

Ogle County Board Meeting Agenda  
**Tuesday, April 20, 2021 at 5:30 p.m.**

**VIRTUAL MEETING**

Audio Meeting Information:

Dial: (312) 626-6799

Meeting ID: 896 7186 0463

Password: 042875

<https://us02web.zoom.us/j/89671860463?pwd=bjl0alVuLzltTSIFqU003RlZ2aHVVHUT09>

***Please remember to mute your phones if you are not speaking.***

Those who would like to make statements or express views can email [ocbc@oglecounty.org](mailto:ocbc@oglecounty.org) before 1:00 p.m. on Monday, April 19, 2021, and they will be read during the Public Comment portion of the Agenda.

**Call to Order:**

**Roll Call:**

**Invocation & Pledge of Allegiance:** Fox

**Appointment - County Board District #6** – Steven Huber - R-2021-0401

- Swearing in of County Board Member District #6

**Presentation** - Kyle Auman, Health Department Administrator - COVID-19

**Consent Agenda Items – by Roll Call Vote**

Approval of Ogle County Board Meeting Minutes - March 2021

1. Accept Monthly Reports – Treasurer, County Clerk & Recorder and Circuit Clerk
2. Appointments -
  1. Richard Runte - Forreston Fire Protection District - R-2021-0402
  2. Sandra Simms - Leaf River Fire Protection District - R-2021-0403
  3. Rodney Hayenga - Lynn-Scott-Rock Fire Protection District - R-2021-0404
  4. Richard Rhoads - Oregon Fire Protection District - R-2021-0405
  5. Hal Warren - Lost Lake River Conservancy District - R-2021-0406
  6. Robert Urish - Zoning Board Appeals (Alternate 1) - R-2021-0407
  7. Randy Ocken - Zoning Board of Appeals - R-2021-0408
3. Resignations -
  1. Tyler Carls - 911 ESTB (Fire/EMS) R-2021-0409
4. Vacancies -
  - o Board of Health - 3 vacancies (unexpired term)
  - o Mental Health 708 Board - 4 vacancies (unexpired term)
  - o Byron Museum District - 1 vacancy (unexpired term)
  - o Planning Commission - 2 vacancies
  - o Zoning Board of Appeals - Alternate #2 - 1 vacancy
  - o Franklin Grove Fire Protection District - 1 vacancy

Application and Resumé deadline – Friday, April 30, 2021, at 4:30 p.m. in the County Clerk's Office located at 105 S. 5th St – Suite 104, Oregon, IL

- Byron Museum District - 1 Vacancy

Application and Resumé deadline – Friday, May 28, 2021, at 4:30 p.m. in the County Clerk's Office located at 105 S. 5th St – Suite 104, Oregon, IL

6. Ogle County Claims –

- Department Claims - March 2021 - \$154,961.01
- County Board Payments – \$54,952.10
- County Highway Fund – \$96,841.55

7. Communications -

- Sales Tax - January 2020 \$30,321.68 and \$65,201.07
- Sales Tax - January 2021 \$51,064.08 and \$84,468.43

**Zoning - #002-21 SPECIAL USE – Pope - O-2021-0401**

#002-21 SPECIAL USE – Edward & Alice Pope, 3080 N. Summer Hill Rd., Polo, IL for a Special Use Permit in the AG-1 Agricultural District to allow a Single-Family Dwelling for the spouse of the farm owner on property described as follows and owned by the petitioners: Part of the Southeast (SE1/4) of the Southeast (SE1/4) of Section 19 Township 24 North, Range 8 East of the 4th P.M., Lincoln Township, Ogle County, IL, 5.0 acres, more or less P.I.N.(s): Part of 07-19-400-006 - Common Location: 3080 N. Summer Hill Rd.

**Zoning - #003-21 SPECIAL USE – Zimmerman - O-2020-0402**

#003-21 SPECIAL USE - Eric Zimmerman, 2477 E. IL Rte. 64, Oregon, IL for a Special Use Permit in the AG-1 Agricultural District to allow a Small Rural Business (cabinet making) on property described as follows and owned by the petitioner: Part of the Northeast (NE1/4) of the Southwest (SW1/4) of Section 01 Township 23 North, Range 10 East of the 4th P.M., Oregon-Nashua Township, Ogle County, IL, 2.31 acres, more or less P.I.N.(s): 16-01-300-005 - Common Location: 2477 E. Il Rte. 64

**Zoning - #007-20 Text Amendment – O2021-0403**

#007-20 Text Amendment Request to un-table the proposed text amendment and resubmit to the Zoning Board of Appeals for further analysis.

**Public Comment –**

**Reports and Recommendations of Committees –**

- **Executive**

- Protection of Local Control of Zoning & Land Use - R-2021-0410
- Recognition of Service and Dedication of Ron Colson - R-2021-0417

- **Finance and Insurance:**

- 2021 Budget Amendment - O-2021-0404
- 2021 Revolving Vehicle Fund Budget Amendment - O-2021-0405
- C-Pace - O-2021-0406

- **Long Range Planning**

- Long Range Planning Bills - R-2021-0411
- Project Update

- **Road & Bridge**

- Flagg Road Overlay Project -20-00329-00-RS - R-2021-0412
- Flagg Road Culvert Structural Upgrade - 20-00335-00-BR - R-2021-0413

- Maple Grove Road Culvert Replacement - 19-16120-00-BR - R-2021-0414
- 2021 County Seal Coat Project - 21-0000002-GM - R-2021-0415
- 2021 Bridge Inspections Preliminary Agreement - R-2021-0416

**Unfinished and New Business:**

**Chairman Comments:**

**Vice-Chairman Comments:**

**Adjournment:**

Motion to adjourn until **Tuesday, May 18, 2021**, at 5:30 p.m.

Agenda will be posted at the following locations on Friday after 4:00 p.m.:

105 S. 5th Street, Oregon, IL

[www.oglecounty.org](http://www.oglecounty.org)

***RESOLUTION 2021-0401***  
***and***  
***CERTIFICATE OF APPOINTMENT***

WHEREAS, the appointment to the Ogle County Board District #6 by the Ogle County Board, AND WHEREAS, the name of

Steven P. Huber  
3894 East Whippoorwill Lane  
Byron, IL 61010

who is an elector of said district, is presented to the Ogle County Board for approval of appointment,

BE IT HEREBY RESOLVED, the appointment is for an unexpired term that ends November 30, 2022 .

Voted upon and passed by the Ogle County Board on April 20, 2021.

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John Finrock, Chairman  
Ogle County Board

(COUNTY SEAL)

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Laura J Cook, Ogle County Clerk



**RESOLUTION 2021-0402**  
**and**  
**CERTIFICATE OF APPOINTMENT**

WHEREAS, the appointment to the Forreston Fire Protection District by the Ogle County Board;

WHEREAS, the name of

Richard Runte  
10249 IL Route 26 N  
Forreston, IL 61030

who is an elector of said district, is presented to the Ogle County Board for approval of appointment;

BE IT HEREBY RESOLVED, the appointment is for term that ends 4/30/2024.

Voted upon and passed by the Ogle County Board on April 20, 2021.

\_\_\_\_\_  
John Finfrock, Chairman  
Ogle County Board

(COUNTY SEAL)

\_\_\_\_\_  
Laura J. Cook, Ogle County Clerk

**RESOLUTION 2021-0403**  
**and**  
**CERTIFICATE OF APPOINTMENT**

WHEREAS, the appointment to the Leaf River Fire Protection District by the Ogle County Board;

WHEREAS, the name of

Sandra Simms  
210 Main Street  
PO Box 412  
Leaf River, IL 61047

who is an elector of said district, is presented to the Ogle County Board for approval of appointment;

BE IT HEREBY RESOLVED, the appointment is for term that ends 4/30/2024.

Voted upon and passed by the Ogle County Board on April 20, 2021.

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John Finfrock, Chairman  
Ogle County Board

(COUNTY SEAL)

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Laura J. Cook, Ogle County Clerk

**RESOLUTION 2021-0404**  
**and**  
**CERTIFICATE OF APPOINTMENT**

WHEREAS, the appointment to the Lynn-Scott-Rock Fire Protection District by the Ogle County Board;

WHEREAS, the name of

Rodney Hayenga  
10922 E Post Rd  
Chana, IL 61015

who is an elector of said district, is presented to the Ogle County Board for approval of appointment;

BE IT HEREBY RESOLVED, the appointment is for term that ends 4/30/2024.

Voted upon and passed by the Ogle County Board on April 20, 2021.

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John Finfrock, Chairman  
Ogle County Board

(COUNTY SEAL)

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Laura J. Cook, Ogle County Clerk

**RESOLUTION 2021-0405**  
**and**  
**CERTIFICATE OF APPOINTMENT**

WHEREAS, the appointment to the Oregon Fire Protection District by the Ogle County Board;

WHEREAS, the name of

Richard Rhoads  
205 N. 14th St  
Oregon, IL 61061

who is an elector of said district, is presented to the Ogle County Board for approval of appointment;

BE IT HEREBY RESOLVED, the appointment is for term that ends 4/30/2024.

Voted upon and passed by the Ogle County Board on April 20, 2021.

\_\_\_\_\_  
John Finfrock, Chairman  
Ogle County Board

(COUNTY SEAL)

\_\_\_\_\_  
Laura J. Cook, Ogle County Clerk

**RESOLUTION 2021-0406**  
**and**  
**CERTIFICATE OF APPOINTMENT**

WHEREAS, the appointment to the Lost Lake River Conservancy District by the Ogle County Board;

WHEREAS, the name of

Hal Warren  
404 Birch Ln  
Dixon, IL 61021

who is an elector of said district, is presented to the Ogle County Board for approval of appointment;

BE IT HEREBY RESOLVED, the appointment is for term that ends 4/30/2024.

Voted upon and passed by the Ogle County Board on April 20, 2021.

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John Finfrock, Chairman  
Ogle County Board

(COUNTY SEAL)

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Laura J. Cook, Ogle County Clerk

**RESOLUTION 2021-0407**  
**and**  
**CERTIFICATE OF APPOINTMENT**

WHEREAS, the appointment to the Zoning Board of Appeals (Alternate #1) by the Ogle County Board;

WHEREAS, the name of

Robert Urish  
4555 West James Street  
Mt. Morris, IL 61054

who is an elector of said district, is presented to the Ogle County Board for approval of appointment;

BE IT HEREBY RESOLVED, the appointment is for term that ends 4/30/2026.

Voted upon and passed by the Ogle County Board on April 20, 2021.

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John Finfrock, Chairman  
Ogle County Board

(COUNTY SEAL)

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Laura J. Cook, Ogle County Clerk

**RESOLUTION 2021-0408**  
**and**  
**CERTIFICATE OF APPOINTMENT**

WHEREAS, the appointment to the Zoning Board of Appeals by the Ogle County Board;

WHEREAS, the name of

Randy Ocken  
3445 N Union Rd  
Polo, IL 61064

who is an elector of said district, is presented to the Ogle County Board for approval of appointment;

BE IT HEREBY RESOLVED, the appointment is for term that ends 4/30/2026.

Voted upon and passed by the Ogle County Board on April 20, 2021.

\_\_\_\_\_  
John Finfrock, Chairman  
Ogle County Board

(COUNTY SEAL)

\_\_\_\_\_  
Laura J. Cook, Ogle County Clerk

## **RESOLUTION 2021-0409**

Whereas, the Ogle Board Chairman has received a notice of resignation from Tyler Carls, a member of Ogle County 911 ETSB (Fire/EMS);

NOW, THEREFORE, BE IT RESOLVED that the Ogle County Board does officially accept said resignation as of February 24, 2021.

Accepted by the Ogle County Board on April 20, 2021.

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John Finfrock  
Ogle County Board Chairman

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Laura J. Cook  
Ogle County Clerk



**COUNTY BOARD OF COUNTY OF OGLE, ILLINOIS**

**RESOLUTION NO. 2021-0410**

**A RESOLUTION CALLING FOR THE GOVERNOR AND GENERAL ASSEMBLY TO  
PROTECT LOCAL CONTROL OF ZONING AND LAND USE**

**WHEREAS**, Counties are authorized by the Counties Code (55 ILCS 5/1-1001 *et seq.*) to adopt and develop zoning regulations; and

**WHEREAS**, Section 5-12001 of the Counties Code provides “the county board or board of county commissioners, as the case may be, of each county, shall have the power to regulate and restrict the location and use of buildings, structures and land” and “to regulate and restrict the intensity of such uses, to establish building or setback lines on or along any street, trafficway, drive, parkway or storm or floodwater runoff channel or basin outside the limits of cities, villages and incorporated towns which have in effect municipal zoning ordinances” (55 ILCS 5/5-12001); and

**WHEREAS**, consistent with their zoning authority, numerous Counties throughout the state of Illinois have adopted zoning and setback regulations related to wind energy facilities such as the model ordinance prepared by the Chicago Environmental Law Clinic and have made substantial revisions over time to suit the needs of their Counties and the residents of their Counties; and

**WHEREAS**, Senate Bill 1602 was filed in the Illinois Senate on February 26, 2021 and seeks to mandate very specific timelines and procedural requirements regarding siting approval or a special use permits for commercial wind energy facilities; and

**WHEREAS**, Senate Bill 1602 also mandates substantive changes including setback requirements, blade tip height limitations, and sound limitations; and

**WHEREAS**, Senate Bill 1602 requires that any currently-existing county zoning ordinances pertaining to wind farms be amended within 120 days to comply with the requirements of the bill and prohibits a county from adopting any future restrictions on the installation or use of a commercial wind energy facility that are inconsistent with the provisions of the bill; and

**WHEREAS**, the changes contained in Senate Bill 1602 ignore differences that occur locally from county to county across the State of Illinois and remove a county board's ability to regulate those local differences and address the concerns of their residents; and

**WHEREAS**, Senate Bill 1602 further undermines local control in that it substitutes state level legislative determination for the local control exercised by county zoning commissions, zoning boards of appeals, and county boards; and

**WHEREAS**, the County Board is the best entity to support the needs, interests, and safety of its residents due to direct feedback and understanding of the County's needs, while State officials or industry leaders who do not reside in these Counties may not be aware of the most relevant and current information.

**NOW, THEREFORE, BE IT RESOLVED** by the members of the Board of Ogle County, Illinois as follows:

1. The County Board opposes Senate Bill 1602 or any similar legislation that would undermine the County Board's local zoning authority.
2. The County Board urges the Illinois General Assembly to abandon any efforts to advance Senate Bill 1602.
3. The County Board urges Governor Pritzker to veto Senate Bill 1602 or any similar bill should the General Assembly pass such legislation.

4. The Clerk is hereby directed to send copies of this Resolution to Governor Pritzker, the legislative leaders of both chambers of the Illinois General Assembly, and the representatives and senators representing this County.

Passed by the Board of Ogle County this 20th day of April, 2021.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

PRESENT: \_\_\_\_\_

ABSTAIN/ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Ogle County Chairman

ATTEST:

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

## **R-2021-0411**

### **Resolution to Authorize Long Range Planning Invoices**

WHEREAS, on April 20, 2021, the Ogle County Board reviewed a summary of proposed Long Range Planning expenses;

NOW THEREFORE, BE IT RESOLVED, that the Ogle County Board authorizes payment of Long Range invoices for the following:

<b><u>VENDOR NAME</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Beesing Welding, LLC	Inv# 7326 - Fabrication Work	\$ 1,669.29
Gilbane	Construction Management Services - March 2021 Inv #33	\$ 50,510.83
<b>TOTAL:</b>		<b>\$52,180.12</b>

Presented and Approved at the April 20, 2021 Ogle County Board Meeting.

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John Finrock, Ogle County Board Chairman

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Laura J. Cook, Ogle County Clerk

## RESOLUTION

2021-0412

## FOR COUNTY ROAD CONSTRUCTION

BE IT RESOLVED by the County Board of Ogle County, Illinois, that the following County Section for Highways be constructed:

# Flagg Road Overlay

WHEREAS, bids were received at the Ogle County Highway Department in Oregon, Illinois on April 9, 2021 at 2:00 PM for the above project;

WHEREAS, the following low bid was submitted by:

\$538,431.75

WHEREAS, the Road & Bridge Committee of Ogle County reviewed the bids and recommends their approval;

BE IT FURTHER RESOLVED that there is hereby appropriated the sum of \$539,000.00 from the Motor Fuel Tax (MFT) fund for the County portion of said project.

BE IT FURTHER RESOLVED that the above low bids be accepted and awarded subject to no protests being filed.

STATE OF ILLINOIS)

) SS

COUNTY OF OGLE )

I, Laura J. Cook, 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 Ogle County,

at its regular meeting held at Oregon on April 20, 2021.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed  
the seal of said County at my office in Oregon, in said County,  
this 20th day of April, A.D. 2021.

(SEAL)



## Resolution for Improvement Under the Illinois Highway Code



Is this project a bondable capital improvement?

☒ Yes ☐ No

Resolution Type

Original

Resolution Number

Section Number

20-00329-00-RS

BE IT RESOLVED, by the Board

Governing Body Type

of the County

Local Public Agency Type

of Ogle

Name of Local Public Agency

Illinois that the following described street(s)/road(s)/structure be improved under

the Illinois Highway Code. Work shall be done by Contract

Contract or Day Labor

For Roadway/Street Improvements:

Name of Street(s)/Road(s)	Length (miles)	Route	From	To
Flagg Road	4.14	FAS 2179	Lee County Line	Daysville Road

For Structures:

Name of Street(s)/Road(s)	Existing Structure No.	Route	Location	Feature Crossed

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

Hot mix asphalt overlay with combination bituminous and aggregate shoulders.

REBUILD Illinois Funds = \$272,000

MFT Funds = \$267,000

2. That there is hereby appropriated the sum of

Five Hundred Thirty-nine Thousand and no/100

Dollars ( \$539,000.00 ) for the improvement of

said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Laura J. Cook

Name of Clerk

County

Local Public Agency Type

Clerk in and for said County

Local Public Agency Type

of Ogle

Name of Local Public Agency

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 original of a resolution adopted by

Board

Governing Body Type

of Ogle

Name of Local Public Agency

at a meeting held on April 20, 2021

Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 20th day of April, 2021

Day

Month, Year

(SEAL)

Clerk Signature

Date

**Approved**

Regional Engineer

Department of Transportation

Date

## RESOLUTION

**FOR COUNTY BRIDGE CONSTRUCTION**

BE IT RESOLVED by the County Board of Ogle County, Illinois, that the following County Section for Drainage Structures be constructed:

# Flagg Rd Culvert Structural Upgrade

BE IT FURTHER RESOLVED that the County share be made from County Aid to Bridge Fund (CAB);

WHEREAS, bids were received at the office of the County Engineer of Ogle County on April 9, 2021 at 2:00 PM for the above project;

WHEREAS, the following low bid was submitted by:

Martin & Company Excavating                  for                  \$105,454.70

WHEREAS, the Road & Bridge Committee of Ogle County reviewed the bids and recommends its approval;

BE IT FURTHER RESOLVED that there is hereby appropriated the sum of \$106,000.00 for the County portion of said project.

BE IT FURTHER RESOLVED that the above low bid be accepted and awarded subject to no protests being filed.

STATE OF ILLINOIS) ) SS  
COUNTY OF OGLE )

I, Laura J. Cook, 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 Ogle County, at its regular meeting held at Oregon on April 20, 2021.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed  
the seal of said County at my office in Oregon, in said County,  
this 20th day of April, A.D. 20 21.

(SEAL)

**RESOLUTION**  
**2021-0414**  
**FOR COUNTY BRIDGE CONSTRUCTION**

BE IT RESOLVED by the County Board of Ogle County, Illinois, that the following County Section for Bridges be constructed:

19-16120-00-BR

Mt. Morris Township

Maple Grove Rd

The Section division of cost as follows:

Mt. Morris Twp	Ogle County	TBP Fund	Total
(25%)	(25%)	(50%)	(100%)

WHEREAS, bids were received at the office of the County Engineer of Ogle County on April 9, 2021 at 2:00 PM for the above project;

WHEREAS, the following low bid was submitted by:

Martin & Company Excavating

\$270,725.75

WHEREAS, the Road & Bridge Committee of Ogle County reviewed the bids and recommends its approval;

BE IT FURTHER RESOLVED that there is hereby appropriated the sum of \$68,000.00 from the County Aid to Bridge (CAB) fund for the County portion of said project.

BE IT FURTHER RESOLVED that the above low bid be accepted and awarded subject to no protests being filed.

STATE OF ILLINOIS )  
                                  ) SS  
COUNTY OF OGLE )

I, Laura J. Cook, 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 Ogle County, at its regular meeting held at Oregon on April 20, 20 21 .

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County at my office in Oregon, in said County, this 20th day of April , A.D. 20 21 .

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

(SEAL)



## RESOLUTION

2021-0415

## FOR COUNTY ROAD CONSTRUCTION

BE IT RESOLVED by the County Board of Ogle County, Illinois, that the following County Section for Highways be constructed:

### County Seal Coat

WHEREAS, bids were received at the Ogle County Courthouse in Oregon, Illinois on April 9, 2021 at 2:00 PM for the above project;

WHEREAS, the following low bid was submitted by:

\$443,318.44

WHEREAS, the Road & Bridge Committee of Ogle County reviewed the bids and recommends their approval;

BE IT FURTHER RESOLVED that there is hereby appropriated the sum of \$180,000.00 from the Motor Fuel Tax (MFT) Fund and \$265,000.00 from the Federal Aid Matching (FAM) fund for the County portion of said project.

BE IT FURTHER RESOLVED that the above low bids be accepted and awarded subject to no protests being filed.

STATE OF ILLINOIS)

) SS

COUNTY OF OGLE )

I, Laura J. Cook, 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 Ogle County,

at its regular meeting held at Oregon on April 20, 2021.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed  
the seal of said County at my office in Oregon, in said County,  
this 20th day of April, A.D. 2021.

(SEAL)

Municipality	<b>L O C A L  A G E N C Y</b>	<b>R-2021-0416</b>  <b>Preliminary Engineering Services Agreement For Motor Fuel Tax Funds</b>	<b>C O N S U L T A N T</b>	Name Willett, Hofmann & Associates, Inc.
Township				Address 809 E. 2 <sup>nd</sup> Street
County Ogie				City Dixon
Section NONE				State Illinois

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021 between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Motor Fuel Tax Funds, allotted to the LA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT", will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

### Section Description

Name 2021 Biennial Ogle County & Township Bridge Inspections

Route Various Length \_\_\_\_\_ Mi. \_\_\_\_\_ FT (Structure No. Various )

Termini \_\_\_\_\_

#### Description:

The 2021 biennial inspection of County and Township bridges. Both parties also agree to abide by the attached Exhibits A, B, C, D, E & F also made part of this agreement. For biennial inspections of bridges with inspection due dates between 4/8/2021 to 12/31/2021.

### Agreement Provisions

#### The Engineer Agrees,

#### TO PERFORM OR BE RESPONSIBLE FOR THE ENGINEERING SERVICES FOR THE LA DESCRIBED IN THE ATTACHED SPECIAL PROVISIONS (Exhibit A)

- ~~1. To perform or be responsible for the performance of the following engineering services for the LA, in connection with the proposed improvements herein before described, and checked below:~~
- ~~a. ☐ Make such detailed surveys as are necessary for the preparation of detailed roadway plans~~
- ~~4\* ☐ Make stream and flood plain hydraulic surveys and gather high water data, and flood histories for the preparation of detailed bridge plans.~~
- ~~c. ☐ Make or cause to be made such soil surveys or subsurface investigations including borings and soil profiles and analyses thereof as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations are to be made in accordance with the current requirements of the DEPARTMENT.~~
- ~~d. ☐ Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.~~
- ~~e. ☐ Prepare Army Corps of Engineers Permit, Department of Natural Resources Office of Water Resources Permit, Bridge waterway sketch, and/or Channel Change sketch, Utility plan and locations, and Railroad Crossing work agreements.~~
- ~~4 ☒ Prepare Preliminary Bridge design and Hydraulic Report, (including economic analysis of bridge or culvert types) and high water effects on roadway overflows and bridge approaches.~~
- ~~g. ☐ Make complete general and detailed plans, special provisions, proposals and estimates of cost and furnish the LA with five (5) copies of the plans, special provisions, proposals and estimates. Additional copies of any or all documents, if required, shall be furnished to the LA by the ENGINEER at his actual cost for reproduction.~~
- ~~h. ☐ Furnish the LA with survey and drafts in quadruplicate of all necessary right-of-way dedications, construction easement and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.~~

~~h. ☐ Assist the LA in the tabulation and interpretation of the contractors' proposals~~

~~jr-D Prepare the necessary environmental documents in accordance with the procedures adopted by the DEPARTMENT's Bureau of Local Roads & Streets.~~

~~k. ☐ Prepare the Project Development Report when required by the DEPARTMENT.~~

- (2) That all reports, plans, plats and special provisions to be furnished by the ENGINEER pursuant to the AGREEMENT, will be in accordance with current standard specifications and policies of the DEPARTMENT. It is being understood that all such reports, plats, plans and drafts shall, before being finally accepted, be subject to approval by the LA and the DEPARTMENT.
- (3) To attend conferences at any reasonable time when requested to do so by representatives of the LA or the Department.
- (4) In the event plans or surveys are found to be in error during construction of the SECTION and revisions of the plans or survey corrections are necessary, the ENGINEER agrees that he will perform such work without expense to the LA, even though final payment has been received by him. He shall give immediate attention to these changes so there will be a minimum delay to the Contractor.
- (5) That basic survey notes and sketches, charts, computations and other data prepared or obtained by the Engineer pursuant to this AGREEMENT will be made available, upon request, to the LA or the DEPARTMENT without cost and without restriction or limitations as to their use.
- (6) That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by him and will show his professional seal where such is required by law.

**The LA Agrees,**

**TO PAY THE ENGINEER AS COMPENSATION FOR ALL SERVICES DESCRIBED IN THE ATTACHED SPECIAL PROVISIONS (Exhibit A)**

~~1. To pay the ENGINEER as compensation for all services performed as stipulated in paragraphs 1a, 1g, 1i, 2, 3, 5 and 6 in accordance with one of the following methods indicated by a check mark:~~

~~a. ☐ A sum of money equal to \_\_\_\_\_ percent of the awarded contract cost of the proposed improvement as approved by the DEPARTMENT.~~

~~b. ☐ A sum of money equal to the percent of the awarded contract cost for the proposed improvement as approved by the DEPARTMENT based on the following schedule:~~

~~Schedule for Percentages Based on Awarded Contract Cost~~

<del>Awarded Cost</del>		<del>Percentage Fees</del>	
<del>UncjQi</del>	<del>\$50,000</del>	<del>=====</del>	<del>(see note)</del>
		<del>=====</del>	<del>%</del>
		<del>=====</del>	<del>44</del>
		<del>=====</del>	<del>44</del>
		<del>=====</del>	<del>44</del>
		<del>=====</del>	<del>44</del>

~~Note: Not necessarily a percentage. Could use per diem, cost-plus or lump sum.~~

~~2. To pay for servieos stipulated in paragraphs Tbj-4er4d, 1e, 1f, 1h, 1j & 1k of the ENGINEER AGREES at actual cost of performing such work plus \_\_\_\_\_ percent to cover profit, overhead and readiness to serve "actual cost" being defined~~

- ~~as material cost plus payrolls, insurance, social security and retirement deductions. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost. Subject to the approval of the LA, the ENGINEER may sublet all or part of the services provided under the paragraph 1b, 1c, 1d, 1e, 1f, 1h, 1j & 1k. If the ENGINEER sublets all or part of this work the LA will pay the cost to the ENGINEER plus a five (5) percent service charge.~~
- ~~"Cost to Engineer" to be verified by furnishing the LA and the DEPARTMENT copies of invoices from the party doing the work. The classifications of the employees used in the work should be consistent with the employee classifications for the services performed. If the personnel of the firm, including the Principal Engineer, perform routine services that should normally be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the work performed.~~
- ~~3. That payments due the ENGINEER for services rendered in accordance with this AGREEMENT will be made as soon as practicable after the services have been performed in accordance with the following schedule:~~
- ~~a. Upon completion of detailed plans, special provisions, proposals and estimate of cost being the work required by paragraphs 1a through 1g under THE ENGINEER AGREES to the satisfaction of the LA and their approval by the DEPARTMENT, 90 percent of the total fee due under this AGREEMENT based on the approved estimate of cost.~~
- ~~b. Upon award of the contract for the improvement by the LA and its approval by the DEPARTMENT, 100 percent of the total fee due under the AGREEMENT based on the awarded contract cost less any amounts paid under "a" above.~~
- ~~By Mutual agreement, partial payments, net to exceed 90 percent of the amount earned, may be made from time to time as the work progresses.~~
- ~~4. That, should the improvement be abandoned at any time after the ENGINEER has performed any part of the services provided for in paragraphs 1a, through 1h and prior to the completion of such services, the LA shall reimburse the ENGINEER for his actual costs plus \_\_\_\_\_ percent incurred up to the time he is notified in writing of such abandonment "actual cost" being defined as in paragraph 2 of THE LA AGREES.~~
- ~~5. That, should the LA require changes in any of the detailed plans, specifications or estimates except for those required pursuant to paragraph 4 of THE ENGINEER AGREES, after they have been approved by the DEPARTMENT, the LA will pay the ENGINEER for such changes on the basis of actual cost plus \_\_\_\_\_ percent to cover profit, overhead and readiness to serve "actual cost" being defined as in paragraph 2 of THE LA AGREES. It is understood that "changes" as used in this paragraph shall in no way relieve the ENGINEER of his responsibility to prepare a complete and adequate set of plans and specifications.~~

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#### **It is Mutually Agreed,**

#### **PLEASE SEE ATTACHED SPECIAL PROVISIONS (Exhibit A)**

1. That any difference between the ENGINEER and the LA concerning their interpretation of the provisions of this Agreement shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LA and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
2. This AGREEMENT may be terminated by the LA upon giving notice in writing to the ENGINEER at his last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LA all surveys, permits, agreements, preliminary bridge design & hydraulic report, drawings, specifications, partial and completed estimates and data, if any from traffic studies and soil survey and subsurface investigations with the understanding that all such material becomes the property of the LA. The ENGINEER shall be paid for any services completed and any services partially completed in accordance with Section 4 of THE LA AGREES.
3. That if the contract for construction has not been awarded one year after the acceptance of the plans by the LA and their approval by the DEPARTMENT, the LA will pay the ENGINEER the balance of the engineering fee due to make 100 percent of the total fees due under this AGREEMENT, based on the estimate of cost as prepared by the ENGINEER and approved by the LA and the DEPARTMENT.
4. That the ENGINEER warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the ENGINEER, to solicit or secure this contract, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the ENGINEER, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this contract. For Breach or violation of this warranty the LA shall have the right to annul this contract without liability.

IN WITNESS WHEREOF, the parties have caused the AGREEMENT to be executed in quadruplicate counterparts, each of which shall be considered as an original by their duly authorized officers.

Executed by the LA:

ATTEST: \_\_\_\_\_  
By \_\_\_\_\_  
Laura J. Cook Clerk  
(Seal)  
Ogle County of the  
(Municipality/Township/County)  
State of Illinois, acting by and through its  
By \_\_\_\_\_  
John Finrock  
Title County Board Chairman

Executed by the ENGINEER:

ATTEST: \_\_\_\_\_  
By \_\_\_\_\_  
Title Thomas W. Houck, A.I.A., P.E., LEED AP BD+C  
Secretary;  
Willet, Hofmann & Associates, Inc.  
809 E. 2<sup>nd</sup> Street  
Dixon, IL 61021  
By Brian K. Converse  
Title Brian K. Converse, P.E., S.E.  
President & General Manager

<p align="center"><b>Approved</b></p> <p align="center">_____ Date Department of Transportation</p> <p align="center">_____ Regional Engineer</p>
---



**WILLET HOFMANN**

**& A S S O C I A T E S I N C**

**ENGINEERING   ARCHITECTURE   LAND SURVEYING**

809 E. 2<sup>nd</sup> Street  
Dixon, Illinois 61021

March 1, 2021

## **EXHIBIT A**

### **Special Provisions**

#### **Pages 1-2 of 2**

Project:      2021 Biennial Ogle County & Township Bridge Inspections

## **Exhibit A - Special Provisions**

### **The Engineer Agrees,**

**Paragraph 1 of the agreement is/are amended to include the following agreement(s) of the parties:**

1. To perform or be responsible for the performance of the following engineering for the LA in connection with the proposed services herein described.
  - a) To perform all biennial bridge inspections of Township and County Bridges with "Inspection Due Dates" between 4/8/2021 to 12/31/2021. All inspections will be conducted in accordance with the DEPARTMENT standards. BBS-BIR forms will be completed for each structure ready to submit to the DEPARTMENT. A summary report will be completed to inform the county and townships of any areas of concern.
  - b) To perform bridge ratings required by results of bridge inspection. As directed by the LA.

### **The LA Agrees,**

**Paragraphs 1, 2, 3, 4, & 5 of the agreement is/are amended to include the following agreement(s) of the parties.**

1. To pay the Engineer as compensation for all services performed as stipulated in paragraphs 1a, (Special Provisions), 2, 3, 4, 5 and 6 under the ENGINEER AGREES, a sum of money equal to a set fee per structure type as outlined below and included in Exhibit B titled "2021 Township and County Bridge and Culvert Inspection Costs".
  - a.) To pay the ENGINEER as compensation for all services performed as stipulated in paragraph 1b, under the ENGINEER AGREES of the above Special Provisions at the hourly rates stipulated in EXHIBIT E for personnel assigned to this SECTION as payment in full to the ENGINEER for the actual time spent in providing these services. The hourly rates to include profit, overhead, readiness to serve, insurance, social security and retirement deductions. The personnel classification and rates of pay for the various personnel that may be employed on this improvement shall be within the limits shown on the schedule shown.
2. That payments due the ENGINEER for services rendered pursuant to this AGREEMENT will be made as soon as practicable after the services have been performed, in accordance with the following schedule:
  - a.) Monthly during the course of inspections, payments equal to 100% of an amount arrived at as provided in paragraph 1 above but based on the work performed to date. From the partial payments thus computed each month, there shall be deducted all previous partial fee payments made to the ENGINEER.
  - b.) Upon completion of all inspections and reports to the satisfaction of the LA and the DEPARTMENT, 100 percent of the fee based on the provision of paragraph 1 above, less any amounts paid under "a" above.

3. That, should the project be abandoned at any time after the ENGINEER has performed any part of the services provided for, and prior to the completion of such services, the LA shall reimburse the ENGINEER for his actual time at the hourly billing rates for all time up to the time he is notified in writing of such abandonment. Materials, traveling and other out-of-pocket expense will be reimbursed to the ENGINEER at his actual cost.
4. To assist the ENGINEER by placing at his disposal all available information pertinent to the site of the project including previous reports and any other data relative to design and construction of the project.
5. To guarantee access to and make all provisions for the ENGINEER to enter upon public and private lands as required for the ENGINEER to perform his work under this AGREEMENT.

**It is Mutually Agreed,**

**Paragraph 2, 3, 4, are amended to include the following agreement(s) to the parties.**

2. This AGREEMENT may be terminated by the LA upon giving notice in writing to the ENGINEER at his last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LA all drawings, specifications, partial and completed estimates, and data, if any from traffic studies and soil survey and subsurface investigations with the understanding that all such material becomes the property of the LA. The ENGINEER shall be paid for any services completed and any services partially completed in accordance with Section 1 of THE LOCAL AGENCY AGREES.
3. That the ENGINEER warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the ENGINEER, to solicit this contract, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the ENGINEER, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty the LA shall have the right to annul this contract without liability.
4. That the professional services of the ENGINEER do not extend to or include the review or site observation of the contractor's work or performance. It is further agreed that the LA will defend, indemnify and hold harmless the ENGINEER from any claim or suit whatsoever, including but not limited to all payments, expenses or costs involved, arising from or alleged to have arisen from the contractor's performance or the failure of the contractor's work to conform to the design intent and the contract documents. The ENGINEER agrees to be responsible for his own or his employee's negligent acts, errors or omissions.
5. All additions to and deletions of certain printed terms and conditions of this AGREEMENT were so made prior to its execution by the parties hereto.
6. That the ENGINEER certifies that the principles have not been barred from signing this AGREEMENT as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (Chapter 38 of the Illinois Revised Statutes).





809 E. 2<sup>nd</sup> Street  
Dixon, Illinois 61021

March 1, 2021

## **EXHIBIT B**

### **2021 County & Township Bridge and Culvert Inspection Costs**

#### **Page 1-1 of 1**

Project: 2021 Biennial Ogle County & Township Bridge Inspections

2021 COUNTY AND TOWNSHIP BRIDGE AND CULVERT INSPECTION COSTS  
EXHIBIT B

SUMMARY				
Structure Type	# of Type		Fee/Structure	Total/Type
Bridges	144		\$205.00	\$29,520.00
Culverts	109		\$175.00	\$19,075.00
			Total Cost	\$48,595.00
			Cost Per Structure	\$192.08

County Bridge Structures	33
County Culvert Structures	27
Township Structures	110
Township Culvert Structures	81
Village of Hillcrest Municipal Bridge	1
Village of Hillcrest Municipal Culvert	1
Total Structures Inspected:	253



809 E. 2<sup>nd</sup> Street  
Dixon, Illinois 61021

March 1, 2021

**EXHIBIT C**  
**2021 List of County Bridges and Culverts**  
**Pages 1-2 of 2**

Project: 2021 Biennial Ogle County & Township Bridge Inspections

## 2021 LIST OF COUNTY BRIDGES AND CULVERTS

## EXHIBIT C

2021 Bridges:								
S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3266	LYNNVILLE	LINDENWOOD ROAD	BRANCH OF KILBUCK CR	PPC - BOX BEAM	3	10/3/2017	48	10/3/2021
071-3006	FLAGG	FLAGG RD	KYTE RIVER	STEEL CONT. - MULTI BEAM	3	10/6/2017	48	10/6/2021
071-3340	WOOSUNG	WOOSUNG RD	SEVENMILE BRANCH	PPC - BOXBEAM	3	10/9/2017	48	10/9/2021
071-3037	LEAF RIVER	PECATONICARD	DM&ERR	STEEL CONT. - MULTI BEAM	3	10/15/2019	24	10/15/2021
071-3000	LEAF RIVER	LEAF RIVER RD	LEAF RIVER	PPC - BOXBEAM	3	10/15/2019	24	10/15/2021
071-3280	MOUNT MORRIS	LOWELL PARK ROAD	PINE CREEK	PPC - BOX BEAM	3	10/15/2019	24	10/15/2021
071-3273	PINE CREEK	PINES ROAD	PINE CREEK	CONC. DECK GIRDER	3	10/16/2019	24	10/16/2021
071-3303	PINE CREEK	RIDGE RD (FAS 85)	BNSFRR	PPC - BOXBEAM	3	10/16/2019	24	10/16/2021
071-3318	OREGON-NASHUA	DAYSVILLERD	BNSFRR	STEEL - MULTI BEAM	3	10/18/2017	48	10/18/2021
071-3035	PINE CREEK	PENN CORNER RD	PINE CREEK	CONC. CONT. SLAB	3	10/22/2019	24	10/22/2021
071-3235	LEAF RIVER	MT MORRIS ROAD	BR OF LEAF RTVER	PPC - BOXBEAM	3	10/23/2019	24	10/23/2021
071-3003	MARYLAND	ADELINE RD	LEAF RIVER	STEEL - MULTI BEAM	3	10/23/2019	24	10/23/2021
071-3034	LINCOLN	WEST GROVE RD	BRANCH LEAF RIVER	PPC - BOXBEAM	3	10/24/2019	24	10/24/2021
071-3032	BROOKVILLE	FREEPORT RD	ELKHORN CREEK	CONC. CONT. SLAB	3	10/24/2019	24	10/24/2021
071-3315	BROOKVILLE	LANARK ROAD	ELKHORN CREEK	PPC - BOX BEAM	3	10/24/2019	24	10/24/2021
071-3292	FORRESTON	BAILEYVILLE ROAD	BR. LEAF RIVER	CONC. CONT. SLAB	3	10/25/2017	48	10/25/2021
071-3033	LINCOLN	FREEPORT RD	FIVE MILE CREEK	CONC. CONT. SLAB	3	10/25/2019	24	10/25/2021
071-3011	BUFFALO	EAGLE POINT RD	BUFFALO CREEK	CONC. SLAB	3	10/25/2019	24	10/25/2021
071-3268	FORRESTON	BAILEYVILLE ROAD	LEAF RIVER	PPC - BOXBEAM	3	10/25/2017	48	10/25/2021
071-3320	BUFFALO	EAGLE POINT RD /CH 6	BNSFRR	STEEL - MULTI BEAM	3	10/25/2019	24	10/25/2021
071-3005	BUFFALO	MILLEGEVILLE RD	BUFFALO CREEK	STEEL CONT. - MULTI BEAM	3	10/28/2019	24	10/28/2021
071-3024	BUFFALO	FREEPORT RD	BUFFALO CREEK	CONC. CONT. SLAB	3	10/28/2019	24	10/28/2021
071-3290	MARION	STILLMAN ROAD	STILLMAN CREEK	PPC - BOX BEAM	3	10/29/2019	24	10/29/2021
071-3021	LYNNVILLE	LINDENWOOD RD	KILBUCK CREEK	CONC. CONT. SLAB	3	10/29/2019	24	10/29/2021
071-3031	SCOTT	HOLCOMB RD	STILLMAN CREEK	CONC. CONT. SLAB	3	10/29/2019	24	10/29/2021
071-3017	OREGON-NASHUA	DAYSVILLE RD	KYTE CREEK	STEEL CONT. - MULTI BEAM	3	10/29/2019	24	10/29/2021
071-3020	ROCKVALE	RIVER RD	SPRING CREEK	CONC. CONT. SLAB	3	10/29/2019	24	10/29/2021
071-3301	TAYLOR	FLAGG ROAD	CLEAR CREEK	PPC - BOXBEAM	3	10/30/2019	24	10/30/2021
071-9912	PINE CREEK	COLUMBIAN RD	BNSFRR	TIMBER MULTI BEAM	6	10/30/2019	24	10/30/2021
071-3279	MARYLAND	COFFMAN RD	MUD CREEK	PPC - BOXBEAM	3	10/30/2019	24	10/30/2021
071-3316	BYRON	TOWER RD	EAST FORK CREEK	CONC. CONT. SLAB	3	11/10/2017	48	11/10/2021
071-3319	MARYLAND	ADELINE RD	S. BR. LEAF RTVER	PPC - BOXBEAM	3	11/15/2017	48	11/15/2021
071-3211	MARION	KISHWAUKEE RD	STILLMAN CREEK	CONC. CONT. SLAB	3	12/4/2019	24	12/4/2021
2021 Culverts:								
S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5126	LINCOLN	UNION ROAD	FIVE MILE CREEK	CONC. CULVERT	3	10/2/2017	48	10/2/2021
071-5094	WOOSUNG	FREEPORT RD	BR. OF BUFFALO CREEK	CONC. CULVERT	3	10/2/2017	48	10/2/2021
071-5097	EAGLE POINT	BROOKVILLE RD	EAGLE CREEK	CONC. CULVERT	3	10/2/2017	48	10/2/2021
071-5007	LYNNVILLE	LYNNVILLE RD	BRANCH KILLBUCK CR	CONC. CULVERT	3	10/3/2019	24	10/3/2021
071-5125	FLAGG	FLAGG ROAD	DRY RUN CREEK	CONC. CULVERT	3	10/6/2017	48	10/6/2021

2021 LIST OF COUNTY BRIDGES AND CULVERTS  
EXHIBIT C

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5010	LAFAYETTE	FLAGG RD	BRANCH KYTE RIVER	CONC. CULVERT	3	10/7/2019	24	10/7/2021
071-5077	ROCKVALE	RIVER ROAD	UNNAMED CR	CONC. CULVERT	3	10/8/2019	24	10/8/2021
071-5009	LAFAYETTE	FLAGG RD	BRANCH KYTE CREEK	CONC. CULVERT	3	10/9/2019	24	10/9/2021
071-5051	MARION	MERIDIAN RD	BRANCH STILLMAN CRK.	CONC. CULVERT	3	10/11/2017	48	10/11/2021
071-5011	LEAF RIVER	PECATONICA RD	BRANCH MILL CREEK	CONC. CULVERT	3	10/11/2019	24	10/11/2021
071-5124	OREGON-NASHUA	LOWDEN RD	UNNAMED CREEK	CONC. CULVERT	3	10/18/2017	48	10/18/2021
071-5110	LAFAYETTE	CHANA RD	BR. OF KYTE RIVER	CONC. CULVERT	3	10/19/2017	48	10/19/2021
071-5120	OREGON-NASHUA	PINES ROAD	GALE CREEK	CONC. CULVERT	3	10/19/2017	48	10/19/2021
071-5119	OREGON-NASHUA	PINES ROAD	TRIB OF GALE CREEK	CONC. CULVERT	3	10/19/2017	48	10/19/2021
089-5068	MARYLAND	MONTAGUE ROAD	MUD CREEK	CONC. CULVERT	3	10/22/2019	24	10/22/2021
071-5074	FORRESTON	FREEPORT ROAD	UNNAMED STREAM	CONC. CULVERT	3	10/24/2019	24	10/24/2021
071-5008	BROOKVILLE	FREEPORT RD	BRANCH ELKHORN CR	CONC. CULVERT	3	10/24/2019	24	10/24/2021
071-5105	FORRESTON	BAILEYVILLE RD	CRANE GROVE CREEK	CONC. CULVERT	3	10/24/2017	48	10/24/2021
071-5006	MARION	MERIDIAN RD	BR. STILLMAN CREEK	CONT. CONC. CULVERT	3	10/29/2019	24	10/29/2021
071-5076	BUFFALO	FREEPORT ROAD	BR OF BUFFALO CREEK	CONC. CULVERT	3	10/30/2019	24	10/30/2021
071-5068	EAGLE POINT	EAGLE POINT RD	EAGLE CREEK	CONC. CULVERT	3	11/3/2017	48	11/3/2021
071-5075	BYRON	MONTAGUE ROAD	BR MIDDLE CREEK	CONC. CULVERT	3	11/10/2017	48	11/10/2021
071-5116	PINE CREEK	LOWELL PARK RD.	UNNAMED CREEK	CONC. CULVERT	3	11/13/2017	48	11/13/2021
071-5096	PINE CREEK	LOWELL PARK ROAD	BR. PINE CREEK	CONC. CULVERT	3	11/13/2017	48	11/13/2021
071-5082	PINE CREEK	PINES ROAD	BR. PINE CREEK	CONC. CULVERT	3	11/13/2017	48	11/13/2021
071-5003	ROCKVALE	RIVER RD	UNNAMED CREEK	CONC. CULVERT	3	12/5/2019	24	12/5/2021
071-5121	MOUNT MORRIS	LOWELL PARK ROAD	UNNAMED CREEK	CONC. CULVERT	3	11/13/2017	24	11/13/2021



**WILLET HOFMANN**  
& A S S O C I A T E S I N C  
ENGINEERING   ARCHITECTURE   LAND SURVEYING

809 E. 2<sup>nd</sup> Street  
Dixon, Illinois 61021

March 6, 2019

**EXHIBIT D**  
**2021 List of Township Bridges and Culverts**  
**Pages 1-24 of 24**

Project:      2021 Biennial Ogle County & Township Bridge Inspections

2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3289	BROOKVILLE	BROOKVILLE ROAD	BR OF ELKHORN CR	PPC - BOX BEAM	9	10/24/2019	24	10/24/2021
071-3330	BROOKVILLE	MT. VERNON RD.	BR. ELKHORN CR.	PPC - BOX BEAM	9	10/24/2019	24	10/24/2021
071-3244	BROOKVILLE	FORK CREEK ROAD	BR ELKHORN CREEK	PPC - BOX BEAM	9	10/24/2019	24	10/24/2021
071-3245	BROOKVILLE	ELKHORN RD	ELKHORN CR	PPC - BOX BEAM	9	10/25/2019	24	10/25/2021
071-3283	BROOKVILLE	TOWNLINE ROAD	BR. ELKHORN CREEK	PRECAST CHANNEL BEAM	9	10/26/2017	48	10/26/2021
071-3332	BROOKVILLE	MT. VERNON RD.	BR. ELKHORN CREEK	PPC - BOXBEAM	9	11/13/2017	48	11/13/2021
071-3329	BROOKVILLE	MT. VERNON RD.	FIVE MILE CREEK	PPC - BOX BEAM	9	11/13/2017	48	11/13/2021

2021 Culverts:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5046	BROOKVILLE	FORK CREEK RD	BR. ELKHORN CR.	CONC. CULVERT		10/24/2019	24	10/24/2021
071-5016	BROOKVILLE	BROOKVILLE RD.	BR. ELKHORN CR.	CONC. CULVERT		10/25/2019	24	10/25/2021
071-5055	BROOKVILLE	EAGLECRROAD	BR ELKHORN CREEK	CONC. CULVERT		10/25/2019	24	10/25/2021

2021 Brookville Totals:

Bridges:	7							
Culverts:	3							

2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3286	BUFFALO	SPRUCE ROAD	SEVEN MILE BRANCH	PPC - BOX BEAM		10/22/2019	24	<b>10/22/2021</b>
071-3084	BUFFALO	GALENA TRAIL RD.	BUFFALO CREEK	PPC - BOX BEAM		10/25/2019	24	10/25/2021
071-3284	BUFFALO	BRICK CHURCH ROAD	BR OF BUFFALO CR	PPC - BOX BEAM		10/25/2019	24	10/25/2021
2021 Culverts:								
S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5087	BUFFALO	EVERGREEN ROAD	BR. SEVEN MILE BR.	CONC. CULVERT		10/9/2017	48	10/9/2021
071-5017	BUFFALO	PEEK HOME RD	SEVEN MILE BR.	CONC. CULVERT		10/22/2019	24	<b>10/22/2021</b>
2021 Buffalo Totals:								
Bridges:	3							
Culverts:	2							



## 2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS

## EXHIBIT D

## 2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3072	BYRON	OAK GROVE RD.	BR OF MIDDLE CRK	PPC - BOX BEAM		10/10/2019	24	10/10/2021
071-3060	BYRON	EGAN RD.	MILL CREEK	STEEL - MULTI BEAM		10/10/2019	24	10/10/2021
071-3272	BYRON	OAK GROVE RD	BREAST FORK	PPC - BOX BEAM		10/10/2019	24	10/10/2021
071-3262	BYRON	OAK GROVE RD - TR 33	MILL CREEK	PPC - BOX BEAM		10/10/2019	24	10/10/2021
071-3308	BYRON	WOODBURN ROAD	UNNAMED STREAM	PRECAST CHANNEL BEAM		10/10/2019	24	10/10/2021
071-3242	BYRON	MILL ROAD	MILL CREEK	PPC - BOX BEAM		10/14/2019	24	10/14/2021
071-3271	BYRON	CONGERROAD	MILL CREEK	PPC - BOX BEAM		10/14/2019	24	10/14/2021
071-3297	BYRON	MCGREGOR ROAD	UNNAMED STEAM	PRECAST CHANNEL BEAM		11/10/2017	48	11/10/2021
071-3263	BYRON	LYNN ROAD	EAST FORK	PPC - BOXBEAM		11/10/2017	48	11/10/2021
071-3285	BYRON	WATER ROAD	MIDDLE CREEK	PPC - BOXBEAM		11/10/2017	48	11/10/2021
071-3298	BYRON	MC GREGERROAD	UNNAMED STREAM	PPC - BOX BEAM		11/10/2017	48	11/10/2021
071-3342	BYRON	WATER ROAD - TR 49	MILL CREEK	PPC - BOXBEAM		12/17/2020	24	12/17/2022
2021 Culverts:								
S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5042	BYRON	HOISINGTON ROAD	MIDDLE CREEK	CONC. CULVERT		10/10/2019	24	10/10/2021
071-5056	BYRON	OAK GROVE ROAD	EAST FORK CREEK	CONC. CULVERT		10/10/2019	24	10/10/2021
071-5122	BYRON	OAK GROVE RD	MIDDLE CREEK	CONC. CULVERT		10/10/2019	24	10/10/2021
071-5039	BYRON	CONGERRD	BRANCH MILL CR	CONC. CULVERT		10/14/2019	24	10/14/2021
2021 Byron Totals:								
Bridges:	12							
Culverts:	4							

2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3022	DEMENT	WOODLAWN RD	KILBUCK CREEK	STEEL - MULTI BEAM		10/1/2019	24	<b>10/1/2021</b>
071-3256	DEMENT	CHAMBERLAIN ROAD	KILLBUCK CREEK	PPC - BOX BEAM		10/1/2019	24	<b>10/1/2021</b>
071-3309	DEMENT	TWOMBLY ROAD	KILBUCK CREEK	PPC - BOX BEAM		10/28/2019	24	10/28/2021
2021 Culverts:								
S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5036	DEMENT	TWOMBLY RD.	BR. KILLBUCK CR.	CONC. CULVERT		10/1/2019	24	<b>10/1/2021</b>
071-5053	DEMENT	EAST LINE RD	BR KILLBUCK CR	CONC. CULVERT		10/3/2019	24	10/3/2021
071-5099	DEMENT	WOODLAWN ROAD	BR. KILBUCK CREEK	CONC. CULVERT		10/5/2017	48	10/5/2021
071-5052	DEMENT	EAST LINE RD	BR KILBUCK CR	CONC. CULVERT		10/28/2019	24	10/28/2021
2021 Dement Totals:								
Bridges:	3							
Culverts:	4							

2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

**2021 Bridges:**

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3221	EAGLE POINT	TALBOTT RD	BR BUFFALO CREEK	PPC - BOX BEAM		10/28/2019	24	10/28/2021
<b>2021 Culverts:</b>								
S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5072	EAGLE POINT	UNNAMED RDAD (TR)DA)	BR OF ELKHORN CREEK	CONC. CULVERT		10/25/2019	24	10/25/2021
<b>2021 Eagle Point Totals:</b>								
<b>Bridges:</b>	1							
<b>Culverts:</b>	1							

2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3293	FLAGG	GURLER ROAD	BEACH CREEK	PPC - BOX BEAM		10/6/2017	48	10/6/2021
071-3326	FLAGG	THORPE RD	UNION PACIF RR	PPC - I BEAM		10/7/2019	24	10/7/2021
071-3193	FLAGG	BRUSH GROVE RD.	DRAINAGE DITCH	PPC - BOX BEAM		10/28/2019	24	10/28/2021
2021 Culverts:								
S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5035	FLAGG	SKARE RD.	BR. KYTE CREEK	CONC. CULVERT		10/7/2019	24	10/7/2021
071-5044	FLAGG	FOWLER RD	BR. KYTE CREEK	CONC. CULVERT		10/7/2019	24	10/7/2021
2021 Flagg Totals:								
Bridges:	3							
Culverts:	2							

