiely

EXCERPTS FROM NOTES ON

MACON COUNTY HISTORY

Macon County was organized in 1829, and at that time included its present area and portions of the present Piatt, DeWitt, and Moultrie Counties.

At a meeting of the County Court held at the house of James Ward on Monday, June 1, 1829, it was ordered that Macon County be laid out into two Election Districts. All the territory lying south of the North Fork of the Sangamon River to be known as Ward's District, and all territory north of said river to be known as Decatur District. The voting places for said Districts were fixed at the house of James Ward and Permenus Smallwood, respectively. In June, 1830 term, said court changed the voting place in Decatur District to the Court House in Decatur.

Township organization was adopted at an election held in November, 1859, the voting of precincts being known as Wards, Decatur, Maroa, Miller's Prairie City, Big Creek, Draper's Badger, Madison, Macon and Carver's. The boundaries of some of said precincts are not positively known to the writer, nor can he certainly fix the date or manner of the changes in the names of several of the towns as indicated below, though such changes were made between January 18, 1860 and April 30, 1860.

The County was divided into Towns by a committee composed of William Cantrell, David Garver and James Dingman, said committee having been appointed by the County Court of which John G. Richetts, was presiding Judge and M. G. Cameron and Jacob Spangler, Associate Judges.

The First Board of Supervisors was organized April 30, 1860, on which the date the old County Court adjourned sine die.

Henry B. Durfee of Decatur was elected first chairman of the Board.

Macon County's first Court House, a log one, was erected in 1829-30 at a cost of about \$200.00 on the west side of Lincoln Square south of West Main Street. Abraham Lincoln conducted some legal business in this structure just before Court House No. 2 was occupied. The log court house has been completely reconstructed and is now in Fairview Park.

Argenta was incorporated as a village January 29, 1891; Blue Mound, February 17, 1876; Mt. Zion, April 13, 1882; Niantic, August 23, 1894; Warrensburg was incorporated as a village March 7, 1867, and as a city April 7, 1879; Macon was incorporated as a village April 15, 1868, and as a city April 7, 1879.

MACON COUNTY GOVERNMENT STUDENTS' DAY

Argenta-Oreana High School:

Andy Taylor
Juanita Kruse
Danny Wetherford
Lesla Westerman
Steve Ruch

Maroa-Forsyth High School:

Roger Massey
Carol Crouch
Diane Mashburn
Douglas Faulkner
Terry Etnier

Mt. Zion High School:

Paula Wells
Rod Wright
Barbara Jurgens
Jane Farrar
Kevin Whitmer

Macon High School:

Steve Shartzner
Sherrie Dunmire
Steve Evans
Debbie Foster
Jeff Glan

Niantic-Harristown High School:

Roy Roberts
David Hagan
Dennis Luttrell
Glen Dyer

Blue Mound-Boody High School:

Matt Vernau
Anita Sheppard
M'Liss Huffman
John Kendall

Warrensburg-Isham High School:

John Greenleaf
Ethel Barnhart
Karen Disbrow
Cindy Malone

Lakeview High School:

Jill Glick
Leslie Burket
Dave Franklin
Todd Tecumseh
Pam Downey

Eisenhower High School:

William Towles
Steve Burger
Lynn Fleetwood
Mary Gillespie
Mary Giles
Sandra West

MacArthur High School:

Dave Galassi
Vince Thomallo
Randy Shimon
Larry Weisner
Remsie Calangi
Jill Gradowski

Stephen Decatur High School:

Mark Berthelemy
Diana Stickles
Susan Blanchard
David Bainbridge
Leanna Peek
Terry Young

St. Teresa High School:

Chris Wright
Lisa Heneghan
Rose McBride
Judy Polillo

MACON COUNTY GOVERNMENT WEEK MARCH 8-12, 1971

SPONSORED BY THE MACON COUNTY BOARD OF SUPERVISORS

MARCH 8TH 9:00 OPENING CEREMONIES
 COURT HOUSE - MAIN LOBBY - 1ST FLOOR

9:30 COURT HOUSE TOURS BEGIN

MARCH 9TH 9:00 STUDENT GOVERNMENT DAY
 GUESTS FROM MACON COUNTY HIGH SCHOOLS
 MEET WITH THE COUNTY BOARD

DAILY PUBLIC TOURS OF THE COURT HOUSE - 9:30 A.M. & 1:30 P.M.
UNDER THE DIRECTION OF THE COUNTY CLERK

DAILY SCHOOL TOURS OF THE COURT HOUSE - ARRANGED AND
DIRECTED BY THE SUPERINTENDENT OF THE EDUCATIONAL SERVICE
REGION

THIS BROCHURE CONTAINS INFORMATION ABOUT YOUR MACON COUNTY
GOVERNMENT -- ITS HISTORY, OFFICIALS AND ORGANIZATIONAL
STRUCTURE. THE RED BOOK MARK IS A SOUVENIR OF YOUR VISIT.
THANK YOU FOR COMING.

MACON COUNTY GOVERNMENT WEEK MARCH 8 - 12, 1971

SECOND ANNUAL MACON COUNTY GOVERNMENT

STUDENTS' DAY

MARCH 9, 1971

8:45	Registration	
9:00	Call to Order	W. B. Jones Chairman, Board of Supervisors
	Welcome	Gordon E. Stiely Chairman, Students' Day Committee Members - Dean M. Wilson, A. Grace Braden
	Introductory remarks	Chairman of Board
	Business Meeting	
12:00	Lunch	
1:15	reconvene in the Board of Supervisors Chambers	
	symposium on County Government	
3:00	adjourn	

ACKNOWLEDGMENTS

We are indeed grateful to the following people for their help in planning, making arrangements and participating in the Second Annual Macon County Government Students' Day:

Macon County Officials
School Administrators
Social Studies Teachers
Mr. and Mrs. Cleo Dolan for
preparing and serving our delightful lunch

COUNTY BUILDING

<u>West Side</u>	<u>Floor</u>	<u>East Side</u>
Juvenile Quarters	5	Board of Supervisors Room
Kitchen		Regional Planning
Court Room		County Museum
Supervisor of Assessments	4	Circuit Clerk
Board of Review		
Veterans' Assistance		
Probation Office	3	State's Atty.
Superintendent of Educational Service Region		
Law Library	2	Court Rooms
Recorder of Deeds	1	Auditor
Decatur Township Offices		Supt. of Highways
		Treasurer
County Clerk	Basement	Coroner
		Sheriff

THE ORGANIZATIONAL STRUCTURE OF
MACON COUNTY GOVERNMENT

LEGISLATIVE BRANCH

BOARD OF SUPERVISORS
(elected)

Committees of the Board

Abstracts & Plats	Legislative & Rules
Animal Testing & Rabies	Liquor License & Entertainment Control
Civil Defense	Macon County Health
County Extension	Pensions & Private Institutions
Dependent, Neglected & Delinquent Children	Printing
Elections & Jurors	Public Buildings
Federal Aid & Regional Planning	Special Committees
Fees & Salaries	Student Government
Finance	Traffic Safety
Highway	Zoning

ADMINISTRATIVE BRANCH

(elected)

(appointed)

Auditor	Supr. of Assessments
Circuit Clerk	Supt. of Highways
Coroner	Rabies Inspector
County Clerk	Health Officer
Recorder of Deeds	Civil Defense Director
Sheriff	Regional Plan Commission
State's Attorney	Veterans' Assistance Director
Supt. of Educational Service Region	Merit Commission
Treasurer	

JUDICIAL BRANCH

Courts

(elected)

(appointed)

(appointed)

Circuit Judges	Jury Commission	Magistrate Judges
	Probation Officer	

SPECIAL PURPOSE DISTRICTS OF MACON COUNTY

(Boards appointed by Board of Supervisors)