2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3233	FORRESTON	HOLLYWOOD ROAD	BR. LEAF RIVER	PPC - BOX BEAM		10/25/2017	48	10/25/2021
071-3225	FORRESTON	MT VERNON ROAD	BR LEAF RIVER	PRECAST CHANNEL BEAM		10/26/2017	48	10/26/2021
071-3277	FORRESTON	BROOKVILLE ROAD	BR LEAF RIVER	PPC - BOXBEAM		10/26/2017	48	10/26/2021
2021 Culverts:								
S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5080	FORRESTON	MT. VERNON ROAD	BR. OF LEAF RIVER	CONC. CULVERT		10/24/2017	48	10/24/2021
071-5015	FORRESTON	MONTAGUE RD.	UNNAMED CR	CONC. CULVERT		10/24/2019	24	10/24/2021
071-5063	FORRESTON	HARPER RD	BRANCH LEAF RIVER	CONC. CULVERT		10/24/2019	24	10/24/2021
071-5064	FORRESTON	PRAIRIE DELL RD	UNNAMED CREEK	CONC. CULVERT		10/24/2019	24	10/24/2021
071-5092	FORRESTON	CRANE GROVE ROAD	BR LEAF RIVER	CONC. CULVERT		10/24/2017	48	10/24/2021
071-5098	FORRESTON	WHITE OAK ROAD	BR. ELKHORN CREEK	CONC. CULVERT		10/26/2017	48	10/26/2021
2021 Forreston Totals:								
Bridges:	3							
Culverts:	6							

2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

**2021 Bridges:**

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3228	GRAND DETOUR	EDGEWOOD ROAD	PINE CREEK	CONC. CONT. SLAB		10/9/2017	48	10/9/2021
071-3328	GRAND DETOUR	ANTERIER RD.	SEVENMILE BRANCH	PRECAST CHANNEL BEAM		10/9/2017	48	10/9/2021
071-3259	GRAND DETOUR	PILGRIM RD	SEUEN MILE BRANCH	PPC - BOX BEAM		10/10/2019	24	10/10/2021
<b>2021 Grand Detour Totals:</b>								
<b>Bridges:</b>	3							
<b>Culverts:</b>	0							

2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3334	LAFAYETTE	WOOD ROAD	BR. OF CLEAR CREEK	PPC - BOXBEAM		10/19/2017	48	10/19/2021
071-3300	LAFAYETTE	HUNTS GROVE RD	BR. CLEAR CREEK	PRECAST CHANNEL BEAM		10/19/2017	48	10/19/2021
2021 Lafayette Totals:								
Bridges:	2							
Culverts:	0							

2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3070	LEAF RIVER	SUMNER RD.	BR. LEAF RIVER	PPC - BOX BEAM		10/14/2019	24	10/14/2021
071-3069	LEAF RIVER	OTTER RD.	BR. MUD CREEK	PRECAST CHANNEL BEAM		10/22/2019	24	10/22/2021
071-3212	LEAF RIVER	MT MORRIS RD	MUD CREEK	PPC - BOX BEAM		10/23/2019	24	10/23/2021
071-3213	LEAF RIVER	MT MORRIS ROAD	LEAF RIVER	CONC. CONT. SLAB		10/23/2019	24	10/23/2021
071-3310	LEAF RIVER	OTTER ROAD	OTTER CREEK	PRECAST CHANNEL BEAM		11/10/2017	48	11/10/2021
071-3317	LEAF RIVER	LIGHTSVILLE RD	OTTER CREEK	PPC - BOX BEAM		11/10/2017	48	11/10/2021
071-3261	LEAF RIVER	EGAN ROAD	OTTER CREEK	PPC - BOXBEAM		11/10/2017	48	11/10/2021
071-3278	LEAF RIVER	MULBERRY ROAD	MUD CREEK	PPC - BOX BEAM		11/14/2017	48	11/14/2021
071-3299	LEAF RIVER	HILDALE ROAD	MUD CREEK	PPC - BOX BEAM		11/14/2017	48	11/14/2021
2021 Culverts:								
S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5069	LEAF RIVER	MYRTLE RD	BR MILL CREEK	CONC. CULVERT		11/10/2017	48	11/10/2021
2021 Leaf River Totals:								
Bridges:	9							
Culverts:	1							



2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3222	LINCOLN	VALENTINE ROAD	BRANCH PINE CREEK	PPC - BOX BEAM		10/16/2019	24	10/16/2021
071-3302	LINCOLN	CANADA RD	TRIB. OF PINE CREEK	PPC - BOX BEAM		10/16/2019	24	10/16/2021
071-3219	LINCOLN	COLUMBINE ROAD	BRANCH LEAF RIVER	PPC - BOX BEAM		10/23/2019	24	10/23/2021
071-3336	LINCOLN	WEST BRANCH RD	S. FORK OF LEAF RIVER	PPC - BOX BEAM		10/25/2017	48	10/25/2021
071-3341	LINCOLN	WEST GROVE RD.	ELKHORN CREEK	PPC - BOX BEAM		10/26/2017	48	10/26/2021

2021 Culverts:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5023	LINCOLN	HALDANE RD.	BR. PINE CREEK	CONC. CULVERT		10/16/2019	24	10/16/2021
071-5059	LINCOLN	MARYLAND ROAD	PINE CREEK	CONC. CULVERT		10/16/2019	24	10/16/2021
071-5040	LINCOLN	TOWN LINE RD.	BR. ELKHORN CR.	CONC. CULVERT		10/24/2019	24	10/24/2021
071-5057	LINCOLN	SUMMER HILL RD	FIVE MILE CREEK	CONC. CULVERT		10/25/2019	24	10/25/2021
071-5091	LINCOLN	HALDANE ROAD	BR PINE CREEK	CONC. CULVERT		10/26/2017	48	10/26/2021
071-5112	LINCOLN	SUMMER HILL RD	BR. ELKHORN CR	CONC. CULVERT		10/26/2017	48	10/26/2021

2021 Lincoln Totals:

Bridges:	5							
Culverts:	6							

2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3206	LYNNVILLE	CHAMBERLAIN RD.	DRAINAGE DITCH	CONC. CONT. SLAB		10/1/2019	24	10/1/2021
071-3296	LYNNVILLE	GILLIS ROAD	KILBUCK CREEK	PPC - BOX BEAM		10/1/2019	24	10/1/2021
071-3227	LYNNVILLE	MOWERS RD	BRKILLBUCK CREEK	PPC - BOX BEAM		10/1/2019	24	10/1/2021
071-3231	LYNNVILLE	MULFORD RD	KILBUCK CR	PPC - BOX BEAM		10/1/2019	24	10/1/2021
071-3312	LYNNVILLE	GIBSON RD	SPRING RUN CREEK	PPC - BOX BEAM		10/4/2017	48	10/4/2021
071-3324	LYNNVILLE	CHAMBERLAIN RD.	BR OF KILBUCK CREEK	PRECAST CHANNEL BEAM		10/4/2017	48	10/4/2021
071-3291	LYNNVILLE	WOODLAWN ROAD	BR. KILBUCK CREEK	PPC - BOXBEAM		10/4/2017	48	10/4/2021
071-3311	LYNNVILLE	GIBSON RD	SPRING RUN CREEK	PPC - BOXBEAM		10/4/2017	48	10/4/2021
071-3258	LYNNVILLE	MULFORD ROAD	KILBUCK CREEK	PPC - BOXBEAM		10/5/2017	48	10/5/2021
071-3250	LYNNVILLE	MOWERS RD	KILBUCK CREEK	PPC - BOXBEAM		10/5/2017	48	10/5/2021
071-3234	LYNNVILLE	BETHEL ROAD	BR.KILBUCK CREEK	PRECAST CHANNEL BEAM		10/11/2017	48	10/11/2021

2021 Culverts:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5090	LYNNVILLE	MOWERS ROAD	BR. KILBUCK CREEK	CONC. CULVERT		10/1/2019	24	10/1/2021
071-5025	LYNNVILLE	BASE LINE RD.	DRAINAGE DITCH	CONC. CULVERT		10/1/2019	24	10/1/2021
071-5103	LYNNVILLE	CHAMBERLAIN RD	SPRING RUN DITCH	CONC. CULVERT		10/4/2017	48	10/4/2021
071-5085	LYNNVILLE	CHAMBERLAIN ROAD	DRAINAGE DITCH	CONC. CULVERT		10/4/2017	48	10/4/2021
071-5111	LYNNVILLE	MOORE RD	BRKILLBUCK CREEK	CONC. CULVERT		10/5/2017	48	10/5/2021
071-5067	LYNNVILLE	MOWERS RD	BR KILBUCK CREEK	CONC. CULVERT		10/5/2017	48	10/5/2021

2021 Lynnvile Totals:

Bridges:	11							
Culverts:	6							

2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3239	MARION	PLUCKERROAD	BR OF STILLMAN CREEK	PRECAST CHANNEL BEAM		10/3/2019	24	10/3/2021
071-3274	MARION	MARRILLRD	BLACK WALNUT CR	PPC - BOXBEAM		10/11/2017	48	10/11/2021
071-3131	MARION	WELD PARK RD	STILLMAN CREEK	PPC - BOX BEAM		10/29/2019	24	10/29/2021
2021 Culverts:								
S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5031	MARION	MARRILL RD.	BR. STILLMAN CR.	CONC. CULVERT		10/9/2019	24	10/9/2021
071-5014	MARION	HOLCOMB RD	BRANCH STILLMAN CR	CONT. CONC. CULVERT		10/9/2019	24	10/9/2021
071-5013	MARION	TR-191 (HOLCOMB RD)	BRANCH STILLMAN CR	CONT. CONC. CULVERT		10/9/2019	24	10/9/2021
2021 Marion Totals:								
Bridges:	3							
Culverts:	3							

2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3246	MARYLAND	ROCK CITY ROAD	MUD CREEK	PPC - BOX BEAM		10/22/2019	24	10/22/2021
071-3226	MARYLAND	WAGNER RD	BRANCH MUD CREEK	PPC - BOX BEAM		10/22/2019	24	10/22/2021
071-3230	MARYLAND	COLUMBINE ROAD	BR. LEAF RIVER	PPC - BOX BEAM		10/23/2019	24	10/23/2021
071-3248	MARYLAND	BRUSH ROAD	MUD CREEK	PPC - BOX BEAM		10/23/2019	24	10/23/2021
071-3281	MARYLAND	POND ROAD	LEAF RIVER	PPC - BOX BEAM		10/23/2019	24	10/23/2021
071-3249	MARYLAND	WHITE EAGLE RD TR67A	LEAF RIVER	PPC - BOX BEAM		10/23/2019	24	10/23/2021
071-3307	MARYLAND	TOWNLINE ROAD	BR. OF LEAF RIVER	PPC - BOX BEAM		11/13/2017	48	11/13/2021
071-3306	MARYLAND	LIGHTSVILLE ROAD	MIDDLE CREEK	PPC - BOX BEAM		11/14/2017	48	11/14/2021
071-3338	MARYLAND	ADELINE RD.	MUD CREEK	PPC - BOX BEAM		11/14/2017	48	11/14/2021
071-3344	MARYLAND	TR 17 WAGNER RD	BR OF MUD CREEK	PPC - BOX BEAM		11/14/2017	48	11/14/2021
2021 Culverts:								
S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5123	MARYLAND	BLUFF RD	BR MUD CREEK	CONT. CONC. CULVERT		10/3/2019	24	10/3/2021
071-5062	MARYLAND	WHITE EAGLE ROAD	BRANCH LEAF RIVER	CONC. CULVERT		10/23/2019	24	10/23/2021
071-5095	MARYLAND	LIGHTSVILLE RD	BR. LEAF RIVER	CONC. CULVERT		11/14/2017	48	11/14/2021
071-5107	MARYLAND	SPRINGFIELD RD	BR. LEAF RIVER	CONC. CULVERT		11/14/2017	48	11/14/2021
071-5114	MARYLAND	CHERRY RD.	S BR. LEAF RIVER	CONC. CULVERT		11/15/2017	48	11/15/2021
071-5118	MARYLAND	LIGHTSVILLE RD	BR LEAF RIVER	CONC. CULVERT		11/15/2017	48	11/15/2021
071-5081	MARYLAND	COLUMBINE ROAD	BR. OF LEAF RIVER	CONC. CULVERT		11/15/2017	48	11/15/2021
071-5065	MARYLAND	COLUMBINE ROAD	BR LEAF RIVER	CONC. CULVERT		11/15/2017	48	11/15/2021
071-5066	MARYLAND	COLUMBINE RD	BRANCH LEAF RIVER	CONC. CULVERT		11/15/2017	48	11/15/2021
2021 Maryland Totals:								
Bridges:	10							
Culverts:	9							

2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3240	MONROE	BIG MOUND ROAD	KILBUCK CREEK	PPC - BOXBEAM		10/29/2019	24	10/29/2021
071-3304	MONROE	EDSON ROAD	S BR KISHWAUKEE RIV.	PPC - BOXBEAM		12/4/2019	24	12/4/2021
071-3253	MONROE	EAST LINE ROAD- TR 2	S BR KISHWAUKEE RIV.	PPC - BOX BEAM		12/4/2019	24	12/4/2021
2021 Culverts:								
S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5049	MONROE	WILLOUGHBY RD	UNNAMED CR	CONT. CONC. CULVERT		10/1/2019	24	<b>10/1/2021</b>
071-5104	MONROE	WILLOUGHBY ROAD	DRAINAGE DITCH	CONC. CULVERT		10/3/2017	48	10/3/2021
071-5109	MONROE	EAST LINE RD	S BR KISHWAUKEE RIV.	CONC. CULVERT		10/3/2017	48	10/3/2021
071-5102	MONROE	BLACKWOOD RD	BR. OF KILBUCK CREEK	CONC. CULVERT		10/3/2017	48	10/3/2021
071-5115	MONROE	EDDY ROAD	UNNAMED CREEK	PRECAST CONC. CULVERT		10/3/2017	48	10/3/2021
2021 Monroe Totals:								
Bridges:	3							
Culverts:	5							

2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3276	MOUNT MORRIS	HALDANE ROAD	BR. PINE CREEK	PPC - BOXBEAM		10/15/2019	24	10/15/2021
071-3346	MOUNT MORRIS	MAPLE GROVE ROAD	PINE CREEK	PPC - BOX BEAM		10/23/2017	48	10/23/2021
071-3288	MOUNT MORRIS	APPLE ROAD	BR OF PINE CREEK	PRECAST CHANNEL BEAM		11/13/2017	48	11/13/2021
071-3260	MOUNT MORRIS	MIDTOWN RD - TR 161	BRANCH SILVER CREEK	PRECAST CHANNEL BEAM		11/14/2017	48	11/14/2021
2021 Culverts:								
S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5022	MOUNT MORRIS	LEAF RIVER RD.	BR. SILVER CREEK	CONC. CULVERT		10/15/2019	24	10/15/2021
071-5018	MOUNT MORRIS	TOWNLINE RD.	BR. MUD CREEK	CONC. CULVERT		10/23/2019	24	10/23/2021
071-5047	MOUNT MORRIS	NORTHWEST RD.	BR. LEAF RIVER	CONC. CULVERT		10/23/2019	24	10/23/2021
2021 Mount Morris Totals:								
Bridges:	4							
Culverts:	3							

2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3174	OREGON-NASHUA	MARSH RD.	BR. KYTE CREEK	CONC. CONT. SLAB		10/9/2019	24	10/9/2021
071-3238	OREGON-NASHUA	BLACKHAWK ROAD	BR KYTE CREEK	PPC - BOX BEAM		10/9/2019	24	10/9/2021
071-3335	OREGON-NASHUA	BURLINGTON RD	BNSF RAILROAD	PPC - I BEAM		10/16/2019	24	10/16/2021
071-3269	OREGON-NASHUA	GALE ROAD - TR 180	GALE CREEK	PPC - BOX BEAM		10/16/2019	24	10/16/2021
071-3267	OREGON-NASHUA	HONEY CREEK ROAD	KYTE CREEK	PPC - BOX BEAM		10/30/2019	24	10/30/2021

2021 Culverts:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5027	OREGON-NASHUA	OREGON TRAIL RD.	GALE CREEK	CONC. CULVERT		10/15/2019	24	10/15/2021
071-5060	OREGON-NASHUA	DEVILS BACKBONE RD	GALE CREEK	CONC. CULVERT		10/16/2019	24	10/16/2021
2021 Oregon-Nashua Totals:								
Bridges:	5							
Culverts:	2							

2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3232	PINE CREEK	OREGON TRAIL ROAD	PINE CREEK	PPC - BOX BEAM		10/16/2019	24	10/16/2021
071-3282	PINE CREEK	EDGEWOOD ROAD	BR. OF PINE CREEK	PPC - BOX BEAM		10/16/2019	24	10/16/2021
071-3251	PINE CREEK	COLUMBIAN ROAD	PINE CREEK	PPC - BOX BEAM		10/22/2019	24	<b>10/22/2021</b>
071-3252	PINE CREEK	HENRY RD - TR 311	PINE CREEK	PPC - BOX BEAM		10/22/2019	24	<b>10/22/2021</b>
071-3321	PINE CREEK	BUTTERNUT RD	BR. OF PINE CREEK	PPC - BOX BEAM		11/13/2017	48	11/13/2021
2021 Pine Creek Totals:								
Bridges:	5							
Culverts:	0							



2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

**2021 Bridges:**

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	LastInsp.	Insp. Interval	Date Due
071-3172	PINE ROCK	ROCKY HOLLOW RD	KYTE CREEK	STEEL CONT. - MULTI BEAM		10/7/2019	24	10/7/2021
071-3323	PINE ROCK	HUSKING PEG RD	BR. KYTE CREEK	PPC - BOXBEAM		10/7/2019	24	10/7/2021
071-3287	PINE ROCK	ROCKY HOLLOW RD	WILLOW CREEK	PPC - BOX BEAM		10/9/2019	24	10/9/2021
071-3236	PINE ROCK	SWEENY RD	KYTE CREEK	CONC. SLAB		10/13/2017	48	10/13/2021
071-3345	PINE ROCK	PRAIRIE RD	BR OF KYTE CREEK	PPC - BOX BEAM		10/18/2017	48	10/18/2021

**2021 Culverts:**

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	LastInsp.	Insp. Interval	Date Due
071-5034	PINE ROCK	GRIST MILL RD.	BR. KYTE CREEK	CONC. CULVERT		10/7/2019	24	10/7/2021
071-5028	PINE ROCK	PRAIRIE RD.	BR. KYTE CREEK	CONC. CULVERT		10/9/2019	24	10/9/2021
071-5106	PINE ROCK	PINE ROCK RD	BR. OF KYTE CREEK	CONC. CULVERT		10/12/2017	48	10/12/2021

**2021 Pine Rock Totals:**

<b>Bridges:</b>	<b>5</b>							
<b>Culverts:</b>	<b>3</b>							

2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3270	ROCKVALE	RAZORVILLE ROAD	SPRING CREEK	PPC - BOXBEAM		10/8/2019	24	<b>10/8/2021</b>
071-3255	ROCKVALE	SILVER CREEK ROAD	SILVER CREEK	PPC - BOX BEAM		10/14/2019	24	10/14/2021
071-3322	ROCKVALE	SILVER CREEK ROAD	LEAF RIVER	PPC - BOX BEAM		10/14/2019	24	10/14/2021
071-3247	ROCKVALE	TOWN HALL ROAD	SILVER CREEK	PPC - BOX BEAM		10/15/2019	24	10/15/2021
071-3254	ROCKVALE	LIMEKILN ROAD	MUD CREEK	PPC - BOX BEAM		10/15/2019	24	10/15/2021
071-3275	ROCKVALE	ROCK ROAD	MUD CREEK	PPC - BOX BEAM		11/14/2017	48	11/14/2021
071-3237	ROCKVALE	TOWN HALL ROAD	LEAF RIVER	CONC. SLAB		11/14/2017	48	11/14/2021
2021 Culverts:								
S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5078	ROCKVALE	RAZORVILLE ROAD	UNNAMED CR	CONC. CULVERT		10/8/2019	24	<b>10/8/2021</b>
071-5041	ROCKVALE	SPRING CREEK RD.	SPRING CREEK	CONC. CULVERT		10/8/2019	24	<b>10/8/2021</b>
2021 Rockvale Totals:								
Bridges:	7							
Culverts:	2							

2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3331	SCOTT	BLACKWOOD RD.	BR. KILBUCK CREEK	PPC - BOX BEAM		10/3/2017	48	10/3/2021
071-3241	SCOTT	BIG MOUND ROAD	STILLMAN CREEK	PPC - BOX BEAM		10/3/2019	24	10/3/2021
071-3327	SCOTT	EDSON RD.	UNNAMED	PPC - BOX BEAM		10/6/2017	48	10/6/2021
2021 Culverts:								
S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5021	SCOTT	BIG MOUND RD.	BR. KILBUCK CR.	CONC. CULVERT		10/3/2019	24	10/3/2021
071-5089	SCOTT	HOLCOMB ROAD	DRAINAGE DITCH	CONC. CULVERT		10/3/2017	48	10/3/2021
071-5086	SCOTT	BLACKWOOD ROAD	BR. KILBUCK CREEK	CONC. CULVERT		10/3/2017	48	10/3/2021
071-5088	SCOTT	HOLCOMB ROAD	DRAINAGE DITCH	CONC. CULVERT		10/3/2017	48	10/3/2021
071-5020	SCOTT	BIG MOUND RD.	BR. STILLMAN CR.	CONC. CULVERT		10/3/2019	24	10/3/2021
071-5048	SCOTT	ARMOURRD	BR STILLMAN CREEK	CONC. CULVERT		10/3/2019	24	10/3/2021
071-5113	SCOTT	BLACKWOOD RD	BR OF KILLBUCK CR	PRECAST CONC. CULVERT		10/3/2017	48	10/3/2021
2021 Scott Totals:								
Bridges:	3							
Culverts:	7							

2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3305	TAYLOR	LOWDEN ROAD	CLEAR CREEK	PPC - BOX BEAM		10/9/2019	24	10/9/2021
2021 Culverts:								
S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5037	TAYLOR	HAYRD.	BR. CLEAR CREEK	CONC. CULVERT		10/9/2019	24	10/9/2021
071-5045	TAYLOR	CARTHAGE ROAD	CLEAR CREEK	CONC. CULVERT		10/9/2019	24	10/9/2021
071-5093	TAYLOR	CARTHAGE ROAD	BR. OF CLEAR CREEK	CONC. CULVERT		10/16/2017	48	10/16/2021
2021 Taylor Totals:								
Bridges:	1							
Culverts:	3							

2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS  
EXHIBIT D

2021 Culverts:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5108	WHITE ROCK	KENTRD	DRAINAGE DITCH	CONC. CULVERT		10/6/2017	48	<b>10/6/2021</b>
071-5030	WHITE ROCK	COTTONWOOD RD.	BR. KYTE CREEK	CONC. CULVERT		10/7/2019	24	10/7/2021
071-5043	WHITE ROCK	SKARE RD	BR. STILLMAN CR.	CONC. CULVERT		10/7/2019	24	10/7/2021
071-5070	WHITE ROCK	WHITE ROCK ROAD	BR STILLMAN CREEK	CONC. CULVERT		10/12/2017	48	<b>10/12/2021</b>
071-5101	WHITE ROCK	KNOLL RD	BR. OF KYTE RIVER	CONC. CULVERT		10/12/2017	48	<b>10/12/2021</b>
071-5026	WHITE ROCK	LINDENWOOD RD	STILLMAN CREEK	CONC. CULVERT		10/29/2019	24	10/29/2021
2021 White Rock Totals:								
Bridges:	0							
Culverts:	6							

## 2021 LIST OF TOWNSHIP BRIDGES AND CULVERTS

## EXHIBIT D

## 2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3220	WOOSUNG	EDGEWOOD ROAD	SEVEN MILE BRANCH	PPC - BOX BEAM		10/22/2019	24	10/22/2021
071-3192	WOOSUNG	BUFFALO RD.	BUFFALO CREEK	CONC. THRU GIRDER		10/28/2019	24	10/28/2021
2021 Culverts:								
S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-5117	WOOSUNG	PILGRIM RD	UNNAMED CREEK	CONC. CULVERT		10/9/2017	48	10/9/2021
071-5058	WOOSUNG	BUFFALO RD	BR BUFFALO CREEK	CONC. CULVERT		10/28/2019	24	10/28/2021
071-5129	WOOSUNG	FOX LANE RD	BR OF BUFFALO CREEK	ALUMINUM - CULVERT		10/28/2019	24	10/28/2021
2021 Woosung Totals:								
Bridges:	2							
Culverts:	3							



**WILLETT HOFMANN**  
**& A S S O C I A T E S I N C**  
ENGINEERING   ARCHITECTURE   LAND SURVEYING

809 E. 2<sup>nd</sup> Street  
Dixon, Illinois 61021

March 1, 2021

## **EXHIBIT E**

**2021 List of Village of Hillcrest Bridges and Culverts**

**Page 1-1 of 1**

Project:      2021 Biennial Ogle County & Township Bridge Inspections

2021 LIST OF VILLAGE OF HILLCREST BRIDGES AND CULVERTS  
EXHIBIT E

2021 Bridges:

S.N.	Township	Facility Carried	Feature Crossed	Structure Type	Main. Resp.	Last Insp.	Insp. Interval	Date Due
071-3243	FLAGG	HEMSTOCKROAD	UNNAMED STREAM	PRECAST CHANNEL BEAM		11/29/2019	24	11/29/2021
071-5032	WHITE ROCK	BETHEL RD.	DRAINAGE DITCH	CONC. CULVERT		10/3/2019	24	10/3/2021
2021 Village of Hillcrest Totals:								
Bridges:	1							
Culverts:	1							





**WILLET HOFMANN**  
**& A S S O C I A T E S i N C**  
ENGINEERING   ARCHITECTURE   LAND SURVEYING

809 E. 2<sup>nd</sup> Street  
Dixon, Illinois 61021

March 1, 2021

**EXHIBIT F**  
**General Rates for Engineering Services**  
**Page 1-1 of 1**

Project:      2021 Biennial Ogle County & Township Bridge Inspections



**GENERAL RATES FOR ENGINEERING SERVICES  
(FIELD AND OFFICE)  
EFFECTIVE MAY 3, 2020**

CLASSIFICATION OF EMPLOYEE	REGULAR HOURLY RATE		OVERTIME RATE
	From	To	
President & General Manager	\$192.00	\$290.00	Regular Rate
Principal Engineering Manager	\$160.00	\$245.00	Regular Rate
Engineering Manager	\$138.00	\$246.00	Regular Rate
Civil Engineer IV	\$119.00	\$186.00	Regular Rate
Civil Engineer III	<b>\$110.00</b>	\$171.00	Regular Rate
Civil Engineering Intern II	\$97.00	\$149.00	Regular Rate
Civil Engineering Intern I	\$91.00	\$126.00	Regular Rate
SPP Civil Engineer I, II, III, IV	\$91.00	\$186.00	Regular Rate
Engineering Intern	\$47.00	\$79.00	Regular Rate
Principal Architectural Manager	\$129.00	\$199.00	Regular Rate
Architect IV	\$116.00	\$180.00	Regular Rate
Architect III	\$107.00	\$164.00	Regular Rate
Architectural Intern II	\$94.00	\$145.00	Regular Rate
Architectural Intern I	\$78.00	<b>\$120.00</b>	Regular Rate
SPP Professional Architect I, II, III, IV	\$78.00	\$180.00	Regular Rate
Prof. Land Surveyor Manager	\$107.00	\$164.00	Regular Rate
Prof. Land Surveyor IV	\$94.00	\$145.00	Regular Rate
Prof. Land Surveyor III	\$85.00	\$133.00	Regular Rate
Prof. Land Surveyor (SIT) II	\$75.00	\$117.00	Regular Rate
Prof. Land Surveyor (SIT) I	\$69.00	\$108.00	Regular Rate
SPP Professional Land Surveyor I, II, III, IV	\$69.00	\$145.00	Regular Rate
Technician IV	\$78.00	\$123.00	1.3 x Regular Rate
Technician III	\$73.00	\$114.00	1.3 x Regular Rate
Technician II	\$63.00	\$101.00	1.3 x Regular Rate
Technician I	\$56.00	\$89.00	1.3 x Regular Rate
SPP Technician I, II, III, IV	\$56.00	\$123.00	1.3 x Regular Rate
Survey Worker Foreman	\$81.00	\$126.00	1.3 x Regular Rate
Survey Worker	\$78.00	\$123.00	1.3 x Regular Rate
Administrative Assistant	\$47.00	\$95.00	1.3 x Regular Rate
SPP Administrative Assistant	\$47.00	\$95.00	1.3 x Regular Rate
Expenses and Materials	At Cost		

- The above hourly rates shall be applicable for a period of one year from the date hereon, after which time they shall be subject to adjustments to reflect payroll cost.
- Generally field crews work a nine-hour day, which involves an hour of overtime each day. The rates for field personnel apply office to office exclusive of the lunch period
- SPP – Special Personnel (SPP) Employees will be billed at the same rate as a I, II, III, or IV in the same classification.

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF OGLE )

ORDINANCE NO. 2021-0401

AN ORDINANCE APPROVING A SPECIAL USE ON PROPERTY  
LOCATED AT 3080 N. SUMMER HILL RD  
IN LINCOLN TOWNSHIP

---

WHEREAS, Edward & Alice Pope, 3080 N. Summer Hill Rd., Polo, IL, have filed a petition for a Special Use in the AG-1 Agricultural District (Petition No. 002-21SU) to allow a Single-Family Dwelling for the spouse of the farm owner in the AG-1 Agricultural District Part of the Southeast (SE1/4) of the Southeast (SE1/4) of Section 19 Township 24 North, Range 8 East of the 4<sup>th</sup> P.M., Lincoln Township, Ogle County, IL, 5.0 acres, more or less and part of PIN: 07-19-400-006 at common location 3080 N. Summer Hill Rd. and legally described as shown in Exhibit "A" attached hereto; and

WHEREAS, following due and proper notice by publication in the Ogle County Life at least fifteen (15) days prior thereto, and by mailing notice to all owners of property abutting the subject property at least fifteen (15) days prior thereto, the Ogle County Zoning Board of Appeals conducted a public hearing on March 25th, 2021 at which the petitioners presented evidence, testimony, and exhibits in support of the requested Special Use, no member(s) of the public spoke in support of the petition, and no member(s) of the public spoke in opposition to the petition; and

WHEREAS, the Zoning Board of Appeals, having considered the evidence, testimony and exhibits presented has made its findings of fact and recommended that the requested Special Use be granted subject to conditions as set forth in the *Findings of Fact and Recommendation of the Ogle County Zoning Board of Appeals* dated April 15th, 2021, a copy of which is appended hereto as Exhibit "B"; and

WHEREAS, the Ogle County Board, having considered the findings of fact and recommendation of the Zoning Board of Appeals, has determined that granting the Special Use in AG-1 Agricultural District (Petition No. 02-21SU) to allow a Single-Family Dwelling for the spouse of the farm owner would be consistent with the requirements established by Section 16-9-8C of the *Ogle County Amendatory Zoning Ordinance*;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY BOARD OF OGLE COUNTY, ILLINOIS, as follows:

SECTION ONE: The report of the Ogle County Zoning Board of Appeals, Exhibit "B" attached hereto, is hereby accepted and the findings and conditions set forth therein are hereby adopted as the findings of fact and conclusions of the Ogle County Board.

SECTION TWO: Based on the findings of fact set forth above, the petition of Edward & Alice Pope, 3080 N. Summer Hill Rd., Polo, IL for a Special Use in the AG-1 Agricultural District (Petition No. 02-21SU) to allow a Single-Family Dwelling for the spouse of the farm owner in Lincoln Township and legally described as shown in Exhibit "A" attached hereto, is hereby approved.

SECTION THREE: This Ordinance shall be in full force and effect upon its adoption by the County Board of Ogle County, Illinois and attestation by the Ogle County Clerk.

SECTION FOUR: Failure of the owners or other party in interest or a subsequent owner or other party in interest to comply with the terms of this Ordinance, after execution of such Ordinance, shall subject the owners or party in interest to the penalties set forth in Section 16-9-10 of the *Ogle County Amendatory Zoning Ordinance*.

PASSED BY THE COUNTY BOARD THIS 20<sup>TH</sup> DAY OF APRIL 2021 A.D.

---

John Finfrock, Chairman of the Ogle County Board

ATTEST:

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Laura J. Cook, Ogle County Clerk and  
Ex Officio Clerk of the Ogle County Board

**EXHIBIT "A"**

**LEGAL DESCRIPTION**

Part of the Southeast (SE1/4) of the Southeast (SE1/4) of Section 19 Township 24 North, Range 8 East of the 4<sup>th</sup> P.M., Lincoln Township, Ogle County, IL, 5.0 acres, more or less

Property Identification Number(s): Part of 07-19-400-006

Common Location: 3080 N. Summer Hill Rd.

**EXHIBIT “B”**

**FINDINGS OF FACT AND RECOMMENDATION  
OF THE ZONING BOARD OF APPEALS**

# Ogle County Zoning Board of Appeals

911 Pines Road  
Oregon, IL 61061  
815.732.1190  
Fax: 815.732.3709

## FINDINGS OF FACT AND RECOMMENDATION OF THE OGLE COUNTY ZONING BOARD OF APPEALS

This is the findings of fact and the recommendation of the Ogle County Zoning Board of Appeals concerning an application of Edward & Alice Pope, 3080 N. Summer Hill Rd., Polo, IL for a Special Use Permit in the AG-1 Agricultural District to allow a Single-Family Dwelling for the spouse of the farm owner on property described as follows and owned by the petitioners:

Part of the Southeast (SE1/4) of the Southeast (SE1/4) of Section 19 Township 24 North, Range 8 East of the 4<sup>th</sup> P.M., Lincoln Township, Ogle County, IL, 5.0 acres, more or less  
Property Identification Number(s): Part of 07-19-400-006  
Common Location: 3080 N. Summer Hill Rd.

After due notice, as required by law, the Zoning Board of Appeals held a public hearing in this case on March 25th, 2021 in the Ogle County Board Room, 3<sup>rd</sup> Floor, Ogle County Courthouse, Oregon, Illinois and hereby reports its findings of fact and recommendation(s) as follows:

**SITE INFORMATION:** See Staff Report (attached herewith).

**ANALYSIS OF SIX STANDARDS:** After considering all the evidence and testimony presented at the public hearing, this Board makes the following analysis of the six standards listed in Section 16-9-8C (Standards for Special Use Permits) of the *Ogle County Amendatory Zoning Ordinance* that must all be found in the affirmative prior to recommending granting of the petition.

1. That the proposed special use will not be unreasonably detrimental to the value of other property in the neighborhood in which it is to be located or the public health, safety, morals, comfort or general welfare at large.

**The proposed special use will make use of existing single family dwelling and would not have a significant impact on the value, health, safety, morals, comfort, or general welfare of the surrounding property.**

2. That the location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it are such that the special use will not dominate the immediate neighborhood so as to prevent development and use of neighboring property in accordance with the applicable zoning district

regulations. In determining whether the special use will so dominate the immediate neighborhood, consideration shall be given to:

- a. The location, nature and height of building, structures, walls and fences on the site; and,
- b. The nature and extent of proposed landscaping and screening on the proposed site.

**The dwelling unit size and location already fall well within the standards of the county ordinance requirements for a single family dwelling, and in no way dominate the area.**

3. That off-street parking and loading areas will be provided in accordance with the standards set forth in these regulations.

**Adequate off-street parking and loading areas are provided by the existing 230 foot long circular driveway, requiring only 2 spots for a single family dwelling.**

4. That adequate utilities, ingress/egress to the site, access roads, drainage and other such necessary facilities have been or will be provided.

**It has been satisfactorily demonstrated that adequate utilities, ingress/egress to the site, access roads, drainage and other such necessary facilities are present for the proposed special use**

5. That the proposed use can be operated in a manner that is not detrimental to the permitted developments and uses in the zoning district; can be developed and operated in a manner that is visually compatible with the permitted uses in the surrounding area; and is deemed essential or desirable to preserve and promote the public health, safety and general welfare of Ogle County.

**The proposed special use is located in the AG-1 zoning district and would be compatible with the permitted single family dwelling uses in the surrounding area and would be deemed desirable to the economy in Ogle County.**

6. That the proposed special use complies with all provisions of the applicable district regulations.

**The proposed special use appears to comply with all provisions of the AG-1 Agricultural District, specifically 16.5.1 C Special Use for a Single Family Dwelling on less than 40 acres when: #4. Such family dwelling is initially intended for the spouse of the owner of the original tract of land.**

**RECOMMENDATION:** After considering all the evidence and testimony presented, this Board finds that the application meets all the standards as found in Section 16-9-8C of the *Ogle County Amendatory Zoning Ordinance*. Therefore, the Zoning Board of Appeals hereby recommends that a Special Use in the AG-1 Agricultural District to allow a Single-Family Dwelling for the spouse of the farm owner on property be granted.

**ROLL CALL VOTE:** The roll call vote was 5 members for the motion to recommend granting, 0 opposed.



Respectfully submitted this 15th day of April 2021 by the Ogle County Zoning Board of Appeals.

**Randy Ocken, Chairman**

**Jamie Sulser**

**Mark Hayes**

**Paul Soderholm**

**Randy Bulthaus**

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Randy Ocken, Chairman

ATTEST:

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Harry Adams, Secretary

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF OGLE )

ORDINANCE NO. 2021-0402

AN ORDINANCE APPROVING A SPECIAL USE ON PROPERTY  
LOCATED AT 2477 EAST ILLINOIS ROUTE 64  
IN OREGON-NASHUA TOWNSHIP

---

WHEREAS, Eric Zimmerman, 2477 E. IL Rte. 64, Oregon, IL, have filed a petition for a Special Use in the AG-1 Agricultural District (Petition No. 003-21SU) to allow a Small Rural Business in the AG-1 Agricultural District Part of the Northeast (NE1/4) of the Southwest (SW1/4) of Section 01 Township 23 North, Range 10 East of the 4<sup>th</sup> P.M., Oregon-Nashua Township, Ogle County, IL, 2.31 acres, more or less on Property Identification Number 16-01-300-005, and located at, 2477 E. IL Rte. 64 and legally described as shown in Exhibit "A" attached hereto; and

WHEREAS, following due and proper notice by publication in the Ogle County Life at least fifteen (15) days prior thereto, and by mailing notice to all owners of property abutting the subject property at least fifteen (15) days prior thereto, the Ogle County Zoning Board of Appeals conducted a public hearing on March 25th, 2021 at which the petitioners presented evidence, testimony, and exhibits in support of the requested Special Use, no member(s) of the public spoke in support of the petition, and no member(s) of the public spoke in opposition to the petition; and

WHEREAS, the Zoning Board of Appeals, having considered the evidence, testimony and exhibits presented has made its findings of fact and recommended that the requested Special Use be granted subject to conditions as set forth in the *Findings of Fact and Recommendation of the Ogle County Zoning Board of Appeals* dated April 15th, 2021, a copy of which is appended hereto as Exhibit "B"; and

WHEREAS, the Ogle County Board, having considered the findings of fact and recommendation of the Zoning Board of Appeals, has determined that granting the Special Use in AG-1 Agricultural District (Petition No. 03-21SU) to allow a Small Rural Business would be consistent with the requirements established by Section 16-9-8C of the *Ogle County Amendatory Zoning Ordinance*;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY BOARD OF OGLE COUNTY, ILLINOIS, as follows:

SECTION ONE: The report of the Ogle County Zoning Board of Appeals, Exhibit "B" attached hereto, is hereby accepted and the findings and conditions set forth therein are hereby adopted as the findings of fact and conclusions of the Ogle County Board.

SECTION TWO: Based on the findings of fact set forth above, the petition of Eric Zimmerman, 2477 E. IL Rte. 64, Oregon, IL for a Special Use in the AG-1 Agricultural District (Petition No. 003-21SU) to allow a Small Rural Business in Oregon-Nashua Township and legally described as shown in Exhibit "A" attached hereto, is hereby approved.

SECTION THREE: This Ordinance shall be in full force and effect upon its adoption by the County Board of Ogle County, Illinois and attestation by the Ogle County Clerk.

SECTION FOUR: Failure of the owners or other party in interest or a subsequent owner or other party in interest to comply with the terms of this Ordinance, after execution of such Ordinance, shall subject the owners or party in interest to the penalties set forth in Section 16-9-10 of the *Ogle County Amendatory Zoning Ordinance*.

PASSED BY THE COUNTY BOARD THIS 20<sup>TH</sup> DAY OF APRIL 2021 A.D.

---

John Finfrock, Chairman of the Ogle County Board

ATTEST:

---

Laura J. Cook, Ogle County Clerk and  
Ex Officio Clerk of the Ogle County Board

**EXHIBIT "A"**

**LEGAL DESCRIPTION**

Part of the Northeast (NE1/4) of the Southwest (SW1/4) of Section 01 Township 23 North, Range 10 East of the 4<sup>th</sup> P.M., Oregon-Nashua Township, Ogle County, IL, 2.31 acres, more or less

Property Identification Number(s): 16-01-300-005

Common Location: 2477 E. Il Rte. 64

**EXHIBIT “B”**

**FINDINGS OF FACT AND RECOMMENDATION  
OF THE ZONING BOARD OF APPEALS**

# Ogle County Zoning Board of Appeals

911 Pines Road  
Oregon, IL 61061  
815.732.1190  
Fax: 815.732.3709

## FINDINGS OF FACT AND RECOMMENDATION OF THE OGLE COUNTY ZONING BOARD OF APPEALS

This is the findings of fact and the recommendation of the Ogle County Zoning Board of Appeals concerning an application of Eric Zimmerman, 2477 E. IL Rte. 64, Oregon, IL for a Special Use Permit in the AG-1 Agricultural District to allow a Small Rural Business on property described as follows and owned by the petitioners:

Part of the Northeast (NE1/4) of the Southwest (SW1/4) of Section 01 Township 23 North, Range 10 East of the 4<sup>th</sup> P.M., Oregon-Nashua Township, Ogle County, IL, 2.31 acres, more or less  
Property Identification Number(s): 16-01-300-005  
Common Location: 2477 E. Il Rte. 64

After due notice, as required by law, the Zoning Board of Appeals held a public hearing in this case on March 25th, 2021 in the Ogle County Board Room, 3<sup>rd</sup> Floor, Ogle County Courthouse, Oregon, Illinois and hereby reports its findings of fact and recommendation(s) as follows:

**SITE INFORMATION:** See Staff Report (attached herewith).

**ANALYSIS OF SIX STANDARDS:** After considering all the evidence and testimony presented at the public hearing, this Board makes the following analysis of the six standards listed in Section 16-9-8C (Standards for Special Use Permits) of the *Ogle County Amendatory Zoning Ordinance* that must all be found in the affirmative prior to recommending granting of the petition.

1. That the proposed special use will not be unreasonably detrimental to the value of other property in the neighborhood in which it is to be located or the public health, safety, morals, comfort or general welfare at large.
  - A) **The proposed special use would not have a significant impact on the value, health, safety, morals, comfort, or general welfare of the surrounding property. STANDARD MET.**
2. That the location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it are such that the special use will not dominate the immediate neighborhood so as to prevent development and use of neighboring property in accordance with the applicable zoning district

regulations. In determining whether the special use will so dominate the immediate neighborhood, consideration shall be given to:

- a. The location, nature and height of building, structures, walls and fences on the site; and,
  - b. The nature and extent of proposed landscaping and screening on the proposed site.
- A) The distance to the closest residential area and the size and scope of the proposed special use will not cause it to dominate the immediate neighborhood. STANDARD MET.**
3. That off-street parking and loading areas will be provided in accordance with the standards set forth in these regulations.

**A) Adequate off-street parking and loading areas to meet the 5 required parking stalls and 1 loading area are provided by the parking zones and existing 270 foot long driveway. STANDARD MET.**
  4. That adequate utilities, ingress/egress to the site, access roads, drainage and other such necessary facilities have been or will be provided.

**A) It has been satisfactorily demonstrated that adequate utilities, ingress/egress to the site, access roads, drainage and other such necessary facilities are present for the proposed special use. STANDARD MET.**
  5. That the proposed use can be operated in a manner that is not detrimental to the permitted developments and uses in the zoning district; can be developed and operated in a manner that is visually compatible with the permitted uses in the surrounding area; and is deemed essential or desirable to preserve and promote the public health, safety and general welfare of Ogle County.

**A) The proposed special use is located in the AG-1 zoning district and would be compatible with the permitted uses in the immediate surrounding area and would be deemed desirable to the economy in Ogle County. STANDARD MET.**
  6. That the proposed special use complies with all provisions of the applicable district regulations.

**A) The proposed special use appears to comply with all provisions of the AG-1 Agricultural District, specifically 16.5.1 C Special Use for a Small Rural Business. STANDARD MET.**

**RECOMMENDATION:** After considering all the evidence and testimony presented, this Board finds that the application meets all the standards as found in Section 16-9-8C of the *Ogle County Amendatory Zoning Ordinance*. Therefore, the Zoning Board of Appeals hereby recommends that a Special Use in the AG-1 Agricultural District to allow a Small Rural Business on property be granted.

**ROLL CALL VOTE:** The roll call vote was 5 members for the motion to recommend granting, 0 opposed.

Respectfully submitted this 15th day of April 2021 by the Ogle County Zoning Board of Appeals.

**Randy Ocken, Chairman**  
**Jamie Sulser**  
**Mark Hayes**  
**Paul Soderholm**  
**Randy Bulthaus**

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Randy Ocken, Chairman

ATTEST:

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Harry Adams, Secretary



## **ORDINANCE - 2021-0404**

### ***2021 Budget Amendment***

*WHEREAS* , from time to time an emergency arises and it is necessary to amend the budget in order to conduct the County business in an orderly fashion,

*WHEREAS* , certain budgeted revenues and expenses need to be revised in the 2021 Ogle County Budget and Appropriations approved by the County Board on November 17, 2020;

*THEREFORE, BE IT RESOLVED* , the changes be made in the to the Fiscal Year 2021 Budget and Appropriations be as follows;

#### **Original Budget**

<b>\$5,270.00</b>	Increase to <i>100.12.4120</i>
<b>\$30,000.00</b>	Decrease <i>100.22.4120</i>
<b>\$0.00</b>	Increase <i>100.00.4900</i>
<b>\$30,000.00</b>	Increase <i>184.00.3900</i>
<b>\$80,000.00</b>	Increase to <i>184.12.4755</i>

#### **Amended Budget**

<b>\$15,270.00</b>	<i>General Fund - Sheriff - Part Time</i>
<b>\$20,000.00</b>	<i>General Fund - Corrections - Part Time</i>
<b>\$50,000.00</b>	<i>General Fund - Transfer Out</i>
<b>\$121,000.00</b>	<i>Revolving Vehicle Purchase Fund - Transfer In</i>
<b>\$190,000.00</b>	<i>Revolving Vehicle Purchase Fund - Sheriff</i>

APPROVED this 20th day of April, 2021  
OGLE COUNTY FINANCE COMMITTEE

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Greg Sparrow, Chairman

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Patricia Nordman

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Jeffrey Billeter

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Martin Typer

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Don Griffin

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Benjamin Youman

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Dan Miller

## ORDINANCE - 2021-0405

### *2021 Revolving Vehicle Fund Budget Amendment*

WHEREAS, it is necessary to transfer funds from certain accounts to other accounts in order to conduct the County business in an orderly fashion,

THEREFORE, BE IT RESOLVED, that the sums be transferred as follows.

<b>\$50,000.00</b>	from 100.00.4900 <i>General Fund - Transfer Out</i>	to 184.00.3900 <i>Revolving Vehicle Fund - Transfer In</i>
<b>\$25,774.00</b>	from 320.00.4900 <i>Self Insurance Reserve Fund - Transfer Out</i>	to 184.00.3900 <i>Revolving Vehicle Fund - Transfer In</i>
<b>\$15,000.00</b>	from 100.16.4490 <i>Finance - Contingencies</i>	to 184.00.3900 <i>Revolving Vehicle Fund - Transfer In</i>

APPROVED this 20th day of April, 2021  
OGLE COUNTY FINANCE COMMITTEE

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Greg Sparrow, Chairman

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Patricia Nordman

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Jeffrey Billeter

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MartinTyper

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Don Griffin

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Benjamin Youman

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Dan Miller

**O-2021-0406**

**C-PACE**

AN ORDINANCE establishing a Property Assessed Clean Energy (PACE) Program and a PACE Area to finance and/or refinance the acquisition, construction, installation, or modification of energy projects; providing for the issuance of not to exceed \$500,000,000 Taxable PACE Revenue Notes of the County to finance projects pursuant to the County's PACE Program, providing for the payment of said notes, authorizing the sale of said notes to the purchaser thereof; and other matters related thereto

WHEREAS, the County of Ogle, Illinois (the "*County*"), is a duly organized and existing unit of local government created and existing under the provisions of the laws of the State of Illinois (the "*State*"), and is now operating under the provisions of the Counties Code of the State of Illinois, as amended (the "*Counties Code*"), and is authorized pursuant to the Property Assessed Clean Energy Act of the State of Illinois, as amended (the "*PACE Act*"), to establish a property assessed clean energy program (the "*PACE Program*"), create a PACE area (as defined in the PACE Act) and finance and/or refinance energy projects (as defined in the PACE Act), and may, under the power granted by the Counties Code, as supplemented by the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Debt Reform Act*"), and the other Omnibus Bond Acts, as amended, exercise certain powers and perform certain functions pertaining to its government and affairs, including, but not limited to, the power to make assessments on real property and to incur limited obligation debt secured by such assessments; and

WHEREAS, the PACE Act states that a program such as the PACE Program may be administered by a program administrator (as defined in the PACE Act);

WHEREAS, the County desires to designate The Illinois Energy Conservation Authority NFP ("*IECA*") as program administrator (the "*Program Administrator*") for the PACE Program; and

WHEREAS, the Program Administrator has prepared the report attached hereto as *Exhibit A* (the “*Program Report*”) setting forth certain terms of the proposed PACE Program in conformity with the PACE Act; and

WHEREAS, the County now desires to establish the PACE area as the entire corporate limits of the County described in Exhibit B and to establish the PACE Program as further described herein and in the Program Report and to finance or refinance energy projects; and

WHEREAS, the County Board of the County (the “*Board*”) has not adopted any ordinance, resolution, order or motion which restrict or limit the exercise of its powers pursuant to the Counties Code and Debt Reform Act in the issuance of limited recourse bonds or notes without referendum in furtherance of essential public and governmental purposes or which provides any special rules or procedures for the exercise of such power; and

WHEREAS, pursuant to the PACE Act, in order to provide capital in furtherance of the PACE Program the County may issue bonds or notes pursuant to and in accordance with Section 35 of the PACE Act, secured by payments under one or more Assessment Contracts, or if applicable, municipal bond insurance, letters of credit, or public or private guarantees of sureties or, if applicable, other lawfully available funds of the County including revenues sources or reserves from bond or note proceeds; and

WHEREAS, the Board does hereby determine that it is advisable and in the best interests of the County to establish the Program in and for the County, designate a PACE Area, designate a program administrator, provide for property assessments, authorize the issuance of not to exceed \$500,000,000 Taxable PACE Revenue Notes or Bonds (“*Bond*” or “*Bonds*” are referred to throughout this Ordinance interchangeably as, the “*Note*” or the “*Notes*”) secured by payments under one or more Assessment Contracts, within certain expressed and delegated limitations as hereinafter set forth, and approve certain related matters:

NOW, THEREFORE, Be It Ordained by the County Board of the County of Ogle, Illinois, as follows:

*Section 1. Incorporation of the Recitals.* The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are true, correct and complete and are hereby incorporated by reference thereto and are made a part hereof.

*Section 2. Public Purpose.* The Board hereby finds that the imposition of assessments against qualifying properties on the records of the County to secure the repayment by property owners of Assessment Contracts entered into for the purpose of providing owners of qualifying properties (each an “Owner”) with affordable financing or refinancing for Energy Projects (as defined in the PACE Act) pursuant to the PACE Program further essential public and governmental purposes of the County. The Board further finds it is necessary and in the best interests of the County to provide capital in furtherance of the PACE Program and issue the Notes for such purpose upon the terms provided herein. It is hereby found and determined that such borrowing of money is advisable for the public health, safety, welfare and convenience, is for a proper public purpose or purposes, is in the public interest, and is authorized pursuant to the PACE Act, the Counties Code, and the Debt Reform Act, and these findings and determinations shall be deemed conclusive.

*Section 3. Designation of the Program Administrator.* The Board hereby designates the Program Administrator as program administrator for the PACE Program on the terms and pursuant to the conditions set forth in an agreement for services between the County and the Program Administrator. In order to facilitate and finance the PACE Program, the Board hereby approves the execution and delivery of a Program Development and Administrative Services Agreement, in substantially the form attached hereto as *Exhibit B*. The Program Administrator shall also assist

the County in determining the terms of sale of any Notes, which may be sold to one or more capital providers (each a “*Purchaser*”).

*Section 4. Report of the Program Administrator; Creation of PACE Area.* The Board hereby finds as follows:

(a) The financing and/or refinancing of energy projects is a valid public purpose and serves an essential governmental function;

(b) The County intends to facilitate access to capital from the Program Administrator approved by the County or as otherwise permitted by the PACE Act, to provide funds for energy projects which will be repaid by assessments on the property (as defined in the PACE Act) benefitted with the agreement of the record owners (as defined in the PACE Act) of such property;

(c) A description of the territory within the PACE area, the types of energy projects that may be financed and/or refinanced, and the description of the proposed arrangements for financing the PACE Program through the issuance of PACE bonds under or in accordance with Section 35 of the PACE Act, which PACE bonds may be purchased by one or more capital providers (as defined in the PACE Act); are all set forth in the Program Report which is attached hereto as *Exhibit A*. The Program Report is hereby incorporated by reference thereto and made a part hereof. The County hereby approves the Program Report and hereby establishes the PACE area as the corporate limits of the County, all as further described in the Program Report. The Program Report shall be made available for public inspection in the office of the County Clerk of the County (the “*County Clerk*”).

*Section 5. Note Details and Security.* The Board hereby authorizes that there be borrowed for and on behalf of the County the Notes if issued, in one or more series in an aggregate principal amount not to exceed \$500,000,000 for the purposes aforesaid; and that the Notes shall be designated “Taxable PACE Revenue Note, ([Street Address] Project)” with such series or other designation as set forth in the Note Notification (as hereinafter defined). The Notes, if issued, shall be dated the date of issuance as set forth in the Note Notification and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations as described in the Note Notification (but no single Note of a series shall represent installments of principal maturing on more than one date), and shall bear such further identifying information set forth in the Note. The

Notes shall be in substantially the form attached hereto as *Exhibit C*, with such changes therein as such officials executing thereof shall approve, their execution to constitute conclusive evidence of their approval of any and all changes or revisions therein from the form before the Board, and such form and the terms contained therein are hereby approved by the Board.

Each Note, if issued, shall be secured solely by payments received by the County under and pursuant to the terms of a related Assessment Contract. The County shall make principal payments on the Note, together with applicable interest, fees, penalties, indemnities and other amounts payable to the Registered Owner under the pledged Assessment Contract, in the amounts and on the dates set forth in the Note Notification. Such County payments shall be made solely from the revenues received by the County under the related Assessment Contract, excluding (i) amounts collected from direct or indirect indemnification rights for the benefit of the County or other persons under the pledged Assessment Contract or any related document, (ii) any administrative fees and expenses to the extent payable to or on behalf of the County or its agent and (iii) 80% of the sums received by the County from the collection of penalties and statutory interest on delinquent payments under such Assessment Contract, which shall be retained by the County as collections fees (the “*Pledged Revenues*”).