Mental Health Board
TB San Board

County Health Board
Conservation District Board

SUPERVISORS

NAME	TOWNSHIP	COMMITTEES
Bafford, Hallie B.	South Macon	Federal Aid & Regional Plan
Baker, Louis	Oakley	Highway, Reapportionment
Brinkoetter, T. W.	Decatur	Public Bldgs., Zoning Abstracts & Plats
Butterfield, Dean	Harristown	Dependent, Neglected & Delinquent Children
Claypool, Lewis	Niantic	Finance, Special Communi- cations
Deyton, Carl D.	Hickory Point	Highway, Civil Defense Federal Aid & Regional P
Groves, Velma	Friends Creek	Purchasing
Hopkins, John D.	Blue Mound	Elections & Jurors, Printin Reapportionment
Hupp, Robert E.	Whitmore	Highway, Special Union Negotiation
Jarvis, William R.	Maroa	Printing
Jones, W. B.	Austin	Liquor & Entertainment
Lehn, John P.	Illini	Public Buildings
Pickett, John B.	Long Creek	Fees & Salaries, Reapportionment
Rainey, Robert S.	Pleasant View	County Extension
St. Pierre, Gerald R., Jr.	Mt. Zion	Civil Defense, County Extension
Taylor, Sarah	South Wheatland	County School Administratio Traffic & Safety, Depend Neglected & Delinquent Children
Wilson, Dean M.	Milam	Macon County Health, Student Government Day

ASSISTANT SUPERVISORS

NAME	TOWNSHIP	COMMITTEES
Armstrong, Sam	Decatur	Dependent, Neglected & Delinquent Children, Council of Governments, Purchasing
Austin, Roy L.	Decatur	Abstracts & Plats, Public Buildings
Blythe, Emery E.	Hickory Point	Pensions & Private Institutions, County Extension
Bradley, Bennett, Jr.	Decatur	Federal Aid & Regional Planning, Council of Governments, Finance
Brown, Dale	Decatur	County School Administration, Special Data Processing, Zoning
Brown, Rex L.	Decatur	Federal Aid & Regional Planning, Legislative & Rules, Finance
Donovan, Bernard T., Jr.	Long Creek	Elections & Jurors
Doane, Joe	Decatur	Dependent, Neglected & Delinquent Children, Legislative & Rules, Animal Testing & Rabies
Gaston, Jack W.	Decatur	Reapportionment, Fees & Salaries
Goers, Herbert G.	Decatur	Traffic & Safety, Purchasing, Special Communications
Greenberg, Norman	Decatur	Dependent, Neglected & Delinquent Children, Animal Testing & Rabies
Hoyland, John	Decatur	Fees & Salaries, Special Union Negotiation
Lindsey, Donald V.	Decatur	Animal Testing & Rabies, Liquor & Entertainment, Traffic & Safety
Mattson, William R.	Decatur	Printing, Highway
Morthland, Elmore E.	Decatur	Liquor & Entertainment, Special Union Negotiation, Reapportionment, Highway

Sappington, W.A. "Art"

Decatur

Abstracts & Plats, Zoning

Shields, D. M.

Decatur

Federal Aid & Regional Pla
Civil Defense

Stiely, Gordon E.

Decatur

Student Government Day,
Council of Governments,
Elections & Jurors

DUTIES OF SUPERVISORS' COMMITTEES

A. ABSTRACTS & PLATS

To administer the rules and regulations governing subdivisions

B. ANIMAL TESTING & RABIES

To work with the state veterinarian and to promote and administer the County Rabies Control program

C. CIVIL DEFENSE

Mobilize and manage the resources and production in this County and cooperate with other counties of this area.

D. COUNTY EXTENSION

To act as a liaison unit between the Board of Supervisors and the University of Illinois Extension Services in Macon County

E. DEPENDENT, NEGLECTED AND DELINQUENT CHILDREN

To do and perform all necessary things in cooperation with the proper officials to the end that necessary support is provided for dependent, neglected and delinquent children

F. ELECTION & JURORS

To act as a liaison between the Jury Commission and the County Clerk and the County Board of Supervisors in the administering of programs related to general elections and juries

G. FEDERAL AID & REGIONAL PLANNING

Responsible for Federal Aid & Regional Planning in Macon County in cooperation with the Regional Plan Commission and its staff

H. FEES & SALARIES

To audit and approve claims for fees, committee work and salaries of County employees

I. FINANCE

Has general supervision of the County finances

J. HIGHWAY

Has general charge and supervision of the expenditures of the County Highway taxes

K. LEGISLATIVE & RULES

To keep abreast of all proposed legislative changes affecting the county and prepare the rules of procedure for the Board of Supervisors

L. LIQUOR LICENSE & ENTERTAINMENT CONTROL

Investigate qualifications of applicants for and issue licenses under County jurisdiction

M. MACON COUNTY HEALTH & TB SANATORIUM

Study and investigate public health conditions in Macon County and to cooperate with the TB Sanatorium Board

N. PENSIONS & PRIVATE INSTITUTIONS

To examine, audit and approve all medical, hospital and burial claims for which the County of Macon may be liable

O. PRINTING

To purchase all necessary printed supplies for Macon County

P. PUBLIC BUILDINGS

To supervise repairs, construction and contracts for all County owned buildings

Q. PURCHASING

To oversee the purchases of materials for Macon County

R. SPECIAL COMMITTEES

Appointed for special assignments of a temporary nature, such as Reapportionment, Communications, Education, Union Negotiations, etc.

S. STUDENT GOVERNMENT

Plan Student Government Day Programs and promote information on Macon County Government

T. TRAFFIC SAFETY

Responsible for traffic safety in Macon County

U. ZONING

To supervise the enforcement of the building and zoning ordinances in the County of Macon

COUNTY OFFICIALS

Auditor	Richard D. Ferre
Circuit Clerk	John T. Gurry
Civil Defense Director	Byrd Davis
Coroner	Phares G. Thompson
County Clerk	William M. Tangney
Probation Officer	Russell Hoendorf
Recorder of Deeds	John H. Bohn
Sheriff	Ray Rex
Supervisor of Assessments	Clarence A. Sablotny
Supt. of Highways	William O. Kinsel
Supt. of Educational Service Region	Howard E. Brown
State's Attorney	Basil G. Greanias
Treasurer	Frank A. Meara
Regional Planning Director	Hobart Riley
Veterans' Assistance Director	Edith Donahue
Health Dept. Director	Leo Michl

FUNCTIONS OF COUNTY OFFICES

1. Auditor - Keeps and maintains the general accounts. Maintains a continuous internal audit of all transactions and financial records of the County officers, agents and divisions of the County. Audits all claims. Keeps and maintains records and contracts, collects and preserves statistical information. Prepares all payment orders for the County. Assists the budget committees in preparation of the County budgets and levies.
2. The Circuit Clerk is the keeper of the court seal and of all the records which pass through this office to the courts, said records consist of the following: chancery, probate, law, family, small claims, felony, tax, misdemeanors, mental health, traffic, juvenile, and conservation. Other duties of the Circuit Clerk are the processing of passports, collection of child support payments and bookkeeping as to fines, fees and forfeitures for the state, county and municipal corporations. The drawing of names for prospective jurors, writing checks and mailing of same to petit and grand jurors, issuance of summons', clerking all court rooms and the keeper of the evidence. The Clerk also handles special elections such as drainage, park, conservation and water districts and annexations. There are some 275,000 old court records in the office of the Circuit Clerk.
3. Civil Defense is responsible for planning and coordination of all Civil Defense organizations in Macon County and surrounding areas.
4. The Coroner is an administrator and an elected official, who is commissioned by the Governor for a term of four years. He is required by statute to go to the scene of death and take charge and make a preliminary investigation. If need of an autopsy, the coroner orders one. Autopsies must be performed by Board Certified Pathologists. If need of an inquest or investigation to determine cause of death, a jury is summoned consisting of six persons of lawful age and living in the County. Inquests are conducted in one of the court rooms in the County Building.
5. County Clerk - Birth certificates, death certificates, marriage licenses, Clerk of the Board of Supervisors. Tax Extension - calculates amount of tax bills. Voters' Registration - registration of voters, prepare all county elections.
6. Health Officer - responsible for health programs in the County. Inspects water supplies, restaurants, grocery stores etc.
7. Merit Commission - administers the merit program within the Sheriff's Office which applies to the tenure and promotion of deputies.
8. Recorder of Deeds - every real estate document is entered in the Grantors and Grantees index. Every real estate document is entered on the Tract indexes according to legal description. Every document that has a legal description must be recorded and micro-filmed for permanent records. Judgments and financing statements

(mortgages and liens), are filed in this office. New developments, housing or industrial, are mapped in a book called plats. These are filmed and marked for future reference.

9. The Rabies Inspector administers the Rabies Control Program in Macon County. This involves the vaccination program for pets, the impounding of suspected rabid animals and the testing and examination of possible carriers of rabies.

10. Sheriff - Administrator of the law enforcement program for the County and its associated branches.

11. Regional Plan Commission - Responsible for the long range planning of Macon County and the surrounding area. This Commission is responsible for coordination between town, county, state and federal programs. These involve problems such as water, zoning, sewage, land developments, road locations, etc. Through this body state and federal funds are channeled into our local area.