Payments due on each Note shall be paid by or at the direction of the note registrar and paying agent (which shall be the Treasurer of the County (the “*Treasurer*”), the Registered Owner, the Program Administrator or a bank or trust company authorized to do business in the State of Illinois) as set forth in the Note Notification (the “*Note Registrar*”), to the person in whose name such Note is registered (the “*Registered Owner*”) at the close of business on the 15th day preceding any regular or other payment date on the Notes (the “*Record Date*”), in the manner provided in writing by the Registered Owner to the Note Registrar.

*Section 6. Execution; Authentication.* The Notes shall be executed on behalf of the County by the manual or duly authorized facsimile signature of the President of the Board and attested by the manual or duly authorized facsimile signature of the County Clerk. In case any such officer whose signature shall appear on any Note shall cease to be such officer before the delivery of such Note, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. All Notes shall have thereon a certificate of authentication, substantially in the form hereinafter set forth, duly executed by the Note Registrar as authenticating agent of the County and showing the date of authentication. No Note shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Ordinance unless and until such certificate of authentication shall have been duly executed by the Note Registrar by manual signature, and such certificate of authentication upon any such Note shall be conclusive evidence that such Note has been authenticated and delivered under this Ordinance. The certificate of authentication on any Note shall be deemed to have been executed by it if signed by an authorized officer of the Note Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Notes issued hereunder.

*Section 7. Registration of Notes; Persons Treated as Registered Owners.* The County shall cause books (the “*Note Register*”) for the registration and for the transfer of the Notes as provided in this Ordinance to be kept at the principal office of the Program Administrator or the Note Registrar (the “*Principal Office*”), as set forth in the Note Notification. The County is authorized to prepare, and the Note Registrar shall keep custody of, multiple Note blanks executed by the County for use in the transfer and exchange of Notes.

Any Note may be transferred or exchanged, but only in the manner, subject to the limitations, and upon payment of the charges as set forth in the Note and accompanying Form of Assignment. The Note Registrar shall not be required to transfer or exchange any Note during the



period beginning at the close of business on the 15th day of the month next preceding any payment date on such Note and ending at the opening of business on such payment date, nor to transfer or exchange any Note after notice of prepayment has been received by the Program Administrator.

The execution by the County of any fully registered Note shall constitute full and due authorization of such Note, and the Note Registrar shall thereby be authorized to authenticate, date and deliver such Note; *provided, however*, that the principal amount of outstanding Notes of each series and maturity authenticated by the Note Registrar shall not exceed the authorized principal amount of Notes for such series and maturity less previous retirements.

The Registered Owner shall be deemed and regarded as the absolute owner thereof for all purposes, and payments due on any Note shall be made only to or upon the order of the Registered Owner thereof or its legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

*Section 8. Prepayment.* The Notes shall be subject to prepayment pursuant to the terms and conditions of the related Assessment Contract. Other than in accordance with the terms and conditions in the Assessment Contract and to the fullest extent permitted by applicable law, the County shall not permit any reduction or deferral in the amount of Pledged Revenues without the written consent of the Registered Owner. The County shall, or shall cause the Program Administrator to, provide a reasonable period of time for the Registered Owner to review and approve any calculations necessary to effect prepayments in accordance with the Assessment Contract. The Program Administrator shall promptly notify the County in writing of the Notes or portions of Notes selected for prepayment and, in the case of any Note selected for partial prepayment, the principal amount thereof to be prepaid.

*Section 9. Sale of Notes.* Any one of the Authorized Officers is hereby authorized to proceed without any further authorization or direction from the Board, to sell the Notes upon the terms as prescribed in this Ordinance.

The Notes hereby authorized shall be executed as in this Ordinance provided as soon after the delivery of the Note Notification as may be, and, after authentication thereof by the Note Registrar, be delivered to the Purchaser upon receipt of the purchase price therefor.

Upon the sale of a series of the Notes, the Authorized Officers shall prepare a Notification of Sale, which shall include the pertinent details of sale of such series of Notes as provided herein (the "*Note Notification*"). In the Note Notification, the Authorized Officers shall find and determine that such series of Notes have been sold at such price and bear interest at such rates that either the true interest cost (yield) or the net interest rate received upon the sale of such Notes does not exceed the maximum rate otherwise authorized by applicable law. Each Note Notification shall be entered into the records of the County and made available to the Board upon request; but such action shall be for information purposes only, and the Board shall have no right or authority at such time to approve or reject such sale as evidenced in a Note Notification.

Upon the sale of a series of Notes, the Authorized Officers and any other officers of the County, as shall be appropriate, shall be and are hereby authorized and directed to approve or execute, or both, such financing documents related to the sale of the Notes as may be necessary, including, without limitation, any contract for the sale of the Notes between the County and the Purchaser. Prior to the execution and delivery of a Note, the Authorized Officers shall find and determine that, to the best of their knowledge, no person holding any office of the County either by election or appointment, is in any manner financially interested, either directly, in his or her own name, or indirectly, in the name of any other person, association, trust or corporation, in the transactions contemplated herein.

The use by the Purchaser or the County of a term sheet relating to the notes (the “*Term Sheet*”) is hereby ratified, approved and authorized; the execution and delivery of the Term Sheet is hereby authorized; and the Authorized Officers are hereby authorized to take any action as may be required on the part of the County to consummate the transactions contemplated by this Ordinance, the Term Sheet and the Notes.

*Section 10. Funds and Accounts.*

A. There is hereby created the “PACE Note and Interest Fund” of the County (the “*Note Fund*”), which shall be a separate fund for the payment of the principal of and interest on the Notes. The County shall create a subaccount of the Note Fund for each series of the Notes issued (each a “*Note Fund Subaccount*”). The Pledged Revenues and any other funds lawfully available for the purpose shall be timely deposited upon receipt by the County into a Note Fund Subaccount and used solely and only for the purpose of paying the principal of and interest on the related Notes. Accrued interest, if any, received upon delivery of the Notes, together with the amount of proceeds of the Notes as set forth in a Note Notification, shall be deposited as set forth in a Note Notification and be applied to pay the first interest coming due on such Notes. The County hereby assigns to the Registered Owner of a Note all of its right, title and interest in and to all Pledged Revenues maintained in the related Note Fund Subaccount and agrees to hold such amounts in trust for the benefit of the Registered Owner.

B. The remaining proceeds of the Notes and any premium received on the delivery of the Notes are hereby appropriated to pay the costs of issuance of the Notes, and that portion thereof not needed to pay such costs is hereby ordered to be deposited and held in a separate project fund (each a “*Project Fund*”) specific to and as referenced in the related Assessment Contract to pay costs of the project being financed thereby. It is not currently anticipated that the County will hold

any Project Fund. Proceeds of any Note issued to refund or refinance existing Notes, Assessment Contracts or other obligations shall be deposited as set forth in the related Note Notification.

C. At the time of the issuance of the Notes, the costs of issuance of the Notes may be paid by the Purchaser, the Owner, the Program Administrator or the Note Registrar on behalf of the County.

*Section 11. Property Assessments.* For the purpose of providing funds required to pay annual amounts due from Owners under the Assessment Contracts, and which amounts may be assigned by the County in furtherance of the PACE Program, there is hereby assessed upon property within the County and subject to an Assessment Contract, in the years for which amounts due under such Assessment Contract are outstanding, a direct annual assessment for that purpose; such assessment shall be in addition to all other assessments and taxes of the County.

Any such assessments are to be collected at the same time and in the same manner as taxes collected under the Illinois Property Tax Code. Alternatively, upon the approval of an Authorized Officer, assessments may be billed and collected by the Program Administrator or by another third party assessment servicer.

The County expressly intends to assign and/or pledge payments to be received from each such Assessment Contract in furtherance of the PACE Program. The County covenants and agrees with the beneficial holders of assessments, including Registered Owners, that so long as such assessments remain outstanding, the County will take no action or fail to take any action which in any way would adversely affect the ability of the County to assess and collect the assessments provided for in this Ordinance. The County and its officers will comply with all present and future applicable laws in order to assure that the assessments may be permitted to be assessed, extended, and collected pursuant to applicable law.

*Section 12. Limited Obligation of the County.* Any obligation of the County, including the Notes, to provide funds pursuant to an assignment of amounts to be received under an Assessment Contract shall be a special, limited obligation of the County, payable solely from the funds provided in such Assessment Contract and is not a general obligation of the County, and the full faith and credit of the County is not pledged to the payment of any obligation secured by such assigned amounts, including the Notes. The Assessment Contracts and any obligations secured thereby, including the Notes, shall be payable solely and only from payments of assessments on benefitted property within the PACE Area, and if applicable from revenue sources or reserves established in support of such obligations.

*Section 13. Covenants of the County.* The County shall not amend an Assessment Contract or any related Notes in any manner that is materially adverse to the Registered Owner of a Note without such Registered Owner's prior written consent. The County covenants and agrees with each Registered Owner that so long as any Note remains outstanding, the County will take no action or fail to take any action which in any way would adversely affect the ability of the County to assess and collect the Pledged Revenues. The County and its officers will comply with all present and future applicable laws in order to assure that the Pledged Revenues may be permitted to be assessed, extended, and collected pursuant to applicable law.

*Section 14. No Conflicts; Further Acts of the County.* It is hereby found that no person holding any office of the County either by election or appointment, is in any manner financially interested, either directly, in his or her own name, or indirectly, in the name of any other person, association, trust or corporation, in the transactions contemplated hereby.

When financing documents are executed and delivered by or on behalf of the County in support of the PACE Program, such financing documents will be binding on the County; from and after the execution and delivery of such financing documents, the officers, employees, and agents

of the County are hereby authorized, empowered, and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of such financing documents as executed.

*Section 15. Additional Ordinances.* The Board may adopt additional ordinances or proceedings supplementing or amending this Ordinance. Such additional ordinances or proceedings shall in all instances become effective immediately without publication or posting or any further act or requirement. This Ordinance, together with such additional ordinances or proceedings, shall constitute complete authority for the County to implement the PACE Program, make the property assessments described herein and issue the Notes, all in accordance with applicable law.

*Section 16. No Public Hearing; Program Established.* The Board hereby finds that no public hearing shall be required in connection with the adoption or amendment of the PACE Program and hereby establishes the PACE Program in accordance with the Program Report.

*Section 17. Assessment Contract.* The form of “assessment contract” (as defined in the PACE Act) attached as Exhibit A to the Program Report is hereby approved by the County. Any Chairman of the County Board, or their designee (each, an “*Authorized Officer*”) is hereby authorized to negotiate, execute, and deliver one or more assessment contracts with record owners meeting the requirements set forth in the Program Report (each, an “*Assessment Contract*”) in substantially the form of Exhibit A to the Program Report, with such changes, deletions, and insertions as shall be approved by the Authorized Officer and such other supporting documents as may be necessary or appropriate to carry out and comply with the provisions of such Assessment Contract, and upon execution to record such Assessment Contract with the Recorder of Deeds of Ogle County. The execution of such agreements and instruments shall be conclusive evidence of such approval. Prior to execution of any Assessment Contract, the Authorized Officer shall make

the determination set forth in clause (i) below and shall have received evidence of items (ii) through (xi) below, to be documented in a written notification, certified by the property owner, to be filed with the office of the County Clerk:

(i) that the property to be assessed is entirely within the PACE area of the County;

(ii) that there are no delinquent taxes, special assessments or water or sewer charges on the property to be assessed;

(iii) that there are no delinquent assessments on the property under a property assessed clean energy program;

(iv) whether there are any involuntary liens on the property, including, but not limited to, construction or mechanics liens, lis pendens or judgments against the record owner, environmental proceedings, or eminent domain proceedings;

(v) that no notices of default or other evidence of property-based debt delinquency have been recorded and not cured;

(vi) that the record owner is current on all mortgage debt on the property, the record owner has not filed for bankruptcy in the last 2 years, and the property is not an asset in a current bankruptcy proceeding;

(vii) that all work requiring a license under any applicable law to acquire, construct, install, or modify an energy project shall be performed by a licensed contractor that has agreed to adhere to a set of terms and conditions through a process established by the County or the Program Administrator and described in the Program Report;

(viii) the contractor or contractors to be used have signed a written acknowledgement that the County will not authorize final payment to the contractor or contractors until the County has received written confirmation from the record owner that the energy project was properly acquired, constructed, installed or modified and is operating as intended; *provided, however*, that the contractor or contractors retain all legal rights and remedies in the event there is a disagreement with the record owner;

(ix) that the aggregate amount financed or refinanced under one or more assessment contracts does not exceed 25% in relation to the greater of any of the following:

(A) the value of the property as determined by the office of the county assessor; or

(B) the value of the property as determined by an appraisal conducted by a licensed appraiser;

(x) that an evaluation of the existing water or energy use and a modeling of expected monetary savings have been conducted for any proposed energy efficiency improvement (as defined in the PACE Act), renewable energy improvement (as defined in the PACE Act), or water use improvement (as defined in the PACE Act), unless the water use improvement is undertaken to improve water quality in accordance with the procedures set forth in the Program Report; and

(xi) before entering into the Assessment Contract with the County, the record owner shall have provided to the mortgage holders of any existing mortgages encumbering or otherwise securing the property a notice of the record owner's intent to enter into the Assessment Contract with the County, together with the maximum principal amount to be financed or refinanced and the maximum assessment necessary to repay that amount, along with an additional request that the mortgage holders of any existing mortgages consent to the record owner subjecting the property to the PACE Program. Prior to the execution of any Assessment Contract, the County shall have been provided with a copy or other proof of those notices and the written consent of the mortgage holder for the record owner to enter into the Assessment Contract which acknowledges that (a) the existing mortgage or mortgages for which consent was received will be subordinate to the Assessment Contract and the lien created thereby and that the County or, if applicable, its permitted assignee (as defined in the PACE Act) can foreclose the property if the assessments are not paid.

*Section 18. Additional Actions.* The Authorized Officer is hereby authorized:

(i) to approve the form of Program Handbook of the Program Administrator (as defined in the Program Report) setting forth certain additional requirements, procedures, and descriptions relating to the PACE Program and to negotiate, execute, and deliver such other supporting documents as may be necessary or appropriate to implement the PACE Program;

(ii) in connection with the issuance of PACE bonds by the Illinois Finance Authority, a body politic and corporate duly organized and validly existing under and by virtue of the laws of the State (the “*Authority*”), to finance and/or refinance energy projects in accordance with the PACE Act and pursuant to subsection (d) of Section 825-65 of the Illinois Finance Authority Act of the State of Illinois, as amended, to negotiate, execute, and deliver one or more agreements assigning to the Authority an Assessment Contract securing such PACE bonds; and

(iii) to approve changes, updates, amendments, modifications or supplements to the Program Report to the extent such changes, updates, amendments, modifications or supplements comply with the parameters and requirements set forth in the PACE Act.



*Section 19. Enactment.* The provisions of this Ordinance are hereby declared to be separable and if any section, phrase or provision shall for any reason be declared by a court of competent jurisdiction to be invalid or unenforceable, such declaration shall not affect the validity or enforceability of the remainder of the sections, phrases and provisions hereof. All ordinances, orders and resolutions and parts thereof in conflict herewith are to the extent of such conflict hereby repealed, and this Ordinance shall take effect and be in full force immediately upon its adoption.

*Section 20. Severability.* If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance.

*Section 21. Repealer and Effective Date.* All ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed and this Ordinance shall be in full force and effect forthwith upon its adoption.

This Ordinance shall become effective upon its passage and approval.

PASSED by the County Board of The County of Ogle, Illinois, this 20th day of April, 2021.

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Chairman of the County Board, The County of  
Ogle, Illinois

ATTEST:

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County Clerk, The County of Ogle, Illinois

# Exhibit A



## The County of Ogle Program Report



## The County of Ogle Program Report

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### **Program REPORT for Ogle County**

The County of Ogle, Illinois (the “County”) is establishing a property assessed clean energy (“PACE”) program (the “PACE Program”) in which certain commercial property owners (“Record Owners”) can improve their properties by completing Energy Projects, as defined in the Property Assessed Clean Energy Act, 50 ILCS 50/1 et. Seq. (the “PACE Act”). As a result of the PACE Program, Record Owners can receive funding for their respective Energy Projects from qualified Capital Providers (as defined in the PACE Act). In accordance with the PACE Act, the governing body of the County must adopt a resolution or ordinance that meets the requirements of Section 15 of the PACE Act in order to establish the PACE Program, and the resolution or ordinance must contain a reference to the Report described in Section 20 of the PACE Act that details the items required to create and structure the PACE Program. Below are the criteria the Report will need to address to establish the PACE Program.

**(1) A form of assessment contract between the Governmental Unit and Record Owner governing the terms and conditions of financing and assessment under the program; See Exhibit A**

**(2) Identification of one or more officials authorized to enter into an assessment contract on behalf of the Governmental Unit;**

The Ogle County Board will oversee the PACE Program but will delegate daily program administration and initial program set-up of the PACE Program. Through a procurement process, the County has selected The Illinois Energy Conservation Authority NFP (“IECA”) to be its program administrator (the “Program Administrator”) for the PACE Program. The County will form an Oversight Committee of individuals to be the point of contact with the IECA on matters related to the PACE Program and to give authorizations as necessary for the continued operation of the PACE Program in accordance with program guidelines that the Oversight Committee approves (the “Program Guidelines”). Per the resolution or ordinance establishing the PACE Program, the Oversight Committee can issue required authorizations and amendments to the Program Guidelines on behalf of the County.

Program Administrator shall prepare and maintain Program Guidelines, which are the set of guidelines, procedures and descriptions required to implement the PACE Program and for program participants to follow in order to qualify a PACE Project for PACE Financing. The Oversight Committee shall review and approve the Program Guidelines.

The Oversight Committee will delegate all Program Administrator duties and tasks to the IECA. The Oversight Committee will be 1) updated with reports from the Program Administrator as often as requested; 2) approve changes to the Program Guidelines and 3) be the liaison for the IECA to interact with the County as part of the administration of the PACE Program.



The Oversight Committee will delegate to the IECA the Program Administrator duties which include:

- Develop the Program Guidelines
- Approve, document, and execute PACE transactions
- Close PACE transactions
- Operate Website for access to the PACE Program
- Be available to help with issues among Capital Providers, Record Owners, and contractors
- Screen and approve Capital Providers and Registered Contractors
- Reconcile accounts associated with the accounting of the PACE Program and payments

### **(3) Blank**

### **(4) An application process and eligibility requirements for financing or refinancing energy projects under the PACE Program;**

## **Eligibility Requirements**

### **Eligible Properties**

Pursuant to state law, PACE Financing is currently available to Record Owners of any privately-owned commercial, industrial, non-residential agriculture, or multi-family (of 5 or more units) real properties or any property owned by a not-for-profit located within the County, but does not include any real property owned by the County or any other Governmental unit (collectively, “Property”). Examples of qualifying Properties include any office, retail, warehouse, and hospitality located within the PACE Area, as well as not-for-profit community centers and hospitals.

Buildings with multiple Parcel ID/tax keys, such as condominiums, require additional documentation and underwriting protocol. The Assessment Contract will identify each lot, block, tract, and parcel of land against which the PACE Financing will be assessed. The PACE Financing must be tied to a Parcel ID/tax key with sufficient property value to underwrite and justify the Energy Project.

### **Eligible Energy Projects**

The IECA supports the acquisition, construction, installation, or modification of Alternative Energy Improvements, Energy Efficiency Improvements, Renewable Energy Improvements, Resiliency Improvements, and Water Use Improvements (each as defined in the PACE Act and collectively referred to herein as “Energy Projects” affixed to Property located within the PACE Area. An eligible Energy Project must meet the following criteria:

- An assessment of the Energy Project will be required to confirm the proposed Energy Project achieves the standards and requirements set forth in the PACE Act and the Program Guidelines.
- The Energy Projects that include Energy Efficiency Improvements, Renewable Energy Improvements or Water Use Improvement, unless the Water Use Improvement is undertaken to improve water quality, will require an assessment of the energy & water usage baseline and

modeling of the monetary savings expected to accrue following installation of these Energy Projects.

- All fixtures, products, systems, equipment, devices, supplies, and materials included in the Energy Project must be affixed to the real property, and the Record Owner must leave the improvements affixed or attached to the property during the term of the Assessment Contract
- New construction Energy Projects are also eligible, subject to certain project verification requirements
- Examples of eligible Energy Projects include but are not limited to the list below:
  - insulation in walls, roofs, floors, foundations
  - heating and cooling distribution systems
  - energy efficient windows and doors, multi-glazed windows and doors, heat-absorbing or heat-reflective glazed and coated window and door systems, and additional glazing, reductions in glass area, and other window and door systems that reduce energy consumption
  - automated energy or water control systems
  - high efficiency heating, ventilating, or air-conditioning and distribution systems
  - caulking, weather-stripping, and air sealing
  - lighting fixtures
  - energy controls or recovery systems
  - day lighting systems
  - any other fixture, product, system, equipment, device, or material intended as a utility or other cost-savings measure
  - voltage and optimization measures that optimize the voltage at points on the electric distribution voltage system and thereby reduce electricity consumption by electric customers' end use devices
  - Equipment that generates energy from cellulosic conversion
  - Equipment that generates energy from alternative feedstocks
  - battery or electrochemical storage technology for mobile or stationary storage of renewable energy
  - Wind turbines
  - Solar thermal energy system
  - Geothermal energy systems
  - Photovoltaic cells and panels
  - Biodiesel production equipment
  - Equipment that generates electricity from anaerobic digestion of crops and untreated and unadulterated organic waste biomass
  - hydropower that does not involve new construction or significant expansion of hydropower dams
  - Stormwater mitigation infrastructure
  - Backup power generation equipment

- Storm/wind hardening measures

## Energy Project Assessment Requirements

All Energy Projects are required to prepare an assessment of the characteristics and anticipated performance of the proposed Energy Project to confirm the proposed Energy Projects is eligible for PACE Financing through the PACE Program. Energy assessments containing a modeling of the monetary savings will be conducted by a qualified engineer or contractor for Energy Projects that include Energy Efficiency Improvements, Renewable Energy Improvements or Water Use Improvement, unless the Water Use Improvement is undertaken to improve water quality, in accordance to requirements set forth in the Program Guidelines. Energy Projects that include a Resiliency Improvement, an Alternative Energy Improvement and/or a Water Use Improvement to improve water quality shall obtain an assessment of characteristics and validation of the proposed Energy Project prepared by a qualified professional or contractor, in accordance with the Program Guidelines.

## PACE Financing Application Process

The Program Administrator will oversee the PACE Financing application process to ensure that PACE Financings comply with eligibility requirements as defined in the PACE Act, enabling resolution or ordinance adopted by the governing body, and Program Guidelines.



1. Pre-Application. Applicant will use the IECA online portal to obtain an initial determination of eligibility for the property to be improved and if the Applicant meets the qualifications for the PACE Program. Once Applicant has qualified, it shall be referred to as the "Record Owner". The Pre-Application will determine whether the Property is located within a PACE Area and is an



Eligible Property. Program Administrator will notify Applicant whether the Property and Applicant satisfy the pre-application eligibility requirements. Program Administrator will also notify Record Owner of all PACE Program eligibility requirements that need to be confirmed during the remainder of the application process.

2. Project Development:
  - a. Energy Project assessment - Applicant will select a qualified and approved professional, as defined in the Program Guidelines, who will evaluate the proposed Energy Project and prepare a qualified assessment;
  - b. Project Definition – Applicant will select one or more Contractors and will work with the Energy Project assessment provider and Contractor to select the scope of work that will be included in the Energy Project;
  - c. Capital Provider Selection – Applicant will either choose or request financing quotes from one or more Capital Providers and will select a Capital Provider; and
  - d. Applicant and the selected Capital Provider, and if requested the Program Administrator, will contact all lenders with existing mortgage liens against the Property to request acknowledgment of the Mortgage Lender Consent requirement for PACE Financing.
3. Final Application – Applicant will complete and submit a final application on the IECA online portal by uploading all documents, including those listed below, that are required to support the Final Application. Certain documents may not be available when submitting the Final Application and the Program Administrator may establish satisfactory submission of these documents as conditions to be satisfied prior to closing of the financing.:
  - a. Signed installation contracts for all components of the Energy Project;
  - b. Energy Project assessment by the approved provider who completed the assessment;
  - c. Most recent mortgage loan statement for all outstanding mortgages against the Property;
  - d. Executed Mortgage Lender Consent forms for all lenders of record;
  - e. Current Assessor property tax value or a property appraisal by a licensed appraiser, prepared in accordance with the PACE Act and Program Guidelines. As-complete property appraisal values can be used for new construction properties or properties undergoing significant renovation. ;
  - f. Title Report issued not more than 30 days prior to the closing date;
  - g. Substantially final Assessment Contract; and
  - h. Documentation of sources and uses for PACE Financing and the Energy Project.
4. Financing Approval - Program Administrator will review the Final Application and all supporting documents. The Program Administrator will confirm:
  - a. The Final Application is complete and has been properly executed;
  - b. All required supporting documents have been submitted;
  - c. Property is located in a PACE Area and is an eligible Property;
  - d. Record Owner is the titleholder or owner of the beneficial interest in the Property that qualifies for PACE Financing;

- e. The amount of the PACE Financing is not more than 25 percent of the 1) value of the property as determined by the office of the County Assessor or 2) the value of the property as determined by an appraisal conducted by a licensed appraiser and in accordance with the PACE Act and Program Guidelines,;
  - f. Executed Mortgage Lender Consent forms have been received for all mortgages of record;
  - g. Minimum PACE assessment is initially set at \$50,000 (subject to change). Lower amount on a case by case basis.
  - h. The repayment term of the PACE Financing is not more than the expected useful life of the Project, and if more than one component, then the expected useful life of the component of the Energy Project with the longest expected useful life;
  - i. All submitted Energy Project assessments were completed by an approved professional who holds the applicable professional credentials, as defined in the Program Guidelines.
  - j. All requested uses of funds for the PACE Financing are approved uses of PACE Financing funds;
  - k. There are no delinquent taxes, special assessments, or water or sewer charges on the Property;
  - l. There are no delinquent assessments on the Property under a PACE Program
  - m. The Record Owner has disclosed any and all involuntary liens on the Property, including, but not limited to, construction or mechanics liens, lis pendens or judgments against the Record Owner, environmental proceedings, or eminent domain proceedings;
  - n. There are no notices of default or other evidence of property-based debt delinquency have been recorded against the Property and not cured;
  - o. Record Owner has represented that it is current on all mortgage debt on the Property; and
  - p. Record Owner has represented it (and its owner(s), if applicable) has not filed for bankruptcy in the last 2 years, and the Property is not an asset to a current bankruptcy proceeding.
5. If the Final Application and supporting documents are complete and satisfy all PACE Program requirements, Program Administrator will notify Applicant of Financing Approval. If the Final Application and/or supporting documents are incomplete or demonstrate that the Energy Project and/or Applicant do not meet PACE Program requirements, Program Administrator will promptly notify Applicant of the deficiency and provide Applicant with an opportunity to cure any deficiencies.
6. Close Financing – Upon receipt of notification of Financing Approval from the Program Administrator, Record Owner and Capital Provider will close the financing and execute the Assessment Contract with the Assessment Contract subsequently recorded with the County. At the time of closing, Capital Provider will fund the full financed amount under the Assessment Contract through purchase of the related bond or as consideration for an assignment of the

related Assessment Contract, as applicable. If the Energy Project is not complete at the time of funding, the PACE Financing will fund into an escrow arrangement agreed between Record Owner, Capital Provider and an escrowee.

7. Energy Project Implementation –Record Owner notifies Contractor that construction on the Energy Project may begin. Record Owner and Capital Provider will submit to Program Administrator for approval a request to draw PACE Financing proceeds for the Project. Upon approval by the Program Administrator to verify that the request is for pre-approved PACE eligible expenses for the Energy Project, the Record Owner and Capital Provider may proceed to release financing draw funds to Contractor per the terms of the draw schedule agreed to by Record Owner and the Capital Provider. Requests for draws must be accompanied by documentation satisfactory to the Program Administrator and if applicable, completion certificates signed by Contractor and Record Owner. Any change orders during the course of a project may require additional review by the Program Administrator and will be addressed in accordance with requirements in Program Guidelines.
8. Completion – Final payment of the PACE Financing funds cannot be released until the Record Owner and contractor sign a final Completion Certificate and submit it to the Program Administrator on behalf of the Governmental Unit. The Completion Certificate will acknowledge that all contracted work has been completed per the contract. The Completion Certificate will further acknowledge that the Energy Project was properly acquired, constructed, installed, or modified, and is operating as intended. The Completion Certificate will further acknowledge that the County has complied with all requirements of Section 25 of the PACE Act.

**(5) A method for determining interest rates on amounts financed or refinanced under assessment contracts, repayment periods, and the maximum amount of an assessment, if any;**

The IECA will operate an “Open Market” PACE Program whereby Record Owners have the flexibility to select their preferred Capital Provider for an Energy Project on their eligible Property. The open market model gives Record Owners access to a range of Capital Providers who offer competitive rates and financing terms and conditions. Public funds are not anticipated to be made available for funding Energy Projects, though the County is not prohibited from participating as a Capital Provider. No exclusivity will be provided to Capital Providers, and the Applicants will retain the right to choose the type and provider of financing that works best for their business needs.

Any financing source interested in offering PACE Financing must qualify as a Capital Provider to participate in the PACE Program. The process for becoming a qualified Capital Provider is as follows:

1. The interested Capital Providers must register with the PACE Program and meet the requirements set forth in the Program Guidelines.
2. Upon approval by the Program Administrator and execution of a PACE Capital Provider Agreement, the Capital Provider will be considered a “PACE Capital Provider.” PACE Capital Providers will be listed on the PACE Program’s website. PACE Capital Providers will receive



information from the Program Administrator regarding financing opportunities as well as pertinent developments related to the PACE Program.

3. Applicants may also pre-select their preferred lenders prior to the lender registering with the PACE Program. Prior to the closing of the applicable PACE Financing, however, the lender must become a PACE Capital Provider as outlined above.

The information provided by Capital Providers will be used to link Capital Providers, project developers, energy service companies, installers and contractors, energy auditors, engineering firms, utility companies, Record Owners, and others to develop and fund qualified Energy Projects.

The County reserves the right to rescind the “Capital Provider” status of any lender or Capital Provider according to the terms of the Capital Provider Agreement.

**(6) An explanation of how assessments will be made and collected;**

The attached Assessment Contract will be the contract between the Record Owner and the County in order to place the PACE assessment on the property. When the PACE transaction closes, the Assessment Contract will be recorded at the County Recorder’s office. The date the PACE assessment will be added to the tax roll will depend on when in the calendar year the PACE transaction closes and the tax season schedules for the County Treasurer’s office. PACE payments will be added to the real estate tax bill for the Property as a special assessment with its own separate line item. Payments will be due when general real estate taxes are due which are approximately [INSERT Tax Due Date 1] and [INSERT Tax Due Date 2] of the calendar year. The bi-annual PACE assessment payments will be equal payments and will be collected by the County Treasurer’s office subject to the same processes and remedies as general real estate taxes. The Program Administrator, in conjunction with the County Treasurer’s office, will reconcile the PACE assessment payment and send the payment to the PACE Capital Provider through the Program Administrator or a Trustee/Paying Agent approximately 30 days from when the County Treasurer’s office receives the payment. Any late fees and default interest, as calculated pursuant to state law, on the PACE assessment portion (not including the ad valorem) will be paid to the Capital Provider.

**(7) A plan to finance the PACE Program pursuant to the issuance of PACE bonds under or in accordance with Section 35 of the PACE Act.**

Public funds will not be used for the PACE Program unless authorized by the County. The PACE Program will operate as an open market PACE Program so it will be necessary for the PACE Program to have qualified and experienced Capital Providers and a documentation mechanism to fund the PACE Program. The County has options as to the debt instrument and documentation mechanism as it relates to bonds, notes, and or assignments. The County has the option to allow the bonding through a PACE bond conduit or the County can bond itself.



**(8) Information regarding all of the following, to the extent known, or procedures to determine the following in the future:**

*(A) Any revenue source or reserve fund or funds to be used as security for PACE bonds described in paragraph (7);*

Revenue sources or reserve funds will not be used.

*(B) Any application, administration, or other PACE Program fees to be charged to Record Owners participating in the PACE Program that will be used to finance all or a portion of costs incurred by the County as a result of the PACE Program;*

The Record Owner will be charged an application fee, cost of issuance fees & closing costs associated with the closing of a PACE transaction, interest on the funds financed by the PACE Capital Provider, and servicing fees for the on-going monitoring and collection of the PACE Assessment. Details of these costs will be in the Program Guidelines.

Application Fee

- For the initial application review to check eligibility a nominal application fee will be charged to the Record Owner. The fee that is paid is non-refundable, but will be credited to the Program Fee required at the time of closing.

At Closing/Cost of Issuance

- County Fee – Based on a percentage of the overall PACE Financing amount or a set amount for participation in the PACE Program
- Program Administration Fee – Based on a percentage of the overall PACE Financing amount or a set amount for work associated with the administration of the PACE Program
- Closing Costs - Can include title reports, credit checks, owner's legal, Trustee fees, recording charges, and third-party reports such as the Energy Project assessments, appraisal reports, and environmental reports. Some fees may not apply depending on transaction scope and owner's availability to provide certain due diligence reports
- Closing Cost Bond Counsel – Based on a percentage of the overall PACE Financing amount or a set amount for the closing and issuance of the bond

Elective/Discretionary

- Capital Provider Fee - If applicable, an origination fee charged Record Owner from Capital Provider
- Closing Cost Bond Issuer – If applicable, a fee charged by a bond issuer such as the Illinois Finance Authority for the closing and issuance of the bond
- Debt Service Reserve – If applicable, a reserve required by Capital Provider
- Escrow Fees for the funding of the improvements, if necessary

#### Servicing (on-going)

- County Treasurer – Based on a percentage of the overall PACE debt service payment or a set amount for the collection and processing of the PACE Assessment from the real estate tax bill
- Program Administration Maintenance Fee - Based on a percentage of the overall PACE debt service payment or a set amount for the collection and processing of the PACE Assessment from the real estate tax bill and for the reporting and payment reconciliation to the County/Trustee.

Capital Providers may be charged a fee to participate in the PACE Program.

**(9) A requirement that the term of an assessment not exceed the useful life of the energy project financed or refinanced under an assessment contract; provided that an assessment contract financing or refinancing multiple energy projects with varying lengths of useful life may have a terms that is calculated in accordance with the principles established by the program report.;**

The repayment term of a PACE Financing shall not exceed the expected life of the proposed Energy Project as described in the Energy assessment. For Energy Projects that include multiple improvements, the term of a PACE Financing may not be greater than the improvement with the longest expected useful life. The measure with the longest expected useful life must be a substantial portion of the Energy Project, subject to the Program Administrator's review and approval. In no case shall the term of an assessment contract exceed 40 years.

**(10) A requirement for an appropriate ratio of the amount of the assessment to the greater of the value of the property as determined by the office of the county assessor or the value of the property as determined by an appraisal conducted by a licensed appraiser;**

- Pursuant to the PACE Act, the principal amount of the PACE Financing may not exceed 25 percent of the value of the Property
- Recommend that the PACE Financing plus the outstanding principal on all mortgage liens secured by the property shall not exceed 100% percent of the Property value, unless otherwise approved by the Program Administrator. For example, a commercial building with an assessed or appraised value of \$1,000,000 that requests a \$250,000 PACE Financing must have total outstanding mortgage loan balance(s) as of closing of the PACE Financing that are not greater than \$750,000. *Capital Providers may have additional limits based on their underwriting criteria*
- Pursuant to the PACE Act, property value will be determined by either the assessed value from the county assessor's office or alternatively Record Owners may supply an appraisal prepared by an independent licensed real estate appraisal firm. Record Owners of not-for-profit properties must provide an appraisal, as described above.

**(11) A requirement that the Record Owner of Property subject to a mortgage obtain written consent from the mortgage holder before participating in the PACE Program;**

Applicants must provide notice to all existing mortgage lenders of Applicant's intent to enter into a PACE Assessment Contract with the County, which will encumber the Property. Applicant's notice must state the maximum principal amount to be secured by the Assessment Contract, as well as the maximum annual amount to be repaid via the Assessment Contract (assuming there is no default).

Applicant must provide the written consent of the existing mortgage lender(s) of record on the Property prior to Final Application approval by the Program Administrator. The Mortgage Lender Consent must acknowledge the following:

1. The PACE assessment will be part of the general real estate tax bill and therefore the annual payment will have priority to the Mortgage Lender's existing lien.
2. The County, or its assignee, will have the same rights and remedies under the Property Tax Code which could ultimately lead to the foreclosure of the lien on the Property pursuant to tax law if the assessment is not paid. The County is not required to purchase outstanding delinquent PACE liens.
3. The maximum principal amount to be secured by the Assessment Contract.
4. The maximum annual amount to be repaid via the Assessment Contract (assuming there is no default).
5. The levy of the PACE Assessment will not trigger an event of default or the exercise of any remedies under the mortgage loan document or other security agreement held by the lienholder.

The purpose of the Mortgage Lender Consent is to:

- Provide notice to the mortgage holder that the Applicant is proposing the Property participate in the PACE Program, and obtain the mortgage holder's consent to such participation
- Receive confirmation from the Mortgage Lender that the levy of the PACE Financing, pursuant to the Assessment Contract, will not trigger an event of default allowing the Mortgage Lender to exercise any remedies under the mortgage loan documents or other security documents held by the lienholder
- Advise the mortgage holder or lienholder that the PACE Financing will be repaid in Installments collected pursuant to the terms of the Assessment Contract subject to the same penalties, remedies and lien priorities as a special assessment





#### **(12) Provisions for marketing and participant education;**

IECA will conduct outreach to organizations that have existing relationships with owners such as IREM, BOMA, ICSC, as well as general business advocacy groups such as the local Chambers of Commerce. Contractors, project developers, and Energy Project assessment firms are also effective channel partners to engage and educate about the PACE Program.

IECA will also develop a website on behalf of the County that will have essential information regarding the PACE Program, benefits, and downloadable marketing materials as well as social media feeds and pages. Separately, there will be a web portal powered by Slipstream (formerly WECC) that will process project applications.

The IECA team has a variety of marketing materials that are ready to be adapted to the County and are tailored to both general audiences and specific stakeholders. The IECA team will provide training and education through in person seminars, workshops, webinars and web-based classes as appropriate.

#### **(13) [Blank]**

#### **(14) Quality assurance and antifraud measures.**

The Program Administrator will conduct quality assurance for PACE Financings and will enforce antifraud measures in order to ensure that PACE Financings adhere to the requirements stated in the Program Guidelines, as well as requirements enacted by applicable legislation and ordinances. Quality assurance protocols and antifraud measures serve to create safeguards that promote the quality and performance of Energy Projects and the corresponding PACE Financings completed through the PACE Program.

Protocols will assure that buildings improved through the PACE Program meet the property eligibility requirements established in statute and in the Program Guidelines. Measures will also verify that Applicants are eligible Record Owners that are in good standing according to state statute and the Program Guidelines.

Recognizing the public benefit of the clean energy projects, as well as the expected monetary benefits of the Energy Projects that accrue to Record Owners, Program Administrator will apply quality assurance and antifraud measures that promote high quality design and installation of Energy Projects. Quality assurance of Energy Projects will address the Energy Project assessment, the installation contractor and the disbursement of final payments to installation contractors and will be designed to reduce the risk of low-quality installations.

The Program Administrator will qualify Registered Contractors who apply to complete Energy Projects in the PACE Program to ensure they are licensed and meet PACE Program requirements. Additionally,





the Program Administrator will qualify and provide oversight of PACE Capital Providers who intend to finance PACE Projects.

The Program Guidelines will define the processes that the Program Administrator will implement to ensure that PACE Financings comply with applicable statutory and PACE Program requirements regarding the terms of PACE Financings, the relationships between the amount of the Financing and the value of the Eligible Property, the appropriate consent of mortgage lienholders subject to a PACE Financing, and other required PACE Program requirements.

The Program Administrator will implement quality assurance and antifraud measures as described in this section; however it is understood that the County intends to implement an open-market PACE Program and that the Record Owner and all providers of goods and services for a PACE Project retain responsibility for operating ethically and assuring the satisfactory implementation of the PACE Project.

The Oversight Committee and Program Administrator may revise and update the quality assurance and antifraud protocols and procedures from time to time.



## **Exhibit A**

### **Form of Assessment Contract**

# **Exhibit B**

## **PROGRAM DEVELOPMENT AND ADMINISTRATIVE SERVICES AGREEMENT**

**BETWEEN**

**THE COUNTY OF OGLE, ILLINOIS AND  
THE ILLINOIS ENERGY CONSERVATION  
AUTHORITY NFP**

Dated as of

**APRIL 20, 2021**

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## **EXHIBITS**

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Exhibit B	Administration Services
Exhibit C	Supplemental Services

## PROGRAM DEVELOPMENT AND ADMINISTRATIVE SERVICES AGREEMENT

This PROGRAM DEVELOPMENT AND ADMINISTRATIVE SERVICES AGREEMENT (as amended, modified or supplemented from time to time, this "**Agreement**") is entered into as of April 20, 2021 (the "**Effective Date**") between The County of Ogle (the "**County**"), and The Illinois Energy Conservation Authority NFP, an Illinois not for profit corporation ("**IECA**"), as administrator (in such capacity, the "**Administrator**").

### RECITALS

A. The County desires to adopt a resolution (the "**Resolution**") authorizing the County to create and administer the Ogle County Property Assessed Clean Energy (PACE) Program (the "**Program**") in compliance with Illinois Public Act 100-0077, the Illinois Property Assessed Clean Energy Act (50 ILCS 50) for the qualification, approval, granting, administration and collection of Program loans;

B. The County wishes to contract with a Person (1) to work with the County to develop the Program terms and documents and (2) to act as the program administrator for the Program (the period during which the program terms and documents are being developed shall be referred to herein as "**Phase I**", and the period during which the Program shall operate shall be referred to herein as "**Phase 2**");

C. Administrator is a nonprofit corporation formed to act as a program administrator that will contract with various entities with experience in energy efficiency and PACE (as defined below) programs to assist in the offering of program administration services, and its contractors have experience in energy efficiency financing programs; and

D. The County desires to retain the services of IECA to develop the terms and documentation of the Program during Phase I pursuant to the terms set forth herein and act as administrator for the Program as set forth herein in an amended and restated version of this Agreement during Phase 2.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

### AGREEMENT

Capitalized terms used and not otherwise defined herein shall have the meaning set forth in Exhibit A.

#### ARTICLE 1 ADMINISTRATOR SERVICES

**1.1 Engagement of Administrator; Term.** On the terms and conditions set forth in this Agreement, the County hereby engages Administrator to develop and the PACE Program Manual (and, after approval by the Ogle County Board, eventually perform) the Services for the Program for Eligible Properties (as defined in Exhibit A). Performance of the Services shall

commence on the Effective Date and shall continue for a period of five (5) calendar years (the "*Term*").

**1.2 Acceptance by Administrator.** Administrator accepts the engagement referred to in Section 1.1 and agrees to perform the Services for the County.

**1.3 Program Administration Services.** The "*Administration Services*" shall consist of the Program administration services set forth in Exhibit B. In addition, the Administrator shall maintain complete and adequate books and records of all documents (including any originals thereof) related to the operation of the Program during the Term.

**1.4 Supplemental Services.** Administrator may perform the "*Supplemental Services*" set forth in Exhibit C. The Administrator may provide the Supplemental Services, Administrator shall submit to the County, draft Program documentation to describe the Supplemental Service and any supplemental fee to be paid to the Administrator therefor (the "*Supplemental Documentation*"). If the County accepts the proposed Supplemental Documentation and notifies the Administrator of its acceptance of the Administrator's provision of the Supplemental Service(s) in writing, then the Supplemental Documentation shall become part of the Program Documents and the Administrator may charge for such Supplemental Service(s).

**1.5 The Services.** The Administration Services, any Supplemental Services approved pursuant to Section 1.4 and any Non-Agreed Services under Section 1.6, performed by the Administrator under this Agreement shall together be the "*Services*".

**1.6 Acknowledgment of Program Development and Set-up Services.** The County acknowledges that Administrator has heretofore performed certain Program development and set-up services and expended considerable resources for which Administrator is not seeking direct cost recovery.

**1.7 Standard of Performance.** (a) The Administrator shall perform the Services in material compliance with the standards of care and performance set forth in this Section 1.7. The Administrator shall perform the Services in accordance with the terms of this Agreement, the terms and requirements of the Program Documents and Applicable Laws and consistent with professional standards for services of this kind. The parties hereto agree that in connection with the specification of the Services to be performed during Phase 2, the parties will negotiate additional protective language consistent with agreements for services.

(b) The Administrator may engage Subcontractors as reasonably believed by the Administrator to be necessary or desirable to perform the Services; provided that (i) the fees of such Subcontractors shall be paid by the Administrator; and (ii) the Administrator shall at all times be responsible for the performance of all Services, whether performed by Administrator or its Subcontractor. With respect to the selection of any Subcontractor for the performance of any of the Services, the Administrator shall exercise reasonable care to select reasonably well-qualified Subcontractors based on their experience, availability, reputation and creditworthiness and shall supervise and monitor such Subcontractors' performance of such delegated activity or duty in accordance with the terms of this Agreement and Applicable Laws.

(c) The Administrator agrees to comply in all material respects with all applicable Illinois and federal laws in the performance of its duties under this Agreement.

**1.8 Audit.** The Administrator agrees that the County shall have the right to conduct an audit of the Administrator's books and records maintained related to the Program reflecting the financial, compliance and performance information of the Program, provided that the County shall be responsible for all costs related to engaging any outside auditors, and shall be limited to conducting only one (1) audit per calendar year. The County shall provide the Administrator with no less than five (5) Business Days' advance written notice. Such audit shall be conducted at the expense of the County, during the Administrator's normal business hours, and so as to minimize the disruption of the Administrator's business, including the operation of the Program. The County agrees to provide the Administrator with a draft report of the findings from the audit at least ten (10) Business Days prior to its planned release or publication in order to provide the Administrator with the right to respond to any findings therein.

**1.9 Insurance.** The Administrator shall maintain, at all times, during the Term the following insurance, and shall deliver ACORD certificates to the County evidencing the same is in force.

(a) Commercial General Liability insurance with a minimum coverage of \$2,000,000 per occurrence, \$2,000,000 aggregate;

(b) Employer's Liability insurance with a minimum coverage of \$1,000,000 per occurrence, and \$1,000,000 in the aggregate;

(c) Automobile Liability insurance with a minimum coverage of \$1,000,000;

(d) Professional Errors and Omissions insurance with a minimum coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate;

(e) Personal and Advertising Injury insurance with a minimum coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate;

(f) Medical expense insurance with a minimum coverage of \$5,000 per employee;

(g) Umbrella insurance with a minimum coverage of \$1,000,000 (including retention for self-insured hazards in an amount of \$1,000,000); and

(h) Workers' Compensation and Employer's Liability insurance in the event the Administrator has any employees.

**1.10 Exclusions.** Nothing in the Agreement, including Exhibit B or Exhibit C, will imply any duty of the Administrator under any circumstances to expend its own funds in payment of the County's expenses, except as expressly provided herein.



## **ARTICLE 2 COUNTY OBLIGATIONS.**

**2.1 County Obligations.** The County shall perform the following obligations:

(a) **Duty to Cooperate.** The County shall cooperate in good faith with the Administrator in taking all actions reasonably requested by the Administrator and providing any documentation as required in connection with the Administrator's performance of the Services and its other obligations hereunder by, without limitation, supporting the Administrator's efforts to develop the Program Manual and the other Program Documents.

(b) **Agreement to Negotiate.** The County agrees to negotiate in good faith the terms of the duties of the Administrator with respect to the Program within the initial Term.

**2.2 Exclusivity.** The County shall not contract with any third party to perform the Services, including any Supplemental Services, or to operate the Program during the Term, without the Administrator's express written consent.

## **ARTICLE 3 ADMINISTRATION FEES**

**3.1 Administration Fees.** The Administrator shall be compensated for its performance of the Administration Services by collecting and retaining the fees and charges from applicants and owners of Eligible Properties with a completed Project thereon including the following (collectively, the "*Administration Fees*"). The parties hereto agree that the fees to be paid the Administrator, including for any supplemental services provided by the Administrator for services requested by the County after the date hereof, shall be negotiated by the parties.

## **ARTICLE 4 TERMINATION**

**4.1 Administrator Events of Default.**

(a) The County may terminate this Agreement immediately upon written notice to the Administrator in the event of any of the following events of default by the Administrator:

(i) an Insolvency Event occurs with respect to the Administrator and remains undismissed or unstayed for a period of sixty (60) days; or

(ii) the Administrator violates in any material respect any of the provisions of this Agreement, which violation remains uncured for thirty (30) days following the Administrator's receipt of written notice thereof from the County; provided that, if such violation is capable of cure and the Administrator is diligently attempting to cure such violation, the Administrator's opportunity to cure shall be extended for so long as is reasonably necessary to cure such violation (not to exceed one hundred eighty (180) days after the original notice from the County); or

(iii) a representation made by the Administrator in or pursuant to this Agreement is proven to have been false or misleading in any material respect as of the date on which it was made and (A) has not been cured within thirty (30) days following the Administrator's receipt of written notice thereof from the County or (B) is not capable of being cured; or

(iv) the Administrator assigns or transfers this Agreement or any right or interest herein except in accordance with Section 9.4; or

(v) the Administrator engages in any act of bad faith, fraud, gross negligence or willful misconduct with regard to, or in the performance of its obligations under, this Agreement.

(b) **County Remedies.** The County shall promptly (no later than thirty (30) days) notify the Administrator in writing upon the occurrence of any of the events set forth in Section 4.1(a). Upon termination of this Agreement for any of the reasons set forth in Section 4.1(a): (i) the County may instruct the Administrator to immediately discontinue the Services, (ii) the Administrator shall be entitled to all undisputed amounts due to the Administrator under this Agreement and not yet paid as of the date of termination (whether or not invoiced) and (iii) the Administrator shall pay the County for any amounts due to the County under this Agreement and not yet paid as of the date of termination (whether or not invoiced). Other than the remedies described in this Section 4.1(b) and the Administrator's obligations under Section 4.5, the Administrator shall have no other or further liability to the County resulting from termination of this Agreement pursuant to this Section 4.1.

## **4.2 County Events of Default.**

(a) The Administrator may terminate this Agreement immediately upon written notice to the County in the event of any of the following events of default by the County:

(i) The County violates in any material respect any of the provisions of this Agreement not otherwise set forth in this Section 4.2(a), which violation remains uncured for thirty (30) days following the County's receipt of written notice thereof from the Administrator; provided that, if such violation is capable of cure and the County is diligently attempting to cure such violation, the County's opportunity to cure shall be extended for so long as is reasonably necessary to cure such violation (not to exceed one hundred eighty (180) days after the original notice from the Administrator); or

(ii) a representation made by the County in or pursuant to this Agreement is proven to have been false or misleading in any material respect as of the date on which it was made and (A) has not been cured within thirty (30) days following the County's receipt of written notice thereof from the Administrator or (B) is not capable of being cured; or

(iii) The County assigns or transfers this Agreement or any right or interest herein except in accordance with Section 9.4.

(b) **Administrator Remedies.** The Administrator shall promptly notify the County in writing upon the occurrence of any of the events set forth in Section 4.2(a). Upon termination of this Agreement for any of the reasons set forth in this Section 4.2, (i) the Administrator may immediately discontinue the Services, (ii) the Administrator shall be entitled to all undisputed amounts due to the Administrator under this Agreement and not yet paid as of the date of termination (whether or not invoiced) and the County shall pay, or cause to be paid, any fees or expenses associated with the cessation of services and the performance of the Administrator's obligations under Section 4.5 and (iii) the Administrator shall pay the County for any amounts due to the County under this Agreement and not yet paid as of the date of termination (whether or not invoiced).

#### **4.3 Termination for Force Majeure.**

Either Party may terminate this Agreement if the other Party (i) gives notice of a Force Majeure Event pursuant to Section 7.1 and (ii) fails to give notice of cessation of the Force Majeure Event pursuant to Section 7.2(ii) within ninety (90) days thereafter.

#### **4.4 Effect of Termination.**

(a) **Termination Notice.** A Party terminating this Agreement pursuant to this Article 4 shall deliver to the other Party a written notice of termination to that effect (the "**Termination Notice**"), which shall specify in reasonable detail the circumstances giving rise to the Termination Notice. Except to the extent otherwise provided herein, this Agreement shall terminate on the date specified in the Termination Notice, which date shall not be earlier than the date upon which the applicable Party is entitled to effect such termination as provided above.

(b) **No Prejudice.** Termination of this Agreement shall not affect any rights or obligations as between the Parties which may have accrued prior to such termination. In addition, termination of this Agreement for any reason shall be without prejudice to Administrator's right to receive a proportional amount of the Administration Fees as of the date of termination and without prejudice to any Eligible Participant or other parties to a PACE transaction. The remedies provided for in this Agreement shall be the sole and exclusive remedies for any breach of this Agreement or any indemnification provided for herein, provided that each Party shall be entitled to specifically enforce this Agreement.

#### **4.5 Administrator Obligations after Termination.**

(a) **Final Accounting.** Upon termination of this Agreement for any reason, the Administrator shall deliver or cause to be delivered to the County all books, records, contracts, plans, specifications, reports, studies, leases, rent rolls, receipts for deposits, unpaid bills, and other papers, materials, supplies, documents or properties (including information stored in a computer) which are in the Administrator's possession or control and which relate to the Program or the Services.

(b) Consult with the County. For a period of sixty (60) days after termination of this Agreement, the Administrator shall make one representative available to the County and/or a successor administrator for up to twenty-five (25) man-hours, during normal business hours, to consult with and advise the County and/or such successor administrator regarding the performance of the Services pursuant to this Agreement in order to ensure an orderly transition between administrative teams. The Administrator shall be entitled to compensation for such services at its then current hourly rates unless this Agreement is terminated as a result of any default by the Administrator.

**4.6 Survival.** The provisions of Sections 4.1(b), 4.4, 4.5, 4.6, 9.1, 9.3, 9.7, 9.8, 9.9, 9.10, 9.11, 9.12, 9.13, 9.15, 9.16 and Article 5 and Article 6 shall survive termination of this Agreement.

## **ARTICLE 5 INDEMNIFICATIONS**

**5.1 Indemnification.** The Administrator shall indemnify and hold harmless the County, its agents, officials, and employees, from and against all injuries, losses, claims, suits, costs and expenses which may accrue against the County as a consequence of entering into this Agreement. The Administrator agrees to save, hold harmless, defend and indemnify the County and its officers, agents, and employees, from any and all liability or loss incurred by the County resulting from the Administrator's noncompliance with any laws or regulations of the County or the State of Illinois and/or the Administrator's violation of any of the terms and conditions of this Agreement, and from the Administrator's gross negligence or willful misconduct arising from, in any manner and in any way connected with, the terms and conditions of this Agreement and arising from the Administrator's performance thereunder, except to the extent that such liability or loss is caused by the gross negligence, fraud or willful misconduct on the part of the County or its officers, agents, and employees. The County, to the extent permitted by law, agrees to save, hold harmless, defend and indemnify the Administrator and its officers, agents, and employees, from any and all liability or loss incurred by the Administrator resulting from the County's noncompliance with any laws or regulations of the County or the State of Illinois and/or the County's violation of any of the terms and conditions of this Agreement, and from the County's gross negligence or willful misconduct arising from, in any manner and in any way connected with, the terms and conditions of this Agreement and arising from the County's performance thereunder, except to the extent that such liability or loss is caused by the gross negligence, fraud or willful misconduct on the part of the Administrator or its officers, agents, and employees.

## **ARTICLE 6 LIMITATIONS OF LIABILITY**

**6.1 General Limitation.** The Administrator shall only be liable for its express duties hereunder, and the Administrator shall have no implied duties hereunder.

**6.2 Damages Limited.** Except in the case of fraud, willful misconduct, gross negligence or indemnity claims by an Indemnified Party on account of third party claims against such Indemnified Party, neither Party shall be liable for any consequential, moral (i.e., pain and suffering), exemplary, indirect or incidental losses or damages whatsoever, or for any loss of use,

loss of production, cost of capital, loss of goodwill, loss of opportunity, loss of revenues or profit or the loss of use thereof, or damage to or loss of any property or equipment, whether based in contract, in tort (including negligence and strict liability) or on any other legal or equitable theory. Except as expressly provided in Article 4, Article 5 or this Article 6, neither Party shall be liable for any damages arising out of, or related to, directly or indirectly, this Agreement or the performance, non-performance or breach hereof, whether based in contract, in tort (including negligence and strict liability) or on any other legal or equitable theory.

## **ARTICLE 7 FORCE MAJEURE EVENTS**

**7.1 Notice of Force Majeure Event.** A Party claiming a Force Majeure Event shall notify the other Party in writing of any delay or anticipated delay in the claiming Party's performance of this Agreement due to such Force Majeure Event, and such notice shall include a description of the event and anticipated length of the delay. The claiming Party shall deliver such notice as soon as practicable.

**7.2 Effect of Force Majeure Event.** The claiming Party shall be excused from the performance of its obligations under this Agreement to the extent that the claiming Party is prevented from performing such obligations by reason of the occurrence of a Force Majeure Event, provided that (a) the suspension of performance shall be of no greater scope and of no longer duration than is reasonably required by the Force Majeure Event, (b) no liability of either Party which arose before the occurrence of the Force Majeure Event causing the suspension of performance shall be excused as a result of such occurrence, and (c) the Administrator shall use commercially reasonable efforts to mitigate its costs after receiving notice that the Subcontractors have been affected by Force Majeure. The claiming Party (i) shall exercise commercially reasonable efforts to minimize and mitigate the effects of any Force Majeure Event; and (ii) provide prompt notice to the other Party of the cessation of the event or condition giving rise to its excuse from performance.

## **ARTICLE 8 REPRESENTATIONS AND WARRANTIES**

**8.1 Representations and Warranties of the County.** The County hereby represents and warrants as follows on the Effective Date:

(a) The County is duly organized, and validly existing, and in good standing under the laws of the State of Illinois, and has the full power to operate the Program.

(b) The execution, delivery and performance by the County of this Agreement will not violate or conflict with any Applicable Law or any covenant, agreement or understanding to which it is a party or by which it or any of its properties or assets is bound or affected, or its organizational documents.

(c) There are no actions, suits, proceedings, patent or license infringements or investigations pending or, to the County's actual knowledge, threatened against it or involving the Program before any court or arbitrator that individually or in the aggregate could reasonably be expected to result in any materially adverse effect on the business,

properties or assets or the condition, financial or otherwise, of the County or in any material impairment of the County's ability to perform its obligations under this Agreement.

(d) This Agreement has been duly authorized, executed and delivered by or on behalf of the County and is, upon execution and delivery by each of the Parties hereto, the legal, valid and binding obligation of the County, enforceable against the County in accordance with its terms, except as such enforceability may be limited by applicable bankruptcy, insolvency or similar laws affecting creditors' rights generally and by general equitable principles.

(e) Neither the execution nor delivery by the County of this Agreement requires the consent or approval of, or the giving of notice to or registration with, or the taking of any other action in respect of, any Governmental Authority that has not been taken as of the Effective Date.

**8.2 Representations and Warranties of Administrator.** The Administrator hereby represents and warrants as follows on the Effective Date:

(a) The Administrator is duly organized, validly existing, and in good standing under the laws of the State of Illinois, and has full power to engage in the business it presently conducts and contemplates conducting under this Agreement.

(b) The execution, delivery and performance by the Administrator of this Agreement will not violate or conflict with any Applicable Law or any covenant, agreement or understanding to which it is a party or by which it or any of its properties or assets is bound or affected, or its organizational documents.

(c) There are no actions, suits, proceedings, patent or license infringements or investigations pending or, to the Administrator's knowledge, threatened against it before any court or arbitrator or Governmental Authority that individually or in the aggregate could reasonably be expected to result in any materially adverse effect on the business, properties or assets or the condition, financial or otherwise, of the Administrator or in any material impairment of its ability to perform its obligations under this Agreement.

(d) This Agreement has been duly authorized, executed and delivered by or on behalf of the Administrator and is, upon execution and delivery by each of the Parties hereto, the legal, valid and binding obligation of the Administrator, enforceable against the Administrator in accordance with its terms, except as such enforceability may be limited by applicable bankruptcy, insolvency or similar laws affecting creditors' rights generally and by general equitable principles.

(e) Neither the execution nor delivery by the Administrator of this Agreement requires the consent or approval of, or the giving of notice to or registration with, or the taking of any other action in respect of, any Governmental Authority.

(f) The Administrator has adequate resources for the performance of its obligations under this Agreement and has experience in the administration of energy

efficiency and renewable energy financing programs such as the Program and is fully qualified to perform the Services in accordance with the terms of this Agreement.

## **ARTICLE 9 MISCELLANEOUS**

**9.1 Governing Law.** This Agreement shall be governed by the internal laws of the State of Illinois, excluding any of its conflict of law provisions that would require the application of the laws of another jurisdiction. Subject to the provisions of this Article 2., for purposes of resolving any Dispute arising under or relating to this Agreement, the Parties hereby submit to the non-exclusive jurisdiction of the County of \_\_\_\_\_, Illinois, Circuit Court or, if such court does not have subject matter jurisdiction, the United States Federal District Court for the Northern District of Illinois. Each Party hereby waives any objection that it may have to the venue of such action, suit or proceeding in such court or that such suit, action or proceeding in such court was brought in an inconvenient court and agrees not to plead or claim the same. Each Party further agrees that such court shall have in personam jurisdiction over each of them with respect to any such dispute, controversy, or proceeding. EACH PARTY HEREBY IRREVOCABLY AND UNCONDITIONALLY WAIVES, TO THE FULLEST EXTENT PERMITTED BYLAW, ANY AND ALL RIGHTS TO A TRIAL BY JURY WITH RESPECT TO ANY DISPUTE ARISING UNDER THIS AGREEMENT.

**9.2 Amendments.** No amendment to this Agreement shall be binding on the Parties unless set out in writing and signed by authorized representatives of each of the Parties.

**9.3 No Waiver.** No provision of, or entitlement under, this Agreement shall be deemed to be waived by either Party unless such waiver is made in writing and identified as such. The failure of either Party to insist, on one or more occasions, upon strict performance of any of the provisions of this Agreement or to take advantage of its rights hereunder or the delay or failure in exercising totally or partially any right or remedy under this Agreement, shall not be construed as a waiver of any such provisions or the relinquishment of any such rights or any other rights for the future, but the same shall continue and remain in full force and effect.

### **9.4 Assignment.**

(a) Except as set forth in Section 9.4(b), no Party shall be entitled to assign this Agreement or any of its rights or obligations under this Agreement without the prior written consent of the other Party, which may be withheld in its sole and absolute discretion.

(b) Notwithstanding the foregoing, each Party shall be entitled to assign its right, obligation, title and interest in and to this Agreement to any of its Affiliates or in connection with a merger or acquisition of substantially all of the assets of a Party and continued validity thereof, provided, however, that (x) the assigning Party is the surviving entity in any such merger, and (y) such an assignment shall not release the assigning party from any of its liabilities or obligations under this Agreement. Any purported assignment of this Agreement in violation of this Section 9.4 shall be null and void.

### **9.5 [Reserved].**

**9.6 Illinois Freedom of Information Act.** (a) "Public records" are all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body. (5 ILCS 140/2(c)) It is the subject matter of the record, not its form, that determines whether the record is a public record.

(b) The Administrator understands that this Agreement and other materials submitted to the County may constitute public records subject to disclosure under Illinois Freedom of Information Act, 5 ILCS 140, et seq.

**9.7 Intellectual Property.** The Administrator shall not obtain trademarks, copyrights or other intellectual property rights that contain or are reasonably likely to be confused with the County or any agent, representative or affiliate of the County, including abbreviations thereof and acronyms therefor. The County expressly acknowledges and agrees that any and all computer software and all source code thereof developed by the Administrator ("*Proprietary Software*") in performing the Services, including all intellectual property rights contained therein, is proprietary and property of the Administrator or its licensors.

The Administrator acknowledges and agrees that all intellectual property rights to the names "Ogle County," or "Ogle County PACE Program" shall belong to the County. The Administrator shall not market or otherwise hold out the Program under any name other than "Ogle County PACE Program."<sup>1</sup> The Administrator agrees not to use the name, seal or image of The County of Ogle in any form of endorsement without the written permission of the County.

**9.8 Further Assurances.** The Parties will each use its commercially reasonable efforts to implement the provisions of this Agreement, and for such purpose each, at the reasonable request of the other, will, without further consideration, promptly execute and deliver, or cause to be executed and delivered, to the other such assistance, or assignments, consents or other instruments in addition to those required by this Agreement, in form and substance reasonably satisfactory to the other, as the other may reasonably deem necessary or desirable to implement any provision of this Agreement.

**9.9 No Agency.** The Parties are independent contractors. Nothing in this Agreement is intended, or shall be construed, to create any association, joint venture, agency relationship or partnership between the Parties or to impose any such obligation or liability upon either Party. Nothing in this Agreement shall be construed to give either Party any right, power or authority to enter into any agreement or undertaking for, or act as an agent or representative of, or otherwise bind, the other Party, except as expressly set forth herein.

**9.10 Notices.** Any notice, request, demand or other communication required or permitted under this Agreement, shall be deemed to be properly given by the sender and received by the addressee if made in writing and: (a) hand-delivered; (b) delivered by a reputable overnight

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<sup>1</sup> Need to discuss ownership of data gathered or developed



courier service requiring signature for receipt; (c) mailed by certified or registered air mail, post prepaid, with a return receipt requested; (d) sent by facsimile; or (e) delivered as a .pdf attachment to an e-mail. Any such notice, request, demand or other communication shall be effective on receipt by the addressee; provided that notice via facsimile or other electronic transmission shall be deemed effective upon written acknowledgement of receipt by the addressee. Notices given pursuant to this Section 9.10 shall be addressed as follows to (as the same may be amended from time to time by notice given pursuant to this Section 9.10):

if to the Administrator:

2901 Butterfield Road  
Oak Brook, Illinois 60523  
Attention: Mark Pikus  
e-mail: mark.pikus@iecapace.org  
Facsimile No.: (630) 218-4900

with a copy to:

The Inland Real Estate Group, LLC  
2901 Butterfield Road  
Oak Brook, Illinois 60523  
Attention: Janet Heintz  
e-mail: jheintz@inlandgroup.com  
Facsimile No.: (630) 218-4900

If to the County:

105 S. 5<sup>th</sup> Street, Suite 321  
Oregon, Illinois 61061  
Attention: Board Chairman,  
John Finfrock  
e-mail:  
jfinfrock@oglecounty.org  
Facsimile No.: (815) 732-3477

**9.11 Rules of Interpretation.** Unless the context requires otherwise: (i) the singular includes the plural and vice versa, (ii) the word "including" means "including, without limitation", (iii) references to "Articles", "Sections", "Schedules" and "Exhibits" are to articles, sections, schedules and exhibits to this Agreement, (iv) the words "herein", "hereof" and "hereunder" refer to this Agreement as a whole and not to any particular section or subsection of this Agreement, (v) references to this Agreement include a reference to all schedules and exhibits hereto, as the same may be amended, modified, supplemented or replaced from time to time, (vi) references to any other agreement mean such agreement as in effect on the Effective Date, including all schedules and exhibits thereto, as the same may be amended, modified, supplemented or replaced from time to time with any required consent of the County or the Administrator, as applicable, (vii) references to a statute or to a regulation issued by a Governmental Authority are references to the statute or regulation in force as of the Effective Date, together with all amendments and supplements thereto and any statute or regulation substituted for or superseding such statute or regulation in force as of the Effective Date, (viii) "shall" and "will" mean "must" and have equal force and effect and express an obligation, (ix) this Agreement will be construed as if drafted jointly by the Parties and no presumption or burden of proof will arise favoring or disfavoring any Party by virtue of the authorship of any provision in this Agreement, (x) the word "or" in this Agreement is disjunctive but not necessarily exclusive, (xi) references in this Agreement to time periods in terms of a certain number of days mean calendar days unless expressly stated herein to be Business Days, and (xii) headings used in this Agreement are for ease of reference only and shall not be taken into account in the interpretation or construction of the provisions of this Agreement.

**9.12 Complete Agreement.** This Agreement constitutes the complete and entire Agreement between the Parties and supersedes any previous communications, negotiations, representations or agreements, whether oral or in writing, with respect to the subject matter addressed herein. NO PRIOR COURSE OF DEALING BETWEEN THE PARTIES SHALL FORM PART OF, OR SHALL BE USED IN THE INTERPRETATION OR CONSTRUCTION OF, THIS AGREEMENT.

**9.13 Severability.** The invalidity or unenforceability of any portion or provision of this Agreement shall in no way affect the validity or enforceability of any other portion or provision hereof. Any invalid or unenforceable portion or provision shall be deemed severed from this Agreement and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain such invalid or unenforceable portion or provision. If any such provision of this Agreement is so declared invalid, the Parties shall promptly negotiate in good faith new provisions to eliminate such invalidity and to restore this Agreement as near as possible to its original intent and effect (including economic effect).

**9.14 Multiple Counterparts.** This Agreement and any amendments of this Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Executed counterparts of this Agreement may be delivered by facsimile or email, provided that each Party shall promptly thereafter deliver one original signature page to the other Party.

**9.15 Third Party Beneficiaries.** The provisions of this Agreement are intended for the sole benefit of the County and Administrator and there are no third-party beneficiaries hereof (except as expressly set forth herein).

**9.16 Attorney's Fees.** If any legal action or other proceeding is brought for the enforcement of this Agreement, the prevailing Party shall be entitled to be awarded its reasonable attorney's fees, expert fees, expenses and costs incurred in connection with such action or proceeding.

**9.17 NON-DISCRIMINATION:** The County will not contract with any person or firm that discriminates against employees or applicants for employment because of any factor not related to job performance. The Administrator agrees to comply in all material respects with all federal, state and local laws and policies that are applicable to it that prohibit discrimination in employment contracts. The Administrator agrees to include in each subcontract relating to the Services provisions that prohibit the related subcontractor from discriminating in its employment practices in any way that violates any federal, state and local laws and policies that are applicable to such subcontractor.

**9.18 Drug Free Workplace.** The Administrator agrees to provide a drug free workplace as provided for in The Drug Free Workplace Act (30 ILCS 480/1 et seq.).

*[Signature page follows]*

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the date first above written.

**COUNTY:**

THE COUNTY OF OGLE

By:\_\_\_\_\_

Name: John Finfrock

Its: Ogle County Board Chairman

**ADMINISTRATOR:**

THE ILLINOIS ENERGY CONSERVATION  
AUTHORITY NFP

By:\_\_\_\_\_

Name:\_\_\_\_\_

Its:\_\_\_\_\_

## **Exhibit A**

### **Defined Terms**

As used in the attached Agreement, the following terms shall have the meanings set forth below:

**"Additional Term"** has the meaning given in Section 1.1.

**"Administration Fees"** has the meaning given in Section 3.1.

**"Administration Services"** has the meaning given in Section 1.3.

**"Administrator"** has the meaning given in the preamble of this Agreement.

**"Affiliate"** means, when used with reference to a specified Person, any Person directly or indirectly controlling, controlled by, or under common control with the specified Person; provided, however, that (i) with respect to the Administrator, "Affiliate" shall not include the County and (ii) with respect to the County, "Affiliate" shall not include Administrator.

**"Agreement"** has the meaning given in the preamble of this Agreement.

**"Applicable Law(s)"** means, with respect to any Person, any constitutional provision, law, statute, rule, regulation, ordinance, treaty, order, decree, judgment, decision, certificate, injunction, registration, guideline, Governmental Approval or consent or requirement of a Governmental Authority, in each case which is applicable to or binding on such Person.

**"Business Day"** means a day, other than a Saturday or Sunday or a public holiday, on which banks are generally open for business in Wheaton, Illinois.

**"Calendar Quarter"** means each January 1 through March 31, each April 1 through June 30, each July 1 through September 30, and each October 1 through December 31.

**"County"** has the meaning given in the preamble of this Agreement.

**"Disclosing Party"** has the meaning given in Section \_\_\_\_.

**"Dollar"** and "\$" means the lawful currency of the United States of America.

**"Effective Date"** has the meaning given in the preamble of this Agreement.

**"Eligible Properties"** means commercial, industrial, agricultural and multi-family residential real property of 5 or more units located within the jurisdiction of the County.

**"Final Application"** means a final application for financing by an Eligible Property Owner under the Program.

***["Financing and Special Charge Agreement"]*<sup>2</sup> means that certain agreement to be entered into by the County, an Eligible Property owner, and a Qualified Lender setting forth, among other things, the terms of the financing for the Project, the repayment and collection thereof, the levying of the related PACE special charge and the results of non-payment of the PACE financing.]**

***"Force Majeure Event"*** means, when used in connection with the performance of a Party's obligations under this Agreement, any act, condition or event which renders said Party unable to comply totally or partially with its obligations under this Agreement, but only if and to the extent (a) such event is not within the reasonable control, directly or indirectly, of the Party seeking to have its performance obligation(s) excused thereby, (b) the Party seeking to have its performance obligation(s) excused thereby has taken reasonable precautions and measures in order to prevent or avoid such event or mitigate the effect thereof on its ability to perform its obligations under this Agreement and such event is an event which, by the exercise of due diligence such Party could not reasonably have been expected to avoid and which by the exercise of due diligence it has been unable to overcome and (c) such event is not the direct or indirect result of the negligence or the failure of, or caused by, the Party seeking to have its performance obligations excused thereby or its Subcontractors, suppliers, agents or employees. Without limiting the meaning of, but always subject to, the preceding sentence, the following events, while not exhaustive, constitute Force Majeure Events to the extent that they render a Party unable to comply totally or partially with its obligations under this Agreement and otherwise comply with the preceding:

(a) war (whether or not war is declared), hostilities, revolution, rebellion, insurrection against any Governmental Authority, riot, terrorism, acts of a public enemy or other civil disturbance;

(b) acts of God, including but not limited to, storms, floods, lightning, earthquakes, hailstorms, ice storms, tornados, typhoons, hurricanes, landslides, volcanic eruptions, fires, excessive winds, excessive rain, objects striking the earth from space (such as meteorites), drought or any other naturally occurring event or severe weather conditions for the jurisdiction of the Program that impacts the ability of Administrator to perform the Services; and

(c) acts of any Governmental Authority that restrict or limit Administrator's ability to operate the Program, as applicable.

Notwithstanding the foregoing, the following shall not constitute a Force Majeure Event: (A) a Party's financial inability to perform, (B) changes in market conditions that affect the price of, demand for, or supply of, materials, or (C) strikes or labor disputes targeted directly at Administrator or its subcontractors or vendors.

***"Governmental Approval"*** means all permits, licenses, approvals and authorizations of any Governmental Authority.

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<sup>4</sup> Names of Program documents subject to change.

**"Governmental Authority"** means any national, state, autonomic, regional, province, town, city or municipal government, whether domestic or foreign, or other administrative, regulatory or judicial body of any of the foregoing, but specifically excluding the County.

**"Indemnified Parties"** has the meaning given in Section 5.1.

**"Insolvency Event"** with respect to a Person means (i) a proceeding is instituted against such Person seeking to adjudicate such Person as bankrupt or insolvent, (ii) such Person makes a general assignment for the benefit of its creditors, a receiver is appointed on account of the insolvency of such Person, or such Person files a petition seeking to take advantage of any other Applicable Laws relating to bankruptcy, insolvency, reorganization, winding up or composition or readjustment of debts, or (iii) such Person generally fails to pay its undisputed debts when due or as they mature.

**["Lender Consent Template"<sup>3</sup> means that certain Lender Acknowledgement to Contractual PACE Special Charge included as part of the Program Manual.]**

**"Losses"** has the meaning given in Section 5.1.

**"PACE"** means property assessed clean energy.

**"Party"** means either the County or Administrator.

**"Person"** means any individual, corporation, partnership, company, joint venture, association, trust, unincorporated organization or Governmental Authority.

**"Phase 1"** has the meaning given in the Recitals.

**"Phase 2"** has the meaning given in the Recitals.

**"Program"** means the uniform PACE program for Eligible Properties operated by the County pursuant to this Agreement.

**"Program Documents"** means the Program Manual, [the Lender Consent Template, the Qualified Lender Agreement and the Financing and Special Charge Agreement, [the relevant bond documents]] in each case as the same may be modified or amended pursuant to the written consent or approval of the County.<sup>4</sup>

**"Program Manual"** means that certain collection of standards, terms, conditions, criteria, and rules relating to the operation of the Program to be developed by the Administrator [with the cooperation of the County] relating to underwriting standards for Projects, determinations of Eligible Properties, determinations of Qualified Lenders, determinations for participating contractors, and other relevant aspects of operating the Program.

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<sup>3</sup> Names of Program documents subject to change.

<sup>4</sup> Names of Program documents subject to change.

**"Project"** means the improvements to real property of an Eligible Property qualified pursuant to the terms of the Statute and the Program Documents.

**"Proprietary Software"** has the meaning given in Section 9.7.

**"Qualified Lender"** means a financial institution or other business engaged in the business of financing Projects and that has signed a Qualified Lender Agreement.

**["Qualified Lender Agreement"]<sup>5</sup> means that certain agreement setting forth the terms and conditions for the participation of Qualified Lenders in the Program.]**

**"Receiving Party"** has the meaning given in Section \_\_\_\_.

**"Services"** has the meaning given in Section 1.5.

**["Services Fees" has the meaning given in Section 3.1]<sup>6</sup> -**

**"Statute"** means the Illinois Property Assessed Clean Energy Act (50 ILCS 50), as amended.

**"Subcontract"** means a subcontract under which the Administrator subcontracts any of its obligations under this Agreement to a Subcontractor.

**"Subcontractor"** means any Person retained by the Administrator to perform any portion of the Services in furtherance of the Administrator's obligations under this Agreement.

**["Supplemental Fees" has the meaning given in Section \_\_\_\_.]<sup>7</sup>**

**"Supplemental Services"** has the meaning given in Section 1.4.

**"Term"** has the meaning given in Section 1.1.

**"Termination Notice"** has the meaning given in Section 4.4(a).

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<sup>5</sup> Names of Program documents subject to change.

<sup>6</sup> Will be the aggregate of all fees.

<sup>7</sup> To be determined when the Supplemental Services are determined.



## **Exhibit B**

### **Administration Services**

#### **Phase I Services**

1. Draft resolutions needed to adopt the Program
2. Draft forms of Program Documents
3. Identify sources of capital
4. Establish program to process applications, provide customer service, and engage contractors
5. Establish parameters for size and scope of projects that will qualify for the Program
6. Establish underwriting criteria
7. Establish procedures for coordination with mortgage lenders/obtaining lender consent
8. Establish scope of energy surveys and audits to be required for each project
9. Establish methods for contractor selection
10. Establish procedures for confirming that improvements have been installed/completed
11. Establish procedures for tracking data regarding the efficacy of the Program
12. Discuss with the County the roles and responsibilities of County staff, the Administrator and the other parties working on the Program
13. Work with the County to develop a website for the Program
14. Develop educational and training materials for those interested in participating in the Program
15. Develop a contractor workforce training and recruitment program (including for women, minorities and the long-term unemployed)
16. Develop an itemized list of the costs of the Program
17. Develop a list of the fees of the Program, including fees paid by the property owner, measurement and verification fees, energy audit fees, early repayment penalties, and closing fees
18. Work with the County to develop the mechanism for the collection and distribution of the amounts to be received pursuant to the Program
19. Establish procedures for reporting to the County staff and/or the County Board regarding the Program

#### **Phase II Services**

1. Process applications for the Program.
2. Provide customer service and engagement with contractors
3. Collect data needed to evaluate the efficacy of the Program (quality assurance and program reporting)
4. Market the Program, including using the internet, local media and other means
5. Manage the contractor workforce training and recruitment program
6. Close PACE transactions
7. Service closed PACE transactions (collection and distribution of property owner payments)

## **Exhibit C**

### **Supplemental Services**

Energy Saving Audit reports

**EXHIBIT C**  
**FORM OF NOTE**

STATE OF ILLINOIS                     )  
  ) SS  
COUNTY OF OGLE                     )

**CERTIFICATION OF ORDINANCE AND MINUTES**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Ogle, Illinois (the “*County*”), and that as such official I am the keeper of the records and files of the County Board of the County (the “*Board*”).

I do further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 13th day of April, 2021, insofar as same relates to the adoption of an ordinance numbered \_\_\_\_\_ entitled:

AN ORDINANCE establishing a Property Assessed Clean Energy (PACE) Program and a PACE Area to finance and/or refinance the acquisition, construction, installation, or modification of energy projects; providing for the issuance of not to exceed \$500,000,000 Taxable PACE Revenue Notes of the County to finance projects pursuant to the County’s PACE Program, providing for the payment of said notes, authorizing the sale of said notes to the purchaser thereof; and other matters related thereto

(the “*Ordinance*”), a true, correct and complete copy of which Ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were taken openly; that the vote on the adoption of said ordinance was taken openly; that said meeting was held at a specified time and place convenient to the public; that notice of said meeting was duly given to all newspapers, radio or television stations and other news media requesting such notice; that an agenda for said meeting was posted on a day which was not a Saturday, Sunday or legal holiday for Illinois municipalities and at least 48 hours in advance of holding said meeting at the location where said meeting was held and at the principal office of the Board; that said agenda described or made specific reference to said ordinance; and that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the Counties Code of the State of Illinois, as amended, and the Property Assessed Clean Energy Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and said Code, and with all of the procedural rules of the Board in the adoption of said ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the County,  
this 20th day of April, 2021.

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County Clerk, The County of Ogle, Illinois

[SEAL]



*Leif Hopkins*

4/13/2021

# Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/21 - 03/31/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 200 - County Highway</b>										
Department <b>17 - Highway</b>										
Account <b>4210 - Disposal Service</b>										
1140 - CITY OF OREGON	OREHWY2103	Disposal Service	Paid by Check # 106586		03/30/2021	03/30/2021	03/30/2021		03/31/2021	368.18
Account <b>4210 - Disposal Service</b> Totals										Invoice Transactions 1
										<hr/> \$368.18
Account <b>4212 - Electricity</b>										
1156 - COMED	COMHWY2103c	Electricity - Monthly Usage	Paid by Check # 106516		03/16/2021	03/16/2021	03/16/2021		03/17/2021	719.46
Account <b>4212 - Electricity</b> Totals										Invoice Transactions 1
										<hr/> \$719.46
Account <b>4214 - Gas (Heating)</b>										
1898 - NICOR	NICHWY2103	Natural Gas - Monthly Usage	Paid by Check # 106533		03/16/2021	03/16/2021	03/16/2021		03/17/2021	1,433.20
Account <b>4214 - Gas (Heating)</b> Totals										Invoice Transactions 1
										<hr/> \$1,433.20
Account <b>4216.10 - Telephone Primary Location</b>										
1941 - FRONTIER	FROHWY2103	Phones - Monthly Usage	Paid by Check # 106589		03/30/2021	03/30/2021	03/30/2021		03/31/2021	165.84
1265 - VERIZON	98749553791	Phones - Monthly Usage	Paid by Check # 106598		03/30/2021	03/30/2021	03/30/2021		03/31/2021	341.36
Account <b>4216.10 - Telephone Primary Location</b> Totals										Invoice Transactions 2
										<hr/> \$507.20
Account <b>4412 - Official Publications</b>										
1502 - OGLE COUNTY LIFE	479675	Legal Publications	Paid by Check # 106535		03/16/2021	03/16/2021	03/16/2021		03/17/2021	52.50
1502 - OGLE COUNTY LIFE	480077	Legal Publications	Paid by Check # 106535		03/16/2021	03/16/2021	03/16/2021		03/17/2021	52.50
Account <b>4412 - Official Publications</b> Totals										Invoice Transactions 2
										<hr/> \$105.00
Account <b>4422 - Travel Expenses, Dues &amp; Seminars</b>										
2227 - ILLINOIS ASSOCIATION OF COUNTY ENGINEERS	IACHWY2103	IACE District Dues	Paid by Check # 106593		03/30/2021	03/30/2021	03/30/2021		03/31/2021	50.00
Account <b>4422 - Travel Expenses, Dues &amp; Seminars</b> Totals										Invoice Transactions 1
										<hr/> \$50.00
Account <b>4474 - Deer Expense</b>										
1876 - ROCHELLE WASTE DISPOSAL, LLC	2003	Deer Expense	Paid by Check # 106538		03/16/2021	03/16/2021	03/16/2021		03/17/2021	36.50
1876 - ROCHELLE WASTE DISPOSAL, LLC	2016	Deer Expense	Paid by Check # 106597		03/30/2021	03/30/2021	03/30/2021		03/31/2021	47.50
Account <b>4474 - Deer Expense</b> Totals										Invoice Transactions 2
										<hr/> \$84.00
Account <b>4490 - Contingencies</b>										
4440 - NORTHERN ILLINOIS DISPOSAL SVC	20281404	Disposal Service - Dumpster	Paid by Check # 106534		03/16/2021	03/16/2021	03/16/2021		03/17/2021	100.00
Account <b>4490 - Contingencies</b> Totals										Invoice Transactions 1
										<hr/> \$100.00
Account <b>4510 - Office Supplies</b>										
1246 - FISCHER'S	0730793-001	HP Printer Ink & Kleenex	Paid by Check # 106521		03/16/2021	03/16/2021	03/16/2021		03/17/2021	156.54
Account <b>4510 - Office Supplies</b> Totals										Invoice Transactions 1
										<hr/> \$156.54



# Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/21 - 03/31/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 200 - County Highway</b>										
Department <b>17 - Highway</b>										
Account <b>4540 - Repairs &amp; Maint - Facilities</b>										
4606 - PEGGY S. CORCORAN	2252021	Janitorial Services	Paid by Check # 106519		03/16/2021	03/16/2021	03/16/2021		03/17/2021	800.00
1463 - NAPA AUTO PARTS	464-941677	Garage Door Repair	Paid by Check # 106532		03/16/2021	03/16/2021	03/16/2021		03/17/2021	7.18
Account <b>4540 - Repairs &amp; Maint - Facilities</b> Totals								Invoice Transactions	2	\$807.18
Account <b>4545.10 - Petroleum Products - Gasoline</b>										
1924 - KELLEY WILLIAMSON COMPANY	IN-258271	Gasoline	Paid by Check # 106594		03/30/2021	03/30/2021	03/30/2021		03/31/2021	2,451.86
Account <b>4545.10 - Petroleum Products - Gasoline</b> Totals								Invoice Transactions	1	\$2,451.86
Account <b>4545.20 - Petroleum Products - Diesel</b>										
1924 - KELLEY WILLIAMSON COMPANY	IN-258272	Diesel	Paid by Check # 106594		03/30/2021	03/30/2021	03/30/2021		03/31/2021	13,525.07
Account <b>4545.20 - Petroleum Products - Diesel</b> Totals								Invoice Transactions	1	\$13,525.07
Account <b>4545.30 - Petroleum Products - Motor Oil</b>										
1924 - KELLEY WILLIAMSON COMPANY	IN-257278	Motor Oil	Paid by Check # 106526		03/16/2021	03/16/2021	03/16/2021		03/17/2021	3,787.57
Account <b>4545.30 - Petroleum Products - Motor Oil</b> Totals								Invoice Transactions	1	\$3,787.57
Account <b>4545.40 - Petroleum Products - Grease</b>										
1924 - KELLEY WILLIAMSON COMPANY	IN-257727	Grease	Paid by Check # 106526		03/16/2021	03/16/2021	03/16/2021		03/17/2021	147.97
Account <b>4545.40 - Petroleum Products - Grease</b> Totals								Invoice Transactions	1	\$147.97
Account <b>4545.99 - Petroleum Products - Other Petroleum Products</b>										
1463 - NAPA AUTO PARTS	464-940600	Fuel Additive	Paid by Check # 106532		03/16/2021	03/16/2021	03/16/2021		03/17/2021	167.76
1463 - NAPA AUTO PARTS	464-941002	Fuel Additive	Paid by Check # 106532		03/16/2021	03/16/2021	03/16/2021		03/17/2021	167.76
1463 - NAPA AUTO PARTS	464-941513	Fuel Additive	Paid by Check # 106532		03/16/2021	03/16/2021	03/16/2021		03/17/2021	167.76
1463 - NAPA AUTO PARTS	464-941856	Fuel Additive	Paid by Check # 106532		03/16/2021	03/16/2021	03/16/2021		03/17/2021	167.76
Account <b>4545.99 - Petroleum Products - Other Petroleum Products</b> Totals								Invoice Transactions	4	\$671.04
Account <b>4610.99 - Maint of Roads &amp; Bridges Other Maint of Roads &amp; Bridges</b>										
1434 - MENARDS	85873b	Mailbox Material	Paid by Check # 106529		03/16/2021	03/16/2021	03/16/2021		03/17/2021	78.94
1434 - MENARDS	76972	Mailbox Material	Paid by Check # 106530		03/16/2021	03/16/2021	03/16/2021		03/17/2021	92.55
1846 - BUSINESS CARD	0251463	Amazon - Mailbox Material	Paid by Check # 106585		03/30/2021	03/30/2021	03/30/2021		03/31/2021	39.42
Account <b>4610.99 - Maint of Roads &amp; Bridges Other Maint of Roads &amp; Bridges</b> Totals								Invoice Transactions	3	\$210.91
Account <b>4620.10 - Repair Parts - License Vehicles</b>										
5536 - FLEETPRIDE, INC	68373669	Stock License Vehicle Hub Repair	Paid by Check # 106522		03/16/2021	03/16/2021	03/16/2021		03/17/2021	44.80



# Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/21 - 03/31/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>200 - County Highway</b>										
Department <b>17 - Highway</b>										
Account <b>4620.10 - Repair Parts - License Vehicles</b>										
1878 - HELM TRUCK AND EQUIPMENT	C119757	#10 License Vehicle Repair	Paid by Check # 106523		03/16/2021	03/16/2021	03/16/2021		03/17/2021	5,816.91
1878 - HELM TRUCK AND EQUIPMENT	T255195	Stock License Vehicle Repair	Paid by Check # 106523		03/16/2021	03/16/2021	03/16/2021		03/17/2021	39.46
4842 - INTERSTATE BATTERIES OF ROCKFORD	100275751	#18 License Vehicle Batteries	Paid by Check # 106525		03/16/2021	03/16/2021	03/16/2021		03/17/2021	353.85
4188 - LAKESIDE INTERNATIONAL, LLC	7179488P	#15 License Vehicle Repair	Paid by Check # 106527		03/16/2021	03/16/2021	03/16/2021		03/17/2021	291.55
4188 - LAKESIDE INTERNATIONAL, LLC	7179530P	#15 License Vehicle Repair	Paid by Check # 106527		03/16/2021	03/16/2021	03/16/2021		03/17/2021	76.54
4188 - LAKESIDE INTERNATIONAL, LLC	7095246	#10 License Vehicle Repair	Paid by Check # 106527		03/16/2021	03/16/2021	03/16/2021		03/17/2021	1,386.07
4188 - LAKESIDE INTERNATIONAL, LLC	7179531P	Stock License Vehicle Repair	Paid by Check # 106527		03/16/2021	03/16/2021	03/16/2021		03/17/2021	76.54
4188 - LAKESIDE INTERNATIONAL, LLC	7179755P	#13 License Vehicle Repair	Paid by Check # 106527		03/16/2021	03/16/2021	03/16/2021		03/17/2021	329.77
4188 - LAKESIDE INTERNATIONAL, LLC	7179784P	#37 License Vehicle Repair	Paid by Check # 106527		03/16/2021	03/16/2021	03/16/2021		03/17/2021	179.70
4188 - LAKESIDE INTERNATIONAL, LLC	7179961P	#7 License Vehicle Repair	Paid by Check # 106527		03/16/2021	03/16/2021	03/16/2021		03/17/2021	163.69
4188 - LAKESIDE INTERNATIONAL, LLC	7179984P	#13 License Vehicle Repair	Paid by Check # 106527		03/16/2021	03/16/2021	03/16/2021		03/17/2021	350.84
4188 - LAKESIDE INTERNATIONAL, LLC	7179971P	#7 License Vehicle Repair	Paid by Check # 106527		03/16/2021	03/16/2021	03/16/2021		03/17/2021	73.42
4188 - LAKESIDE INTERNATIONAL, LLC	7179986P	#13 & #16 License Vehicle Repair	Paid by Check # 106527		03/16/2021	03/16/2021	03/16/2021		03/17/2021	279.96
4188 - LAKESIDE INTERNATIONAL, LLC	7180235P	#16 & Stock License Vehicle Repair	Paid by Check # 106527		03/16/2021	03/16/2021	03/16/2021		03/17/2021	40.46
4188 - LAKESIDE INTERNATIONAL, LLC	7095288	#8 License Vehicle Repair	Paid by Check # 106527		03/16/2021	03/16/2021	03/16/2021		03/17/2021	1,277.26
4188 - LAKESIDE INTERNATIONAL, LLC	7180897P	#6 Wipers	Paid by Check # 106527		03/16/2021	03/16/2021	03/16/2021		03/17/2021	421.48
4188 - LAKESIDE INTERNATIONAL, LLC	7180752P	#16 Head Lights	Paid by Check # 106527		03/16/2021	03/16/2021	03/16/2021		03/17/2021	328.24
4188 - LAKESIDE INTERNATIONAL, LLC	7181162P	#12 Brakes	Paid by Check # 106527		03/16/2021	03/16/2021	03/16/2021		03/17/2021	1,463.72
4188 - LAKESIDE INTERNATIONAL, LLC	7181251P	Stock License Vehicle Fuel Filters	Paid by Check # 106527		03/16/2021	03/16/2021	03/16/2021		03/17/2021	402.72
2138 - MONROE TRUCK EQUIPMENT INC	5447427	#7 License Vehicle Repair	Paid by Check # 106531		03/16/2021	03/16/2021	03/16/2021		03/17/2021	178.91
2138 - MONROE TRUCK EQUIPMENT INC	5452975	#16 & Stock Air Valve Solenoids	Paid by Check # 106531		03/16/2021	03/16/2021	03/16/2021		03/17/2021	256.25
1463 - NAPA AUTO PARTS	464-940450	Stock License Vehicle Mirrors	Paid by Check # 106532		03/16/2021	03/16/2021	03/16/2021		03/17/2021	37.48





# Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/21 - 03/31/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>200 - County Highway</b>										
Department <b>17 - Highway</b>										
Account <b>4620.10 - Repair Parts - License Vehicles</b>										
1463 - NAPA AUTO PARTS	464-942759	#16 Light Repair	Paid by Check # 106532		03/16/2021	03/16/2021	03/16/2021		03/17/2021	61.00
1463 - NAPA AUTO PARTS	464-942760	#14 Mirror	Paid by Check # 106532		03/16/2021	03/16/2021	03/16/2021		03/17/2021	100.58
2233 - ROCKFORD AUTO GLASS	W01033441	#13 Back Window Installation	Paid by Check # 106539		03/16/2021	03/16/2021	03/16/2021		03/17/2021	250.00
1515 - SNYDER PHARMACY - OREGON	00044652	#13 License Vehicle Repair	Paid by Check # 106540		03/16/2021	03/16/2021	03/16/2021		03/17/2021	13.99
1100 - BONNELL INDUSTRIES INC.	0198430-IN	#24 License Vehicle Repair	Paid by Check # 106584		03/30/2021	03/30/2021	03/30/2021		03/31/2021	136.65
5536 - FLEETPRIDE, INC	69617317	#11 License Vehicle Repair	Paid by Check # 106588		03/30/2021	03/30/2021	03/30/2021		03/31/2021	46.77
1878 - HELM TRUCK AND EQUIPMENT	C120016	#11 License Vehicle Repair	Paid by Check # 106590		03/30/2021	03/30/2021	03/30/2021		03/31/2021	658.55
1878 - HELM TRUCK AND EQUIPMENT	C120077	#10 License Vehicle Repair	Paid by Check # 106590		03/30/2021	03/30/2021	03/30/2021		03/31/2021	1,177.00
3621 - KEN NELSON GROUP	336971	#20 License Vehicle Repair	Paid by Check # 106595		03/30/2021	03/30/2021	03/30/2021		03/31/2021	66.00
Account <b>4620.10 - Repair Parts - License Vehicles</b> Totals									Invoice Transactions 32	\$16,380.16
Account <b>4620.20 - Repair Parts - Heavy Equipment</b>										
2049 - IDEAL METAL FAB., INC.	46796	#54 Motor Grader Repair	Paid by Check # 106524		03/16/2021	03/16/2021	03/16/2021		03/17/2021	52.59
2049 - IDEAL METAL FAB., INC.	46797	#54 Motor Grader Repair	Paid by Check # 106524		03/16/2021	03/16/2021	03/16/2021		03/17/2021	561.71
2049 - IDEAL METAL FAB., INC.	46807	#54 Motor Grader Repair	Paid by Check # 106524		03/16/2021	03/16/2021	03/16/2021		03/17/2021	73.95
2049 - IDEAL METAL FAB., INC.	46811	#54 Motor Grader Repair	Paid by Check # 106524		03/16/2021	03/16/2021	03/16/2021		03/17/2021	148.08
4842 - INTERSTATE BATTERIES OF ROCKFORD	46105	#54 Motor Grader Battery	Paid by Check # 106525		03/16/2021	03/16/2021	03/16/2021		03/17/2021	230.95
1869 - WEST SIDE TRACTOR SALES	197574	#54 Motor Grader Repair	Paid by Check # 106541		03/16/2021	03/16/2021	03/16/2021		03/17/2021	3,136.98
1869 - WEST SIDE TRACTOR SALES	197620	#54 Motor Grader Repair Return	Paid by Check # 106541		03/16/2021	03/16/2021	03/16/2021		03/17/2021	(2,046.79)
1869 - WEST SIDE TRACTOR SALES	197801	#32 Motor Grader Repair	Paid by Check # 106541		03/16/2021	03/16/2021	03/16/2021		03/17/2021	244.58
1869 - WEST SIDE TRACTOR SALES	197949	#54 Motor Grader Repair	Paid by Check # 106541		03/16/2021	03/16/2021	03/16/2021		03/17/2021	250.60
2049 - IDEAL METAL FAB., INC.	46874	#47 Heavy Equipment Repair	Paid by Check # 106592		03/30/2021	03/30/2021	03/30/2021		03/31/2021	384.68
Account <b>4620.20 - Repair Parts - Heavy Equipment</b> Totals									Invoice Transactions 10	\$3,037.33



# Accounts Payable by G/L Distribution Report

G/L Date Range 03/01/21 - 03/31/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>200 - County Highway</b>										
Department <b>17 - Highway</b>										
Account <b>4620.99 - Repair Parts - Other Repair Parts</b>										
1434 - MENARDS	85873a	#28 Trailer Repair	Paid by Check # 106529		03/16/2021	03/16/2021	03/16/2021		03/17/2021	285.18
Account <b>4620.99 - Repair Parts - Other Repair Parts</b> Totals										Invoice Transactions 1
										\$285.18
Account <b>4630.10 - De-Icing Material - Salt</b>										
3538 - COMPASS MINERALS AMERICA INC.	771844	21-00000-03 GM County Salt	Paid by Check # 106518		03/16/2021	03/16/2021	03/16/2021		03/17/2021	1,446.12
3538 - COMPASS MINERALS AMERICA INC.	772444	21-00000-03 GM County Salt	Paid by Check # 106518		03/16/2021	03/16/2021	03/16/2021		03/17/2021	7,564.98
3538 - COMPASS MINERALS AMERICA INC.	773532	21-00000-03 GM County Salt	Paid by Check # 106518		03/16/2021	03/16/2021	03/16/2021		03/17/2021	7,343.47
3538 - COMPASS MINERALS AMERICA INC.	774930	21-00000-03 GM County Salt	Paid by Check # 106518		03/16/2021	03/16/2021	03/16/2021		03/17/2021	12,039.62
3538 - COMPASS MINERALS AMERICA INC.	776235	21-00000-03 GM County Salt	Paid by Check # 106518		03/16/2021	03/16/2021	03/16/2021		03/17/2021	10,031.43
3538 - COMPASS MINERALS AMERICA INC.	777421	21-00000-03 GM County Salt	Paid by Check # 106518		03/16/2021	03/16/2021	03/16/2021		03/17/2021	6,624.25
3538 - COMPASS MINERALS AMERICA INC.	778439	21-00000-03 GM County Salt	Paid by Check # 106518		03/16/2021	03/16/2021	03/16/2021		03/17/2021	1,333.39
Account <b>4630.10 - De-Icing Material - Salt</b> Totals										Invoice Transactions 7
										\$46,383.26
Account <b>4640.10 - Sign &amp; Striping Material - Street &amp; Traffic Lighting</b>										
1156 - COMED	COMHWY2103b	St & Traffic Lighting	Paid by Check # 106517		03/16/2021	03/16/2021	03/16/2021		03/17/2021	34.71
1849 - ROCHELLE MUNICIPAL UTILITIES	ROCHWY2103a	St & Traffic Lighting	Paid by Check # 106537		03/16/2021	03/16/2021	03/16/2021		03/17/2021	97.23
1849 - ROCHELLE MUNICIPAL UTILITIES	ROCHWY2103b	St & Traffic Lighting	Paid by Check # 106537		03/16/2021	03/16/2021	03/16/2021		03/17/2021	9.02
1156 - COMED	COMHWY2103a	St & Traffic Lighting	Paid by Check # 106587		03/30/2021	03/30/2021	03/30/2021		03/31/2021	70.99
Account <b>4640.10 - Sign &amp; Striping Material - Street &amp; Traffic Lighting</b> Totals										Invoice Transactions 4
										\$211.95
Account <b>4640.20 - Sign &amp; Striping Material - Sign Material</b>										
2875 - VULCAN, INC.	R02640	Extruded Blade Light	Paid by Check # 106599		03/30/2021	03/30/2021	03/30/2021		03/31/2021	477.00
Account <b>4640.20 - Sign &amp; Striping Material - Sign Material</b> Totals										Invoice Transactions 1
										\$477.00
Account <b>4650.10 - Hardware &amp; Shop Supplies Nuts &amp; Bolts</b>										
1515 - SNYDER PHARMACY - OREGON	00265240	Nuts & Bolts	Paid by Check # 106540		03/16/2021	03/16/2021	03/16/2021		03/17/2021	3.04
Account <b>4650.10 - Hardware &amp; Shop Supplies Nuts &amp; Bolts</b> Totals										Invoice Transactions 1
										\$3.04
Account <b>4650.20 - Hardware &amp; Shop Supplies Shop Supplies</b>										
4895 - 1STAYD CORPORATION	PSI434867	Scrim Paper	Paid by Check # 106513		03/16/2021	03/16/2021	03/16/2021		03/17/2021	200.43



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 200 - County Highway</b>										
Department <b>17 - Highway</b>										
Account <b>4650.20 - Hardware &amp; Shop Supplies Shop Supplies</b>										
4895 - 1STAYD CORPORATION	PSI434224	Shop Supplies	Paid by Check # 106513		03/16/2021	03/16/2021	03/16/2021		03/17/2021	248.39
4667 - AIRGAS USA, LLC	9977583716	Cylinder Rental	Paid by Check # 106514		03/16/2021	03/16/2021	03/16/2021		03/17/2021	105.40
5370 - DIXON LAWN MOWER REPAIR	5894	Pressure Washer Hose	Paid by Check # 106520		03/16/2021	03/16/2021	03/16/2021		03/17/2021	418.00
2050 - LAWSON PRODUCTS, INC.	9308246702	Shop Supplies	Paid by Check # 106528		03/16/2021	03/16/2021	03/16/2021		03/17/2021	234.79
2050 - LAWSON PRODUCTS, INC.	9308276433	Shop Supplies	Paid by Check # 106528		03/16/2021	03/16/2021	03/16/2021		03/17/2021	117.86
1463 - NAPA AUTO PARTS	464-940527	Hyd Hose Fittings	Paid by Check # 106532		03/16/2021	03/16/2021	03/16/2021		03/17/2021	89.50
1463 - NAPA AUTO PARTS	464-942552	Disposable Gloves & Hand Cleaner	Paid by Check # 106532		03/16/2021	03/16/2021	03/16/2021		03/17/2021	60.46
1463 - NAPA AUTO PARTS	464-942555	Shop Supplies	Paid by Check # 106532		03/16/2021	03/16/2021	03/16/2021		03/17/2021	20.34
1515 - SNYDER PHARMACY - OREGON	00045256	Shop Supplies	Paid by Check # 106540		03/16/2021	03/16/2021	03/16/2021		03/17/2021	7.98
1515 - SNYDER PHARMACY - OREGON	00047016	Shop Supplies	Paid by Check # 106540		03/16/2021	03/16/2021	03/16/2021		03/17/2021	22.32
4667 - AIRGAS USA, LLC	9111054114	Shop Supplies	Paid by Check # 106582		03/30/2021	03/30/2021	03/30/2021		03/31/2021	415.32
1846 - BUSINESS CARD	8867427	Amazon - #84 Air Compressor Repair	Paid by Check # 106585		03/30/2021	03/30/2021	03/30/2021		03/31/2021	75.60
1846 - BUSINESS CARD	2525823	Amazon - Foam Earplugs	Paid by Check # 106585		03/30/2021	03/30/2021	03/30/2021		03/31/2021	49.90
2050 - LAWSON PRODUCTS, INC.	7412952	Shop Supplies	Paid by Check # 106596		03/30/2021	03/30/2021	03/30/2021		03/31/2021	77.06
Account <b>4650.20 - Hardware &amp; Shop Supplies Shop Supplies</b> Totals								Invoice Transactions	15	\$2,143.35
Account <b>4710 - Computer Hardware &amp; Software</b>										
1846 - BUSINESS CARD	IN21012220180 a	FOXit - Sales Tax Credit	Paid by Check # 106585		03/30/2021	03/30/2021	03/30/2021		03/31/2021	(11.18)
Account <b>4710 - Computer Hardware &amp; Software</b> Totals								Invoice Transactions	1	(\$11.18)
Account <b>4730.10 - Equipment - New &amp; Used Licensed Vehicles</b>										
1846 - BUSINESS CARD	7299	TarpGuy - #17 Truck Tarp System	Paid by Check # 106585		03/30/2021	03/30/2021	03/30/2021		03/31/2021	1,330.00
Account <b>4730.10 - Equipment - New &amp; Used Licensed Vehicles</b> Totals								Invoice Transactions	1	\$1,330.00
Account <b>4730.30 - Equipment - New &amp; Used Radio Equipment</b>										
1066 - APCO INTERNATIONAL, INC.	00054794	Radio License	Paid by Check # 106583		03/30/2021	03/30/2021	03/30/2021		03/31/2021	210.00
Account <b>4730.30 - Equipment - New &amp; Used Radio Equipment</b> Totals								Invoice Transactions	1	\$210.00



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>200 - County Highway</b>										
Department <b>17 - Highway</b>										
Account <b>4748 - Engineering Equipment &amp; Supplies</b>										
2021 - CALSER CALIBRATIONS, LLC	15720	Engineering Equipment	Paid by Check # 106515		03/16/2021	03/16/2021	03/16/2021		03/17/2021	1,165.00
1846 - BUSINESS CARD	688336	Monroe Center Oasis - Batteries	Paid by Check # 106585		03/30/2021	03/30/2021	03/30/2021		03/31/2021	4.28
3409 - DUANE A. HEVLY	21038	Dosimetry Service	Paid by Check # 106591		03/30/2021	03/30/2021	03/30/2021		03/31/2021	60.00
Account <b>4748 - Engineering Equipment &amp; Supplies</b> Totals							Invoice Transactions 3			<u>\$1,229.28</u>
Account <b>4780.20 - Capital - Purchase of ROW - Deed Recording Fees</b>										
1504 - OGLE COUNTY RECORDER	4025304	20-00336-00-BR Meridian Rd Culvert Extension Recording Fees	Paid by Check # 106536		03/16/2021	03/16/2021	03/16/2021		03/17/2021	37.00
Account <b>4780.20 - Capital - Purchase of ROW - Deed Recording Fees</b> Totals							Invoice Transactions 1			<u>\$37.00</u>
Department <b>17 - Highway</b> Totals							Invoice Transactions 103			<u>\$96,841.55</u>
Fund <b>200 - County Highway</b> Totals							Invoice Transactions 103			<u>\$96,841.55</u>
Grand Totals							Invoice Transactions 103			<u>\$96,841.55</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 100 - General Fund</b>										
Department <b>01 - County Clerk/Recorder</b>										
Account <b>4422 - Travel Expenses, Dues &amp; Seminars</b>										
1165 - LAURA J COOK	2021-00001306	REIMBURSEMENT - FEBRUARY & MARCH	Paid by Check # 160266		04/13/2021	04/20/2021	04/20/2021		04/20/2021	105.84
									Account <b>4422 - Travel Expenses, Dues &amp; Seminars</b> Totals	Invoice Transactions 1
										<u>\$105.84</u>
Account <b>4510 - Office Supplies</b>										
1165 - LAURA J COOK	2021-00001306	REIMBURSEMENT - FEBRUARY & MARCH	Paid by Check # 160266		04/13/2021	04/20/2021	04/20/2021		04/20/2021	12.74
									Account <b>4510 - Office Supplies</b> Totals	Invoice Transactions 1
										<u>\$12.74</u>
Sub-Department <b>10 - Elections</b>										
Account <b>4100 - Salaries- Departmental</b>										
4736 - GERALD BECK	2021-00001265	ELECTION SET-UP AND RENT - PINE ROCK TWP	Paid by Check # 160257		04/20/2021	04/20/2021	04/20/2021		04/20/2021	65.00
1103 - SHARON BOWERS	2021-00001266	ELECTION SET-UP & RENT - OREGON / NASHUA TWP	Paid by Check # 160258		04/20/2021	04/20/2021	04/20/2021		04/20/2021	390.00
2255 - CITY OF BYRON	2021-00001267	ELECTION RENT (2) BYRON TWP	Paid by Check # 160264		04/20/2021	04/20/2021	04/20/2021		04/20/2021	70.00
1272 - DEMOCRATIC PARTY CHAIRMAN	2021-00001268	DEMOCRAT - PRE & POST TEST / CANVASSING	Paid by Check # 160272		04/20/2021	04/20/2021	04/20/2021		04/20/2021	60.00
1201 - AILEEN DIEHL.	2021-00001269	ELECTION SET-UP & RENT - BROOKVILLE TWP	Paid by Check # 160274		04/20/2021	04/20/2021	04/20/2021		04/20/2021	65.00
2512 - FRANCIS DREW	2021-00001270	ELECTION SET-UP & RENT - GRAND DETOUR TWP	Paid by Check # 160275		04/20/2021	04/20/2021	04/20/2021		04/20/2021	65.00
1252 - PHILLIP FOSSLER	2021-00001271	ELECTION SET-UP & RENT - BUFFALO TWP	Paid by Check # 160279		04/20/2021	04/20/2021	04/20/2021		04/20/2021	195.00
1286 - STEVEN GREENFIELD	2021-00001272	ELECTION SET-UP & RENT - FORRESTON TWP	Paid by Check # 160281		04/20/2021	04/20/2021	04/20/2021		04/20/2021	195.00
1292 - LEONARD HAGEMANN	2021-00001273	ELECTION SET-UP & RENT - LEAF RIVER TWP	Paid by Check # 160282		04/20/2021	04/20/2021	04/20/2021		04/20/2021	65.00
1315 - LYLE HOPKINS	2021-00001274	ELECTION SET-UP & RENT - PINE CREEK TWP	Paid by Check # 160283		04/20/2021	04/20/2021	04/20/2021		04/20/2021	65.00
2968 - ROBERT L HORN	2021-00001275	ELECTION SET-UP & RENT - SCOTT TWP	Paid by Check # 160284		04/20/2021	04/20/2021	04/20/2021		04/20/2021	65.00
2023 - CLIFF JONES	2021-00001276	ELECTION RENT & SET-UP - LAFAYETTE TWP	Paid by Check # 160286		04/20/2021	04/20/2021	04/20/2021		04/20/2021	65.00