12. The State's Attorney is the legal advisor for all County officers. He prepares and prosecutes all criminal charges in Macon County on violation of State Statutes. The office prosecutes all murder, armed robbery, rape, arson, grand theft, forgery, and other cases of a serious nature. He prosecutes traffic charges which are based on the Uniform Article regulating traffic and Drivers' Licenses Law (driving while intoxicated, driving on revoked license, reckless driving, speeding, etc.). The office prosecutes criminal non-support actions, paternities, juvenile cases and zoning violations. The office prosecutes all misdemeanors, such as deceptive practices (bad checks), battery, disorderly conduct, petit theft, The State's Attorney and his Assistants must be lawyers. We are not a legal aid or public attorney office, and our services are not available to persons on private civil matters who cannot afford a lawyer. These services are provided by the Legal Aid Society and the Public Defender's Office.

13. Superintendent of the Educational Service Region. - The Regional Service Office has been defined as "an agency that operates at the regional level, giving coordination and supplementary services to the school districts and serving as a link between these basic administrative units and the State Office of Public Instruction." Traditionally this unit has been the Office of County Superintendent of Schools. However, the new Regional Service Office is now emerging as an important educational service agency through which the programs of all public schools are being augmented and improved. As the scope of education is widened, many additional services will be added. These services must be provided at the level at which they can be provided most economically and efficiently.

14. Superintendent of Highways - This office administers all phases of the Macon County Highways System: inspection, construction, and maintenance. State Motor Fuel taxes are distributed throughout Macon County townships through this office.

15. Supervisor of Assessments - The major duty is to equalize property assessments in the 16 rural townships, in order to do this he must maintain property record cards on all real estate located

in these 16 rural townships, showing the legal description, the value placed on the land and how the assessment was arrived at on the improvements. He also assists all township Assessors in writing their real estate books each year. The Supervisor of Assessments is also Clerk of the Board of Review, and as such, he received all complaints on real estate and personal property assessments for action to be taken by the Board of Review. He receives all applications for exemption, which are then given to the Board of Review for final approval.

16. Treasurer - To receive monies due to the county from various sources, i.e. rents, inheritance taxes, monies held in trust, county retailers tax from the State of Illinois, etc., and to act as distributor of the monies of the county, signing all warrants and checks. To maintain an accurate record of all warrants issued for the county payroll - employees of the county. To prepare and send out all real estate and personal property tax bills. To collect all current real estate, personal property taxes, certificates of error, taxes paid under protest, delinquent personal taxes and forfeiture of real estate taxes, and to post the same to the records and balance daily. To prepare lists for publication of unpaid taxes. To conduct a tax sale of all real estate that is unpaid at the end of the tax year. To figure all the money that is to be distributed to the various taxing units in the county and to split it proportionally, (final settlement). To maintain a correct description of all real estate in the county, and to answer questions concerning descriptions of property and location of the same.

17. Veterans' Assistance - To help veterans realize the benefits to which they are entitled.

18. Probation Department - Mrs. Hazel K. Chappell and Miss Joanne Slaw, Probation Officers, supervise the delinquent girls and girls otherwise in need of supervision and place dependent and neglected children in foster homes or institutions. They make investigations concerning cases referred to the Court, make recommendations to the proper disposition of the cases that are referred to them, and submit the reports to the Court. They also have the responsibility of making investigations for adoptions. Mr. Donald L. Bivens and Mr. Stewart Welcher, Probation Officers, have the responsibility of supervising delinquent boys and boys classified as otherwise in need of supervision, meaning if the occasion arises, to place these boys in foster homes or institutions, and to supervise them as to their conduct, school attendance and counseling. He is to make investigations concerning cases referred by the Court, to make recommendations to the proper disposition of the cases that are assigned to him, and to submit the reports to the Court. The clerical staff consists of Janet Timmons and Ellen Gifford. Their duties and responsibilities are to serve in the capacity of receptionist, to take dictation, and to assist in keeping office records. Russell A. Hoendorf, Chief Probation Officer's duties are to supervise the personnel of the Probation staff, and to supervise adult men and women. He is to make investigations concerning individuals who apply for probation, to make recommendations to the proper disposition of the cases that are assigned to him, and to submit the report to the Court. If placed on probation, he is to supervise them.