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 100 - General Fund</b>										
Department <b>01 - County Clerk/Recorder</b>										
Sub-Department <b>10 - Elections</b>										
Account <b>4100 - Salaries- Departmental</b>										
4178 - JOAN MORPHEY	2021-00001277	ELECTION SET-UP, RENT & MILEAGE - MONROE TWP	Paid by Check # 160295		04/20/2021	04/20/2021	04/20/2021		04/20/2021	90.76
1474 - DONALD NELSON	2021-00001278	ELECTION SET-UP AND RENT - LINCOLN TWP	Paid by Check # 160296		04/20/2021	04/20/2021	04/20/2021		04/20/2021	65.00
4016 - PENELOPE PAYTON	2021-00001279	ELECTION SET-UP - DEMENT TWP	Paid by Check # 160301		04/20/2021	04/20/2021	04/20/2021		04/20/2021	30.00
1113 - TERRY REEVERTS	2021-00001280	ELECTION SET-UP (4) & ELECTION RENT (2)	Paid by Check # 160305		04/20/2021	04/20/2021	04/20/2021		04/20/2021	190.00
1917 - REPUBLICAN CENTRAL COMMITTEE	2021-00001281	REPUBLICAN - PRE & POST TEST / CANVASSING	Paid by Check # 160307		04/20/2021	04/20/2021	04/20/2021		04/20/2021	60.00
1581 - JO ANN REYNOLDS	2021-00001282	ELECTION SET-UP & RENT - TAYLOR TWP	Paid by Check # 160308		04/20/2021	04/20/2021	04/20/2021		04/20/2021	65.00
1620 - MARILYN SCHLAF	2021-00001283	ELECTION SET-UP & RENT - LYNNVILLE TWP	Paid by Check # 160317		04/20/2021	04/20/2021	04/20/2021		04/20/2021	65.00
1635 - MATT SHORE	2021-00001284	ELECTION SET-UP & RENT - WOOSUNG TWP	Paid by Check # 160318		04/20/2021	04/20/2021	04/20/2021		04/20/2021	65.00
4653 - THOMAS K SMITH	2021-00001285	ELECTION SET-UP - WHITE ROCK TWP	Paid by Check # 160321		04/20/2021	04/20/2021	04/20/2021		04/20/2021	30.00
1660 - STILLMAN VALLEY FIRE DISTRICT	2021-00001286	ELECTION RENT - MARION TWP	Paid by Check # 160323		04/20/2021	04/20/2021	04/20/2021		04/20/2021	105.00
1943 - JOHN G THOMPSON	2021-00001287	ELECTION SET-UP - MT MORRIS TWP	Paid by Check # 160325		04/20/2021	04/20/2021	04/20/2021		04/20/2021	120.00
2965 - JEFF TREMBLE	2021-00001288	ELECTION SET-UP & RENT - ROCKVALE TWP	Paid by Check # 160329		04/20/2021	04/20/2021	04/20/2021		04/20/2021	130.00
1364 - CONNIE VANDREW	2021-00001289	ELECTION SET-UP & RENT - EAGLE POINT TWP	Paid by Check # 160331		04/20/2021	04/20/2021	04/20/2021		04/20/2021	65.00
1174 - VILLAGE OF CRESTON	2021-00001290	ELECTION RENT - DEMENT TWP	Paid by Check # 160333		04/20/2021	04/20/2021	04/20/2021		04/20/2021	35.00
1713 - VILLAGE OF MT MORRIS	2021-00001291	ELECTION RENT - MT MORRIS TWP	Paid by Check # 160334		04/20/2021	04/20/2021	04/20/2021		04/20/2021	140.00
4668 - WHITE ROCK TOWNSHIP	2021-00001292	ELECTION RENT - WHITE ROCK TWP	Paid by Check # 160337		04/20/2021	04/20/2021	04/20/2021		04/20/2021	35.00
1731 - RORY WIEDERHOLTZ	2021-00001293	ELECTION SET-UP & RENT - MARYLAND TWP	Paid by Check # 160338		04/20/2021	04/20/2021	04/20/2021		04/20/2021	65.00



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<b>Fund 100 - General Fund</b>										
Department <b>01 - County Clerk/Recorder</b>										
Sub-Department <b>10 - Elections</b>										
Account <b>4100 - Salaries- Departmental</b>										
2967 - KEITH WILTFANG	2021-00001294	ELECTION SET-UP - MARION TWP	Paid by Check # 160340		04/20/2021	04/20/2021	04/20/2021		04/20/2021	90.00
4017 - BOB WITHROW	2021-00001295	ELECTION SET-UP & RENT - FLAGG TWP	Paid by Check # 160341		04/20/2021	04/20/2021	04/20/2021		04/20/2021	715.00
Account <b>4100 - Salaries- Departmental</b> Totals										Invoice Transactions 31
										<u>\$3,525.76</u>
Account <b>4412 - Official Publications</b>										
1502 - OGLE COUNTY LIFE	2021-00001304	OFFICIAL ELECTION PUBLICATIONS	Paid by Check # 160299		03/31/2021	04/20/2021	04/20/2021		04/20/2021	2,076.00
1589 - ROCHELLE NEWS-LEADER	2021-00001305	OFFICIAL ELECTION PUBLICATIONS - (04/06/21)	Paid by Check # 160314		03/31/2021	04/20/2021	04/20/2021		04/20/2021	728.00
1615 - SAUK VALLEY MEDIA	1866160	OFFICIAL ELECTION PUBLICATIONS - (04/06/21)	Paid by Check # 160315		03/08/2021	04/20/2021	04/20/2021		04/20/2021	80.40
Account <b>4412 - Official Publications</b> Totals										Invoice Transactions 3
										<u>\$2,884.40</u>
Account <b>4525 - Election Supplies</b>										
1165 - LAURA J COOK	2021-00001306	REIMBURSEMENT - FEBRUARY & MARCH	Paid by Check # 160266		04/13/2021	04/20/2021	04/20/2021		04/20/2021	726.51
1246 - FISCHER'S	0731025-001	ELECTION SUPPLIES	Paid by Check # 160277		03/11/2021	04/20/2021	04/20/2021		04/20/2021	59.94
1246 - FISCHER'S	0731206-001	ELECTION SUPPLIES	Paid by Check # 160277		03/17/2021	04/20/2021	04/20/2021		04/20/2021	813.30
1354 - ILLINOIS OFFICE SUPPLY	59087	ELECTION SUPPLIES	Paid by Check # 160285		03/08/2021	04/20/2021	04/20/2021		04/20/2021	835.00
4791 - FRANK G. SMARDO	2021-00001303	DELIVERING AUTO MARK MACHINES - 04/06/2021	Paid by Check # 160320		04/07/2021	04/20/2021	04/20/2021		04/20/2021	1,700.00
Account <b>4525 - Election Supplies</b> Totals										Invoice Transactions 5
Sub-Department <b>10 - Elections</b> Totals										Invoice Transactions 39
Department <b>01 - County Clerk/Recorder</b> Totals										Invoice Transactions 41
										<u>\$4,134.75</u>
										<u>\$10,544.91</u>
										<u>\$10,663.49</u>





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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 100 - General Fund</b>										
Department <b>04 - HEW</b>										
Sub-Department <b>20 - Regional Supt of Schools</b>										
Account <b>4314 - Contractual Services</b>										
1400 - REGIONAL OFFICE OF EDUCATION #47	04-2021	APRIL 2021 REIMBURSEMENTS	Paid by Check # 160306		04/20/2021	04/20/2021	04/20/2021		04/20/2021	513.12
Account <b>4314 - Contractual Services</b> Totals									Invoice Transactions 1	\$513.12
Account <b>4422 - Travel Expenses, Dues &amp; Seminars</b>										
1400 - REGIONAL OFFICE OF EDUCATION #47	04-2021	APRIL 2021 REIMBURSEMENTS	Paid by Check # 160306		04/20/2021	04/20/2021	04/20/2021		04/20/2021	115.00
Account <b>4422 - Travel Expenses, Dues &amp; Seminars</b> Totals									Invoice Transactions 1	\$115.00
Account <b>4510 - Office Supplies</b>										
1400 - REGIONAL OFFICE OF EDUCATION #47	04-2021	APRIL 2021 REIMBURSEMENTS	Paid by Check # 160306		04/20/2021	04/20/2021	04/20/2021		04/20/2021	86.70
Account <b>4510 - Office Supplies</b> Totals									Invoice Transactions 1	\$86.70
Sub-Department <b>20 - Regional Supt of Schools</b> Totals									Invoice Transactions 3	\$714.82
Department <b>04 - HEW</b> Totals									Invoice Transactions 3	\$714.82





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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 100 - General Fund</b>										
Department <b>06 - Judiciary &amp; Jury</b>										
Account <b>4345 - Interpreter</b>										
1944 - LANGUAGE LINE SERVICES	10203113	Language Line Services - March, 2021	Paid by Check # 160290		04/09/2021	04/20/2021	04/20/2021		04/20/2021	14.99
Account <b>4345 - Interpreter</b> Totals									Invoice Transactions 1	<u>\$14.99</u>
Account <b>4510 - Office Supplies</b>										
1246 - FISCHER'S	0731557-001	Toners (BKM, RTH & MKP)	Paid by Check # 160277		04/09/2021	04/20/2021	04/20/2021		04/20/2021	165.63
Account <b>4510 - Office Supplies</b> Totals									Invoice Transactions 1	<u>\$165.63</u>
Account <b>4535 - Law Library Materials</b>										
1728 - THOMSON REUTERS - WEST	844101642	Westlaw - Patron Access (March, 2021)	Paid by Check # 160327		04/09/2021	04/20/2021	04/20/2021		04/20/2021	288.40
Account <b>4535 - Law Library Materials</b> Totals									Invoice Transactions 1	<u>\$288.40</u>
Account <b>4720 - Office Equipment</b>										
5046 - DE LAGE LANDEN FINANCIAL SERVICES, INC.	71815521	Lease Agreement (Copiers) 4/1/2021 through 4/30/2021	Paid by Check # 160270		04/09/2021	04/20/2021	04/20/2021		04/20/2021	220.00
Account <b>4720 - Office Equipment</b> Totals									Invoice Transactions 1	<u>\$220.00</u>
Sub-Department <b>15 - Public Defenders</b>										
Account <b>4324 - Appointed Attorneys</b>										
5558 - ASHLEY DAVIS	April 2021	PD CONTRACTUAL SERVICES	Paid by Check # 160269		03/30/2021	04/20/2021	04/20/2021		04/20/2021	2,000.00
5559 - KRISTIN FOLK	April 2021	PD CONTRACTUAL SERVICES	Paid by Check # 160278		03/30/2021	04/20/2021	04/20/2021		04/20/2021	2,000.00
Account <b>4324 - Appointed Attorneys</b> Totals									Invoice Transactions 2	<u>\$4,000.00</u>
Account <b>4510 - Office Supplies</b>										
1246 - FISCHER'S	731180-001	March Office Supplies	Paid by Check # 160277		03/30/2021	04/20/2021	04/20/2021		04/20/2021	71.75
1246 - FISCHER'S	731137-001	March Office Supplies	Paid by Check # 160277		03/30/2021	04/20/2021	04/20/2021		04/20/2021	188.77
Account <b>4510 - Office Supplies</b> Totals									Invoice Transactions 2	<u>\$260.52</u>
Sub-Department <b>15 - Public Defenders</b> Totals									Invoice Transactions 4	<u>\$4,260.52</u>
Department <b>06 - Judiciary &amp; Jury</b> Totals									Invoice Transactions 8	<u>\$4,949.54</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 100 - General Fund</b>										
Department <b>07 - Circuit Clerk</b>										
Account <b>4412 - Official Publications</b>										
1615 - SAUK VALLEY MEDIA	2021-00001251	Juvenile Publication	Paid by Check # 160316		04/09/2021	04/20/2021	04/20/2021		04/20/2021	70.35
1615 - SAUK VALLEY MEDIA	2021-00001252	Juvenile Publications	Paid by Check # 160316		04/09/2021	04/20/2021	04/20/2021		04/20/2021	88.70
1615 - SAUK VALLEY MEDIA	2021-00001253	Juvenile Publications	Paid by Check # 160316		04/09/2021	04/20/2021	04/20/2021		04/20/2021	73.70
Account <b>4412 - Official Publications</b> Totals								Invoice Transactions	3	\$232.75
Account <b>4510 - Office Supplies</b>										
1246 - FISCHER'S	2021-00001250	1 - OFFICE SUPPLIES	Paid by Check # 160277		04/09/2021	04/20/2021	04/20/2021		04/20/2021	135.33
Account <b>4510 - Office Supplies</b> Totals								Invoice Transactions	1	\$135.33
Department <b>07 - Circuit Clerk</b> Totals								Invoice Transactions	4	\$368.08



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>100 - General Fund</b>										
Department <b>08 - Probation</b>										
Account <b>4438 - Juvenile Detention Fees</b>										
4966 - KANE COUNTY TREASURER	2021-00001127	Juvenile Detention - March	Paid by Check # 160288		04/20/2021	04/20/2021	04/20/2021		04/20/2021	3,105.00
Account <b>4438 - Juvenile Detention Fees</b> Totals								Invoice Transactions	1	\$3,105.00
Department <b>08 - Probation</b> Totals								Invoice Transactions	1	\$3,105.00



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Payment Date Range 04/20/21 - 04/20/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 100 - General Fund</b>										
Department <b>09 - Focus House</b>										
Account <b>4180 - Medical Exams/ Drug Testing</b>										
4050 - ROCHELLE COMMUNITY HOSPITAL	4026K3298	Employee Medical	Paid by Check # 160310		04/20/2021	04/20/2021	04/20/2021		04/20/2021	124.00
Account <b>4180 - Medical Exams/ Drug Testing</b> Totals									Invoice Transactions 1	<u>\$124.00</u>
Account <b>4212 - Electricity</b>										
1849 - ROCHELLE MUNICIPAL UTILITIES	322 9st due 4/8	Electricity	Paid by Check # 160313		04/20/2021	04/20/2021	04/20/2021		04/20/2021	341.02
1849 - ROCHELLE MUNICIPAL UTILITIES	BLC due 4/21/21	Electricity	Paid by Check # 160312		04/20/2021	04/20/2021	04/20/2021		04/20/2021	883.45
Account <b>4212 - Electricity</b> Totals									Invoice Transactions 2	<u>\$1,224.47</u>
Account <b>4214 - Gas (Heating)</b>										
5155 - THOMPSON GAS, LLC	1503711331	Gas Heating	Paid by Check # 160326		04/20/2021	04/20/2021	04/20/2021		04/20/2021	351.63
Account <b>4214 - Gas (Heating)</b> Totals									Invoice Transactions 1	<u>\$351.63</u>
Account <b>4216 - Telephone</b>										
1941 - FRONTIER	5604-102193-5	Telephone final bill	Paid by Check # 160280		04/20/2021	04/20/2021	04/20/2021		04/20/2021	194.24
1265 - VERIZON	9875801904 2485	Telephone	Paid by Check # 160332		04/20/2021	04/20/2021	04/20/2021		04/20/2021	1.78
1265 - VERIZON	9875801904 2487	Telephone	Paid by Check # 160332		04/20/2021	04/20/2021	04/20/2021		04/20/2021	23.42
1265 - VERIZON	9875801904 7354	Telephone	Paid by Check # 160332		04/20/2021	04/20/2021	04/20/2021		04/20/2021	2.86
Account <b>4216 - Telephone</b> Totals									Invoice Transactions 4	<u>\$222.30</u>
Account <b>4326 - Medical Contracts</b>										
3035 - NANCY WILLIAMS	April 2021	Medical Contract	Paid by Check # 160339		04/20/2021	04/20/2021	04/20/2021		04/20/2021	500.00
Account <b>4326 - Medical Contracts</b> Totals									Invoice Transactions 1	<u>\$500.00</u>
Account <b>4435 - Transportation of Detainees</b>										
3390 - WEX BANK	70967434	Transportation	Paid by Check # 160336		04/20/2021	04/20/2021	04/20/2021		04/20/2021	261.44
Account <b>4435 - Transportation of Detainees</b> Totals									Invoice Transactions 1	<u>\$261.44</u>
Account <b>4510 - Office Supplies</b>										
1246 - FISCHER'S	0731307-001	Office Supplies	Paid by Check # 160277		04/20/2021	04/20/2021	04/20/2021		04/20/2021	70.98
Account <b>4510 - Office Supplies</b> Totals									Invoice Transactions 1	<u>\$70.98</u>
Account <b>4520 - Janitorial Supplies</b>										
1013 - ROCHELLE JANITORIAL SUPPLY, INC	0310219	Janitorial Supplies	Paid by Check # 160311		04/20/2021	04/20/2021	04/20/2021		04/20/2021	180.72
1013 - ROCHELLE JANITORIAL SUPPLY, INC	032421-1	Janitorial Supplies	Paid by Check # 160311		04/20/2021	04/20/2021	04/20/2021		04/20/2021	55.55



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 100 - General Fund</b>										
Department <b>09 - Focus House</b>										
Account <b>4520 - Janitorial Supplies</b>										
1013 - ROCHELLE JANITORIAL SUPPLY, INC	040621-10	Janitorial Supplies	Paid by Check # 160311		04/20/2021	04/20/2021	04/20/2021		04/20/2021	101.46
Account <b>4520 - Janitorial Supplies</b> Totals										Invoice Transactions 3
										<u>\$337.73</u>
Account <b>4540 - Repairs &amp; Maint - Facilities</b>										
1984 - B & W APPLIANCE CENTER, INC.	313	Building maintenance	Paid by Check # 160256		04/20/2021	04/20/2021	04/20/2021		04/20/2021	72.00
1984 - B & W APPLIANCE CENTER, INC.	340	Maintenance	Paid by Check # 160256		04/20/2021	04/20/2021	04/20/2021		04/20/2021	22.00
1984 - B & W APPLIANCE CENTER, INC.	352	Maintenance	Paid by Check # 160256		04/20/2021	04/20/2021	04/20/2021		04/20/2021	22.00
2889 - BRUNS CONSTRUCTION INC.	9401	Maintenance	Paid by Check # 160260		04/20/2021	04/20/2021	04/20/2021		04/20/2021	150.00
1434 - MENARDS	43998	Building maintenance	Paid by Check # 160293		04/20/2021	04/20/2021	04/20/2021		04/20/2021	34.97
4440 - NORTHERN ILLINOIS DISPOSAL SVC	20351458	Maintenance	Paid by Check # 160298		04/20/2021	04/20/2021	04/20/2021		04/20/2021	315.86
2148 - OMEGA PEST CONTROL	041348	Maintenance	Paid by Check # 160300		04/20/2021	04/20/2021	04/20/2021		04/20/2021	125.00
2148 - OMEGA PEST CONTROL	041419	Maintenance	Paid by Check # 160300		04/20/2021	04/20/2021	04/20/2021		04/20/2021	125.00
4607 - PER MAR SECURITY SERVICES	2461986	Maintenance	Paid by Check # 160302		04/20/2021	04/20/2021	04/20/2021		04/20/2021	88.00
4607 - PER MAR SECURITY SERVICES	2461985	Maintenance	Paid by Check # 160302		04/20/2021	04/20/2021	04/20/2021		04/20/2021	336.99
4607 - PER MAR SECURITY SERVICES	2423231	Maintenance	Paid by Check # 160302		04/20/2021	04/20/2021	04/20/2021		04/20/2021	336.99
4607 - PER MAR SECURITY SERVICES	2484832	Maintenance	Paid by Check # 160302		04/20/2021	04/20/2021	04/20/2021		04/20/2021	336.99
5351 - ROCHELLE ACE HARDWARE	024243	Maintenance	Paid by Check # 160309		04/20/2021	04/20/2021	04/20/2021		04/20/2021	7.59
Account <b>4540 - Repairs &amp; Maint - Facilities</b> Totals										Invoice Transactions 13
										<u>\$1,973.39</u>
Account <b>4550 - Food for County Prisoners</b>										
3182 - PERFORMANCE FOOD SERVICE - TPC	6606591	Food for residents	Paid by Check # 160303		04/20/2021	04/20/2021	04/20/2021		04/20/2021	1,626.76
Account <b>4550 - Food for County Prisoners</b> Totals										Invoice Transactions 1
										<u>\$1,626.76</u>
Department <b>09 - Focus House</b> Totals										Invoice Transactions 28
										<u>\$6,692.70</u>



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<b>Fund 100 - General Fund</b>										
Department <b>10 - Assessment</b>										
Account <b>4422 - Travel Expenses, Dues &amp; Seminars</b>										
5451 - RONALD KANE	2021-03-21	Lodging and Mileage	Paid by Check # 160287		03/30/2021	04/20/2021	04/20/2021		04/20/2021	464.24
Account <b>4422 - Travel Expenses, Dues &amp; Seminars</b> Totals									Invoice Transactions 1	<u>\$464.24</u>
Account <b>4510 - Office Supplies</b>										
1177 - CULLIGAN	044412-04-A	Monthly Water Bill	Paid by Check # 160267		03/31/2021	04/20/2021	04/20/2021		04/20/2021	18.75
1246 - FISCHER'S	0731192-001	Toner Cartridge	Paid by Check # 160277		03/16/2021	04/20/2021	04/20/2021		04/20/2021	59.90
Account <b>4510 - Office Supplies</b> Totals									Invoice Transactions 2	<u>\$78.65</u>
Department <b>10 - Assessment</b> Totals									Invoice Transactions 3	<u>\$542.89</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>100 - General Fund</b>										
Department <b>11 - Zoning</b>										
Account <b>4510 - Office Supplies</b>										
1246 - FISCHER'S	731521	March 2021 Statement	Paid by Check # 160277		03/30/2021	04/20/2021	04/20/2021		04/20/2021	108.34
Account <b>4510 - Office Supplies</b> Totals									Invoice Transactions 1	<u>\$108.34</u>
Account <b>4720 - Office Equipment</b>										
5590 - ENGINEER SUPPLY LLC	2306249	Schonstedt Maggie Pin Locator	Paid by Check # 160276		04/07/2021	04/20/2021	04/20/2021		04/20/2021	728.00
Account <b>4720 - Office Equipment</b> Totals									Invoice Transactions 1	<u>\$728.00</u>
Department <b>11 - Zoning</b> Totals									Invoice Transactions 2	<u>\$836.34</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 100 - General Fund</b>										
Department <b>13 - Coroner</b>										
Account <b>4355 - Autopsy Fees</b>										
2666 - MARK PETERS, MD S.C.	03/2021	Autopsy for Salinas	Paid by Check # 160304		04/12/2021	04/12/2021	04/20/2021		04/20/2021	700.00
1109 - STERICYCLE, INC.	4010016622	Waste pickup for Morgue	Paid by Check # 160322		04/12/2021	04/12/2021	04/20/2021		04/20/2021	142.43
Account <b>4355 - Autopsy Fees</b> Totals								Invoice Transactions	2	\$842.43
Account <b>4458 - Coroner Lab Fees</b>										
5525 - NMS	1136453	Labs for Vukadinovich, Hanson, Cates	Paid by Check # 160297		04/12/2021	04/12/2021	04/20/2021		04/20/2021	734.00
Account <b>4458 - Coroner Lab Fees</b> Totals								Invoice Transactions	1	\$734.00
Account <b>4545.10 - Petroleum Products - Gasoline</b>										
3105 - CONSERV FS INC.	04/09/2021	Fuel 106.4 gallons @ \$2.36	Paid by Check # 160265		04/12/2021	04/12/2021	04/20/2021		04/20/2021	251.10
Account <b>4545.10 - Petroleum Products - Gasoline</b> Totals								Invoice Transactions	1	\$251.10
Department <b>13 - Coroner</b> Totals								Invoice Transactions	4	\$1,827.53





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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 100 - General Fund</b>										
Department <b>14 - State's Attorney</b>										
Account <b>4415.10 - Printing Appeals &amp; Transcripts</b>										
4766 - ANGELA M. MILLER	282	G. J. Transcript	Paid by Check # 160294		04/20/2021	04/20/2021	04/20/2021		04/20/2021	49.50
4766 - ANGELA M. MILLER	280	Transcript - McGillen	Paid by Check # 160294		04/20/2021	04/20/2021	04/20/2021		04/20/2021	31.50
4766 - ANGELA M. MILLER	278	G.J. Transcript Borrego	Paid by Check # 160294		04/20/2021	04/20/2021	04/20/2021		04/20/2021	184.50
Account <b>4415.10 - Printing Appeals &amp; Transcripts</b> Totals									Invoice Transactions 3	\$265.50
Account <b>4422 - Travel Expenses, Dues &amp; Seminars</b>										
5562 - HEATHER KRUSE	2021-00001263	Mileage Reimbursement for CAC Interviews	Paid by Check # 160289		04/20/2021	04/20/2021	04/20/2021		04/20/2021	53.76
5563 - MATTHEW LEISTEN	2021-00001264	Mileage Reimburse for CAC Interview	Paid by Check # 160291		04/20/2021	04/20/2021	04/20/2021		04/20/2021	17.92
Account <b>4422 - Travel Expenses, Dues &amp; Seminars</b> Totals									Invoice Transactions 2	\$71.68
Account <b>4510 - Office Supplies</b>										
1177 - CULLIGAN	2021-00001258	Water - Feb & March 2021	Paid by Check # 160268		04/20/2021	04/20/2021	04/20/2021		04/20/2021	73.09
5046 - DE LAGE LANDEN FINANCIAL SERVICES, INC.	2021-00001259	Copier Lease April 2021	Paid by Check # 160271		04/20/2021	04/20/2021	04/20/2021		04/20/2021	740.71
1246 - FISCHER'S	0731288-001	Office Supplies	Paid by Check # 160277		04/20/2021	04/20/2021	04/20/2021		04/20/2021	51.09
1246 - FISCHER'S	0731224-001	Office Supplies	Paid by Check # 160277		04/20/2021	04/20/2021	04/20/2021		04/20/2021	39.95
1246 - FISCHER'S	0731194-001	Office Supplies	Paid by Check # 160277		04/20/2021	04/20/2021	04/20/2021		04/20/2021	61.41
1246 - FISCHER'S	0731135-001	Office Supplies	Paid by Check # 160277		04/20/2021	04/20/2021	04/20/2021		04/20/2021	184.89
1246 - FISCHER'S	0731043-001	Office Supplies	Paid by Check # 160277		04/20/2021	04/20/2021	04/20/2021		04/20/2021	30.00
3354 - UNIFORM DEN EAST, INC.	72364	Badge ID Case & shipping charge for badge	Paid by Check # 160330		04/20/2021	04/20/2021	04/20/2021		04/20/2021	45.28
2676 - WALWORTH COUNTY SHERIFF' S DEPARTMENT	2021-00001260	Certified Copies of Conviction	Paid by Check # 160335		04/20/2021	04/20/2021	04/20/2021		04/20/2021	7.50
Account <b>4510 - Office Supplies</b> Totals									Invoice Transactions 9	\$1,233.92
Account <b>4538 - Legal Materials &amp; Books</b>										
1728 - THOMSON REUTERS - WEST	844087099	West Law March 2021	Paid by Check # 160328		04/20/2021	04/20/2021	04/20/2021		04/20/2021	1,203.16
Account <b>4538 - Legal Materials &amp; Books</b> Totals									Invoice Transactions 1	\$1,203.16
Account <b>4720 - Office Equipment</b>										
3991 - CARD SERVICE CENTER	2021-00001261	3- Wireless Keyboards w/mouse combo	Paid by Check # 160262		04/20/2021	04/20/2021	04/20/2021		04/20/2021	79.83



# April 20, 2021 - County Board Report

Payment Date Range 04/20/21 - 04/20/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>100 - General Fund</b>										
Department <b>14 - State's Attorney</b>										
Account <b>4720 - Office Equipment</b>										
3991 - CARD SERVICE CENTER	2021-00001262	Wireless Keyboard & 5 pack Flash Drives	Paid by Check # 160262		04/20/2021	04/20/2021	04/20/2021		04/20/2021	52.98
Account <b>4720 - Office Equipment</b> Totals							Invoice Transactions 2		\$132.81	
Department <b>14 - State's Attorney</b> Totals							Invoice Transactions 17		\$2,907.07	



# April 20, 2021 - County Board Report

Payment Date Range 04/20/21 - 04/20/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 100 - General Fund</b>										
Department <b>16 - Finance</b>										
Account <b>4312 - Auditing</b>										
3369 - SIKICH, LLP	497863	PROFESSIONAL SERVICES RENDERED THROUGH 3/31/2021	Paid by Check # 160319		04/20/2021	04/20/2021	04/20/2021		04/20/2021	6,000.00
Account <b>4312 - Auditing</b> Totals										Invoice Transactions 1
										<u>\$6,000.00</u>
Account <b>4422 - Travel Expenses, Dues &amp; Seminars</b>										
1673 - TAXPAYERS FEDERATION OF ILLINOIS	2021 SUBSCRIPTN	OGLE COUNTY 2021 ANNUAL SUBSCRIPTION	Paid by Check # 160324		04/20/2021	04/20/2021	04/20/2021		04/20/2021	250.00
Account <b>4422 - Travel Expenses, Dues &amp; Seminars</b> Totals										Invoice Transactions 1
										<u>\$250.00</u>
Account <b>4490 - Contingencies</b>										
5246 - BRANDT ZIES Z CLEANING	106438	28 HOURS @ \$20.00 PER HOUR - MARCH 2021	Paid by Check # 160259		04/20/2021	04/20/2021	04/20/2021		04/20/2021	560.00
5582 - DONNA M MANN	02-2021	27 HOURS @ \$37.50/HR FOR FEBRUARY 2021	Paid by Check # 160292		04/20/2021	04/20/2021	04/20/2021		04/20/2021	1,012.50
5582 - DONNA M MANN	03-2021	40 HOURS @ \$37.50/HOUR FOR MARCH 2021	Paid by Check # 160292		04/20/2021	04/20/2021	04/20/2021		04/20/2021	1,500.00
3369 - SIKICH, LLP	495604	HR SUPPORT SERVICES - 1.5 HOURS @ \$325.00 PER HOUR - MARCH 2021	Paid by Check # 160319		04/20/2021	04/20/2021	04/20/2021		04/20/2021	487.50
Account <b>4490 - Contingencies</b> Totals										Invoice Transactions 4
Department <b>16 - Finance</b> Totals										Invoice Transactions 6
										<u>\$3,560.00</u>
										<u>\$9,810.00</u>



# April 20, 2021 - County Board Report

Payment Date Range 04/20/21 - 04/20/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 100 - General Fund</b>										
Department <b>23 - Information Technology</b>										
Account <b>4211 - Internet Service</b>										
3991 - CARD SERVICE CENTER	2021-00001299	Credit Card Invoices	Paid by Check # 160263		04/01/2021	04/13/2021	04/20/2021		04/20/2021	43.99
Account <b>4211 - Internet Service</b> Totals									Invoice Transactions 1	<u>\$43.99</u>
Account <b>4545.10 - Petroleum Products - Gasoline</b>										
3105 - CONSERV FS INC.	2021-00001298	March Fuel	Paid by Check # 160265		04/01/2021	04/13/2021	04/20/2021		04/20/2021	32.80
Account <b>4545.10 - Petroleum Products - Gasoline</b> Totals									Invoice Transactions 1	<u>\$32.80</u>
Account <b>4710 - Computer Hardware &amp; Software</b>										
3260 - LAURENCE G. CALLANT	2021-00001300	Invoices	Paid by Check # 160261		04/01/2021	04/13/2021	04/20/2021		04/20/2021	135.40
3991 - CARD SERVICE CENTER	2021-00001299	Credit Card Invoices	Paid by Check # 160263		04/01/2021	04/13/2021	04/20/2021		04/20/2021	2,666.75
Account <b>4710 - Computer Hardware &amp; Software</b> Totals									Invoice Transactions 2	<u>\$2,802.15</u>
Account <b>4714 - Software Maintenance</b>										
1199 - DEVNET, INC	0711.6117	2nd Quarter Maintenance Payment	Paid by Check # 160273		04/01/2021	04/13/2021	04/20/2021		04/20/2021	9,655.70
Account <b>4714 - Software Maintenance</b> Totals									Invoice Transactions 1	<u>\$9,655.70</u>
Department <b>23 - Information Technology</b> Totals									Invoice Transactions 5	<u>\$12,534.64</u>
Fund <b>100 - General Fund</b> Totals									Invoice Transactions 122	<u>\$54,952.10</u>
Grand Totals									Invoice Transactions 122	<u>\$54,952.10</u>

## Local Share of State-County Sales Tax

## 2019

<b>Date:</b>	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19
<b>1%</b>	40,039.30	30,864.22	35,643.08	49,885.36	38,122.42	46,554.24	42,580.80	33,243.52	32,453.39	28,569.12	30,572.76	24,658.93
<b>0.25%</b>	80,220.05	80,223.32	74,013.91	79,446.36	64,328.26	80,591.82	80,813.64	77,554.17	84,801.68	82,984.01	83,839.26	81,742.19
<b>Date Received</b>	12/13/18	01/14/19	02/11/19	03/11/19	04/08/19	05/09/19	06/10/19	07/11/19	08/09/19	09/11/19	10/11/19	11/12/19

**2020**

Date:	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20
1%	25,376.12	32,961.05	56,706.59	42,493.12	30,321.68	28,416.36	24,471.61	19,357.22	22,169.49	35,235.07	26,848.94	20,801.04
0.25%	77,125.78	84,853.60	85,977.36	87,582.09	65,201.07	63,490.33	68,495.81	62,463.62	72,127.75	87,034.46	86,731.45	80,556.05
Date Received	12/09/19	01/14/20	02/10/20	03/10/20	04/13/20	05/13/20	06/08/20	07/13/20	08/13/20	09/10/20	10/09/20	11/11/20

## 2021

<b>Date:</b>	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
<b>1%</b>	19,285.76	25,897.46	21,040.23	41,455.76	51,064.08							
<b>0.25%</b>	89,024.65	83,500.08	72,373.63	83,661.01	84,468.43							
<b>Date Received</b>	12/14/20	01/13/21	02/08/21	03/12/21	04/09/21							

## 2022

[illegible]



# General Fund Budget Performance

Fiscal Year to Date 03/31/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund <b>100 - General Fund</b>							
REVENUE							
Department <b>00 - Non-Departmental</b>							
3098	Estimated Beginning Balance	150,000.00	.00	.00	150,000.00	0	.00
3110	State Income Tax	2,500,000.00	179,002.29	838,594.51	1,661,405.49	34	2,515,360.19
3120.10	Sales Tax \$.0025 Portion	910,000.00	83,661.01	328,559.37	581,440.63	36	921,639.37
3120.20	Sales Tax 1% Portion	380,000.00	41,455.76	107,679.21	272,320.79	28	365,158.29
3120.30	Sales Tax Local Use Tax	915,000.00	137,836.76	414,660.93	500,339.07	45	927,694.75
3123	Cannabis Use Tax	16,000.00	2,033.46	7,770.60	8,229.40	49	12,333.94
3125	Property Tax	4,640,000.00	.00	.00	4,640,000.00	0	4,468,418.05
3128	Building Rent	11,400.00	.00	3,800.00	7,600.00	33	12,350.00
3129	Video Gambling Tax	19,000.00	1,155.31	3,884.54	15,115.46	20	18,953.36
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	398.15
3330	Cable TV Franchise Fees	98,000.00	.00	24,433.75	73,566.25	25	96,686.67
3380	Restitution	.00	20.00	170.00	(170.00)	+++	.00
3900.140	Interfund Transfer In County Officers	1,200,000.00	.00	.00	1,200,000.00	0	1,200,000.00
3900.180	Interfund Transfer In Long Range Capital Improvement	275,000.00	.00	.00	275,000.00	0	.00
3900.184	Interfund Transfer In Revolving Vehicle Purchase Fund	.00	.00	.00	.00	+++	781,755.25
3900.400	Interfund Transfer In Interfund Transfer In Health	9,650.00	.00	4,050.00	5,600.00	42	49,685.00
3900.420	Interfund Transfer In Animal Control	20,000.00	.00	.00	20,000.00	0	15,000.00
3900.430	Interfund Transfer In Solid Waste	.00	.00	.00	.00	+++	29,800.00
3900.905	Interfund Transfer In Personal Property	400,000.00	.00	400,000.00	.00	100	410,000.00
3999	Other Revenue	10,000.00	.00	840.00	9,160.00	8	17,120.04
Department <b>00 - Non-Departmental Totals</b>		\$11,554,050.00	\$445,164.59	\$2,134,442.91	\$9,419,607.09	18%	\$11,842,353.06
Department <b>01 - County Clerk/Recorder</b>							
3129	Video Gambling Tax	1,000.00	.00	.00	1,000.00	0	625.00
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	23,642.00
3530	Liquor License	20,000.00	.00	.00	20,000.00	0	15,612.50
3542	County Licenses	2,000.00	150.00	150.00	1,850.00	8	1,400.00
3999	Other Revenue	.00	.00	.00	.00	+++	133.12
Department <b>01 - County Clerk/Recorder Totals</b>		\$23,000.00	\$150.00	\$150.00	\$22,850.00	1%	\$41,412.62



# General Fund Budget Performance

Fiscal Year to Date 03/31/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Department <b>03 - Treasurer</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	1,173.90
3310	Copies	4,500.00	.00	.00	4,500.00	0	5,735.68
3483	Indemnity Cost	6,500.00	.00	6,740.00	(240.00)	104	6,480.00
Department <b>03 - Treasurer Totals</b>		\$11,000.00	\$0.00	\$6,740.00	\$4,260.00	61%	\$13,389.58
Department <b>06 - Judiciary &amp; Jury</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	1,019.79
3900.350	Interfund Transfer In County Ordinance	100,000.00	.00	.00	100,000.00	0	85,000.00
Sub-Department <b>15 - Public Defenders</b>							
3218	Public Defender Reimbursement	107,365.00	8,947.11	30,516.91	76,848.09	28	43,999.86
Sub-Department <b>15 - Public Defenders Totals</b>		\$0.00	\$8,947.11	\$30,516.91	\$76,848.09	28%	\$0.00
Department <b>06 - Judiciary &amp; Jury Totals</b>		\$207,365.00	\$8,947.11	\$30,516.91	\$176,848.09	15%	\$130,019.65
Department <b>07 - Circuit Clerk</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	42,545.86
3361	DUI Education Fee	.00	.00	122.50	(122.50)	+++	2,241.50
3362	Police Vehicle Fee	8,000.00	.00	120.00	7,880.00	2	1,154.00
3375	Public Defender	2,500.00	.00	120.00	2,380.00	5	458.25
3385	Street Value Drugs	5,000.00	251.63	1,775.99	3,224.01	36	4,283.57
3390	Criminal Fines	125,000.00	2,314.23	11,883.00	113,117.00	10	54,083.12
3395	Traffic Fines	230,000.00	12,668.58	62,018.39	167,981.61	27	189,793.34
3396	County Fee -(Traffic)	65,000.00	177.91	630.83	64,369.17	1	3,845.58
3397	Arrest Agency Fee	156,000.00	4,355.00	25,621.19	130,378.81	16	37,653.00
3900.550	Interfund Transfer In Document Storage	52,500.00	.00	.00	52,500.00	0	52,500.00
3900.555	Interfund Transfer In County Automation - Circuit Cler	52,500.00	.00	.00	52,500.00	0	52,500.00
Department <b>07 - Circuit Clerk Totals</b>		\$696,500.00	\$19,767.35	\$102,291.90	\$594,208.10	15%	\$441,058.22
Department <b>08 - Probation</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	12,418.08
3215	Probation Salary Reimbursements	561,059.00	.00	185,404.30	375,654.70	33	540,887.51
Department <b>08 - Probation Totals</b>		\$561,059.00	\$0.00	\$185,404.30	\$375,654.70	33%	\$553,305.59



# General Fund Budget Performance

Fiscal Year to Date 03/31/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Department <b>09 - Focus House</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	10,611.87
3215	Probation Salary Reimbursements	284,337.00	.00	94,380.18	189,956.82	33	286,186.35
3271	School Reimbursements	23,400.00	.00	.00	23,400.00	0	25,400.00
3469	Alternative to Suspension	5,000.00	.00	.00	5,000.00	0	2,100.00
3470.30	Foster Care Kendall County	10,000.00	.00	.00	10,000.00	0	.00
3470.38	Foster Care Grundy County	40,000.00	.00	.00	40,000.00	0	34,050.00
3470.40	Foster Care Lee County	20,000.00	.00	.00	20,000.00	0	13,800.00
3470.42	Foster Care LaSalle County	10,000.00	.00	.00	10,000.00	0	.00
3470.45	Foster Care Tazewell County	60,000.00	5,487.00	16,284.00	43,716.00	27	52,101.00
3470.48	Foster Care Rock County, WI	50,000.00	5,880.00	25,200.00	24,800.00	50	46,410.00
3470.50	Foster Care Winnebago County	50,000.00	.00	.00	50,000.00	0	26,019.00
3470.60	Foster Care Bureau County	10,000.00	.00	.00	10,000.00	0	.00
3470.65	Foster Care Peoria County	10,000.00	.00	.00	10,000.00	0	.00
3470.70	Foster Care McHenry County	10,000.00	6,900.00	26,400.00	(16,400.00)	264	10,800.00
3470.75	Foster Care Rock Island County	10,000.00	.00	.00	10,000.00	0	.00
3470.85	Foster Care Woodford County	10,000.00	.00	.00	10,000.00	0	750.00
3470.90	Foster Care Whiteside County	10,000.00	.00	.00	10,000.00	0	.00
3473	Illinois Juvenile Contract	72,000.00	.00	.00	72,000.00	0	8,830.00
3608	Sold Property	.00	.00	.00	.00	+++	56,833.78
3999	Other Revenue	.00	.00	.00	.00	+++	254.73
Department <b>09 - Focus House</b> Totals		\$684,737.00	\$18,267.00	\$162,264.18	\$522,472.82	24%	\$574,146.73
Department <b>10 - Assessment</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	13,994.05
3220	Assessor's Salary Reimbursement	43,935.00	3,661.29	14,575.83	29,359.17	33	33,354.42
3310	Copies	3,000.00	40.95	110.90	2,889.10	4	872.25
Department <b>10 - Assessment</b> Totals		\$46,935.00	\$3,702.24	\$14,686.73	\$32,248.27	31%	\$48,220.72





# General Fund Budget Performance

Fiscal Year to Date 03/31/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Department <b>11 - Zoning</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	17,786.62
3599	Other Licenses & Permits	50,000.00	1,413.37	7,054.37	42,945.63	14	31,476.23
Department <b>11 - Zoning</b> Totals		\$50,000.00	\$1,413.37	\$7,054.37	\$42,945.63	14%	\$49,262.85
Department <b>12 - Sheriff</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	29,757.67
3230	Sheriff's Department Reimbursements	50,000.00	127.00	8,727.98	41,272.02	17	60,735.44
3271	School Reimbursements	160,000.00	32,000.00	81,000.00	79,000.00	51	181,500.00
3357	Court Security Fee	125,000.00	9,851.99	46,726.69	78,273.31	37	131,685.18
3410	Computer Rent	7,000.00	.00	.00	7,000.00	0	7,300.00
3415	Fingerprinting	600.00	50.00	275.00	325.00	46	380.00
3425	Jail Boarding	650,000.00	1,650.00	13,730.00	636,270.00	2	129,184.00
3435	Take Bond Fee	18,000.00	1,980.00	5,175.00	12,825.00	29	18,450.00
3440	Tower Rent	17,800.00	1,250.00	6,250.00	11,550.00	35	16,550.08
3445	Work Release	5,500.00	672.00	4,150.32	1,349.68	75	7,140.00
3608	Sold Property	.00	.00	.00	.00	+++	9,720.00
3900.400	Interfund Transfer In Interfund Transfer In Health	.00	.00	.00	.00	+++	103,823.85
Sub-Department <b>60 - OEMA</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	169,613.98
3900.610	Interfund Transfer In OEMA	40,000.00	.00	.00	40,000.00	0	.00
Sub-Department <b>60 - OEMA</b> Totals		\$40,000.00	\$0.00	\$0.00	\$40,000.00	0%	\$169,613.98
Sub-Department <b>62 - Emergency Communications</b>							
3900.640	Interfund Transfer In 911 Emergency	170,000.00	41,342.21	83,088.71	86,911.29	49	166,638.37
Sub-Department <b>62 - Emergency Communications</b> Totals		\$170,000.00	\$41,342.21	\$83,088.71	\$86,911.29	49%	\$166,638.37
Department <b>12 - Sheriff</b> Totals		\$1,243,900.00	\$88,923.20	\$249,123.70	\$994,776.30	20%	\$1,032,478.57
Department <b>13 - Coroner</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	5,846.47
3999	Other Revenue	.00	.00	38.00	(38.00)	+++	1,446.00
Department <b>13 - Coroner</b> Totals		\$0.00	\$0.00	\$38.00	(\$38.00)	+++	\$7,292.47



# General Fund Budget Performance

Fiscal Year to Date 03/31/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Department <b>14 - State's Attorney</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	23,380.84
3205	State's Attorney Salary Reimbursement	157,129.00	13,094.10	52,376.40	104,752.60	33	154,162.76
3210	Victim Witness Advocate Reimbursement	25,000.00	.00	.00	25,000.00	0	31,250.00
3999	Other Revenue	.00	.00	.00	.00	+++	12,015.00
Department <b>14 - State's Attorney Totals</b>		\$182,129.00	\$13,094.10	\$52,376.40	\$129,752.60	29%	\$220,808.60
Department <b>16 - Finance</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	2,789.00
Department <b>16 - Finance Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	+++	\$2,789.00
Department <b>23 - Information Technology</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	11,562.88
Department <b>23 - Information Technology Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	+++	\$11,562.88
<b>REVENUE TOTALS</b>		\$15,260,675.00	\$599,428.96	\$2,945,089.40	\$12,315,585.60	19%	\$14,968,100.54

## EXPENSE

Department <b>01 - County Clerk/Recorder</b>							
4100	Salaries- Departmental	303,140.00	23,018.93	89,555.94	213,584.06	30	276,040.41
4120	Part Time/ Extra Time	5,000.00	1,839.50	3,649.16	1,350.84	73	12,041.65
4422	Travel Expenses, Dues & Seminars	1,100.00	.00	100.00	1,000.00	9	1,553.82
4510	Office Supplies	3,900.00	1,282.03	5,191.37	(1,291.37)	133	4,370.97
4714	Software Maintenance	.00	.00	500.00	(500.00)	+++	13,310.53
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	42.50	(42.50)	+++	19,075.11
Sub-Department <b>10 - Elections</b>							
4100	Salaries- Departmental	30,000.00	831.88	1,124.88	28,875.12	4	55,580.86
4125	COVID Pay	.00	.00	(50.00)	50.00	+++	32,450.89
4412	Official Publications	17,000.00	319.50	782.00	16,218.00	5	8,958.15
4525	Election Supplies	37,500.00	9,489.15	15,171.21	22,328.79	40	62,571.41
4528	Voter Registration Supplies	13,000.00	.00	.00	13,000.00	0	179.00
4714	Software Maintenance	.00	.00	.00	.00	+++	22,779.05
Sub-Department <b>10 - Elections Totals</b>		\$97,500.00	\$10,640.53	\$17,028.09	\$80,471.91	17%	\$182,519.36
Department <b>01 - County Clerk/Recorder Totals</b>		\$410,640.00	\$36,780.99	\$116,067.06	\$294,572.94	28%	\$508,911.85



# General Fund Budget Performance

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Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Department <b>02 - Building &amp; Grounds</b>							
4100	Salaries- Departmental	308,246.00	27,995.60	111,377.65	196,868.35	36	319,447.16
4130	Overtime	5,000.00	.00	3,234.23	1,765.77	65	2,330.32
4210	Disposal Service	8,000.00	855.14	3,388.28	4,611.72	42	10,351.98
4212	Electricity	.00	.00	.00	.00	+++	66,224.61
4212.10	Electricity Courthouse	.00	.00	.00	.00	+++	42,767.26
4212.20	Electricity Judicial Center	.00	.00	.00	.00	+++	62,203.00
4212.30	Electricity Weld Park	.00	.00	.00	.00	+++	255.56
4212.40	Electricity Rochelle Offices	.00	.00	.00	.00	+++	6,204.00
4212.50	Electricity Sheriff/Coroner Administration	.00	.00	.00	.00	+++	27,166.39
4212.70	Electricity Maintenance Building	.00	.00	.00	.00	+++	4,723.72
4212.80	Electricity Pines Road Annex	.00	.00	.00	.00	+++	2,584.34
4212.90	Electricity Oregon Tower	.00	.00	.00	.00	+++	3,908.78
4212.95	Electricity Rochelle/Hillcrest Tower	.00	.00	.00	.00	+++	2,095.89
4214	Gas (Heating)	.00	.00	.00	.00	+++	17,280.62
4214.10	Gas (Heating) Courthouse	.00	.00	.00	.00	+++	6,095.93
4214.20	Gas (Heating) Judicial Center	.00	.00	.00	.00	+++	717.26
4214.40	Gas (Heating) Rochelle Offices	.00	.00	.00	.00	+++	1,271.41
4214.50	Gas (Heating) Sheriff/Coroner Administration	.00	.00	.00	.00	+++	5,422.21
4214.55	Gas (Heating) Jail	.00	.00	.00	.00	+++	13,112.05
4214.60	Gas (Heating) Judicial Center Annex	.00	.00	.00	.00	+++	5,983.20
4214.70	Gas (Heating) Maintenance Building	.00	.00	.00	.00	+++	785.17
4214.80	Gas (Heating) Pines Road Annex	.00	.00	.00	.00	+++	2,605.69
4216	Telephone	38,800.00	3,428.44	13,385.89	25,414.11	34	36,350.33
4216.30	Telephone Cell Phones & Pagers	17,500.00	2,838.08	15,330.39	2,169.61	88	21,067.67
4218	Water	.00	.00	.00	.00	+++	10,691.01
4218.10	Water Courthouse	.00	.00	.00	.00	+++	405.02
4218.20	Water Judicial Center	.00	.00	.00	.00	+++	283.29
4218.50	Water Sheriff/Coroner Admin. Bldg.	.00	.00	.00	.00	+++	894.19
4218.55	Water Jail	.00	.00	.00	.00	+++	17,740.15
4218.70	Water Maintenance Building	.00	.00	.00	.00	+++	1,329.48
4218.80	Water Pines Road Annex	.00	.00	.00	.00	+++	935.89
4512	Copy Paper	10,000.00	.00	.00	10,000.00	0	8,579.20



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Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
4520	Janitorial Supplies	17,000.00	.00	3,317.44	13,682.56	20	16,456.93
4540.10	Repairs & Maint - Facilities	105,000.00	11,085.02	38,483.09	66,516.91	37	100,891.11
4540.20	Repairs & Maint - Facilities Planned	10,000.00	.00	.00	10,000.00	0	.00
4540.30	Repairs & Maint - Facilities Weld Park	6,500.00	.00	.00	6,500.00	0	6,500.00
4545.10	Petroleum Products - Gasoline	4,000.00	259.90	2,211.79	1,788.21	55	5,608.23
4570	Uniforms	2,000.00	.00	1,800.00	200.00	90	1,800.00
4585	Vehicle Maintenance	5,000.00	593.36	1,377.75	3,622.25	28	1,823.02
4710	Computer Hardware & Software	.00	3,144.24	22,373.74	(22,373.74)	+++	42,794.18
4715	Hardware Maintenance	.00	.00	235.00	(235.00)	+++	.00
4730	Equipment - New & Used	500.00	.00	.00	500.00	0	.00
Department 02 - Building & Grounds Totals		\$537,546.00	\$50,199.78	\$216,515.25	\$321,030.75	40%	\$877,686.25
Department 03 - Treasurer							
4100	Salaries- Departmental	172,875.00	14,898.56	57,744.79	115,130.21	33	133,467.94
4120	Part Time/ Extra Time	20,000.00	722.75	2,640.25	17,359.75	13	24,816.48
4412	Official Publications	1,300.00	.00	177.00	1,123.00	14	905.50
4422	Travel Expenses, Dues & Seminars	1,000.00	.00	.00	1,000.00	0	429.38
4510	Office Supplies	10,000.00	(130.50)	668.40	9,331.60	7	7,620.06
4516	Postage	15,500.00	.00	276.05	15,223.95	2	14,777.00
4714	Software Maintenance	.00	.00	.00	.00	+++	15,930.54
4724	Office Equipment Maintenance	1,000.00	763.00	763.00	237.00	76	868.70
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	.00	.00	+++	1,173.90
Department 03 - Treasurer Totals		\$221,675.00	\$16,253.81	\$62,269.49	\$159,405.51	28%	\$199,989.50
Department 04 - HEW							
4250.20	Agency Allotments Board of Health	87,050.00	.00	.00	87,050.00	0	131,490.00
4250.40	Agency Allotments Soil & Water Conservation	40,000.00	.00	40,000.00	.00	100	40,000.00
Sub-Department 20 - Regional Supt of Schools							
4100	Salaries- Departmental	35,139.00	2,928.26	11,713.04	23,425.96	33	34,115.04
4220	Rent	8,000.00	1,333.32	2,666.64	5,333.36	33	6,666.60
4314	Contractual Services	10,000.00	500.74	1,881.92	8,118.08	19	8,582.95
4422	Travel Expenses, Dues & Seminars	7,000.00	130.14	427.31	6,572.69	6	3,582.42
4510	Office Supplies	.00	94.99	94.99	(94.99)	+++	5,484.73
Sub-Department 20 - Regional Supt of Schools Totals		\$60,139.00	\$4,987.45	\$16,783.90	\$43,355.10	28%	\$58,431.74
Department 04 - HEW Totals		\$187,189.00	\$4,987.45	\$56,783.90	\$130,405.10	30%	\$229,921.74



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Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Department <b>06 - Judiciary &amp; Jury</b>							
4100	Salaries- Departmental	50,905.00	4,242.08	16,968.32	33,936.68	33	49,422.00
4106	Salaries- Public Defenders	.00	.00	.00	.00	+++	198,501.12
4112	Judges State Reimbursement	2,440.00	.00	2,420.81	19.19	99	2,419.00
4324	Appointed Attorneys	24,000.00	.00	4,548.75	19,451.25	19	30,082.51
4335	Expert Witnesses	2,000.00	.00	.00	2,000.00	0	.00
4345	Interpreter	7,000.00	74.28	135.42	6,864.58	2	348.07
4422	Travel Expenses, Dues & Seminars	5,000.00	114.30	114.30	4,885.70	2	2,737.24
4442	Counseling/ Psychiatric Services	7,000.00	.00	.00	7,000.00	0	5,100.00
4465	Jurors - Circuit Court	19,745.00	.00	.00	19,745.00	0	1,440.80
4510	Office Supplies	2,500.00	22.32	148.98	2,351.02	6	18,189.80
4535	Law Library Materials	13,000.00	3,766.42	12,010.76	989.24	92	20,557.12
4720	Office Equipment	3,500.00	220.00	220.00	3,280.00	6	10,050.20
4724	Office Equipment Maintenance	3,500.00	.00	1,997.00	1,503.00	57	238.56
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	.00	.00	+++	1,019.79
Sub-Department <b>15 - Public Defenders</b>							
4100	Salaries- Departmental	36,000.00	3,000.00	9,000.00	27,000.00	25	.00
4106	Salaries- Public Defenders	271,064.00	22,588.66	83,437.98	187,626.02	31	.00
4324	Appointed Attorneys	48,000.00	4,000.00	9,500.00	38,500.00	20	.00
4415.10	Printing Appeals & Transcripts	1,000.00	.00	.00	1,000.00	0	.00
4422	Travel Expenses, Dues & Seminars	4,000.00	.00	.00	4,000.00	0	.00
4510	Office Supplies	3,500.00	261.23	1,429.31	2,070.69	41	.00
4535	Law Library Materials	2,500.00	.00	.00	2,500.00	0	.00
4720	Office Equipment	4,000.00	.00	.00	4,000.00	0	.00
4724	Office Equipment Maintenance	1,000.00	.00	.00	1,000.00	0	.00
Sub-Department <b>15 - Public Defenders Totals</b>		\$371,064.00	\$29,849.89	\$103,367.29	\$267,696.71	28%	\$0.00
Department <b>06 - Judiciary &amp; Jury Totals</b>		\$511,654.00	\$38,289.29	\$141,931.63	\$369,722.37	28%	\$340,106.21
Department <b>07 - Circuit Clerk</b>							
4100	Salaries- Departmental	562,000.00	51,055.96	204,223.84	357,776.16	36	563,368.39
4274	CASA	5,000.00	.00	.00	5,000.00	0	5,000.00
4412	Official Publications	1,000.00	.00	.00	1,000.00	0	870.45
4422	Travel Expenses, Dues & Seminars	500.00	22.40	158.60	341.40	32	345.40
4509	Jury Supplies	5,000.00	.00	.00	5,000.00	0	5,000.00



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Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
4510	Office Supplies	4,000.00	163.12	1,045.36	2,954.64	26	2,719.21
4516	Postage	10,000.00	.00	5,016.68	4,983.32	50	9,919.00
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	.00	.00	+++	42,545.86
Department <b>07 - Circuit Clerk</b> Totals		\$587,500.00	\$51,241.48	\$210,444.48	\$377,055.52	36%	\$629,768.31
Department <b>08 - Probation</b>							
4100	Salaries- Departmental	710,000.00	64,380.84	253,447.82	456,552.18	36	724,963.47
4438	Juvenile Detention Fees	25,000.00	.00	360.00	24,640.00	1	21,077.27
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	.00	.00	+++	12,418.08
Department <b>08 - Probation</b> Totals		\$735,000.00	\$64,380.84	\$253,807.82	\$481,192.18	35%	\$758,458.82
Department <b>09 - Focus House</b>							
4100	Salaries- Departmental	922,470.00	73,687.41	299,964.05	622,505.95	33	916,464.73
4120	Part Time/ Extra Time	208,087.00	9,035.66	39,375.48	168,711.52	19	129,739.05
4130	Overtime	10,000.00	299.63	2,215.03	7,784.97	22	7,080.35
4140	Holiday Pay	16,500.00	.00	8,337.61	8,162.39	51	18,627.13
4143	Tuition Reimbursement	1,000.00	.00	500.00	500.00	50	500.00
4180	Medical Exams/ Drug Testing	2,500.00	30.00	248.00	2,252.00	10	1,314.04
4212	Electricity	25,000.00	1,959.53	5,728.90	19,271.10	23	17,597.68
4214	Gas (Heating)	5,000.00	1,107.04	2,241.56	2,758.44	45	3,893.97
4216	Telephone	3,500.00	233.58	790.10	2,709.90	23	2,107.17
4219	Cable TV	2,500.00	219.09	861.30	1,638.70	34	2,467.78
4274	CASA	12,500.00	.00	.00	12,500.00	0	12,500.00
4326	Medical Contracts	6,000.00	1,000.00	2,000.00	4,000.00	33	6,000.00
4420	Training Expenses	10,000.00	159.71	237.99	9,762.01	2	2,415.72
4435	Transportation of Detainees	6,000.00	1,261.39	1,814.95	4,185.05	30	5,039.85
4439	Electronic Monitoring/ GPS	500.00	.00	.00	500.00	0	.00
4441	Sex Offender/ Polygraph Service	17,000.00	350.00	1,400.00	15,600.00	8	6,544.00
4442	Counseling/ Psychiatric Services	.00	.00	338.63	(338.63)	+++	363.96
4444	Medical Expense	5,000.00	64.41	639.07	4,360.93	13	2,068.91
4507	Residential Home Supplies	1,000.00	.00	128.76	871.24	13	369.68
4508	Kitchen Supplies	1,500.00	.00	213.07	1,286.93	14	614.32
4510	Office Supplies	4,000.00	180.12	1,060.42	2,939.58	27	3,065.99
4520	Janitorial Supplies	4,000.00	71.22	799.30	3,200.70	20	2,388.29
4540	Repairs & Maint - Facilities	20,000.00	2,724.65	6,936.49	13,063.51	35	17,928.33



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Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
4550	Food for County Prisoners	35,000.00	522.53	7,656.02	27,343.98	22	29,133.45
4570	Uniforms	1,000.00	.00	.00	1,000.00	0	986.50
4710	Computer Hardware & Software	.00	.00	.00	.00	+++	1,372.23
4724	Office Equipment Maintenance	.00	.00	.00	.00	+++	94.99
4743	Safety Equipment	2,000.00	146.50	723.88	1,276.12	36	1,277.91
4755	Vehicle Purchase	.00	.00	.00	.00	+++	20,964.81
4885	COVID-19, CARES ACT & CURE Related expenses	.00	139.45	3,232.09	(3,232.09)	+++	12,211.39
Department <b>09 - Focus House</b> Totals		\$1,322,057.00	\$93,191.92	\$387,442.70	\$934,614.30	29%	\$1,225,132.23
Department <b>10 - Assessment</b>							
4100	Salaries- Departmental	169,514.00	12,626.12	50,504.48	119,009.52	30	137,583.55
4120	Part Time/ Extra Time	.00	.00	.00	.00	+++	94.57
4412	Official Publications	4,000.00	80.75	80.75	3,919.25	2	2,981.77
4420	Training Expenses	1,000.00	.00	.00	1,000.00	0	.00
4422	Travel Expenses, Dues & Seminars	1,000.00	370.00	590.00	410.00	59	834.82
4510	Office Supplies	9,000.00	25.87	2,464.09	6,535.91	27	3,963.63
4530	Mapping	2,500.00	.00	.00	2,500.00	0	900.00
4714	Software Maintenance	.00	.00	.00	.00	+++	12,810.53
4720	Office Equipment	2,110.00	.00	.00	2,110.00	0	1,865.27
4724	Office Equipment Maintenance	300.00	.00	.00	300.00	0	239.00
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	.00	.00	+++	13,994.05
Sub-Department <b>40 - Board of Review</b>							
4100	Salaries- Departmental	10,815.00	110.32	10,610.32	204.68	98	10,724.30
4328	Professional Services	3,000.00	.00	.00	3,000.00	0	.00
4412	Official Publications	150.00	.00	64.90	85.10	43	.00
Sub-Department <b>40 - Board of Review</b> Totals		\$13,965.00	\$110.32	\$10,675.22	\$3,289.78	76%	\$10,724.30
Department <b>10 - Assessment</b> Totals		\$203,389.00	\$13,213.06	\$64,314.54	\$139,074.46	32%	\$185,991.49
Department <b>11 - Zoning</b>							
4100	Salaries- Departmental	147,707.00	12,308.92	49,235.68	98,471.32	33	124,813.72
4145	Board of Appeals	2,250.00	225.00	1,032.55	1,217.45	46	2,566.80
4146	Regional Planning Commission	3,150.00	270.00	585.00	2,565.00	19	1,575.00
4412	Official Publications	1,000.00	.00	.00	1,000.00	0	787.85
4422	Travel Expenses, Dues & Seminars	4,500.00	356.16	786.21	3,713.79	17	2,329.20
4510	Office Supplies	3,500.00	40.17	1,527.07	1,972.93	44	1,441.03



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Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
4585	Vehicle Maintenance	700.00	47.91	112.45	587.55	16	265.73
4720	Office Equipment	1,000.00	.00	674.19	325.81	67	1,111.98
4724	Office Equipment Maintenance	1,600.00	.00	366.79	1,233.21	23	1,214.37
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	.00	.00	+++	17,786.62
Department 11 - Zoning Totals		\$165,407.00	\$13,248.16	\$54,319.94	\$111,087.06	33%	\$153,892.30
Department 12 - Sheriff							
4100	Salaries- Departmental	1,976,963.00	185,106.07	739,237.99	1,237,725.01	37	2,241,364.18
4108	Salaries- Court Security	227,523.00	50,685.91	113,822.22	113,700.78	50	247,506.80
4111	Salaries- Merit Commission	2,500.00	150.00	177.50	2,322.50	7	1,642.04
4120	Part Time/ Extra Time	5,270.00	1,120.00	7,300.00	(2,030.00)	139	8,870.00
4130	Overtime	112,612.00	14,028.25	47,030.68	65,581.32	42	148,774.88
4140	Holiday Pay	86,000.00	.00	52,140.75	33,859.25	61	90,117.20
4420	Training Expenses	30,000.00	995.00	9,591.94	20,408.06	32	31,135.18
4490	Contingencies	.00	.00	.00	.00	+++	90,093.36
4510	Office Supplies	15,000.00	403.26	3,096.14	11,903.86	21	15,527.80
4545.10	Petroleum Products - Gasoline	60,000.00	21,322.22	39,757.00	20,243.00	66	62,223.69
4570	Uniforms	12,500.00	2,220.66	7,464.47	5,035.53	60	14,004.83
4575	Weapons & Ammunition	25,500.00	714.05	5,720.43	19,779.57	22	25,871.06
4585	Vehicle Maintenance	45,000.00	4,005.72	9,486.84	35,513.16	21	85,097.74
4710	Computer Hardware & Software	.00	.00	.00	.00	+++	629.98
4715	Hardware Maintenance	.00	4,099.04	4,099.04	(4,099.04)	+++	16,561.00
4720	Office Equipment	2,000.00	.00	588.95	1,411.05	29	.00
4724	Office Equipment Maintenance	7,000.00	184.30	737.20	6,262.80	11	2,162.17
4730.30	Equipment - New & Used Radio Equipment	180.00	.00	.00	180.00	0	179.99
4737	Maintenance of Radios	2,500.00	.00	2,160.00	340.00	86	1,273.16
4755	Vehicle Purchase	69,571.00	.00	.00	69,571.00	0	.00
Sub-Department 60 - OEMA							
4100	Salaries- Departmental	64,725.00	5,393.72	21,574.88	43,150.12	33	62,839.44
4216	Telephone	10,000.00	.00	3,486.40	6,513.60	35	6,938.82
4216.30	Telephone Cell Phones & Pagers	1,800.00	147.90	470.31	1,329.69	26	7,717.24
4422	Travel Expenses, Dues & Seminars	1,000.00	64.23	179.23	820.77	18	355.21
4510	Office Supplies	800.00	118.71	452.45	347.55	57	412.14
4545.10	Petroleum Products - Gasoline	3,000.00	272.54	958.52	2,041.48	32	2,311.26





# General Fund Budget Performance

Fiscal Year to Date 03/31/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
4570	Uniforms	500.00	.00	181.47	318.53	36	625.22
4585	Vehicle Maintenance	800.00	.00	8.01	791.99	1	34.79
4720	Office Equipment	500.00	.00	.00	500.00	0	770.82
4724	Office Equipment Maintenance	1,500.00	.00	.00	1,500.00	0	3.49
4737	Maintainence of Radios	2,000.00	.00	.00	2,000.00	0	1,360.19
4885	COVID-19, CARES ACT & CURE Related expenses	.00	136.09	69,941.81	(69,941.81)	+++	247,106.09
Sub-Department <b>60 - OEMA Totals</b>		\$86,625.00	\$6,133.19	\$97,253.08	(\$10,628.08)	112%	\$330,474.71
Sub-Department <b>62 - Emergency Communications</b>							
4100	Salaries- Departmental	599,422.00	47,053.17	190,651.99	408,770.01	32	635,600.74
4130	Overtime	19,000.00	2,608.91	15,346.79	3,653.21	81	25,333.63
4140	Holiday Pay	20,000.00	.00	13,160.37	6,839.63	66	21,397.65
4500	Supplies	1,000.00	96.31	1,249.28	(249.28)	125	972.46
4710	Computer Hardware & Software	.00	1,178.31	4,659.89	(4,659.89)	+++	17,878.42
4715	Hardware Maintenance	.00	4,488.00	4,488.00	(4,488.00)	+++	12,000.00
4737	Maintainence of Radios	50,000.00	.00	39,797.20	10,202.80	80	55,475.34
4885	COVID-19, CARES ACT & CURE Related expenses	.00	24,353.49	24,353.49	(24,353.49)	+++	.00
Sub-Department <b>62 - Emergency Communications Totals</b>		\$689,422.00	\$79,778.19	\$293,707.01	\$395,714.99	43%	\$768,658.24
Department <b>12 - Sheriff Totals</b>		\$3,456,166.00	\$370,945.86	\$1,433,371.24	\$2,022,794.76	41%	\$4,182,168.01
Department <b>13 - Coroner</b>							
4100	Salaries- Departmental	220,820.00	18,284.56	73,138.24	147,681.76	33	205,384.80
4355	Autopsy Fees	36,000.00	3,539.43	13,684.31	22,315.69	38	25,959.19
4458	Coroner Lab Fees	12,000.00	406.00	1,800.10	10,199.90	15	6,801.00
4545.10	Petroleum Products - Gasoline	2,800.00	78.82	600.20	2,199.80	21	2,155.42
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	.00	.00	+++	5,846.47
Department <b>13 - Coroner Totals</b>		\$271,620.00	\$22,308.81	\$89,222.85	\$182,397.15	33%	\$246,146.88
Department <b>14 - State's Attorney</b>							
4100	Salaries- Departmental	577,062.00	51,546.34	201,108.44	375,953.56	35	535,129.41
4107	Salaries-Victim Witness Advocate	43,715.00	3,642.86	14,571.44	29,143.56	33	42,441.12
4216.30	Telephone Cell Phones & Pagers	.00	117.80	294.34	(294.34)	+++	152.57
4335	Expert Witnesses	1,500.00	250.00	250.00	1,250.00	17	.00
4340	IL Appellate Prosecutor	22,000.00	.00	22,000.00	.00	100	22,000.00
4415.10	Printing Appeals & Transcripts	2,000.00	.00	668.00	1,332.00	33	772.50
4422	Travel Expenses, Dues & Seminars	6,500.00	17.92	1,715.84	4,784.16	26	1,446.33



# General Fund Budget Performance

Fiscal Year to Date 03/31/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
4510	Office Supplies	14,000.00	1,076.01	4,838.09	9,161.91	35	13,200.07
4538	Legal Materials & Books	16,500.00	1,203.16	4,765.46	11,734.54	29	14,759.58
4720	Office Equipment	500.00	143.55	143.55	356.45	29	.00
4724	Office Equipment Maintenance	500.00	.00	492.62	7.38	99	323.94
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	.00	.00	+++	23,380.84
Department 14 - State's Attorney Totals		\$684,277.00	\$57,997.64	\$250,847.78	\$433,429.22	37%	\$653,606.36
Department 15 - Insurance							
4115	Health Insurance Opt-Out Stipend	34,000.00	.00	27,500.00	6,500.00	81	6,200.00
4155	Health Insurance	2,293,200.00	170,078.89	663,102.80	1,630,097.20	29	1,963,487.09
Department 15 - Insurance Totals		\$2,327,200.00	\$170,078.89	\$690,602.80	\$1,636,597.20	30%	\$1,969,687.09
Department 16 - Finance							
4100	Salaries- Departmental	90,000.00	6,500.00	27,100.00	62,900.00	30	86,500.00
4158	Personnel Committee	5,000.00	240.00	240.00	4,760.00	5	3,006.25
4212	Electricity	180,000.00	.00	.00	180,000.00	0	.00
4212.10	Electricity Courthouse	.00	7,628.28	31,696.58	(31,696.58)	+++	.00
4212.20	Electricity Judicial Center	.00	4,484.84	21,871.72	(21,871.72)	+++	.00
4212.25	Electricity 607 Washington St.	.00	76.98	85.97	(85.97)	+++	.00
4212.30	Electricity Weld Park	.00	49.33	200.89	(200.89)	+++	.00
4212.40	Electricity Rochelle Offices	.00	1,167.54	3,055.51	(3,055.51)	+++	.00
4212.50	Electricity Sheriff/Coroner Administration	.00	2,079.00	9,298.09	(9,298.09)	+++	.00
4212.70	Electricity Maintenance Building	.00	196.04	577.36	(577.36)	+++	.00
4212.80	Electricity Pines Road Annex	.00	534.15	2,069.15	(2,069.15)	+++	.00
4212.90	Electricity Oregon Tower	.00	412.36	2,213.43	(2,213.43)	+++	.00
4212.95	Electricity Rochelle/Hillcrest Tower	.00	124.67	508.82	(508.82)	+++	.00
4214	Gas (Heating)	57,500.00	.00	.00	57,500.00	0	.00
4214.10	Gas (Heating) Courthouse	.00	195.67	553.85	(553.85)	+++	.00
4214.20	Gas (Heating) Judicial Center	.00	2,429.14	5,877.94	(5,877.94)	+++	.00
4214.40	Gas (Heating) Rochelle Offices	.00	521.97	1,809.20	(1,809.20)	+++	.00
4214.50	Gas (Heating) Sheriff/Coroner Administration	.00	1,442.77	4,328.73	(4,328.73)	+++	.00
4214.55	Gas (Heating) Jail	.00	450.41	1,710.66	(1,710.66)	+++	.00
4214.60	Gas (Heating) Judicial Center Annex	.00	536.98	6,035.45	(6,035.45)	+++	.00
4214.70	Gas (Heating) Maintenance Building	.00	522.34	1,201.18	(1,201.18)	+++	.00
4214.80	Gas (Heating) Pines Road Annex	.00	582.28	1,913.19	(1,913.19)	+++	.00
4218	Water	37,600.00	.00	.00	37,600.00	0	.00



# General Fund Budget Performance

Fiscal Year to Date 03/31/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
4218.10	Water Courthouse	.00	88.74	368.30	(368.30)	+++	.00
4218.20	Water Judicial Center	.00	97.73	350.90	(350.90)	+++	.00
4218.50	Water Sheriff/Coroner Admin. Bldg.	.00	88.74	354.96	(354.96)	+++	.00
4218.55	Water Jail	.00	1,992.01	7,514.48	(7,514.48)	+++	.00
4218.60	Water Judicial Center Annex	.00	128.76	257.52	(257.52)	+++	.00
4218.70	Water Maintenance Building	.00	88.74	354.96	(354.96)	+++	.00
4218.80	Water Pines Road Annex	.00	324.51	457.62	(457.62)	+++	.00
4250.30	Agency Allotments Economic Development Dist. Dues	14,500.00	.00	12,313.17	2,186.83	85	12,313.17
4250.60	Agency Allotments NW IL Criminal Justice	4,700.00	.00	.00	4,700.00	0	4,519.00
4251	Enterprise Zone Administration	8,000.00	.00	7,885.36	114.64	99	7,743.41
4312	Auditing	60,996.00	8,250.00	50,496.00	10,500.00	83	54,429.00
4412	Official Publications	100.00	.00	.00	100.00	0	48.00
4422	Travel Expenses, Dues & Seminars	20,000.00	232.96	2,847.46	17,152.54	14	17,010.70
4490	Contingencies	173,703.00	480.00	4,271.94	169,431.06	2	16,223.86
4491	Contingencies - Salary	653,000.00	.00	.00	653,000.00	0	.00
4510	Office Supplies	2,500.00	.00	696.11	1,803.89	28	2,028.71
4740	Postage Meter & Rental	5,400.00	113.04	2,781.54	2,618.46	52	5,337.00
4770.20	Capital Improvements - Ogle County Fair Assn	3,000.00	.00	.00	3,000.00	0	3,000.00
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	.00	.00	+++	2,789.00
Department 16 - Finance Totals		\$1,315,999.00	\$42,059.98	\$213,298.04	\$1,102,700.96	16%	\$214,948.10
Department 22 - Corrections							
4100	Salaries- Departmental	1,278,543.00	111,989.89	483,605.17	794,937.83	38	1,359,329.40
4120	Part Time/ Extra Time	30,000.00	4,584.01	13,291.01	16,708.99	44	31,623.22
4130	Overtime	95,000.00	16,526.02	74,853.45	20,146.55	79	145,792.76
4140	Holiday Pay	45,000.00	.00	44,396.02	603.98	99	69,345.84
4420	Training Expenses	10,000.00	.00	4,320.00	5,680.00	43	10,502.48
4424	Out-of-State Travel	5,500.00	.00	10,538.50	(5,038.50)	192	5,263.00
4444	Medical Expense	120,000.00	8,628.75	46,814.07	73,185.93	39	117,855.02
4446	Prisoner Mental Health	15,000.00	.00	15,000.00	.00	100	15,000.00
4510	Office Supplies	22,500.00	6,531.20	16,997.32	5,502.68	76	23,305.42
4545.10	Petroleum Products - Gasoline	3,200.00	403.43	1,824.99	1,375.01	57	5,429.95
4550	Food for County Prisoners	126,000.00	6,558.79	30,677.67	95,322.33	24	95,287.52
4570	Uniforms	7,000.00	60.14	366.04	6,633.96	5	4,802.89
4575	Weapons & Ammunition	7,500.00	.00	.00	7,500.00	0	5,469.45



# General Fund Budget Performance

Fiscal Year to Date 03/31/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
4585	Vehicle Maintenance	.00	70.36	1,829.67	(1,829.67)	+++	531.63
4715	Hardware Maintenance	.00	4,488.00	4,488.00	(4,488.00)	+++	16,203.64
4724	Office Equipment Maintenance	3,000.00	962.80	1,454.20	1,545.80	48	2,194.91
4737	Maintainence of Radios	500.00	.00	.00	500.00	0	528.35
4885	COVID-19, CARES ACT & CURE Related expenses	.00	11,173.73	11,173.73	(11,173.73)	+++	.00
Department 22 - Corrections Totals		\$1,768,743.00	\$171,977.12	\$761,629.84	\$1,007,113.16	43%	\$1,908,465.48
Department 23 - Information Technology							
4100	Salaries- Departmental	139,970.00	11,663.78	46,655.12	93,314.88	33	119,885.16
4142	IT/ Network Administration	26,340.00	.00	16,680.00	9,660.00	63	18,491.04
4211	Internet Service	12,560.00	36.98	36.98	12,523.02	0	8,731.83
4383	Website Maintenance	3,460.00	.00	2,599.00	861.00	75	3,263.07
4420	Training Expenses	4,000.00	.00	.00	4,000.00	0	.00
4426	Mileage	1,000.00	.00	.00	1,000.00	0	235.75
4510	Office Supplies	500.00	24.87	232.19	267.81	46	1,766.49
4545.10	Petroleum Products - Gasoline	1,200.00	24.07	110.04	1,089.96	9	401.59
4585	Vehicle Maintenance	700.00	.00	.00	700.00	0	157.91
4710	Computer Hardware & Software	147,565.00	3,522.55	10,805.00	136,760.00	7	79,099.21
4714	Software Maintenance	133,784.00	5,715.00	73,630.80	60,153.20	55	45,656.49
4715	Hardware Maintenance	83,534.00	849.00	23,213.00	60,321.00	28	63,839.12
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	.00	.00	+++	54,833.69
Department 23 - Information Technology Totals		\$554,613.00	\$21,836.25	\$173,962.13	\$380,650.87	31%	\$396,361.35
EXPENSE TOTALS		\$15,260,675.00	\$1,238,991.33	\$5,176,831.49	\$10,083,843.51	34%	\$14,681,241.97
Fund 100 - General Fund Totals							
REVENUE TOTALS		15,260,675.00	599,428.96	2,945,089.40	12,315,585.60	19%	14,968,100.54
EXPENSE TOTALS		15,260,675.00	1,238,991.33	5,176,831.49	10,083,843.51	34%	14,681,241.97
Fund 100 - General Fund Totals		\$0.00	(\$639,562.37)	(\$2,231,742.09)	\$2,231,742.09		\$286,858.57
<u>2020 Budget - Through 3/31/2020</u>							
Fund 100 - General Fund Totals							
REVENUE TOTALS		15,393,194.00	1,001,529.96	3,434,704.50	11,958,489.50	22%	14,213,391.31
EXPENSE TOTALS		15,393,194.00	1,158,630.92	5,103,605.28	10,289,588.72	33%	14,213,391.31
Fund 100 - General Fund Totals		\$0.00	(\$157,100.96)	(\$1,668,900.78)	\$1,668,900.78		\$0.00

Ogle County  
**Bank Balances**

From Date: 3/1/2021 - To Date: 3/31/2021  
 Summary Listing, Report By Account - Fund

Account	Account Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
1000	Cash	\$1,500.00	\$0.00	\$0.00	\$1,500.00
1000.010	Cash BB - Insurance Reserve	\$30,379.26	\$13,629.00	\$0.00	\$44,008.26
1000.011	Cash BB - Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00
1000.012	Cash BB - Probation Service Fee	\$379,469.62	\$12,126.87	\$5,155.52	\$386,440.97
1000.014	Cash BB - County Bridge	\$212,610.37	\$335,312.85	\$8,566.25	\$539,356.97
1000.015	Cash IL Trust - County Bridge	\$1,513,833.43	\$0.00	\$0.00	\$1,513,833.43
1000.016	Cash BB - Document Storage	\$576,747.03	\$20,376.92	\$29,035.84	\$568,088.11
1000.018	Cash BB - Long Range Planning	\$1,555,313.62	\$18.97	\$77,276.48	\$1,478,056.11
1000.019	Cash BB - Vehicle Purchase	\$1,535.71	\$0.00	\$0.00	\$1,535.71
1000.024	Cash FSB - 911	\$1,142,727.43	\$71,691.26	\$108,749.84	\$1,105,668.85
1000.030	Cash HSB - Federal Aid Matching	\$532,217.79	\$0.00	\$0.00	\$532,217.79
1000.031	Cash HSB - Jail Capital Exp.2019 Fund	\$0.00	\$0.00	\$0.00	\$0.00
1000.036	Cash IL Trust - County Highway	\$101,747.45	\$0.00	\$0.00	\$101,747.45
1000.037	Cash IL Trust - FAM	\$182,173.66	\$0.00	\$0.00	\$182,173.66
1000.038	Cash Illinois Funds - Treasurer	\$0.00	\$0.00	\$0.00	\$0.00
1000.039	Cash IL Trust - 911	\$806,344.68	\$0.00	\$0.00	\$806,344.68
1000.040	Cash NBR - Treasurer	\$1,346,100.63	\$1,011,884.60	\$1,507,134.67	\$850,850.56
1000.042	Cash NBR - Township MFT	\$2,165,131.22	\$649,775.12	\$102,588.96	\$2,712,317.38
1000.044	Cash NBR - Engineering	\$55,538.35	\$0.00	\$0.00	\$55,538.35
1000.046	Cash NBR - Vital Records	\$64,142.36	\$888.00	\$0.00	\$65,030.36
1000.048	Cash NBR - GIS Fee Fund	\$24,247.42	\$15,816.00	\$0.00	\$40,063.42
1000.050	Cash NBR - Marriage Fund	\$4,357.08	\$60.00	\$0.00	\$4,417.08
1000.055	Cash Polo - Dependent Children's	\$0.00	\$0.00	\$0.00	\$0.00
1000.057	Cash GermanAmer - Solid Waste	\$0.00	\$0.00	\$0.00	\$0.00
1000.058	Cash GermanAmer-Highway	\$0.00	\$0.00	\$0.00	\$0.00
1000.059	Cash RRB - Highway	\$729,639.78	\$42,525.87	\$169,572.32	\$602,593.33
1000.060	Cash RRB - Animal Control	\$83,220.09	\$21,491.90	\$13,036.18	\$91,675.81
1000.061	Cash RRB - Solid Waste	\$1,198,149.69	\$299.68	\$20,254.83	\$1,178,194.54
1000.062	Cash RRB - Public Health	\$661,342.64	\$88,660.78	\$105,816.59	\$644,186.83
1000.063	Cash RRB - Bond Debt Service Fund	\$2,109,345.67	\$0.00	\$0.00	\$2,109,345.67
1000.064	Cash RRB - Payroll Clearing	\$0.00	\$1,512,366.73	\$1,512,366.73	\$0.00
1000.065	Cash RRB - Jail Facility Capital Exp.	\$0.00	\$0.00	\$0.00	\$0.00

Ogle County  
**Bank Balances**

From Date: 3/1/2021 - To Date: 3/31/2021  
Summary Listing, Report By Account - Fund

Account	Account Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
1000.066	Cash RRB - County MFT	\$1,170,637.43	\$450,140.64	\$62,457.45	\$1,558,320.62
1000.067	Cash RRB - Child Support & Maint	\$6,610.58	\$714.00	\$0.00	\$7,324.58
1000.068	Cash RRB - GIS Committee Fund	\$622,761.05	\$2,345.00	\$11,994.99	\$613,111.06
1000.069	Cash RRB - Circuit Clerk Ops & Admin	\$0.00	\$0.00	\$0.00	\$0.00
1000.070	Cash RRB - County Orders	\$0.00	\$1,240,019.50	\$1,240,019.50	\$0.00
1000.072	Cash RRB - A/P Clearing	\$0.00	\$953,643.06	\$953,643.06	\$0.00
1000.073	Cash RRB - Jail Capital Exp. 2020	\$18.97	\$0.00	\$18.97	\$0.00
1000.074	Cash RRB - County Indemnity	\$0.00	\$0.00	\$0.00	\$0.00
1000.075	Cash RRB - Administrative Tow Fund	\$51,496.87	\$17,615.00	\$3,709.38	\$65,402.49
1000.076	Cash RRB - Social Security	\$676,565.39	\$789.75	\$73,919.96	\$603,435.18
1000.077	Cash RRB - IFiber	\$0.00	\$0.00	\$0.00	\$0.00
1000.078	Cash RRB - Treasurer	\$199,980.95	\$34,387.27	\$19,564.99	\$214,803.23
1000.080	Cash SV - Mental Health	\$233,475.20	\$0.00	\$81,004.50	\$152,470.70
1000.082	Cash SV - Township Bridge	\$344,732.00	\$0.00	\$335,312.85	\$9,419.15
1000.084	Cash SV - IMRF	\$659,408.22	\$204,734.64	\$347,082.28	\$517,060.58
1000.085	Cash IL Trust - IMRF	\$1,838,515.08	\$0.00	\$0.00	\$1,838,515.08
1000.086	Cash SV - County Automation	\$0.00	\$0.00	\$0.00	\$0.00
1000.088	Cash SV - Recorder's Resolution	\$362,994.36	\$8,052.60	\$3,637.39	\$367,409.57
1000.090	Cash SV- Health Claims	\$0.00	\$180,756.43	\$180,756.43	\$0.00
1000.091	Cash SV - Flex Spending	\$13,452.35	\$5,873.54	\$6,753.84	\$12,572.05
1000.092	Cash HBT - Bond Debt Service Fund	\$693,942.00	\$0.00	\$0.00	\$693,942.00
1000.099	Cash Treasurer's Cash	\$1,900.00	\$0.00	\$0.00	\$1,900.00
1002.002	Investments RRB Insurance Reserve	\$0.00	\$0.00	\$0.00	\$0.00
1002.003	Investments IL Trust - Bond Debt Service	\$55,409.21	\$0.00	\$0.00	\$55,409.21
1002.004	Investments Insurance Reserve	\$0.00	\$0.00	\$0.00	\$0.00
1002.005	Investments IL Trust-Jail Facility Cap. Exp.	\$0.00	\$0.00	\$0.00	\$0.00
1002.006	Investments RRB County MFT	\$0.00	\$0.00	\$0.00	\$0.00
1002.007	Investments SV Township Bridge	\$0.00	\$0.00	\$0.00	\$0.00
1002.008	Investments HSB -FAM	\$0.00	\$0.00	\$0.00	\$0.00
1002.009	Investments BB -Thorpe Road Overpass	\$401,401.89	\$0.00	\$0.00	\$401,401.89
1002.010	Investments NBR Township MFT	\$0.00	\$0.00	\$0.00	\$0.00
1002.012	Investments NBR Engineering	\$0.00	\$0.00	\$0.00	\$0.00

Ogle County  
**Bank Balances**

From Date: 3/1/2021 - To Date: 3/31/2021  
Summary Listing, Report By Account - Fund

Account	Account Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
1002.013	Investments RRB- GIS Committee	\$0.00	\$0.00	\$0.00	\$0.00
1002.014	Investments Storm Water Management	\$65,550.17	\$0.00	\$0.00	\$65,550.17
1002.015	Investments NBR - FAM	\$0.00	\$0.00	\$0.00	\$0.00
1002.016	Investments FSB -911	\$0.00	\$0.00	\$0.00	\$0.00
1002.017	Investments Polo - 911	\$0.00	\$0.00	\$0.00	\$0.00
1002.018	Investments RRB -911	\$907,030.09	\$0.00	\$0.00	\$907,030.09
1002.019	Investments SV- 911	\$0.00	\$0.00	\$0.00	\$0.00
1002.020	Investments RRB Indemnity	\$0.00	\$0.00	\$0.00	\$0.00
1002.021	Investments FSB-Solid Waste	\$0.00	\$0.00	\$0.00	\$0.00
1002.022	Investments HSB Solid Waste	\$0.00	\$0.00	\$0.00	\$0.00
1002.024	Investments LSB Solid Waste	\$911,060.64	\$2,710.72	\$0.00	\$913,771.36
1002.026	Investments NBB Solid Waste	\$999,291.83	\$0.00	\$0.00	\$999,291.83
1002.027	Investments Polo - Solid Waste	\$0.00	\$0.00	\$0.00	\$0.00
1002.028	Investments HSB Long Range Capital Imp	\$0.00	\$0.00	\$0.00	\$0.00
1002.029	Investments FSB - Long Range Capital Improve	\$0.00	\$0.00	\$0.00	\$0.00
1002.030	Investments Long Range Capital Imp	\$0.00	\$0.00	\$0.00	\$0.00
1002.031	Investments NBR County General	\$0.00	\$0.00	\$0.00	\$0.00
1002.032	Investments BB Long Range Capital Imp	\$0.00	\$0.00	\$0.00	\$0.00
1002.033	Investments SV - Long Range Capital	\$0.00	\$0.00	\$0.00	\$0.00
1002.034	Investments TB	\$0.00	\$0.00	\$0.00	\$0.00
1002.036	Investments Public Health	\$0.00	\$0.00	\$0.00	\$0.00
1002.038	Investments FSB Treasurer	\$0.00	\$0.00	\$0.00	\$0.00
1002.040	Investments Polo Treasurer	\$0.00	\$0.00	\$0.00	\$0.00
1002.042	Investments HSB - Treasurer	\$0.00	\$0.00	\$0.00	\$0.00
1002.043	Investments RRB - Treasurer	\$0.00	\$0.00	\$0.00	\$0.00
1002.049	Investments SF- GIS Committee	\$0.00	\$0.00	\$0.00	\$0.00
1002.050	Investments RRB Personal Property	\$0.00	\$0.00	\$0.00	\$0.00
1002.052	Investments LSB Personal Property	\$0.00	\$0.00	\$0.00	\$0.00
1002.053	Investments Polo Personal Property	\$0.00	\$0.00	\$0.00	\$0.00
1002.054	Investments BB Personal Property	\$0.00	\$0.00	\$0.00	\$0.00
1002.068	Investments Polo - Long Range Capital	\$0.00	\$0.00	\$0.00	\$0.00
1002.069	Investments NBR- Long Range Capital	\$0.00	\$0.00	\$0.00	\$0.00

Ogle County  
**Bank Balances**

From Date: 3/1/2021 - To Date: 3/31/2021  
 Summary Listing, Report By Account - Fund

Account	Account Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
1002.070	Investments NBR - Judicial Project	\$0.00	\$0.00	\$0.00	\$0.00
1002.071	Investments SV - Judicial Project Fund	\$0.00	\$0.00	\$0.00	\$0.00
1002.075	Investments NBR- Justice Project II	\$0.00	\$0.00	\$0.00	\$0.00
1002.076	Investments LSB - Justice Project II	\$0.00	\$0.00	\$0.00	\$0.00
1002.077	Investments FSB - Judicial Project Fund	\$0.00	\$0.00	\$0.00	\$0.00
1002.078	Investments HSB - Bond Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00
1002.079	Investments BB- Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00
1002.080	Investments Holcomb - 911	\$522,714.82	\$1,166.44	\$0.00	\$523,881.26
1002.081	Investments IL Trust-Jail Cap.Exp. 2019	\$0.00	\$0.00	\$0.00	\$0.00
1002.082	Investments IL Trust - Jail Cap. Exp. 2020	\$0.00	\$0.00	\$0.00	\$0.00
1004	Postage	\$7,859.06	\$0.00	\$0.00	\$7,859.06
1010	Municipal Bond	\$0.00	\$0.00	\$0.00	\$0.00
1100	Accounts Receivable	\$2,337,462.13	\$0.00	\$0.00	\$2,337,462.13
1101	Due From	\$2,709,204.44	\$2,466,009.79	\$2,466,009.79	\$2,709,204.44
Grand Total: 110 Accounts		\$31,271,289.71	\$9,365,882.93	\$9,445,439.59	\$31,191,733.05



Ogle County  
**Fund Balances**

From Date: 3/1/2021 - To Date: 3/31/2021

**Cash, Investments, Accts. Receivable and Advances to other funds**

Summary Listing, Report By Fund - Account

Fund	Description	Paying Fund	Paying Fund Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
100	General Fund	100	General Fund	(\$1,294,357.67)	\$1,839,838.57	\$2,479,400.94	(\$1,933,920.04)
120	AP Clearing	120	AP Clearing	\$0.00	\$1,907,286.12	\$1,907,286.12	\$0.00
130	County Payroll Clearing	130	County Payroll Clearing	\$0.00	\$3,024,733.46	\$3,024,733.46	\$0.00
140	County OfficersFund	120	AP Clearing	\$1,339,263.69	\$66,986.40	\$0.00	\$1,406,250.09
150	Social Security	120	AP Clearing	\$676,565.39	\$789.75	\$73,919.96	\$603,435.18
160	IMRF	120	AP Clearing	\$2,497,923.30	\$204,734.64	\$347,082.28	\$2,355,575.66
170	Capital Improvement Fund	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
180	Long Range Capital Improvemnt	120	AP Clearing	\$1,556,673.62	\$18.97	\$77,276.48	\$1,479,416.11
181	IFiber	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
184	Revolving Vehicle Purchase Fund	120	AP Clearing	\$197,170.68	\$0.00	\$0.00	\$197,170.68
185	Bond Debt Service Fund	120	AP Clearing	\$2,858,696.88	\$0.00	\$0.00	\$2,858,696.88
186	Jail Facility Capital Exp. 2018	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
187	Jail Facility Capital Exp. 2019	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
188	Jail Facility Capital Exp. 2020	120	AP Clearing	\$18.97	\$0.00	\$18.97	\$0.00
<u>Highway Dept.</u>							
200	County Highway	120	AP Clearing	\$831,387.23	\$42,525.87	\$169,572.32	\$704,340.78
210	County Bridge Fund	120	AP Clearing	\$1,726,443.80	\$335,312.85	\$8,566.25	\$2,053,190.40
212	Thorpe Road Overpass	120	AP Clearing	\$401,401.89	\$0.00	\$0.00	\$401,401.89
220	County Motor Fuel Tax Fund	120	AP Clearing	\$1,312,221.62	\$450,140.64	\$62,457.45	\$1,699,904.81
230	County Highway Engineering	120	AP Clearing	\$55,538.35	\$0.00	\$0.00	\$55,538.35
240	Federal Aid Matching	120	AP Clearing	\$714,391.45	\$0.00	\$0.00	\$714,391.45
250	Township Roads - Motor Fuel Tax	120	AP Clearing	\$2,581,809.82	\$649,775.12	\$102,588.96	\$3,128,995.98
260	Township Bridge Fund	120	AP Clearing	\$344,732.00	\$0.00	\$335,312.85	\$9,419.15
280	Storm Water Management	120	AP Clearing	\$68,881.77	\$0.00	\$0.00	\$68,881.77
<u>GIS</u>							
270	GIS Committee Fund	120	AP Clearing	\$622,761.05	\$2,345.00	\$11,994.99	\$613,111.06
510	GIS Fee Fund	120	AP Clearing	\$37,831.42	\$15,816.00	\$0.00	\$53,647.42

Ogle County  
**Fund Balances**

From Date: 3/1/2021 - To Date: 3/31/2021

**Cash, Investments, Accts. Receivable and Advances to other funds**

Summary Listing, Report By Fund - Account

Fund	Description	Paying Fund	Paying Fund Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
<u>Treasurer's Office</u>							
300	Insurance - Hospital & Medical	120	AP Clearing	\$1,698,352.80	\$528,647.49	\$407,470.00	\$1,819,530.29
310	Insurance Premium Levy	120	AP Clearing	\$388,211.82	\$0.00	\$36,169.02	\$352,042.80
320	Self Insurance Reserve	120	AP Clearing	\$30,379.26	\$13,629.00	\$0.00	\$44,008.26
<u>Judge's Office</u>							
350	County Ordinance	120	AP Clearing	\$78,888.36	\$11,386.10	\$3,120.00	\$87,154.46
360	Marriage Fund	120	AP Clearing	\$4,357.08	\$60.00	\$0.00	\$4,417.08
370	Law Library	120	AP Clearing	\$9,390.27	\$1,570.00	\$0.00	\$10,960.27
380	Public Defender Automation	120	AP Clearing	\$4,130.36	\$256.00	\$0.00	\$4,386.36
<u>Health Dept.</u>							
400	Public Health	120	AP Clearing	\$668,325.11	\$108,225.77	\$124,552.62	\$651,998.26
410	TB Fund	120	AP Clearing	\$47,043.80	\$0.00	\$828.96	\$46,214.84
<u>Animal Control</u>							
420	Animal Control	120	AP Clearing	\$64,850.34	\$18,961.90	\$12,223.68	\$71,588.56
425	Pet Population Control - Dog	120	AP Clearing	\$18,013.25	\$2,410.00	\$812.50	\$19,610.75
426	Pet Population Control - Cat	120	AP Clearing	\$356.50	\$120.00	\$0.00	\$476.50
<u>Solid Waste</u>							
430	Solid Waste	120	AP Clearing	\$5,743,158.63	\$3,010.40	\$20,254.83	\$5,725,914.20
<u>Treasurer's Office</u>							
450	Inheritance Tax Fund	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
455	Trust Deposits	120	AP Clearing	\$4,984.52	\$0.00	\$0.00	\$4,984.52
460	Condemnation Fund	120	AP Clearing	\$1,151.19	\$0.00	\$0.00	\$1,151.19
465	Hotel/ MotelTax	120	AP Clearing	\$7,875.77	\$946.81	\$0.00	\$8,822.58
470	Cooperative Extension Service	120	AP Clearing	\$141,943.34	\$0.00	\$0.00	\$141,943.34
475	Mental Health	120	AP Clearing	\$233,475.20	\$0.00	\$81,004.50	\$152,470.70
480	Senior Social Services	120	AP Clearing	\$16,625.71	\$0.00	\$0.00	\$16,625.71
485	War Veterans Assistance	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00

Ogle County  
**Fund Balances**

From Date: 3/1/2021 - To Date: 3/31/2021

**Cash, Investments, Accts. Receivable and Advances to other funds**

Summary Listing, Report By Fund - Account

Fund	Description	Paying Fund	Paying Fund Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
<u>Clerk/Recorder</u>							
500	Recorder's Automation	120	AP Clearing	\$372,256.11	\$8,052.60	\$3,637.39	\$376,671.32
520	Recorder's GIS Fund	120	AP Clearing	\$62,404.84	\$662.00	\$0.00	\$63,066.84
530	Vital Records	120	AP Clearing	\$1,737.52	\$226.00	\$0.00	\$1,963.52
<u>Circuit Clerk</u>							
550	Document Storage Fee Fund	120	AP Clearing	\$250,785.81	\$7,664.98	\$14,696.46	\$243,754.33
552	Child Support & Maint	120	AP Clearing	\$8,500.13	\$714.00	\$0.00	\$9,214.13
553	E - Citation Circuit Clerk	120	AP Clearing	\$15,744.27	\$2,228.93	\$0.00	\$17,973.20
554	Circuit Clerk Ops & Admin	120	AP Clearing	\$57,502.64	\$1,921.00	\$284.11	\$59,139.53
555	County Automation -Circuit Clerk	120	AP Clearing	\$279,992.35	\$8,562.01	\$14,055.27	\$274,499.09
<u>Focus House</u>							
560	Dependent Children	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
565	Dependant Children Medicaid	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
<u>Probation</u>							
570	Probation Services	120	AP Clearing	\$351,370.24	\$10,029.01	\$5,155.52	\$356,243.73
571	Drug Court	120	AP Clearing	\$37,280.28	\$1,426.75	\$0.00	\$38,707.03
575	Juvenile Restitution Fund	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
580	Alts to Detention IPCSA/IJJ	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
590	ICJIC Probation Grant 500053	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
595	Juvenile Diversion	120	AP Clearing	\$18,255.89	\$721.11	\$0.00	\$18,977.00
<u>State's Attorney</u>							
572	Victim Impact	120	AP Clearing	\$750.32	\$0.00	\$0.00	\$750.32
600	Drug Assistance Forfeiture	120	AP Clearing	\$25,779.39	\$0.00	\$0.00	\$25,779.39
602	State's Attorney Automation	120	AP Clearing	\$19,264.37	\$287.25	\$0.00	\$19,551.62
605	Bad Check Restitution	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00

# Fund Balances

From Date: 3/1/2021 - To Date: 3/31/2021

## Cash, Investments, Accts. Receivable and Advances to other funds

### Summary Listing, Report By Fund - Account

Fund	Description	Paying Fund	Paying Fund Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
<u>Sheriff's Dept.</u>							
610	OEMA	120	AP Clearing	\$33,344.87	\$0.00	\$0.00	\$33,344.87
611	EOC	120	AP Clearing	\$8,376.06	\$0.00	\$0.00	\$8,376.06
612	E - Citation Sheriff	120	AP Clearing	\$14,589.34	\$269.00	\$0.00	\$14,858.34
615	Take Bond Fee	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
620	Sheriff's Petty Cash	120	AP Clearing	\$1,500.00	\$0.00	\$0.00	\$1,500.00
625	DUI Equipment	120	AP Clearing	\$14,741.60	\$499.50	\$349.00	\$14,892.10
630	Arrestee's Medical Cost	120	AP Clearing	\$88,500.19	\$839.73	\$0.00	\$89,339.92
632	Sex Offender Registration	120	AP Clearing	\$10,983.79	\$970.00	\$286.00	\$11,667.79
634	Administrative Tow Fund	120	AP Clearing	\$51,496.87	\$17,615.00	\$3,709.38	\$65,402.49
635	Drug Traffic Prevention	120	AP Clearing	\$7,708.02	\$209.50	\$3,211.62	\$4,705.90
640	911 Emergency	120	AP Clearing	\$3,667,960.34	\$72,857.70	\$108,749.84	\$3,632,068.20
644	911 Next Generation	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
645	911 Wireless	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
650	Out of County Medical	120	AP Clearing	\$6,345.80	\$0.00	\$0.00	\$6,345.80
<u>Treasurer's Office</u>							
660	Federal/ State Grants	120	AP Clearing	\$68,626.28	\$0.00	\$4,010.29	\$64,615.99
665	Fed/State Reimb/Overtime	120	AP Clearing	\$5,478.92	\$0.00	\$0.00	\$5,478.92
700	Tax Sale Automation	120	AP Clearing	\$44,197.58	\$0.00	\$0.00	\$44,197.58
705	Sale in Error Fund	120	AP Clearing	\$43,271.76	\$0.00	\$0.00	\$43,271.76
<u>710</u>	Indemnity Cost Fund	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
<u>Coroner</u>							
725	Coroner's Fee Fund	120	AP Clearing	\$11,675.56	\$600.00	\$647.57	\$11,627.99
Grand Total: 86 Funds				\$31,271,289.71	\$9,365,882.93	\$9,445,439.59	\$31,191,733.05



# Fund Payments

G/L Date Range 03/01/21 - 03/31/21

Vendor	Invoice No.	Invoice Description	Status	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 180 - Long Range Capital Improvemnt									
Account 2002 - Due To									
5581 - CORRECTIONAL TECHNOLOGIES, INC	128874	100 Boxes 2.0 CU FT with M-Lock / Lids	Paid by Check # 106499	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(8,360.50)
5581 - CORRECTIONAL TECHNOLOGIES, INC	129292	Boxes 2.0 CU FT with M-Lock / Lids	Paid by Check # 106499	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(95.54)
1246 - FISCHER'S	0729218-001	Table & Chairs	Paid by Check # 106500	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(3,513.00)
5287 - GILBANE BUILDING COMPANY	#32	CONSTRUCTION MANANGEMENT	Paid by Check # 106501	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(51,543.46)
4928 - HELLMUTH, OBATA & KASSABAUM, INC.	17.03038.00-32	Construction	Paid by Check # 106502	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(9,181.00)
4740 - SYNDEO NETWORKS, INC.	12845	Administration through - Fiber Termination at	Paid by Check # 106503	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(1,850.00)
5567 - TIMEKEEPING SYSTEMS, INC	372706	Legislative Basement & Login Board/Pipe-Button/Pipe-Mount	Paid by Check # 106504	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(1,269.14)
Account 2002 - Due To Totals						Invoice Transactions 7		<u>(\$75,812.64)</u>	
Fund 180 - Long Range Capital Improvemnt Totals						Invoice Transactions 7		<u>(\$75,812.64)</u>	
Fund 200 - County Highway									
Account 2002 - Due To									
4895 - 1STAYD CORPORATION	PSI434867	Scrim Paper	Paid by Check # 106513	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(200.43)
4895 - 1STAYD CORPORATION	PSI434224	Shop Supplies	Paid by Check # 106513	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(248.39)
4667 - AIRGAS USA, LLC	9977583716	Cylinder Rental	Paid by Check # 106514	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(105.40)
2021 - CALSER CALIBRATIONS, LLC	15720	Engineering Equipment	Paid by Check # 106515	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(1,165.00)
1156 - COMED	COMHWY2103b	St & Traffic Lighting	Paid by Check # 106517	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(34.71)
1156 - COMED	COMHWY2103c	Electricity - Monthly Usage	Paid by Check # 106516	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(719.46)
3538 - COMPASS MINERALS AMERICA INC.	771844	21-00000-03 GM County Salt	Paid by Check # 106518	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(1,446.12)
3538 - COMPASS MINERALS AMERICA INC.	772444	21-00000-03 GM County Salt	Paid by Check # 106518	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(7,564.98)
3538 - COMPASS MINERALS AMERICA INC.	773532	21-00000-03 GM County Salt	Paid by Check # 106518	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(7,343.47)
3538 - COMPASS MINERALS AMERICA INC.	774930	21-00000-03 GM County Salt	Paid by Check # 106518	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(12,039.62)
3538 - COMPASS MINERALS AMERICA INC.	776235	21-00000-03 GM County Salt	Paid by Check # 106518	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(10,031.43)
3538 - COMPASS MINERALS AMERICA INC.	777421	21-00000-03 GM County Salt	Paid by Check # 106518	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(6,624.25)



# Fund Payments

G/L Date Range 03/01/21 - 03/31/21

Vendor	Invoice No.	Invoice Description	Status	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
3538 - COMPASS MINERALS AMERICA INC.	778439	21-00000-03 GM County Salt	Paid by Check # 106518	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(1,333.39)
4606 - PEGGY S. CORCORAN	2252021	Janitorial Services	Paid by Check # 106519	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(800.00)
5370 - DIXON LAWN MOWER REPAIR	5894	Pressure Washer Hose	Paid by Check # 106520	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(418.00)
1246 - FISCHER'S	0730793-001	HP Printer Ink & Kleenex	Paid by Check # 106521	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(156.54)
5536 - FLEETPRIDE, INC	68373669	Stock License Vehicle Hub Repair	Paid by Check # 106522	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(44.80)
1878 - HELM TRUCK AND EQUIPMENT	C119757	#10 License Vehicle Repair	Paid by Check # 106523	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(5,816.91)
1878 - HELM TRUCK AND EQUIPMENT	T255195	Stock License Vehicle Repair	Paid by Check # 106523	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(39.46)
2049 - IDEAL METAL FAB., INC.	46796	#54 Motor Grader Repair	Paid by Check # 106524	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(52.59)
2049 - IDEAL METAL FAB., INC.	46797	#54 Motor Grader Repair	Paid by Check # 106524	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(561.71)
2049 - IDEAL METAL FAB., INC.	46807	#54 Motor Grader Repair	Paid by Check # 106524	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(73.95)
2049 - IDEAL METAL FAB., INC.	46811	#54 Motor Grader Repair	Paid by Check # 106524	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(148.08)
4842 - INTERSTATE BATTERIES OF ROCKFORD	46105	#54 Motor Grader Battery	Paid by Check # 106525	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(230.95)
4842 - INTERSTATE BATTERIES OF ROCKFORD	100275751	#18 License Vehicle Batteries	Paid by Check # 106525	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(353.85)
1924 - KELLEY WILLIAMSON COMPANY	IN-257278	Motor Oil	Paid by Check # 106526	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(3,787.57)
1924 - KELLEY WILLIAMSON COMPANY	IN-257727	Grease	Paid by Check # 106526	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(147.97)
4188 - LAKESIDE INTERNATIONAL, LLC	7179488P	#15 License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(291.55)
4188 - LAKESIDE INTERNATIONAL, LLC	7179530P	#15 License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(76.54)
4188 - LAKESIDE INTERNATIONAL, LLC	7095246	#10 License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(1,386.07)
4188 - LAKESIDE INTERNATIONAL, LLC	7179531P	Stock License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(76.54)
4188 - LAKESIDE INTERNATIONAL, LLC	7179755P	#13 License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(329.77)
4188 - LAKESIDE INTERNATIONAL, LLC	7179784P	#37 License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(179.70)
4188 - LAKESIDE INTERNATIONAL, LLC	7179961P	#7 License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(163.69)



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4188 - LAKESIDE INTERNATIONAL, LLC	7179984P	#13 License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(350.84)
4188 - LAKESIDE INTERNATIONAL, LLC	7179971P	#7 License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(73.42)
4188 - LAKESIDE INTERNATIONAL, LLC	7179986P	#13 & #16 License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(279.96)
4188 - LAKESIDE INTERNATIONAL, LLC	7180235P	#16 & Stock License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(40.46)
4188 - LAKESIDE INTERNATIONAL, LLC	7095288	#8 License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(1,277.26)
4188 - LAKESIDE INTERNATIONAL, LLC	7180897P	#6 Wipers	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(421.48)
4188 - LAKESIDE INTERNATIONAL, LLC	7180752P	#16 Head Lights	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(328.24)
4188 - LAKESIDE INTERNATIONAL, LLC	7181162P	#12 Brakes	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(1,463.72)
4188 - LAKESIDE INTERNATIONAL, LLC	7181251P	Stock License Vehicle Fuel Filters	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(402.72)
2050 - LAWSON PRODUCTS, INC.	9308246702	Shop Supplies	Paid by Check # 106528	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(234.79)
2050 - LAWSON PRODUCTS, INC.	9308276433	Shop Supplies	Paid by Check # 106528	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(117.86)
1434 - MENARDS	85873a	#28 Trailer Repair	Paid by Check # 106529	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(285.18)
1434 - MENARDS	85873b	Mailbox Material	Paid by Check # 106529	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(78.94)
1434 - MENARDS	76972	Mailbox Material	Paid by Check # 106530	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(92.55)
2138 - MONROE TRUCK EQUIPMENT INC	5447427	#7 License Vehicle Repair	Paid by Check # 106531	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(178.91)
2138 - MONROE TRUCK EQUIPMENT INC	5452975	#16 & Stock Air Valve Solenoids	Paid by Check # 106531	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(256.25)
1463 - NAPA AUTO PARTS	464-940450	Stock License Vehicle Mirrors	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(37.48)
1463 - NAPA AUTO PARTS	464-940527	Hyd Hose Fittings	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(89.50)
1463 - NAPA AUTO PARTS	464-940600	Fuel Additive	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(167.76)
1463 - NAPA AUTO PARTS	464-941002	Fuel Additive	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(167.76)
1463 - NAPA AUTO PARTS	464-941513	Fuel Additive	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(167.76)
1463 - NAPA AUTO PARTS	464-941677	Garage Door Repair	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(7.18)



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1463 - NAPA AUTO PARTS	464-942552	Disposable Gloves & Hand Cleaner	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(60.46)
1463 - NAPA AUTO PARTS	464-942555	Shop Supplies	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(20.34)
1463 - NAPA AUTO PARTS	464-942759	#16 Light Repair	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(61.00)
1463 - NAPA AUTO PARTS	464-942760	#14 Mirror	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(100.58)
1463 - NAPA AUTO PARTS	464-941856	Fuel Additive	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(167.76)
1898 - NICOR	NICHWY2103	Natural Gas - Monthly Usage	Paid by Check # 106533	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(1,433.20)
4440 - NORTHERN ILLINOIS DISPOSAL SVC	20281404	Disposal Service - Dumpster	Paid by Check # 106534	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(100.00)
1502 - OGLE COUNTY LIFE	479675	Legal Publications	Paid by Check # 106535	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(52.50)
1502 - OGLE COUNTY LIFE	480077	Legal Publications	Paid by Check # 106535	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(52.50)
1504 - OGLE COUNTY RECORDER	4025304	20-00336-00-BR Meridian Rd Culvert Extension	Paid by Check # 106536	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(37.00)
1849 - ROCHELLE MUNICIPAL UTILITIES	ROCHWY2103a	St & Traffic Lighting	Paid by Check # 106537	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(97.23)
1849 - ROCHELLE MUNICIPAL UTILITIES	ROCHWY2103b	St & Traffic Lighting	Paid by Check # 106537	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(9.02)
1876 - ROCHELLE WASTE DISPOSAL, LLC	2003	Deer Expense	Paid by Check # 106538	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(36.50)
2233 - ROCKFORD AUTO GLASS	W01033441	#13 Back Window Installation	Paid by Check # 106539	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(250.00)
1515 - SNYDER PHARMACY - OREGON	00044652	#13 License Vehicle Repair	Paid by Check # 106540	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(13.99)
1515 - SNYDER PHARMACY - OREGON	00045256	Shop Supplies	Paid by Check # 106540	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(7.98)
1515 - SNYDER PHARMACY - OREGON	00265240	Nuts & Bolts	Paid by Check # 106540	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(3.04)
1515 - SNYDER PHARMACY - OREGON	00047016	Shop Supplies	Paid by Check # 106540	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(22.32)
1869 - WEST SIDE TRACTOR SALES	197574	#54 Motor Grader Repair	Paid by Check # 106541	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(3,136.98)
1869 - WEST SIDE TRACTOR SALES	197620	#54 Motor Grader Repair Return	Paid by Check # 106541	03/16/2021	03/16/2021	03/17/2021		03/17/2021	2,046.79
1869 - WEST SIDE TRACTOR SALES	197801	#32 Motor Grader Repair	Paid by Check # 106541	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(244.58)
1869 - WEST SIDE TRACTOR SALES	197949	#54 Motor Grader Repair	Paid by Check # 106541	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(250.60)





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4667 - AIRGAS USA, LLC	9111054114	Shop Supplies	Paid by Check # 106582	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(415.32)
1066 - APCO INTERNATIONAL, INC.	00054794	Radio License	Paid by Check # 106583	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(210.00)
1100 - BONNELL INDUSTRIES INC.	0198430-IN	#24 License Vehicle Repair	Paid by Check # 106584	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(136.65)
1846 - BUSINESS CARD	8867427	Amazon - #84 Air Compressor Repair	Paid by Check # 106585	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(75.60)
1846 - BUSINESS CARD	688336	Monroe Center Oasis - Batteries	Paid by Check # 106585	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(4.28)
1846 - BUSINESS CARD	2525823	Amazon - Foam Earplugs	Paid by Check # 106585	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(49.90)
1846 - BUSINESS CARD	0251463	Amazon - Mailbox Material	Paid by Check # 106585	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(39.42)
1846 - BUSINESS CARD	7299	TarpGuy - #17 Truck Tarp System	Paid by Check # 106585	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(1,330.00)
1846 - BUSINESS CARD	IN21012220180a	FOXit - Sales Tax Credit	Paid by Check # 106585	03/30/2021	03/30/2021	03/31/2021		03/31/2021	11.18
1140 - CITY OF OREGON	OREHWY2103	Disposal Service	Paid by Check # 106586	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(368.18)
1156 - COMED	COMHWY2103a	St & Traffic Lighting	Paid by Check # 106587	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(70.99)
5536 - FLEETPRIDE, INC	69617317	#11 License Vehicle Repair	Paid by Check # 106588	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(46.77)
1941 - FRONTIER	FROHWY2103	Phones - Monthly Usage	Paid by Check # 106589	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(165.84)
1878 - HELM TRUCK AND EQUIPMENT	C120016	#11 License Vehicle Repair	Paid by Check # 106590	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(658.55)
1878 - HELM TRUCK AND EQUIPMENT	C120077	#10 License Vehicle Repair	Paid by Check # 106590	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(1,177.00)
3409 - DUANE A. HEVLY	21038	Dosimetry Service	Paid by Check # 106591	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(60.00)
2049 - IDEAL METAL FAB., INC.	46874	#47 Heavy Equipment Repair	Paid by Check # 106592	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(384.68)
2227 - ILLINOIS ASSOCIATION OF COUNTY ENGINEERS	IACHWY2103	IACE District Dues	Paid by Check # 106593	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(50.00)
1924 - KELLEY WILLIAMSON COMPANY	IN-258271	Gasoline	Paid by Check # 106594	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(2,451.86)
1924 - KELLEY WILLIAMSON COMPANY	IN-258272	Diesel	Paid by Check # 106594	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(13,525.07)
3621 - KEN NELSON GROUP	336971	#20 License Vehicle Repair	Paid by Check # 106595	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(66.00)
2050 - LAWSON PRODUCTS, INC.	7412952	Shop Supplies	Paid by Check # 106596	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(77.06)



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1876 - ROCHELLE WASTE DISPOSAL, LLC	2016	Deer Expense	Paid by Check # 106597	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(47.50)
1265 - VERIZON	98749553791	Phones - Monthly Usage	Paid by Check # 106598	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(341.36)
2875 - VULCAN, INC.	R02640	Extruded Blade Light	Paid by Check # 106599	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(477.00)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 103			(\$96,841.55)
Fund <b>200 - County Highway</b> Totals						Invoice Transactions 103			(\$96,841.55)
Fund <b>210 - County Bridge Fund</b>									
Account <b>2002 - Due To</b>									
5564 - STRAND ASSOCIATES, INC	0169506	CAB - 20-00326-00-BR Milledgeville Rd Bridge	Paid by Check # 106600	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(913.75)
1968 - WENDLER ENGINEERING SERVICES, INC.	40803a	CAB - 20 00355 00 BR Flagg Rd over Kyte Creek	Paid by Check # 106601	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(7,652.50)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 2			(\$8,566.25)
Fund <b>210 - County Bridge Fund</b> Totals						Invoice Transactions 2			(\$8,566.25)
Fund <b>220 - County Motor Fuel Tax Fund</b>									
Account <b>2002 - Due To</b>									
5204 - CIVIL MATERIALS	125911	CO MFT - 21-00000-01- GM Co Patching Material	Paid by Check # 106602	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(1,272.70)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 1			(\$1,272.70)
Fund <b>220 - County Motor Fuel Tax Fund</b> Totals						Invoice Transactions 1			(\$1,272.70)
Fund <b>250 - Township Roads - Motor Fuel Tax</b>									
Account <b>2002 - Due To</b>									
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	BROHWY2103	TWP MFT - 20-01000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(1,236.44)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	BUFWHY2103	TWP MFT - 20-02000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(3,859.40)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	BYRHWY2103	TWP MFT - 20-03000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(7,018.85)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	DEMHY2103	TWP MFT - 20-04000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(817.24)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	EAGHWY2103	TWP MFT - 20-05000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(2,356.61)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	FLAHY2103	TWP MFT - 20-06000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(11,995.60)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	FORHWY2103	TWP MFT - 20-07000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(4,678.40)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	GRAHWY2103	TWP MFT - 20-08000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(1,754.04)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	LAFHWY2103	TWP MFT - 20-09000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(2,035.00)



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1500 - OGLE COUNTY HIGHWAY DEPARTMENT	LEAHWY2103	TWP MFT - 20-10000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(4,371.78)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	LINHWY2103	TWP MFT - 20-11000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(4,680.54)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	LYNHWY2103	TWP MFT - 20-12000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(5,328.24)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	MARIHWY2103	TWP MFT - 20-13000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(8,217.93)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	MARYHWY2103	TWP MFT - 20-14000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(4,463.79)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	MONHWY2103	TWP MFT - 20-15000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(2,635.14)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	MOUHWY2103	TWP MFT - 20-16000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(3,187.14)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	PCRHWY2103	TWP MFT - 20-19000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(5,592.26)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	PROHWY2103	TWP MFT - 20-20000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(4,640.97)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	ROCHWY2103	TWP MFT - 20-21000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(3,127.96)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	SCOHWY2103	TWP MFT - 20-22000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(3,483.09)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	TAYHWY2103	TWP MFT - 20-23000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(720.04)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	WHIHWY2103	TWP MFT - 20-24000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(4,736.22)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	WOOHWY2103	TWP MFT - 20-25000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(1,490.97)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	OREHWY2103	TWP MFT - 20-26000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(10,161.31)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 24			(\$102,588.96)
Fund <b>250 - Township Roads - Motor Fuel Tax</b> Totals						Invoice Transactions 24			(\$102,588.96)
Fund <b>260 - Township Bridge Fund</b>									
Account <b>2002 - Due To</b>									
2800 - OGLE COUNTY BRIDGE	CABHWY213b	TBP - 07-14131-00-BR Construction Costs	Paid by Check # 106542	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(136,782.01)
2800 - OGLE COUNTY BRIDGE	CABHWY213c	TBP - 07-14131-00-BR Construction Costs	Paid by Check # 106542	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(138,858.85)
2800 - OGLE COUNTY BRIDGE	CABHWY213a	TBP - 07-14131-00-BR Engineering Costs	Paid by Check # 106542	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(59,671.99)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 3			(\$335,312.85)
Fund <b>260 - Township Bridge Fund</b> Totals						Invoice Transactions 3			(\$335,312.85)



# Fund Payments

G/L Date Range 03/01/21 - 03/31/21

Vendor	Invoice No.	Invoice Description	Status	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>270 - GIS Committee Fund</b>									
Account <b>2002 - Due To</b>									
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	March 2021	Hosting 3 GIS tablets on Highway Verizon Wireless	Paid by Check # 106489	03/15/2021	03/15/2021	03/15/2021		03/15/2021	(108.03)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 1			(\$108.03)
Fund <b>270 - GIS Committee Fund</b> Totals						Invoice Transactions 1			(\$108.03)
Fund <b>300 - Insurance - Hospital &amp; Medical</b>									
Account <b>2002 - Due To</b>									
5092 - CRUM-HALSTED INSURANCE	53619	Outlook Vision	Paid by Check # 106566	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(12.00)
4967 - GENESIS OCCUPATIONAL HEALTH	157296	Wellness Program	Paid by Check # 106567	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(50.00)
3463 - GROUP ADMINISTRATORS, LTD.	April 2021	Group Insurance Administration Fee	Paid by Check # 106568	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(36,291.30)
4892 - HOLMES, MURPHY & ASSOCIATES, LLC	584062	Insurance Advisor InsG Consulting Service	Paid by Check # 106569	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(2,850.00)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 4			(\$39,203.30)
Fund <b>300 - Insurance - Hospital &amp; Medical</b> Totals						Invoice Transactions 4			(\$39,203.30)
Fund <b>310 - Insurance Premium Levy</b>									
Account <b>2002 - Due To</b>									
4560 - COUNTIES OF ILLINOIS RISK MANAGEMENT AGENCY	2020-2021-#24	Renewal Invoice Blanket Insurance Policy	Paid by Check # 106442	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(1,052.00)
1256 - TALX UC EXPRESS	2050216913	Quarterly Unemployment Claims Management	Paid by Check # 106454	03/05/2021	03/05/2021	03/05/2021		03/05/2021	(712.27)
1336 - ILLINOIS COUNTIES RISK MGMT TRUST	RCB000000025798	2020-2021 ICRMT-WORKER'S	Paid by Check # 106565	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(34,404.75)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 3			(\$36,169.02)
Fund <b>310 - Insurance Premium Levy</b> Totals						Invoice Transactions 3			(\$36,169.02)
Fund <b>350 - County Ordinance</b>									
Account <b>2002 - Due To</b>									
5216 - NICOLE E. OKERBLAD	February 2021	Interpreting Services - General Call for February	Paid by Check # 106453	03/05/2021	03/05/2021	03/05/2021		03/05/2021	(3,120.00)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 1			(\$3,120.00)
Fund <b>350 - County Ordinance</b> Totals						Invoice Transactions 1			(\$3,120.00)
Fund <b>400 - Public Health</b>									
Account <b>2002 - Due To</b>									
4997 - KYLE AUMAN	3.1.21	Cell Phone Reimbursement	Paid by Check # 106426	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(25.00)
4957 - AMY BARDELL	3.1.21	Cell Phone Reimbursement	Paid by Check # 106427	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(25.00)



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Vendor	Invoice No.	Invoice Description	Status	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
5125 - CHELSEA BIRD	3.1.21	Cell Phone Reimbursement	Paid by Check # 106428	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(25.00)
5182 - ASHLY GLENN	3.1.21	Cell Phone Reimbursement	Paid by Check # 106432	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(25.00)
4866 - McKESSON MEDICAL-SURGICAL INC.	8241522	Imms Supplies	Paid by Check # 106433	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(341.22)
3801 - PDC LABORATORIES, INC.	19454129	Water Testing	Paid by Check # 106435	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(270.80)
5395 - CHERIE RUCKER	3.1.21	Cell Phone Reimbursement	Paid by Check # 106436	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(25.00)
4740 - SYNDEO NETWORKS, INC.	3.1.21	County Phone	Paid by Check # 106437	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(136.65)
3991 - CARD SERVICE CENTER	3.17.0072	Credit Card	Paid by Check # 106505	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(280.62)
3105 - CONSERV FS INC.	3.17.21	Fuel	Paid by Check # 106506	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(88.03)
5046 - DE LAGE LANDEN FINANCIAL SERVICES, INC.	71604529	Copier Lease	Paid by Check # 106507	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(340.00)
4866 - McKESSON MEDICAL-SURGICAL INC.	18021413	Imms Supplies	Paid by Check # 106508	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(330.69)
5553 - OFFICE ALLY, INC	JB43692	Processing medical claims	Paid by Check # 106509	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(35.00)
1564 - QUEST DIAGNOSTICS	9191985921	Health Ed Lab Work	Paid by Check # 106510	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(66.55)
1265 - VERIZON	9874870288	Hot Spots	Paid by Check # 106512	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(114.16)
						Account <b>2002 - Due To</b> Totals	Invoice Transactions 15		(\$2,128.72)
						Fund <b>400 - Public Health</b> Totals	Invoice Transactions 15		(\$2,128.72)
<b>Fund 410 - TB Fund</b>									
<b>Account 2002 - Due To</b>									
5078 - CHUCK CANTRELL	3.1.21	Cell Phone Reimbursement	Paid by Check # 106429	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(25.00)
5569 - CHRISTOPHER SOLORZANO	3.1.21	Cell Phone Reimbursement	Paid by Check # 106430	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(25.00)
1246 - FISCHER'S	730635	Staples	Paid by Check # 106431	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(50.00)
1990 - NACCHO	3.1.21	NACCHO membership	Paid by Check # 106434	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(495.00)
3991 - CARD SERVICE CENTER	3.17.0072	Credit Card	Paid by Check # 106505	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(37.09)
1109 - STERICYCLE, INC.	4009971750	Rochelle Medical Waste	Paid by Check # 106511	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(196.87)
						Account <b>2002 - Due To</b> Totals	Invoice Transactions 6		(\$828.96)



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Vendor	Invoice No.	Invoice Description	Status	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>410 - TB Fund</b> Totals						Invoice Transactions 6			(\$828.96)
Fund <b>430 - Solid Waste</b>									
Account <b>2002 - Due To</b>									
1846 - BUSINESS CARD	02272021-A	BOA Business Credit Card	Paid by Check #	03/08/2021	03/08/2021	03/11/2021		03/11/2021	(268.60)
		- S Rypkema	106466						
1846 - BUSINESS CARD	02272021-B	BOA Business Credit Card	Paid by Check #	03/08/2021	03/08/2021	03/11/2021		03/11/2021	(2.00)
		- P Cooney	106466						
1246 - FISCHER'S	0730531-001 A	Office Supplies	Paid by Check #	03/08/2021	03/08/2021	03/11/2021		03/11/2021	(47.52)
			106467						
3453 - REITA NICHOLSON	03/08/2021	Mileage Reimbursement	Paid by Check #	03/08/2021	03/08/2021	03/11/2021		03/11/2021	(24.35)
			106468						
1502 - OGLE COUNTY LIFE	02/28/2021	Job Vacancy Ads	Paid by Check #	03/08/2021	03/08/2021	03/11/2021		03/11/2021	(111.00)
			106469						
1615 - SAUK VALLEY MEDIA	032110131081	Classified Newspaper Ads	Paid by Check #	03/08/2021	03/08/2021	03/11/2021		03/11/2021	(202.56)
			106470						
4740 - SYNDEO NETWORKS, INC.	03/08/2021	Telephone Primary	Paid by Check #	03/08/2021	03/08/2021	03/11/2021		03/11/2021	(37.50)
			106471						
1265 - VERIZON	9873807798-2	Wireless Phone Bill	Paid by Check #	03/08/2021	03/08/2021	03/11/2021		03/11/2021	(68.70)
			106472						
1140 - CITY OF OREGON	2021-00000901	Waste Reduction/Recycling	Paid by Check #	03/10/2021	03/10/2021	03/11/2021		03/11/2021	(405.36)
			106473						
Account <b>2002 - Due To</b> Totals						Invoice Transactions 9			(\$1,167.59)
Fund <b>430 - Solid Waste</b> Totals						Invoice Transactions 9			(\$1,167.59)
Fund <b>475 - Mental Health</b>									
Account <b>2002 - Due To</b>									
1857 - EASTER SEALS METROPOLITAN CHICAGO	2021-00000988	Ogle County Mental Health	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(2,100.00)
			106544						
1859 - HOPE OF OGLE COUNTY	2021-00000989	Ogle County Mental Health	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(8,750.00)
			106545						
1858 - LUTHERAN SOCIAL SERVICES OF ILLINOIS	2021-00000990	Ogle County Mental Health	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(2,566.67)
			106546						
5358 - JUSTINE MESSENGER	2021-00000991	Ogle County Mental Health	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(292.00)
			106547						
5188 - ROCKFORD SEXUAL ASSAULT COUNSELING, INC.	2021-00000992	Ogle County Mental Health	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(1,000.00)
			106548						
1860 - SERENITY HOSPICE AND HOME	2021-00000993	Ogle County Mental Health	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(2,500.00)
			106549						
1639 - SINNISSIPPI CENTERS INC.	2021-00000994	Ogle County Mental Health	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(30,045.83)
			106550						
1856 - VILLAGE OF PROGRESS	2021-00000995	Ogle County Mental Health	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(33,750.00)
			106551						
Account <b>2002 - Due To</b> Totals						Invoice Transactions 8			(\$81,004.50)



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Vendor	Invoice No.	Invoice Description	Status	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>475 - Mental Health</b> Totals						Invoice Transactions 8			(\$81,004.50)
Fund <b>500 - Recorder's Automation</b>									
Account <b>2002 - Due To</b>									
1177 - CULLIGAN	2021-00000820	FEBRUARY WATER BILL	Paid by Check #	02/28/2021	03/05/2021	03/11/2021		03/11/2021	(15.37)
			106455						
1246 - FISCHER'S	0731007-001	RECORDER'S OFFICE	Paid by Check #	03/02/2021	03/05/2021	03/11/2021		03/11/2021	(16.99)
		SUPPLIES	106456						
1246 - FISCHER'S	0730883-001	COPY COUNTS -	Paid by Check #	02/23/2021	03/05/2021	03/11/2021		03/11/2021	(8.98)
		RECORDER'S OFFICE	106456						
3585 - FIDLAR TECHNOLOGY	0702327-IN	AVID LIFE CYCLE	Paid by Check #	02/28/2021	03/15/2021	03/15/2021		03/15/2021	(229.89)
		SERVICE	106496						
1246 - FISCHER'S	0731103-001	OFFICE SUPPLIES	Paid by Check #	03/09/2021	03/15/2021	03/15/2021		03/15/2021	(97.55)
			106497						
1504 - OGLE COUNTY RECORDER	2021-00000979	INTER-FUND TRANSFERS	Paid by Check #	02/26/2021	03/15/2021	03/15/2021		03/15/2021	(74.00)
			106498						
1983 - COMCAST CABLE	2021-00001008	HIGH SPEED INTERNET -	Paid by Check #	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(108.35)
		RECORDER'S OFFICE	106562						
3585 - FIDLAR TECHNOLOGY	0227232-IN	LAREDO USAGE	Paid by Check #	03/15/2021	03/22/2021	03/22/2021		03/22/2021	(1,680.80)
			106563						
1246 - FISCHER'S	0731347-001	OFFICE SUPPLIES	Paid by Check #	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(67.14)
			106564						
1246 - FISCHER'S	0731396-001	COPY COUNTS - CC	Paid by Check #	03/19/2021	03/22/2021	03/22/2021		03/22/2021	(118.38)
			106564						
1246 - FISCHER'S	0731397-001	COPY COUNTS -	Paid by Check #	03/19/2021	03/22/2021	03/22/2021		03/22/2021	(9.94)
		RECORDER'S OFFICE	106564						
3585 - FIDLAR TECHNOLOGY	0879379-IN	BASTION - AVID	Paid by Check #	03/18/2021	03/29/2021	03/30/2021		03/30/2021	(1,210.00)
		HOSTING SERVICE	106576						
Account <b>2002 - Due To</b> Totals						Invoice Transactions 12			(\$3,637.39)
Fund <b>500 - Recorder's Automation</b> Totals						Invoice Transactions 12			(\$3,637.39)
Fund <b>550 - Document Storage Fee Fund</b>									
Account <b>2002 - Due To</b>									
2482 - GOODIN ASSOCIATES, LTD.	31248	DOCUMENT STORAGE	Paid by Check #	03/15/2021	03/15/2021	03/15/2021		03/15/2021	(9,572.54)
		FEE FUND	106490						
5063 - KARPEL SOLUTIONS	49568	Annual Maintenance PBK-	Paid by Check #	03/15/2021	03/15/2021	03/15/2021		03/15/2021	(3,593.75)
		Hosting/Interface Billing	106491						
5021 - MARCO TECHNOLOGIES LLC	INV8474945	Annual Contract -Circuit	Paid by Check #	03/15/2021	03/15/2021	03/15/2021		03/15/2021	(958.20)
		Clerk Copy Machine	106492						
3991 - CARD SERVICE CENTER	March 2021-IT	DOCUMENT STORAGE	Paid by Check #	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(129.98)
		FEE FUND	106571						
3991 - CARD SERVICE CENTER	March 2021- IT	DOCUMENT STORAGE	Paid by Check #	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(198.99)
		FEE FUND	106572						
5207 - PRINTING BY LAURA MEDLAR	5403	FORMS	Paid by Check #	03/30/2021	03/30/2021	03/30/2021		03/30/2021	(243.00)
			106581						





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Vendor	Invoice No.	Invoice Description	Status	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Account <b>2002 - Due To</b> Totals						Invoice Transactions 6			(\$14,696.46)
Fund <b>550 - Document Storage Fee Fund</b> Totals						Invoice Transactions 6			(\$14,696.46)
Fund <b>554 - Circuit Clerk Ops &amp; Admin</b>									
Account <b>2002 - Due To</b>									
4479 - HINCKLEY SPRINGS	9667201 021921	Circuit Clerk Water Bill Acct#46890019667201	Paid by Check # 106441	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(119.31)
4479 - HINCKLEY SPRINGS	9667201 031921	Circuit Clerk Water Bill Acct#46890019667201	Paid by Check # 106570	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(164.80)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 2			(\$284.11)
Fund <b>554 - Circuit Clerk Ops &amp; Admin</b> Totals						Invoice Transactions 2			(\$284.11)
Fund <b>555 - County Automation -Circuit Clerk</b>									
Account <b>2002 - Due To</b>									
2482 - GOODIN ASSOCIATES, LTD.	31248a	Annual Software Maintenance Contract Jan	Paid by Check # 106493	03/15/2021	03/15/2021	03/15/2021		03/15/2021	(9,572.55)
5017 - GOVCONNECTION, INC.	70740425	Projector for Courtroom	Paid by Check # 106494	03/15/2021	03/15/2021	03/15/2021		03/15/2021	(1,232.72)
5063 - KARPEL SOLUTIONS	49568a	Annual Maintenance PBK- Hosting/Interface Billing	Paid by Check # 106495	03/15/2021	03/15/2021	03/15/2021		03/15/2021	(3,250.00)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 3			(\$14,055.27)
Fund <b>555 - County Automation -Circuit Clerk</b> Totals						Invoice Transactions 3			(\$14,055.27)
Fund <b>570 - Probation Services</b>									
Account <b>2002 - Due To</b>									
4896 - JANE BIDDLE	2021-00000829	Biddle Mileage February	Paid by Check # 106443	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(8.96)
3105 - CONSERV FS INC.	2021-00000826	Probation February	Paid by Check # 106444	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(73.40)
5046 - DE LAGE LANDEN FINANCIAL SERVICES, INC.	71612593	Printer Contract March	Paid by Check # 106445	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(385.00)
4479 - HINCKLEY SPRINGS	17120746022021	Office Water	Paid by Check # 106446	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(126.89)
1573 - REDWOOD TOXICOLOGY LABORATORY, INC.	21570212	Drug Tessting	Paid by Check # 106447	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(74.16)
5538 - SCRAM SYSTEMS OF ILLINOIS	5	GPS-January	Paid by Check # 106448	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(744.00)
5074 - SOLUTION SPECIALTIES, INC.	19414573971008	Software Support	Paid by Check # 106449	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(406.02)
5343 - STACY NOBLE	2021-00000828	Noble Mileage February	Paid by Check # 106450	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(12.32)
1265 - VERIZON	2021-00000827	Verizon March	Paid by Check # 106451	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(688.86)
5002 - VISA	2021-00000837	Biddle Visa Feb	Paid by Check # 106452	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(15.86)





# Fund Payments

G/L Date Range 03/01/21 - 03/31/21

Vendor	Invoice No.	Invoice Description	Status	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
5002 - VISA	2021-00000838	Bergstrom Visa Feb	Paid by Check # 106452	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(392.75)
1246 - FISCHER'S	0730587	0730587	Paid by Check # 106553	03/15/2021	03/15/2021	03/18/2021		03/18/2021	(25.90)
4725 - BROOKE PLACHNO	2021-00000980	Plachno Mileage February	Paid by Check # 106554	03/15/2021	03/15/2021	03/18/2021		03/18/2021	(111.44)
5538 - SCRAM SYSTEMS OF ILLINOIS	6	GPS-FEBRUARY	Paid by Check # 106555	03/15/2021	03/15/2021	03/18/2021		03/18/2021	(200.00)
1639 - SINNISSIPPI CENTERS INC.	02/21 DRUG CT	OCP-DC FEBRUARY	Paid by Check # 106556	03/15/2021	03/15/2021	03/18/2021		03/18/2021	(630.00)
4896 - JANE BIDDLE	2021-00001059	Mileage March	Paid by Check # 106603	03/29/2021	03/29/2021	03/31/2021		03/31/2021	(29.12)
1246 - FISCHER'S	2021-00001058	0730933, 0730992,	Paid by Check # 106604	03/29/2021	03/29/2021	03/31/2021		03/31/2021	(352.90)
4479 - HINCKLEY SPRINGS	17140746032021	0731143, 0731015, Office Water	Paid by Check # 106605	03/29/2021	03/29/2021	03/31/2021		03/31/2021	(163.26)
1265 - VERIZON	2021-00001057	Verizon Probation March	Paid by Check # 106606	03/29/2021	03/29/2021	03/31/2021		03/31/2021	(685.71)
5586 - FORREST WINSTEAD	2021-00001060	Reimbursement 3-17-2020	Paid by Check # 106607	03/29/2021	03/29/2021	03/31/2021		03/31/2021	(28.97)
						Account <b>2002 - Due To</b> Totals	Invoice Transactions 20		(\$5,155.52)
						Fund <b>570 - Probation Services</b> Totals	Invoice Transactions 20		(\$5,155.52)
Fund <b>625 - DUI Equipment</b>									
Account <b>2002 - Due To</b>									
3514 - INTOXIMETERS	675286	Customer # C000ILOGL2	Paid by Check # 106557	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(349.00)
						Account <b>2002 - Due To</b> Totals	Invoice Transactions 1		(\$349.00)
						Fund <b>625 - DUI Equipment</b> Totals	Invoice Transactions 1		(\$349.00)
Fund <b>632 - Sex Offender Registration</b>									
Account <b>2002 - Due To</b>									
4645 - ILLINOIS ATTORNEY GENERAL	2021-00000807	30% OF RECEIVED FEES	Paid by Check # 106438	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(132.00)
3192 - ILLINOIS STATE POLICE	2021-00000808	30% OF RECEIVED FEES	Paid by Check # 106439	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(132.00)
2319 - OFFICE OF THE ILLINOIS STATE TREASURER	2021-00000809	5% OF RECEIVED FEES	Paid by Check # 106440	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(22.00)
						Account <b>2002 - Due To</b> Totals	Invoice Transactions 3		(\$286.00)
						Fund <b>632 - Sex Offender Registration</b> Totals	Invoice Transactions 3		(\$286.00)
Fund <b>634 - Administrative Tow Fund</b>									
Account <b>2002 - Due To</b>									
3991 - CARD SERVICE CENTER	03/2021TOW	Acct #0098	Paid by Check # 106558	03/18/2021	03/18/2021	03/22/2021		03/22/2021	(1,009.97)



# Fund Payments

G/L Date Range 03/01/21 - 03/31/21

Vendor	Invoice No.	Invoice Description	Status	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
3991 - CARD SERVICE CENTER	03/2021tow2	Acct #0098	Paid by Check # 106558	03/18/2021	03/18/2021	03/22/2021		03/22/2021	(479.41)
4227 - RADAR MAN INC	4918	Radar Certification	Paid by Check # 106559	03/18/2021	03/18/2021	03/22/2021		03/22/2021	(1,720.00)
5585 - BRANDY VEURINK	03/2021-Refund	Extended Expiration Date/Admin Tow	Paid by Check # 106580	03/30/2021	03/30/2021	03/30/2021		03/30/2021	(650.00)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 4			(\$3,859.38)
Fund <b>634 - Administrative Tow Fund</b> Totals						Invoice Transactions 4			(\$3,859.38)
Fund <b>635 - Drug Traffic Prevention</b>									
Account <b>2002 - Due To</b>									
5580 - PIX4D INC.	US-003384	Pix4Dmapper Desktop Support and Upgrade	Paid by Check # 106457	03/10/2021	03/10/2021	03/11/2021		03/11/2021	(499.00)
3991 - CARD SERVICE CENTER	8029016	Dog Food	Paid by Check # 106560	03/19/2021	03/19/2021	03/22/2021		03/22/2021	(52.24)
3991 - CARD SERVICE CENTER	772962279776	DNA Samples	Paid by Check # 106560	03/19/2021	03/19/2021	03/22/2021		03/22/2021	(108.38)
5500 - OX FIREARMS LLC	1196	HX-QD 556K/762, Flash Hider	Paid by Check # 106561	03/19/2021	03/19/2021	03/22/2021		03/22/2021	(2,552.00)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 4			(\$3,211.62)
Fund <b>635 - Drug Traffic Prevention</b> Totals						Invoice Transactions 4			(\$3,211.62)
Fund <b>640 - 911 Emergency</b>									
Account <b>2002 - Due To</b>									
5565 - CAIN MILLWORK, INC	510186	OGLE COUNTY 911 - Furniture	Paid by Check # 106474	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(4,320.00)
2980 - CARD MEMBER SERVICE (ELAN FINANCIAL)	Feb 2021 STMT	OGLE COUNTY 911-ETSB Credit Card	Paid by Check # 106475	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(2,482.59)
3991 - CARD SERVICE CENTER	Feb 2021-IT	OGLE COUNTY 911 - IT CREDIT CARD	Paid by Check # 106476	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(782.73)
3388 - COMPUTER INFORMATION SYSTEMS, INC.	237067	OGLE COUNTY 911 -CAD Maintenance 18%	Paid by Check # 106477	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(1,844.96)
5046 - DE LAGE LANDEN FINANCIAL SERVICES, INC.	71614724	OGLE COUNTY 911 EMG Monthly Printer Lease	Paid by Check # 106478	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(81.90)
5210 - FEDERAL ENGINEERING, INC.	2020-3-3003	OGLE COUNTY 911 - Consultant Services - NG	Paid by Check # 106479	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(566.09)
5356 - FLOW MUNICIPAL SERVICE PROVIDER LLC	1443	OGLE COUNTY 911 EMG - Annual License	Paid by Check # 106480	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(10,750.00)
1945 - LR Communications	Mar 01 2021	OGLE COUNTY 911 - 99930047488	Paid by Check # 106481	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(750.00)
5526 - MC MURRAY STERN	29004-2	OGLE COUNTY 911 - Furniture	Paid by Check # 106482	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(1,056.51)
1147 - OGLE COUNTY TREASURER	1st Qtr 2021	OGLE COUNTY 911 - Wage/Benefit	Paid by Check # 106483	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(41,342.21)



# Fund Payments

G/L Date Range 03/01/21 - 03/31/21

Vendor	Invoice No.	Invoice Description	Status	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
2359 - POWERPHONE, INC.	71354	OGLE COUNTY 911 EMG - CACH Program Install	Paid by Check # 106484	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(32,238.00)
2285 - SEPS, INC.	186096	OGLE COUNTY 911 EMG - Maintenance UPS	Paid by Check # 106485	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(3,084.00)
4740 - SYNDEO NETWORKS, INC.	13358	OGLE COUNTY 911 - Telephone	Paid by Check # 106486	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(199.99)
1265 - VERIZON	9873632619	OGLE COUNTY 911 - ACCT# 580295355-	Paid by Check # 106487	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(239.00)
4770 - VOIANCE LANGUAGE SERVICES, LLC.	1293029	OGLE COUNTY 911 - Translation Services	Paid by Check # 106488	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(45.99)
Account <b>2002 - Due To</b> Totals							Invoice Transactions 15		(\$99,783.97)
Fund <b>640 - 911 Emergency</b> Totals							Invoice Transactions 15		(\$99,783.97)
Fund <b>660 - Federal/ State Grants</b>									
Account <b>2002 - Due To</b>									
1046 - ACCURATE BUSINESS CONTROLS	70997	12500 Voter Registration Card Sheets	Paid by Check # 106573	03/23/2021	03/23/2021	03/23/2021		03/23/2021	(2,945.77)
1354 - ILLINOIS OFFICE SUPPLY	59047	1025 Voter Registration Sets	Paid by Check # 106574	03/23/2021	03/23/2021	03/23/2021		03/23/2021	(578.75)
1763 - CDW GOVERNMENT INC	9272389	Retrospect Software, AntiVirus Software for VR	Paid by Check # 106575	03/24/2021	03/24/2021	03/24/2021		03/24/2021	(485.77)
Account <b>2002 - Due To</b> Totals							Invoice Transactions 3		(\$4,010.29)
Fund <b>660 - Federal/ State Grants</b> Totals							Invoice Transactions 3		(\$4,010.29)
Fund <b>725 - Coroner's Fee Fund</b>									
Account <b>2002 - Due To</b>									
1222 - ECOWATER SYSTEMS	Jan & Feb	Coroner's Fee Fund- Office Water Acct 208629	Paid by Check # 106577	03/30/2021	03/30/2021	03/30/2021		03/30/2021	(83.50)
1452 - MOTOROLA	February 2021	Coroner's Fee Fund - Purchased Services	Paid by Check # 106578	03/30/2021	03/30/2021	03/30/2021		03/30/2021	(432.00)
1538 - PETTY CASH	March 2021	Coroner's Fee Fund - Petty Cash - March 2021	Paid by Check # 106579	03/30/2021	03/30/2021	03/30/2021		03/30/2021	(132.07)
Account <b>2002 - Due To</b> Totals							Invoice Transactions 3		(\$647.57)
Fund <b>725 - Coroner's Fee Fund</b> Totals							Invoice Transactions 3		(\$647.57)
Grand Totals							Invoice Transactions 263		(\$934,101.65)

KIMBERLY A. STAHL  
CLERK OF THE CIRCUIT COURT  
FIFTEENTH JUDICIAL CIRCUIT  
OGLE COUNTY  
OREGON, IL

CIRCUIT CLERK CHECKING ACCOUNT REPORT

For the Month of: March 2021

Balance of Checking Account: \$64,227.57 (February 2021)

Receipts: \$307,310.48

Interest Checking: \$5.71

Disbursements: \$169,085.71

BALANCE: \$202,458.05

NOTE: \$97,936.95 of Receipts was received through e-payments.

\$15,608.50 of Receipts was received through e-file.

\$9,206.09 of Disbursements was Restitution paid to victims.



202 S. 1<sup>st</sup> Street  
Oregon, Illinois 61061  
815-732-1119  
911@oglecounty.org

The Ogle County ETSB meeting was called to order on Wednesday, March 10, 2020 at 7pm by Chairman B. VanVickle.

Members Present:

B. VanVickle  
L. Callant  
L. Nambo  
C. Tveit  
S. Thomas  
M. Typer

Members Absent:

D.Sawlsville  
C.Clothier

Others present:

B. Carls – 911 Coordinator

There was no public comment.

A motion by C.Tveit seconded by S.Thomas to approve the draft minutes of the February 10, 2021. The motion carried.

B.Carls reported on the Next Generation Project for Ogle County stating training will begin next week for the telecommunicators with the cut scheduled for the following week.

Chairman B. VanVickle advised that the old tower was taken down March 9, 2021 without any issues.

Vice-Chairman C. Tveit – nothing to report.

County Board M. Typer – Nothing to report.

PSAP Reports – nothing to report

Old Business:

New Business:

A motion by L. Callant and seconded by B.VanVickle to pay the March 2021 bills. Approved by roll call. S.Thomas– yes C. Tveit – yes M. Typer – yes B. VanVickle – yes L. Nambo –yes L.Callant—yes

Other business:

A motion by M. Typer and seconded by B.VanVickle for adjournment. The motion carried and the meeting was adjourned at 7:16pm.

Respectfully Submitted,

Brittany Carls

County Facilities – Court Security and IT Committee  
Tentative Minutes  
(Remote Attendance due to COVID-19 Crisis)  
April 13, 2021

1. Call Meeting to Order: Chairman Nordman called the meeting to order at 1:00 p.m. Present via audio: Reising, Billeter, Fox and Miller. Others via audio: Chief Deputy Coroner Jeanette Bennett. Present: Nordman, Kenney, Youman, Sheriff Brian VanVickle, and IT Manager Larry Callant. Absent: Williams and Oltmanns
2. Approval of Minutes – March 9, 2021: Motion by Nordman to approve the minutes as presented, 2<sup>nd</sup> by Youman. Roll call: Yes – Reising, Kenney, Youman, Billeter, Fox, Miller and Nordman. Motion carried.
3. Public Comment: Kenney states there has been some confusion with the various county properties; Old Jail vs New Jail, Emergency Operations Center in Rochelle and the Sheriff's Office. The consensus was to look into better signage.
4. Review and Approval of Claims:  
Department Claims:
  - ✓ County Facilities: Motion by Kenney that the department claims have been reviewed, 2<sup>nd</sup> by Youman. Fox asks for clarification on the Helm bill for \$1,200. Sheriff states the bill is for the chiller in the old Courthouse. Roll call: Yes – Reising, Kenney, Youman, Billeter, Fox, Miller and Nordman. Total: \$22,155.51. Motion Carried.
  - ✓ Sheriff: Motion by Nordman that the department claims have been reviewed, 2<sup>nd</sup> by Kenney. Roll call: Yes – Reising, Kenney, Youman, Billeter, Fox, Miller and Nordman. Total: \$10,120.10. Motion Carried.
  - ✓ Emergency Communications: Motion by Kenney that the department claims have been reviewed, 2<sup>nd</sup> by Fox. Roll call: Yes – Reising, Kenney, Youman, Billeter, Fox, Miller and Nordman. Total: \$1,274.62. Motion Carried.
  - ✓ Corrections: Motion by Nordman that the department claims have been reviewed, 2<sup>nd</sup> by Youman. Roll call: Yes – Reising, Kenney, Youman, Billeter, Fox, Miller and Nordman. Total: \$21,200.50. Motion Carried.
  - ✓ OCEMA: Motion by Reising that the department claims have been reviewed, 2<sup>nd</sup> by Youman. Roll call: Yes – Reising, Kenney, Youman, Billeter, Fox, Miller and Nordman. Total: \$1,016.52. Motion Carried.Claims:
  - ✓ Sheriff: None
  - ✓ Emergency Communications: None
  - ✓ Corrections: None
  - ✓ OCEMA: None
  - ✓ Coroner: Chief Deputy Coroner Jeanette Bennett presents claims for \$1,827.53. Motion by Nordman to approve claims for \$1,827.53, 2<sup>nd</sup> by Kenney. Roll call: Yes – Reising, Kenney, Youman, Billeter, Fox, Miller and Nordman. Motion carried.
5. Coroner:  
Bennett reports they have had 45 calls since the last committee meeting and 1 autopsy this month.
6. IT:
  - ✓ Claims: Motion by Reising to approve claims for \$12,534.64, 2<sup>nd</sup> by Fox. Roll call:

Yes – Reising, Kenney, Youman, Billeter, Fox, Miller and Nordman. Motion carried. Callant states he was able to take 2 weeks off without any major problems. The Judges and Circuit Clerk have asked IT to install 4 new printers for the courtrooms. IT also updated the wireless devices for better connections in the courtrooms. Callant attended a seminar for a couple of days while on vacation for Network Security. Callant has located a new anti-virus software which all departments will have installed. Callant said all departments will be placed on a domain which other departments are utilizing. Callant states his assistant Marko is working with Chief Deputy White on upgrading laptops with new software.

7. County Security:

- ✓ Revolving Vehicle Purchase Fund: Nordman will have the Sheriff speak about the switching of vehicles from Chargers to Tahoe's. Sheriff VanVickle states they no longer manufacture the V8 all-wheel drive Chargers they are a V6 all-wheel drive Chargers at approximately \$29,000 each. Sheriff VanVickle reached out to other counties who were not pleased with the Chargers. The current Chargers that have 100,000 miles are having expensive repairs. A Charger has been picked-up for the K9 Unit for the ease of the K9 to get in and out of the vehicle, says Sheriff VanVickle. Nordman states 3 Tahoe's have been received. Sheriff states he tries to have 2 spare vehicles for when vehicles are being serviced and right now they have none. They do have deputies who are sharing vehicles which is against the Union Contract. They have been able to work this out temporarily. Nordman states \$80,000 was budgeted for the purchase of vehicles which does not include the \$25,000 which was received from Insurance due to vehicle damage. Nordman states there are 7 cars to sell and the monies will go back into the Revolving Vehicle Purchase Fund. Sheriff VanVickle states back in November he ordered 3 Tahoe's from the Revolving Vehicle Purchase Fund and a 4<sup>th</sup> Tahoe from the Administrative Tow Fee Fund. However, a Charger was totaled due to a deer in December and an additional Tahoe was ordered but will not be here until June. Last week the K9 Unit Charger had a blown motor and has been replaced. Billeter asks if there are any sedans available to select from. Sheriff VanVickle states there is only a Ford Truck and Chevy Tahoe.
- ✓ Nordman has Sheriff VanVickle give an update on his budget and reviews the Commissary Fund, K9 Fund and Administrative Tow Fee Fund accounts.
- ✓ American Rescue Plan Act of 2021: Nordman states Ogle County has been allocated \$9.8 and will not be allocated to departments at this time.
- ✓ Federal Prisoner Update: Sheriff VanVickle states the Feds are not transporting prisoners.

8. County Facilities: None

9. Old Business: None

10. New Business: None

11. Closed Session: None

12. Adjournment: With no further business, Chairman Nordman adjourned the meeting.  
Time: 2:00 p.m.

Respectfully submitted,  
Laura J. Cook  
Ogle County Clerk and Recorder



Executive Committee  
Tentative Minutes  
(Remote Attendance due to COVID-19 Crisis)  
April 13, 2021

1. Call Meeting to Order: Chairman Finfrock called the meeting to order at 5:58 p.m.  
Present: Finfrock, Griffin, Kenney, Sparrow, Nordman and Kenney. Present via audio: Fritz, Janes, Reising, Smith and McKinney. Others Present: Treasurer Linda Beck.
2. Approval of Minutes – March 9, 2021: Motion by Griffin to approve the minutes as presented, 2<sup>nd</sup> by Nordman. Roll call: Yes – Nordman, Fritz, Griffin, Janes, Kenney, Reising, Smith, Sparrow and Finfrock. Motion carried.
3. Public Comment: None
4. Reports of Committees
  - Personnel & Salary: Kenney informs the committee they have sent via e-mail Draft #9 of the Personnel Policy Manual to the full County Board and Department Heads for review. Kenney would like for the Executive Committee to review the document and bring forward to the County Board in May
  - Road and Bridge: information to be forwarded to County Clerk's Office
  - Supervisor of Assessment, Planning & Zoning: Youman talks about SB1602 regarding guidance of renewables and removing local control. Youman states a Resolution will be presented at the County Board Meeting. There are more and more counties passing the same Resolution. Youman comments on the work done by the Special Solar Zoning Committee approving a Text Amendment. Youman would like to have it sent back to ZBA for Public Comment. Other information will be forwarded to the County Clerk's Office
  - S/Attorney, Court Services – FOCUS House and Judiciary & Circuit Clerk: Appointment Recommendations
  - County Facilities - County Security – IT: None
  - HEW, Solid Waste & Veterans: None
  - Long Range & Strategic Planning: Long Range Bills & Judicial Center Annex update
  - Finance & Insurance: C-Pace Ordinance and 2 Budget Amendments
  - Executive: None
  - Agriculture: None
  - Workplace Safety: None
  - Board Presentation Requests: Health Dept. Administrator Auman COVID Update
5. Closed Session – At 6:18 p.m., Finfrock would like a motion to go into Closed Session for:
  - a) Employment/Appointment Matters per 5 ILCS 120/2 (c) (3)
  - b) Purchase or Lease of Real Property per 5 ILCS 12/2 (5)

Kenney makes the motion to go into Closed Session, 2<sup>nd</sup> by Nordman. Roll Call: Roll call: Yes – Nordman, Fritz, Griffin, Janes, Kenney, Reising, Sparrow and Finfrock. Motion carried.

6. Open Session – At 6:45 p.m., return to Open Session.

7. Old Business

- Tower status: Still working with the State's Attorney
- Redistricting & Reapportionment: Deadline to file the plan with the County Clerk is July 1, 2021. Finfrock states he has asked Janes to head this committee since he has experience from the last redistricting in 2010. We do not have Census data at this point, Nordman and I will work on a committee, states Finfrock.
- MedCor: MedCor is free to employees and easily accessible. Kenney makes the motion to allow employees access to MedCor, 2<sup>nd</sup> by Sparrow. Roll call: Yes – Nordman, Fritz, Griffin, Janes, Kenney, Reising, Sparrow and Finfrock. Motion carried.
- Secure Fit: Finfrock states Secure Fit is a background check module which costs about \$25. Reising makes to motion to move forward with Secure Fit, 2<sup>nd</sup> by Griffin. Roll call: Yes – Nordman, Fritz, Griffin, Janes, Kenney, Reising, Sparrow and Finfrock. Motion carried.
- Grant Specialist Update: Nordman states she has been in contact with Blackhawk Hills RCD and Donna Mann to look for grants for the demolishing of the old jail and solar project.
- Purchasing Ordinance: Still reviewing
- CURE Act Update: Nordman states it is now American Rescue Plan Act of 2021
- Williams/McCarthy House update: Finfrock states the Public Defender's Office has been given permission to see what office furniture they can use. Finfrock states they are looking at options – someone can move it or it will be stripped and demolished.
- Rochelle Lot Lease: Finfrock has received a request from the City to allow free parking. Finfrock has declined and wants to be sure parking is provided for clients of the EOC and employees.
- County Board District 6 Vacancy: Finfrock states Billeter and Bowers are recommending Steven Huber from Byron to fill the vacancy left by Boes.

8. New Business:

- SB1602: Kenney makes the motion to approve a Resolution opposing SB1602 and send to the County Board, 2<sup>nd</sup> by Griffin. Roll call: Yes – Nordman, Fritz, Griffin, Janes, Kenney, Reising, Sparrow and Finfrock. Motion carried.
- GREDCO: Sparrow says Chairman Finfrock was approached by GREDCO to have liaison as a non-voting member. Finfrock appointed Sparrow as County Board Representative. Sparrow states the first meeting was about a trans-loading dock in Rochelle.

9. Adjournment: With no further business, Chairman Finfrock adjourned. Time: 7:05 p.m.

Respectfully submitted,  
Laura J. Cook  
Ogle County Clerk and Recorder

## **Finance, Revenue and Insurance Committee**

### **Tentative Minutes**

(Remote Attendance due to COVID-19 Crisis)

**April 13, 2021**

1. Call Meeting to Order: Chairman Sparrow called the meeting to order at 4:00 p.m. Present: Sparrow, Griffin, Nordman, and Youman. Present via audio: Billeter, Miller, and Typer. Others present: Finfrock, Treasurer Linda Beck, State's Attorney Mike Rock and County Clerk and Recorder Laura J. Cook. Others present via audio: Director of Court Services Cindy Bergstrom and Sheriff Brian VanVickle.
2. Approval of Minutes – March 9, 2021 – Motion by Griffin to approve the minutes as presented, 2<sup>nd</sup> by Nordman. Roll call: Yes – Billeter, Griffin, Miller, Nordman, Typer, Youman and Sparrow. Motion carried.
3. Public Comment: None
4. Approval of Bills
  - ♦ County Clerk: \$10,663.49. Motion by Nordman, 2<sup>nd</sup> by Youman. Roll call: Yes – Billeter, Griffin, Miller, Nordman, Typer, Youman and Sparrow. Motion carried.
  - ♦ Treasurer: None
  - ♦ Finance & Utilities: Sparrow presents the Finance bills for \$9,310.00 and Utilities in the amount of \$32,135.55. Motion by Griffin, 2<sup>nd</sup> by Youman. Roll call: Yes – Billeter, Griffin, Miller, Nordman, Typer, Youman and Sparrow. Motion carried.
  - ♦ Department Claims: None
5. Insurance
  - ♦ Health Insurance and Aggregate report: .66 loss ratio.
  - ♦ Property Casualty – CIRMA Update: None
  - ♦ Insurance Program Review: None
6. Department Reports:
  - ♦ County Clerk: Cook states the Election last week went well with 20.5% voter turnout. Cook would like to Thank her staff, Election Judges and other workers who made the election successful. The Clerk's Office has been fielding calls on the Village of Mt Morris races for Village President and Village Trustee. Cook also explained the difference between the number of votes counted vs ballots cast.
  - ♦ Treasurer: Beck updates the committee on the CURES reimbursement.
7. Budget Review: Sparrow briefly went through the budget reports and reviews the Sales Tax and other revenues. Sparrow states Sikich will present the Audit report for FY2020. Sparrow informs the committee of talks about refinancing the 2018 Bond and it has been decided not to do it at this time. Sparrow states the Judicial Center Annex project came in under budget. Sparrow briefly discussed the new COVID-19 relief plan which will help counties with lost revenue.
8. Old Business:
  - ♦ C-PACE (Property Assessment Clean Energy) Loan Program: Anna Kowalik the representative from Illinois Energy Conservation Authority informs the committee of the benefits of the C-PACE Loan Program for commercial properties and agricultural properties may qualify as well. They provide facilitation of the financing tool among the stakeholders. Griffin asks what the responsibility of the county is to provide this

program. There is no cost to the county but there is a program fee to pay which will sustain their services, the county can have a one-time closing fee based on the percentage of the actual financed amount and reoccurring charges can also apply. Kowalik states there would be an oversight committee who would review documents provided by IECA for recommendation to present to the County Board for approval. State's Attorney Mike Rock asks about the insurance written in the ordinance, who provides the insurance. Kowalik states she does not know but can have the appropriate staff on the next call with those answers. Griffin moves to approve, 2<sup>nd</sup> by Nordman. Roll call: Yes – Billeter, Griffin, Miller, Nordman, Typer, Youman and Sparrow. Motion carried.

- ◆ Personnel Benefit Change: Sparrow states he has been informed this will be handled by the Chief Judge. There was discussion that the issue should have been handled through the Chief Judge and not the Personnel Committee.

9. New Business:

- ◆ Budget Amendments:

- ✓ Transfer: Sparrow states there is a need to transfer money from the Corrections Part-Time line item to the Sheriff's Part-Time line item. Nordman states \$10,000 will need to be transferred to use for part-time deputies who will not receive any benefits. Typer states we usually handle transfers at the end of the year, why is the transfer being made mid-year? Sparrow states it has been requested to transfer now. Nordman moves to approve the transfer, 2<sup>nd</sup> by Griffin. Roll call: Yes – Billeter, Griffin, Miller, Nordman, Youman and Sparrow. No – Typer. Motion carried.
- ✓ Revolving Vehicle Purchase Fund: Sparrow states in August; Sheriff was in the need to purchase 4 new vehicles to replace wrecked and aged vehicles. Sparrow says Sheriff had indicated that 6 vehicles would be sold and money placed into the Revolving Vehicle Purchase Fund, approximately \$30,000. Since then, the Sheriff has indicated that 7 vehicles will be sold. If you remember in September, the committee agreed to and placed \$50,000 into the fund because it was depleted. This will bring the fund up to \$80,000. The committee was told the vehicles would be approximately \$20,000 each. Sparrow states 3 invoices have been received for 4 Tahoe's with a 5<sup>th</sup> one being ordered at \$40,000 each. In addition, there is a need for a vehicle for the K9 Unit. The committee approved the budget of \$80,000 based on previous conversations and the Sheriff will pay for a vehicle from the Administrative Tow Fee Fund. The County received \$25,000 Insurance money for the wrecked vehicles, which has been placed into the Insurance Reserve Fund but will be transferred. This brings the fund up to \$105,000. Sparrow states the committee will need to discuss this and bring the information to the full County Board. Sheriff VanVickle remotely joins the meeting. Sparrow reads minutes from August 6<sup>th</sup> and September 22<sup>nd</sup>, 2020. Sparrow states the communication was for vehicles that were going to be \$20,000 each and now they are \$40,000 each. The information should have been brought back to the Finance Committee for discussion when the cost of vehicles was going to more than budgeted. Nordman comments that there was 1 squad that hit a deer, 1 squad was in an accident and the motor has been blown in another. Sheriff states he has approximately \$59,000 in the Administrative Tow Fee Fund. Sheriff states he will be selling some vehicles that were not purchased using the Revolving Vehicle Purchase Fund. Sheriff states he plans to sell the 2 Humvees

from the Federal Government and place the proceeds into the Administrative Tow Fund to be used for a vehicle purchase. The monies from sold vehicles that were purchased using the Revolving Vehicle Purchase Fund will be placed in the fund, the other monies will go into the Administrative Tow Fee Fund. Sheriff states there are additional costs to outfit the new vehicles that will come from the Administrative Tow Fee Fund, which is approximately \$3,000 to \$4,500 per vehicle. Sparrow states now \$250,000 to \$255,000 is needed for the 5 Tahoe's and one Charger to purchase and outfit with equipment. If we use the \$105,000 from the Revolving Vehicle Purchase Fund and \$59,000 from the Administrative Tow Fee Fund, we have a shortfall of \$85,000 to \$91,000. Sparrow states there is money from the General Fund Contingency that could be used, but he is concerned about the amount needed. Sparrow reminds the committee that invoices have been presented for 4 Tahoe's, the Charger for the K9 Unit has been picked-up and the 5<sup>th</sup> Tahoe has been ordered. Typer states the committee needs to be firm, fair and consistent when emergency situations arise. We have always told departments to go back at look at their budget and see if you can work it out, if money is needed, come back to the committee. Sparrow says there are protocols that need to be followed and communication with the committee before invoices are presented that are over the budget that was approved. Youman states a memo should be sent out to departments that they are not to spend more money than what is in the budget, without coming to the Finance Committee. Miller asks Sheriff VanVickle to explain the need to switch from the Charger to the Tahoe. VanVickle states they do not make the V8 all-wheel drive Chargers they are now V6 all-wheel drive Chargers, which increased the units to approximately \$28,000 to \$29,000. It has been reported from other counties they are not happy with the Chargers. They looked at other vehicles, but the storage and resale value is better with the Tahoe's.

Youman makes the motion to purchase the Sheriff vehicles and use the money identified as follows:

- \$50,000 - Revolving Vehicle Purchase Fund;
- \$30,000 – sale of 7 vehicles (approximate amount);
- \$25,000 – Insurance Reserve Fund;
- \$55,000 – Administrative Tow Fee Fund;
- \$85,000 – Contingency Fund

2<sup>nd</sup> by Nordman. Roll call: Yes – Billeter, Griffin, Miller, Nordman, Youman and Sparrow. No – Typer. Motion carried.

- ✓ United States Marshals: VanVickle states they are still working remotely. There will be more information once Sheriff can speak to Lt. Lynn in Corrections.
- ✓ American Rescue Plan Act of 2021: Discussion of NO purchases are to be made without coming before the Finance Committee.

10. Closed Session: None

11. Adjournment: With no further business, Chairman Sparrow adjourned the meeting.  
Time: 5:48 p.m.

Respectfully submitted,  
Laura J. Cook  
Ogle County Clerk and Recorder



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April 01, 2021  
9:42

## Aggregate Loss Fund Summary for OGLE COUNTY (OGLE) Incurred 08/01/2019 to 03/31/2021 Paid 08/01/2020 to 03/31/2021

Division \*\*\* SUMMARY \*\*\*  
Carrier 341 NATIONWIDE (THRU ACCURISK)  
Policy number 24/12

Policy period 08/01/2020  
07/31/2021  
Attachment point \$3,929,426.00  
Claim types MED DRU

Aggregate period	Monthly Aggregate	Claims inside of Aggregate	Claims outside of Aggregate	Other claims Aggregate	Specific Amount	Net claims subject to Aggregate	YTD Aggregate	YTD claims subject to Aggregate	YTD Summary	Loss Ratio
Aug-20	\$327,114.51	\$278,564.18	\$0.00	\$0.00	\$0.00	\$278,564.18	\$327,114.51	\$278,564.18	\$48,550.33	0.85
Sep-20	\$324,192.12	\$160,343.76	\$0.00	\$0.00	(\$548.87)	\$160,892.63	\$651,306.63	\$439,456.81	\$211,849.82	0.67
Oct-20	\$324,828.57	\$412,425.42	\$0.00	\$0.00	\$26,747.80	\$385,677.62	\$976,135.20	\$825,134.43	\$151,000.77	0.85
Nov-20	\$326,776.83	\$445,644.31	\$0.00	\$0.00	\$166,912.03	\$278,732.28	\$1,302,912.03	\$1,103,866.71	\$199,045.32	0.85
Dec-20	\$327,750.96	\$168,194.72	\$0.00	\$0.00	\$8,266.33	\$159,928.39	\$1,630,662.99	\$1,263,795.10	\$366,867.89	0.78
Jan-21	\$334,868.64	\$170,594.18	\$0.00	\$0.00	\$387.00	\$170,207.18	\$1,965,531.63	\$1,434,002.28	\$531,529.35	0.73
Feb-21	\$336,479.22	\$164,705.26	\$0.00	\$0.00	\$1,075.20	\$163,630.06	\$2,302,010.85	\$1,597,632.34	\$704,378.51	0.69
Mar-21	\$336,479.22	\$163,804.47	\$0.00	\$0.00	\$9,332.86	\$154,471.61	\$2,638,490.07	\$1,752,103.95	\$886,386.12	0.66
	<b>\$2,638,490.07</b>	<b>\$1,964,276.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$212,172.35</b>	<b>\$1,752,103.95</b>				



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## Aggregate Loss Fund Summary for OGLE COUNTY (OGLE) Incurred 08/01/2019 to 03/31/2021 Paid 08/01/2020 to 03/31/2021

### August 2020

Coverage	Employees	Factor	Total
"MED 10 EMPLOYEE ONLY"	97	\$974.13	\$94,490.61
"MED 20 EMPLOYEE & SPOUSE"	24	\$2,584.71	\$62,033.04
"MED 40 EMPLOYEE & FAMILY"	53	\$2,584.71	\$136,989.63
"MED 30 EMP & CHILD(REN)"	13	\$2,584.71	\$33,601.23
	<b>187</b>		<b>\$327,114.51</b>

### September 2020

Coverage	Employees	Factor	Total
"MED 10 EMPLOYEE ONLY"	94	\$974.13	\$91,568.22
"MED 20 EMPLOYEE & SPOUSE"	24	\$2,584.71	\$62,033.04
"MED 40 EMPLOYEE & FAMILY"	52	\$2,584.71	\$134,404.92
"MED 30 EMP & CHILD(REN)"	14	\$2,584.71	\$36,185.94
	<b>184</b>		<b>\$324,192.12</b>

### October 2020

Coverage	Employees	Factor	Total
"MED 10 EMPLOYEE ONLY"	92	\$974.13	\$89,619.96
"MED 20 EMPLOYEE & SPOUSE"	24	\$2,584.71	\$62,033.04
"MED 40 EMPLOYEE & FAMILY"	52	\$2,584.71	\$134,404.92
"MED 30 EMP & CHILD(REN)"	15	\$2,584.71	\$38,770.65
	<b>183</b>		<b>\$324,828.57</b>

### November 2020

Coverage	Employees	Factor	Total
"MED 10 EMPLOYEE ONLY"	94	\$974.13	\$91,568.22
"MED 20 EMPLOYEE & SPOUSE"	24	\$2,584.71	\$62,033.04
"MED 40 EMPLOYEE & FAMILY"	52	\$2,584.71	\$134,404.92
"MED 30 EMP & CHILD(REN)"	15	\$2,584.71	\$38,770.65
	<b>185</b>		<b>\$326,776.83</b>

### August 2020

Claim type	Paid	YTD
"Medical"	\$229,890.02	\$229,890.02
"Dental"	\$11,329.14	\$11,329.14
"Drugs"	\$47,854.89	\$47,854.89
	<b>\$289,074.05</b>	<b>\$289,074.05</b>

### September 2020

Claim type	Paid	YTD
"Medical"	\$117,905.14	\$347,795.16
"Dental"	\$18,826.53	\$30,155.67
"Drugs"	\$41,354.03	\$89,208.92
	<b>\$178,085.70</b>	<b>\$467,159.75</b>

### October 2020

Claim type	Paid	YTD
"Medical"	\$339,188.19	\$686,983.35
"Dental"	\$18,733.18	\$48,888.85
"Drugs"	\$73,237.23	\$162,446.15
	<b>\$431,158.60</b>	<b>\$898,318.35</b>

### November 2020

Claim type	Paid	YTD
"Medical"	\$390,414.92	\$1,077,398.27
"Dental"	\$10,108.19	\$58,997.04
"Drugs"	\$55,229.39	\$217,675.54
	<b>\$455,752.50</b>	<b>\$1,354,070.85</b>



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April 01, 2021  
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## Aggregate Loss Fund Summary for OGLE COUNTY (OGLE) Incurred 08/01/2019 to 03/31/2021 Paid 08/01/2020 to 03/31/2021

### December 2020

Coverage	Employees	Factor	Total
"MED 10 EMPLOYEE ONLY"	95	\$974.13	\$92,542.35
"MED 20 EMPLOYEE & SPOUSE"	25	\$2,584.71	\$64,617.75
"MED 40 EMPLOYEE & FAMILY"	51	\$2,584.71	\$131,820.21
"MED 30 EMP & CHILD(REN)"	15	\$2,584.71	\$38,770.65
	<b>186</b>		<b>\$327,750.96</b>

### January 2021

Coverage	Employees	Factor	Total
"MED 10 EMPLOYEE ONLY"	97	\$974.13	\$94,490.61
"MED 20 EMPLOYEE & SPOUSE"	26	\$2,584.71	\$67,202.46
"MED 40 EMPLOYEE & FAMILY"	51	\$2,584.71	\$131,820.21
"MED 30 EMP & CHILD(REN)"	16	\$2,584.71	\$41,355.36
	<b>190</b>		<b>\$334,868.64</b>

### February 2021

Coverage	Employees	Factor	Total
"MED 10 EMPLOYEE ONLY"	96	\$974.13	\$93,516.48
"MED 20 EMPLOYEE & SPOUSE"	27	\$2,584.71	\$69,787.17
"MED 40 EMPLOYEE & FAMILY"	51	\$2,584.71	\$131,820.21
"MED 30 EMP & CHILD(REN)"	16	\$2,584.71	\$41,355.36
	<b>190</b>		<b>\$336,479.22</b>

### March 2021

Coverage	Employees	Factor	Total
"MED 10 EMPLOYEE ONLY"	96	\$974.13	\$93,516.48
"MED 20 EMPLOYEE & SPOUSE"	27	\$2,584.71	\$69,787.17
"MED 40 EMPLOYEE & FAMILY"	51	\$2,584.71	\$131,820.21
"MED 30 EMP & CHILD(REN)"	16	\$2,584.71	\$41,355.36
	<b>190</b>		<b>\$336,479.22</b>

### December 2020

Claim type	Paid	YTD
"Medical"	\$133,378.08	\$1,210,776.35
"Dental"	\$17,325.65	\$76,322.69
"Drugs"	\$37,762.59	\$255,438.13
	<b>\$188,466.32</b>	<b>\$1,542,537.17</b>

### January 2021

Claim type	Paid	YTD
"Medical"	\$88,595.93	\$1,299,372.28
"Dental"	\$16,531.36	\$92,854.05
"Drugs"	\$81,998.25	\$337,436.38
	<b>\$187,125.54</b>	<b>\$1,729,662.71</b>

### February 2021

Claim type	Paid	YTD
"Medical"	\$106,586.47	\$1,405,958.75
"Dental"	\$17,834.23	\$110,688.28
"Drugs"	\$58,118.79	\$395,555.17
	<b>\$182,539.49</b>	<b>\$1,912,202.20</b>

### March 2021

Claim type	Paid	YTD
"Medical"	\$115,072.53	\$1,521,031.28
"Dental"	\$16,482.96	\$127,171.24
"Drugs"	\$48,731.94	\$444,287.11
	<b>\$180,287.43</b>	<b>\$2,092,489.63</b>





# Fund Payments

G/L Date Range 03/01/21 - 03/31/21

Vendor	Invoice No.	Invoice Description	Status	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>180 - Long Range Capital Improvemnt</b>									
Account <b>2002 - Due To</b>									
5581 - CORRECTIONAL TECHNOLOGIES, INC	128874	100 Boxes 2.0 CU FT with M-Lock / Lids	Paid by Check # 106499	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(8,360.50)
5581 - CORRECTIONAL TECHNOLOGIES, INC	129292	Boxes 2.0 CU FT with M-Lock / Lids	Paid by Check # 106499	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(95.54)
1246 - FISCHER'S	0729218-001	Table & Chairs	Paid by Check # 106500	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(3,513.00)
5287 - GILBANE BUILDING COMPANY	#32	CONSTRUCTION MANANGEMENT	Paid by Check # 106501	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(51,543.46)
4928 - HELLMUTH, OBATA & KASSABAUM, INC.	17.03038.00-32	Construction	Paid by Check # 106502	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(9,181.00)
4740 - SYNDEO NETWORKS, INC.	12845	Administration through - Fiber Termination at	Paid by Check # 106503	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(1,850.00)
5567 - TIMEKEEPING SYSTEMS, INC	372706	Legislative Basement & Login Board/Pipe-Button/Pipe-Mount	Paid by Check # 106504	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(1,269.14)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 7		<u>(\$75,812.64)</u>	
Fund <b>180 - Long Range Capital Improvemnt</b> Totals						Invoice Transactions 7		<u>(\$75,812.64)</u>	
Fund <b>200 - County Highway</b>									
Account <b>2002 - Due To</b>									
4895 - 1STAYD CORPORATION	PSI434867	Scrim Paper	Paid by Check # 106513	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(200.43)
4895 - 1STAYD CORPORATION	PSI434224	Shop Supplies	Paid by Check # 106513	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(248.39)
4667 - AIRGAS USA, LLC	9977583716	Cylinder Rental	Paid by Check # 106514	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(105.40)
2021 - CALSER CALIBRATIONS, LLC	15720	Engineering Equipment	Paid by Check # 106515	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(1,165.00)
1156 - COMED	COMHWY2103b	St & Traffic Lighting	Paid by Check # 106517	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(34.71)
1156 - COMED	COMHWY2103c	Electricity - Monthly Usage	Paid by Check # 106516	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(719.46)
3538 - COMPASS MINERALS AMERICA INC.	771844	21-00000-03 GM County Salt	Paid by Check # 106518	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(1,446.12)
3538 - COMPASS MINERALS AMERICA INC.	772444	21-00000-03 GM County Salt	Paid by Check # 106518	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(7,564.98)
3538 - COMPASS MINERALS AMERICA INC.	773532	21-00000-03 GM County Salt	Paid by Check # 106518	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(7,343.47)
3538 - COMPASS MINERALS AMERICA INC.	774930	21-00000-03 GM County Salt	Paid by Check # 106518	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(12,039.62)
3538 - COMPASS MINERALS AMERICA INC.	776235	21-00000-03 GM County Salt	Paid by Check # 106518	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(10,031.43)
3538 - COMPASS MINERALS AMERICA INC.	777421	21-00000-03 GM County Salt	Paid by Check # 106518	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(6,624.25)



# Fund Payments

G/L Date Range 03/01/21 - 03/31/21

Vendor	Invoice No.	Invoice Description	Status	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
3538 - COMPASS MINERALS AMERICA INC.	778439	21-00000-03 GM County Salt	Paid by Check # 106518	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(1,333.39)
4606 - PEGGY S. CORCORAN	2252021	Janitorial Services	Paid by Check # 106519	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(800.00)
5370 - DIXON LAWN MOWER REPAIR	5894	Pressure Washer Hose	Paid by Check # 106520	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(418.00)
1246 - FISCHER'S	0730793-001	HP Printer Ink & Kleenex	Paid by Check # 106521	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(156.54)
5536 - FLEETPRIDE, INC	68373669	Stock License Vehicle Hub Repair	Paid by Check # 106522	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(44.80)
1878 - HELM TRUCK AND EQUIPMENT	C119757	#10 License Vehicle Repair	Paid by Check # 106523	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(5,816.91)
1878 - HELM TRUCK AND EQUIPMENT	T255195	Stock License Vehicle Repair	Paid by Check # 106523	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(39.46)
2049 - IDEAL METAL FAB., INC.	46796	#54 Motor Grader Repair	Paid by Check # 106524	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(52.59)
2049 - IDEAL METAL FAB., INC.	46797	#54 Motor Grader Repair	Paid by Check # 106524	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(561.71)
2049 - IDEAL METAL FAB., INC.	46807	#54 Motor Grader Repair	Paid by Check # 106524	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(73.95)
2049 - IDEAL METAL FAB., INC.	46811	#54 Motor Grader Repair	Paid by Check # 106524	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(148.08)
4842 - INTERSTATE BATTERIES OF ROCKFORD	46105	#54 Motor Grader Battery	Paid by Check # 106525	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(230.95)
4842 - INTERSTATE BATTERIES OF ROCKFORD	100275751	#18 License Vehicle Batteries	Paid by Check # 106525	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(353.85)
1924 - KELLEY WILLIAMSON COMPANY	IN-257278	Motor Oil	Paid by Check # 106526	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(3,787.57)
1924 - KELLEY WILLIAMSON COMPANY	IN-257727	Grease	Paid by Check # 106526	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(147.97)
4188 - LAKESIDE INTERNATIONAL, LLC	7179488P	#15 License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(291.55)
4188 - LAKESIDE INTERNATIONAL, LLC	7179530P	#15 License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(76.54)
4188 - LAKESIDE INTERNATIONAL, LLC	7095246	#10 License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(1,386.07)
4188 - LAKESIDE INTERNATIONAL, LLC	7179531P	Stock License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(76.54)
4188 - LAKESIDE INTERNATIONAL, LLC	7179755P	#13 License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(329.77)
4188 - LAKESIDE INTERNATIONAL, LLC	7179784P	#37 License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(179.70)
4188 - LAKESIDE INTERNATIONAL, LLC	7179961P	#7 License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(163.69)



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Vendor	Invoice No.	Invoice Description	Status	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
4188 - LAKESIDE INTERNATIONAL, LLC	7179984P	#13 License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(350.84)
4188 - LAKESIDE INTERNATIONAL, LLC	7179971P	#7 License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(73.42)
4188 - LAKESIDE INTERNATIONAL, LLC	7179986P	#13 & #16 License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(279.96)
4188 - LAKESIDE INTERNATIONAL, LLC	7180235P	#16 & Stock License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(40.46)
4188 - LAKESIDE INTERNATIONAL, LLC	7095288	#8 License Vehicle Repair	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(1,277.26)
4188 - LAKESIDE INTERNATIONAL, LLC	7180897P	#6 Wipers	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(421.48)
4188 - LAKESIDE INTERNATIONAL, LLC	7180752P	#16 Head Lights	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(328.24)
4188 - LAKESIDE INTERNATIONAL, LLC	7181162P	#12 Brakes	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(1,463.72)
4188 - LAKESIDE INTERNATIONAL, LLC	7181251P	Stock License Vehicle Fuel Filters	Paid by Check # 106527	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(402.72)
2050 - LAWSON PRODUCTS, INC.	9308246702	Shop Supplies	Paid by Check # 106528	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(234.79)
2050 - LAWSON PRODUCTS, INC.	9308276433	Shop Supplies	Paid by Check # 106528	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(117.86)
1434 - MENARDS	85873a	#28 Trailer Repair	Paid by Check # 106529	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(285.18)
1434 - MENARDS	85873b	Mailbox Material	Paid by Check # 106529	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(78.94)
1434 - MENARDS	76972	Mailbox Material	Paid by Check # 106530	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(92.55)
2138 - MONROE TRUCK EQUIPMENT INC	5447427	#7 License Vehicle Repair	Paid by Check # 106531	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(178.91)
2138 - MONROE TRUCK EQUIPMENT INC	5452975	#16 & Stock Air Valve Solenoids	Paid by Check # 106531	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(256.25)
1463 - NAPA AUTO PARTS	464-940450	Stock License Vehicle Mirrors	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(37.48)
1463 - NAPA AUTO PARTS	464-940527	Hyd Hose Fittings	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(89.50)
1463 - NAPA AUTO PARTS	464-940600	Fuel Additive	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(167.76)
1463 - NAPA AUTO PARTS	464-941002	Fuel Additive	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(167.76)
1463 - NAPA AUTO PARTS	464-941513	Fuel Additive	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(167.76)
1463 - NAPA AUTO PARTS	464-941677	Garage Door Repair	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(7.18)



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1463 - NAPA AUTO PARTS	464-942552	Disposable Gloves & Hand Cleaner	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(60.46)
1463 - NAPA AUTO PARTS	464-942555	Shop Supplies	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(20.34)
1463 - NAPA AUTO PARTS	464-942759	#16 Light Repair	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(61.00)
1463 - NAPA AUTO PARTS	464-942760	#14 Mirror	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(100.58)
1463 - NAPA AUTO PARTS	464-941856	Fuel Additive	Paid by Check # 106532	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(167.76)
1898 - NICOR	NICHWY2103	Natural Gas - Monthly Usage	Paid by Check # 106533	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(1,433.20)
4440 - NORTHERN ILLINOIS DISPOSAL SVC	20281404	Disposal Service - Dumpster	Paid by Check # 106534	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(100.00)
1502 - OGLE COUNTY LIFE	479675	Legal Publications	Paid by Check # 106535	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(52.50)
1502 - OGLE COUNTY LIFE	480077	Legal Publications	Paid by Check # 106535	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(52.50)
1504 - OGLE COUNTY RECORDER	4025304	20-00336-00-BR Meridian Rd Culvert Extension	Paid by Check # 106536	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(37.00)
1849 - ROCHELLE MUNICIPAL UTILITIES	ROCHWY2103a	St & Traffic Lighting	Paid by Check # 106537	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(97.23)
1849 - ROCHELLE MUNICIPAL UTILITIES	ROCHWY2103b	St & Traffic Lighting	Paid by Check # 106537	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(9.02)
1876 - ROCHELLE WASTE DISPOSAL, LLC	2003	Deer Expense	Paid by Check # 106538	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(36.50)
2233 - ROCKFORD AUTO GLASS	W01033441	#13 Back Window Installation	Paid by Check # 106539	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(250.00)
1515 - SNYDER PHARMACY - OREGON	00044652	#13 License Vehicle Repair	Paid by Check # 106540	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(13.99)
1515 - SNYDER PHARMACY - OREGON	00045256	Shop Supplies	Paid by Check # 106540	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(7.98)
1515 - SNYDER PHARMACY - OREGON	00265240	Nuts & Bolts	Paid by Check # 106540	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(3.04)
1515 - SNYDER PHARMACY - OREGON	00047016	Shop Supplies	Paid by Check # 106540	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(22.32)
1869 - WEST SIDE TRACTOR SALES	197574	#54 Motor Grader Repair	Paid by Check # 106541	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(3,136.98)
1869 - WEST SIDE TRACTOR SALES	197620	#54 Motor Grader Repair Return	Paid by Check # 106541	03/16/2021	03/16/2021	03/17/2021		03/17/2021	2,046.79
1869 - WEST SIDE TRACTOR SALES	197801	#32 Motor Grader Repair	Paid by Check # 106541	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(244.58)
1869 - WEST SIDE TRACTOR SALES	197949	#54 Motor Grader Repair	Paid by Check # 106541	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(250.60)



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4667 - AIRGAS USA, LLC	9111054114	Shop Supplies	Paid by Check # 106582	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(415.32)
1066 - APCO INTERNATIONAL, INC.	00054794	Radio License	Paid by Check # 106583	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(210.00)
1100 - BONNELL INDUSTRIES INC.	0198430-IN	#24 License Vehicle Repair	Paid by Check # 106584	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(136.65)
1846 - BUSINESS CARD	8867427	Amazon - #84 Air Compressor Repair	Paid by Check # 106585	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(75.60)
1846 - BUSINESS CARD	688336	Monroe Center Oasis - Batteries	Paid by Check # 106585	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(4.28)
1846 - BUSINESS CARD	2525823	Amazon - Foam Earplugs	Paid by Check # 106585	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(49.90)
1846 - BUSINESS CARD	0251463	Amazon - Mailbox Material	Paid by Check # 106585	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(39.42)
1846 - BUSINESS CARD	7299	TarpGuy - #17 Truck Tarp System	Paid by Check # 106585	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(1,330.00)
1846 - BUSINESS CARD	IN21012220180a	FOXit - Sales Tax Credit	Paid by Check # 106585	03/30/2021	03/30/2021	03/31/2021		03/31/2021	11.18
1140 - CITY OF OREGON	OREHWY2103	Disposal Service	Paid by Check # 106586	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(368.18)
1156 - COMED	COMHWY2103a	St & Traffic Lighting	Paid by Check # 106587	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(70.99)
5536 - FLEETPRIDE, INC	69617317	#11 License Vehicle Repair	Paid by Check # 106588	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(46.77)
1941 - FRONTIER	FROHWY2103	Phones - Monthly Usage	Paid by Check # 106589	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(165.84)
1878 - HELM TRUCK AND EQUIPMENT	C120016	#11 License Vehicle Repair	Paid by Check # 106590	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(658.55)
1878 - HELM TRUCK AND EQUIPMENT	C120077	#10 License Vehicle Repair	Paid by Check # 106590	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(1,177.00)
3409 - DUANE A. HEVLY	21038	Dosimetry Service	Paid by Check # 106591	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(60.00)
2049 - IDEAL METAL FAB., INC.	46874	#47 Heavy Equipment Repair	Paid by Check # 106592	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(384.68)
2227 - ILLINOIS ASSOCIATION OF COUNTY ENGINEERS	IACHWY2103	IACE District Dues	Paid by Check # 106593	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(50.00)
1924 - KELLEY WILLIAMSON COMPANY	IN-258271	Gasoline	Paid by Check # 106594	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(2,451.86)
1924 - KELLEY WILLIAMSON COMPANY	IN-258272	Diesel	Paid by Check # 106594	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(13,525.07)
3621 - KEN NELSON GROUP	336971	#20 License Vehicle Repair	Paid by Check # 106595	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(66.00)
2050 - LAWSON PRODUCTS, INC.	7412952	Shop Supplies	Paid by Check # 106596	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(77.06)



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1876 - ROCHELLE WASTE DISPOSAL, LLC	2016	Deer Expense	Paid by Check # 106597	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(47.50)
1265 - VERIZON	98749553791	Phones - Monthly Usage	Paid by Check # 106598	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(341.36)
2875 - VULCAN, INC.	R02640	Extruded Blade Light	Paid by Check # 106599	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(477.00)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 103			(\$96,841.55)
Fund <b>200 - County Highway</b> Totals						Invoice Transactions 103			(\$96,841.55)
Fund <b>210 - County Bridge Fund</b>									
Account <b>2002 - Due To</b>									
5564 - STRAND ASSOCIATES, INC	0169506	CAB - 20-00326-00-BR Milledgeville Rd Bridge	Paid by Check # 106600	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(913.75)
1968 - WENDLER ENGINEERING SERVICES, INC.	40803a	CAB - 20 00355 00 BR Flagq Rd over Kyte Creek	Paid by Check # 106601	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(7,652.50)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 2			(\$8,566.25)
Fund <b>210 - County Bridge Fund</b> Totals						Invoice Transactions 2			(\$8,566.25)
Fund <b>220 - County Motor Fuel Tax Fund</b>									
Account <b>2002 - Due To</b>									
5204 - CIVIL MATERIALS	125911	CO MFT - 21-00000-01- GM Co Patching Material	Paid by Check # 106602	03/30/2021	03/30/2021	03/31/2021		03/31/2021	(1,272.70)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 1			(\$1,272.70)
Fund <b>220 - County Motor Fuel Tax Fund</b> Totals						Invoice Transactions 1			(\$1,272.70)
Fund <b>250 - Township Roads - Motor Fuel Tax</b>									
Account <b>2002 - Due To</b>									
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	BROHWY2103	TWP MFT - 20-01000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(1,236.44)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	BUFWHY2103	TWP MFT - 20-02000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(3,859.40)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	BYRHWY2103	TWP MFT - 20-03000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(7,018.85)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	DEMHY2103	TWP MFT - 20-04000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(817.24)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	EAGHWY2103	TWP MFT - 20-05000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(2,356.61)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	FLAHY2103	TWP MFT - 20-06000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(11,995.60)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	FORHWY2103	TWP MFT - 20-07000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(4,678.40)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	GRAHWY2103	TWP MFT - 20-08000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(1,754.04)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	LAFHWY2103	TWP MFT - 20-09000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(2,035.00)





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1500 - OGLE COUNTY HIGHWAY DEPARTMENT	LEAHWY2103	TWP MFT - 20-10000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(4,371.78)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	LINHWY2103	TWP MFT - 20-11000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(4,680.54)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	LYNHWY2103	TWP MFT - 20-12000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(5,328.24)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	MARIHWY2103	TWP MFT - 20-13000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(8,217.93)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	MARYHWY2103	TWP MFT - 20-14000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(4,463.79)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	MONHWY2103	TWP MFT - 20-15000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(2,635.14)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	MOUHWY2103	TWP MFT - 20-16000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(3,187.14)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	PCRHWY2103	TWP MFT - 20-19000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(5,592.26)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	PROHWY2103	TWP MFT - 20-20000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(4,640.97)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	ROCHWY2103	TWP MFT - 20-21000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(3,127.96)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	SCOHWY2103	TWP MFT - 20-22000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(3,483.09)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	TAYHWY2103	TWP MFT - 20-23000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(720.04)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	WHIHWY2103	TWP MFT - 20-24000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(4,736.22)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	WOOHWY2103	TWP MFT - 20-25000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(1,490.97)
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	OREHWY2103	TWP MFT - 20-26000-00 GM 2020 4% Engin Fee	Paid by Check # 106552	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(10,161.31)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 24			(\$102,588.96)
Fund <b>250 - Township Roads - Motor Fuel Tax</b> Totals						Invoice Transactions 24			(\$102,588.96)
Fund <b>260 - Township Bridge Fund</b>									
Account <b>2002 - Due To</b>									
2800 - OGLE COUNTY BRIDGE	CABHWY213b	TBP - 07-14131-00-BR Construction Costs	Paid by Check # 106542	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(136,782.01)
2800 - OGLE COUNTY BRIDGE	CABHWY213c	TBP - 07-14131-00-BR Construction Costs	Paid by Check # 106542	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(138,858.85)
2800 - OGLE COUNTY BRIDGE	CABHWY213a	TBP - 07-14131-00-BR Engineering Costs	Paid by Check # 106542	03/16/2021	03/16/2021	03/17/2021		03/17/2021	(59,671.99)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 3			(\$335,312.85)
Fund <b>260 - Township Bridge Fund</b> Totals						Invoice Transactions 3			(\$335,312.85)



# Fund Payments

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Vendor	Invoice No.	Invoice Description	Status	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>270 - GIS Committee Fund</b>									
Account <b>2002 - Due To</b>									
1500 - OGLE COUNTY HIGHWAY DEPARTMENT	March 2021	Hosting 3 GIS tablets on Highway Verizon Wireless	Paid by Check # 106489	03/15/2021	03/15/2021	03/15/2021		03/15/2021	(108.03)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 1			(\$108.03)
Fund <b>270 - GIS Committee Fund</b> Totals						Invoice Transactions 1			(\$108.03)
Fund <b>300 - Insurance - Hospital &amp; Medical</b>									
Account <b>2002 - Due To</b>									
5092 - CRUM-HALSTED INSURANCE	53619	Outlook Vision	Paid by Check # 106566	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(12.00)
4967 - GENESIS OCCUPATIONAL HEALTH	157296	Wellness Program	Paid by Check # 106567	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(50.00)
3463 - GROUP ADMINISTRATORS, LTD.	April 2021	Group Insurance Administration Fee	Paid by Check # 106568	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(36,291.30)
4892 - HOLMES, MURPHY & ASSOCIATES, LLC	584062	Insurance Advisor InsG Consulting Service	Paid by Check # 106569	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(2,850.00)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 4			(\$39,203.30)
Fund <b>300 - Insurance - Hospital &amp; Medical</b> Totals						Invoice Transactions 4			(\$39,203.30)
Fund <b>310 - Insurance Premium Levy</b>									
Account <b>2002 - Due To</b>									
4560 - COUNTIES OF ILLINOIS RISK MANAGEMENT AGENCY	2020-2021-#24	Renewal Invoice Blanket Insurance Policy	Paid by Check # 106442	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(1,052.00)
1256 - TALX UC EXPRESS	2050216913	Quarterly Unemployment Claims Management	Paid by Check # 106454	03/05/2021	03/05/2021	03/05/2021		03/05/2021	(712.27)
1336 - ILLINOIS COUNTIES RISK MGMT TRUST	RCB000000025798	2020-2021 ICRMT-WORKER'S	Paid by Check # 106565	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(34,404.75)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 3			(\$36,169.02)
Fund <b>310 - Insurance Premium Levy</b> Totals						Invoice Transactions 3			(\$36,169.02)
Fund <b>350 - County Ordinance</b>									
Account <b>2002 - Due To</b>									
5216 - NICOLE E. OKERBLAD	February 2021	Interpreting Services - General Call for February	Paid by Check # 106453	03/05/2021	03/05/2021	03/05/2021		03/05/2021	(3,120.00)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 1			(\$3,120.00)
Fund <b>350 - County Ordinance</b> Totals						Invoice Transactions 1			(\$3,120.00)
Fund <b>400 - Public Health</b>									
Account <b>2002 - Due To</b>									
4997 - KYLE AUMAN	3.1.21	Cell Phone Reimbursement	Paid by Check # 106426	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(25.00)
4957 - AMY BARDELL	3.1.21	Cell Phone Reimbursement	Paid by Check # 106427	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(25.00)





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5125 - CHELSEA BIRD	3.1.21	Cell Phone	Paid by Check #	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(25.00)
		Reimbursement	106428						
5182 - ASHLY GLENN	3.1.21	Cell Phone	Paid by Check #	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(25.00)
		Reimbursement	106432						
4866 - McKESSON MEDICAL-SURGICAL INC.	8241522	Imms Supplies	Paid by Check #	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(341.22)
			106433						
3801 - PDC LABORATORIES, INC.	19454129	Water Testing	Paid by Check #	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(270.80)
			106435						
5395 - CHERIE RUCKER	3.1.21	Cell Phone	Paid by Check #	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(25.00)
		Reimbursement	106436						
4740 - SYNDEO NETWORKS, INC.	3.1.21	County Phone	Paid by Check #	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(136.65)
			106437						
3991 - CARD SERVICE CENTER	3.17.0072	Credit Card	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(280.62)
			106505						
3105 - CONSERV FS INC.	3.17.21	Fuel	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(88.03)
			106506						
5046 - DE LAGE LANDEN FINANCIAL SERVICES, INC.	71604529	Copier Lease	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(340.00)
			106507						
4866 - McKESSON MEDICAL-SURGICAL INC.	18021413	Imms Supplies	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(330.69)
			106508						
5553 - OFFICE ALLY, INC	JB43692	Processing medical claims	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(35.00)
			106509						
1564 - QUEST DIAGNOSTICS	9191985921	Health Ed Lab Work	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(66.55)
			106510						
1265 - VERIZON	9874870288	Hot Spots	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(114.16)
			106512						
Account <b>2002 - Due To</b> Totals						Invoice Transactions 15			(\$2,128.72)
Fund <b>400 - Public Health</b> Totals						Invoice Transactions 15			(\$2,128.72)
Fund <b>410 - TB Fund</b>									
Account <b>2002 - Due To</b>									
5078 - CHUCK CANTRELL	3.1.21	Cell Phone	Paid by Check #	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(25.00)
		Reimbursement	106429						
5569 - CHRISTOPHER SOLORZANO	3.1.21	Cell Phone	Paid by Check #	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(25.00)
		Reimbursement	106430						
1246 - FISCHER'S	730635	Staples	Paid by Check #	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(50.00)
			106431						
1990 - NACCHO	3.1.21	NACCHO membership	Paid by Check #	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(495.00)
			106434						
3991 - CARD SERVICE CENTER	3.17.0072	Credit Card	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(37.09)
			106505						
1109 - STERICYCLE, INC.	4009971750	Rochelle Medical Waste	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(196.87)
			106511						
Account <b>2002 - Due To</b> Totals						Invoice Transactions 6			(\$828.96)



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Vendor	Invoice No.	Invoice Description	Status	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>410 - TB Fund</b> Totals						Invoice Transactions 6			(\$828.96)
Fund <b>430 - Solid Waste</b>									
Account <b>2002 - Due To</b>									
1846 - BUSINESS CARD	02272021-A	BOA Business Credit Card	Paid by Check #	03/08/2021	03/08/2021	03/11/2021		03/11/2021	(268.60)
		- S Rypkema	106466						
1846 - BUSINESS CARD	02272021-B	BOA Business Credit Card	Paid by Check #	03/08/2021	03/08/2021	03/11/2021		03/11/2021	(2.00)
		- P Cooney	106466						
1246 - FISCHER'S	0730531-001 A	Office Supplies	Paid by Check #	03/08/2021	03/08/2021	03/11/2021		03/11/2021	(47.52)
			106467						
3453 - REITA NICHOLSON	03/08/2021	Mileage Reimbursement	Paid by Check #	03/08/2021	03/08/2021	03/11/2021		03/11/2021	(24.35)
			106468						
1502 - OGLE COUNTY LIFE	02/28/2021	Job Vacancy Ads	Paid by Check #	03/08/2021	03/08/2021	03/11/2021		03/11/2021	(111.00)
			106469						
1615 - SAUK VALLEY MEDIA	032110131081	Classified Newspaper Ads	Paid by Check #	03/08/2021	03/08/2021	03/11/2021		03/11/2021	(202.56)
			106470						
4740 - SYNDEO NETWORKS, INC.	03/08/2021	Telephone Primary	Paid by Check #	03/08/2021	03/08/2021	03/11/2021		03/11/2021	(37.50)
			106471						
1265 - VERIZON	9873807798-2	Wireless Phone Bill	Paid by Check #	03/08/2021	03/08/2021	03/11/2021		03/11/2021	(68.70)
			106472						
1140 - CITY OF OREGON	2021-00000901	Waste Reduction/Recycling	Paid by Check #	03/10/2021	03/10/2021	03/11/2021		03/11/2021	(405.36)
			106473						
Account <b>2002 - Due To</b> Totals						Invoice Transactions 9			(\$1,167.59)
Fund <b>430 - Solid Waste</b> Totals						Invoice Transactions 9			(\$1,167.59)
Fund <b>475 - Mental Health</b>									
Account <b>2002 - Due To</b>									
1857 - EASTER SEALS METROPOLITAN CHICAGO	2021-00000988	Ogle County Mental Health	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(2,100.00)
			106544						
1859 - HOPE OF OGLE COUNTY	2021-00000989	Ogle County Mental Health	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(8,750.00)
			106545						
1858 - LUTHERAN SOCIAL SERVICES OF ILLINOIS	2021-00000990	Ogle County Mental Health	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(2,566.67)
			106546						
5358 - JUSTINE MESSENGER	2021-00000991	Ogle County Mental Health	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(292.00)
			106547						
5188 - ROCKFORD SEXUAL ASSAULT COUNSELING, INC.	2021-00000992	Ogle County Mental Health	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(1,000.00)
			106548						
1860 - SERENITY HOSPICE AND HOME	2021-00000993	Ogle County Mental Health	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(2,500.00)
			106549						
1639 - SINNISSIPPI CENTERS INC.	2021-00000994	Ogle County Mental Health	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(30,045.83)
			106550						
1856 - VILLAGE OF PROGRESS	2021-00000995	Ogle County Mental Health	Paid by Check #	03/17/2021	03/17/2021	03/17/2021		03/17/2021	(33,750.00)
			106551						
Account <b>2002 - Due To</b> Totals						Invoice Transactions 8			(\$81,004.50)



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Vendor	Invoice No.	Invoice Description	Status	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>475 - Mental Health</b> Totals						Invoice Transactions 8			(\$81,004.50)
Fund <b>500 - Recorder's Automation</b>									
Account <b>2002 - Due To</b>									
1177 - CULLIGAN	2021-00000820	FEBRUARY WATER BILL	Paid by Check #	02/28/2021	03/05/2021	03/11/2021		03/11/2021	(15.37)
			106455						
1246 - FISCHER'S	0731007-001	RECORDER'S OFFICE	Paid by Check #	03/02/2021	03/05/2021	03/11/2021		03/11/2021	(16.99)
		SUPPLIES	106456						
1246 - FISCHER'S	0730883-001	COPY COUNTS -	Paid by Check #	02/23/2021	03/05/2021	03/11/2021		03/11/2021	(8.98)
		RECORDER'S OFFICE	106456						
3585 - FIDLAR TECHNOLOGY	0702327-IN	AVID LIFE CYCLE	Paid by Check #	02/28/2021	03/15/2021	03/15/2021		03/15/2021	(229.89)
		SERVICE	106496						
1246 - FISCHER'S	0731103-001	OFFICE SUPPLIES	Paid by Check #	03/09/2021	03/15/2021	03/15/2021		03/15/2021	(97.55)
			106497						
1504 - OGLE COUNTY RECORDER	2021-00000979	INTER-FUND TRANSFERS	Paid by Check #	02/26/2021	03/15/2021	03/15/2021		03/15/2021	(74.00)
			106498						
1983 - COMCAST CABLE	2021-00001008	HIGH SPEED INTERNET -	Paid by Check #	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(108.35)
		RECORDER'S OFFICE	106562						
3585 - FIDLAR TECHNOLOGY	0227232-IN	LAREDO USAGE	Paid by Check #	03/15/2021	03/22/2021	03/22/2021		03/22/2021	(1,680.80)
			106563						
1246 - FISCHER'S	0731347-001	OFFICE SUPPLIES	Paid by Check #	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(67.14)
			106564						
1246 - FISCHER'S	0731396-001	COPY COUNTS - CC	Paid by Check #	03/19/2021	03/22/2021	03/22/2021		03/22/2021	(118.38)
			106564						
1246 - FISCHER'S	0731397-001	COPY COUNTS -	Paid by Check #	03/19/2021	03/22/2021	03/22/2021		03/22/2021	(9.94)
		RECORDER'S OFFICE	106564						
3585 - FIDLAR TECHNOLOGY	0879379-IN	BASTION - AVID	Paid by Check #	03/18/2021	03/29/2021	03/30/2021		03/30/2021	(1,210.00)
		HOSTING SERVICE	106576						
Account <b>2002 - Due To</b> Totals						Invoice Transactions 12			(\$3,637.39)
Fund <b>500 - Recorder's Automation</b> Totals						Invoice Transactions 12			(\$3,637.39)
Fund <b>550 - Document Storage Fee Fund</b>									
Account <b>2002 - Due To</b>									
2482 - GOODIN ASSOCIATES, LTD.	31248	DOCUMENT STORAGE	Paid by Check #	03/15/2021	03/15/2021	03/15/2021		03/15/2021	(9,572.54)
		FEE FUND	106490						
5063 - KARPEL SOLUTIONS	49568	Annual Maintenance PBK-	Paid by Check #	03/15/2021	03/15/2021	03/15/2021		03/15/2021	(3,593.75)
		Hosting/Interface Billing	106491						
5021 - MARCO TECHNOLOGIES LLC	INV8474945	Annual Contract -Circuit	Paid by Check #	03/15/2021	03/15/2021	03/15/2021		03/15/2021	(958.20)
		Clerk Copy Machine	106492						
3991 - CARD SERVICE CENTER	March 2021-IT	DOCUMENT STORAGE	Paid by Check #	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(129.98)
		FEE FUND	106571						
3991 - CARD SERVICE CENTER	March 2021- IT	DOCUMENT STORAGE	Paid by Check #	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(198.99)
		FEE FUND	106572						
5207 - PRINTING BY LAURA MEDLAR	5403	FORMS	Paid by Check #	03/30/2021	03/30/2021	03/30/2021		03/30/2021	(243.00)
			106581						



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Account <b>2002 - Due To</b> Totals						Invoice Transactions 6			(\$14,696.46)
Fund <b>550 - Document Storage Fee Fund</b> Totals						Invoice Transactions 6			(\$14,696.46)
Fund <b>554 - Circuit Clerk Ops &amp; Admin</b>									
Account <b>2002 - Due To</b>									
4479 - HINCKLEY SPRINGS	9667201 021921	Circuit Clerk Water Bill Acct#46890019667201	Paid by Check # 106441	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(119.31)
4479 - HINCKLEY SPRINGS	9667201 031921	Circuit Clerk Water Bill Acct#46890019667201	Paid by Check # 106570	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(164.80)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 2			(\$284.11)
Fund <b>554 - Circuit Clerk Ops &amp; Admin</b> Totals						Invoice Transactions 2			(\$284.11)
Fund <b>555 - County Automation -Circuit Clerk</b>									
Account <b>2002 - Due To</b>									
2482 - GOODIN ASSOCIATES, LTD.	31248a	Annual Software Maintenance Contract Jan	Paid by Check # 106493	03/15/2021	03/15/2021	03/15/2021		03/15/2021	(9,572.55)
5017 - GOVCONNECTION, INC.	70740425	Projector for Courtroom	Paid by Check # 106494	03/15/2021	03/15/2021	03/15/2021		03/15/2021	(1,232.72)
5063 - KARPEL SOLUTIONS	49568a	Annual Maintenance PBK- Hosting/Interface Billing	Paid by Check # 106495	03/15/2021	03/15/2021	03/15/2021		03/15/2021	(3,250.00)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 3			(\$14,055.27)
Fund <b>555 - County Automation -Circuit Clerk</b> Totals						Invoice Transactions 3			(\$14,055.27)
Fund <b>570 - Probation Services</b>									
Account <b>2002 - Due To</b>									
4896 - JANE BIDDLE	2021-00000829	Biddle Mileage February	Paid by Check # 106443	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(8.96)
3105 - CONSERV FS INC.	2021-00000826	Probation February	Paid by Check # 106444	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(73.40)
5046 - DE LAGE LANDEN FINANCIAL SERVICES, INC.	71612593	Printer Contract March	Paid by Check # 106445	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(385.00)
4479 - HINCKLEY SPRINGS	17120746022021	Office Water	Paid by Check # 106446	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(126.89)
1573 - REDWOOD TOXICOLOGY LABORATORY, INC.	21570212	Drug Tessting	Paid by Check # 106447	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(74.16)
5538 - SCRAM SYSTEMS OF ILLINOIS	5	GPS-January	Paid by Check # 106448	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(744.00)
5074 - SOLUTION SPECIALTIES, INC.	19414573971008	Software Support	Paid by Check # 106449	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(406.02)
5343 - STACY NOBLE	2021-00000828	Noble Mileage February	Paid by Check # 106450	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(12.32)
1265 - VERIZON	2021-00000827	Verizon March	Paid by Check # 106451	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(688.86)
5002 - VISA	2021-00000837	Biddle Visa Feb	Paid by Check # 106452	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(15.86)



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5002 - VISA	2021-00000838	Bergstrom Visa Feb	Paid by Check # 106452	03/03/2021	03/03/2021	03/05/2021		03/05/2021	(392.75)
1246 - FISCHER'S	0730587	0730587	Paid by Check # 106553	03/15/2021	03/15/2021	03/18/2021		03/18/2021	(25.90)
4725 - BROOKE PLACHNO	2021-00000980	Plachno Mileage February	Paid by Check # 106554	03/15/2021	03/15/2021	03/18/2021		03/18/2021	(111.44)
5538 - SCRAM SYSTEMS OF ILLINOIS	6	GPS-FEBRUARY	Paid by Check # 106555	03/15/2021	03/15/2021	03/18/2021		03/18/2021	(200.00)
1639 - SINNISSIPPI CENTERS INC.	02/21 DRUG CT	OCP-DC FEBRUARY	Paid by Check # 106556	03/15/2021	03/15/2021	03/18/2021		03/18/2021	(630.00)
4896 - JANE BIDDLE	2021-00001059	Mileage March	Paid by Check # 106603	03/29/2021	03/29/2021	03/31/2021		03/31/2021	(29.12)
1246 - FISCHER'S	2021-00001058	0730933, 0730992, 0731143, 0731015,	Paid by Check # 106604	03/29/2021	03/29/2021	03/31/2021		03/31/2021	(352.90)
4479 - HINCKLEY SPRINGS	17140746032021	Office Water	Paid by Check # 106605	03/29/2021	03/29/2021	03/31/2021		03/31/2021	(163.26)
1265 - VERIZON	2021-00001057	Verizon Probation March	Paid by Check # 106606	03/29/2021	03/29/2021	03/31/2021		03/31/2021	(685.71)
5586 - FORREST WINSTEAD	2021-00001060	Reimbursement 3-17-2020	Paid by Check # 106607	03/29/2021	03/29/2021	03/31/2021		03/31/2021	(28.97)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 20			(\$5,155.52)
Fund <b>570 - Probation Services</b> Totals						Invoice Transactions 20			(\$5,155.52)
Fund <b>625 - DUI Equipment</b>									
Account <b>2002 - Due To</b>									
3514 - INTOXIMETERS	675286	Customer # C000ILOGL2	Paid by Check # 106557	03/22/2021	03/22/2021	03/22/2021		03/22/2021	(349.00)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 1			(\$349.00)
Fund <b>625 - DUI Equipment</b> Totals						Invoice Transactions 1			(\$349.00)
Fund <b>632 - Sex Offender Registration</b>									
Account <b>2002 - Due To</b>									
4645 - ILLINOIS ATTORNEY GENERAL	2021-00000807	30% OF RECEIVED FEES	Paid by Check # 106438	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(132.00)
3192 - ILLINOIS STATE POLICE	2021-00000808	30% OF RECEIVED FEES	Paid by Check # 106439	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(132.00)
2319 - OFFICE OF THE ILLINOIS STATE TREASURER	2021-00000809	5% OF RECEIVED FEES	Paid by Check # 106440	03/01/2021	03/01/2021	03/01/2021		03/01/2021	(22.00)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 3			(\$286.00)
Fund <b>632 - Sex Offender Registration</b> Totals						Invoice Transactions 3			(\$286.00)
Fund <b>634 - Administrative Tow Fund</b>									
Account <b>2002 - Due To</b>									
3991 - CARD SERVICE CENTER	03/2021TOW	Acct #0098	Paid by Check # 106558	03/18/2021	03/18/2021	03/22/2021		03/22/2021	(1,009.97)



# Fund Payments

G/L Date Range 03/01/21 - 03/31/21

Vendor	Invoice No.	Invoice Description	Status	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
3991 - CARD SERVICE CENTER	03/2021tow2	Acct #0098	Paid by Check # 106558	03/18/2021	03/18/2021	03/22/2021		03/22/2021	(479.41)
4227 - RADAR MAN INC	4918	Radar Certification	Paid by Check # 106559	03/18/2021	03/18/2021	03/22/2021		03/22/2021	(1,720.00)
5585 - BRANDY VEURINK	03/2021-Refund	Extended Expiration Date/Admin Tow	Paid by Check # 106580	03/30/2021	03/30/2021	03/30/2021		03/30/2021	(650.00)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 4			(\$3,859.38)
Fund <b>634 - Administrative Tow Fund</b> Totals						Invoice Transactions 4			(\$3,859.38)
Fund <b>635 - Drug Traffic Prevention</b>									
Account <b>2002 - Due To</b>									
5580 - PIX4D INC.	US-003384	Pix4Dmapper Desktop Support and Upgrade	Paid by Check # 106457	03/10/2021	03/10/2021	03/11/2021		03/11/2021	(499.00)
3991 - CARD SERVICE CENTER	8029016	Dog Food	Paid by Check # 106560	03/19/2021	03/19/2021	03/22/2021		03/22/2021	(52.24)
3991 - CARD SERVICE CENTER	772962279776	DNA Samples	Paid by Check # 106560	03/19/2021	03/19/2021	03/22/2021		03/22/2021	(108.38)
5500 - OX FIREARMS LLC	1196	HX-QD 556K/762, Flash Hider	Paid by Check # 106561	03/19/2021	03/19/2021	03/22/2021		03/22/2021	(2,552.00)
Account <b>2002 - Due To</b> Totals						Invoice Transactions 4			(\$3,211.62)
Fund <b>635 - Drug Traffic Prevention</b> Totals						Invoice Transactions 4			(\$3,211.62)
Fund <b>640 - 911 Emergency</b>									
Account <b>2002 - Due To</b>									
5565 - CAIN MILLWORK, INC	510186	OGLE COUNTY 911 - Furniture	Paid by Check # 106474	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(4,320.00)
2980 - CARD MEMBER SERVICE (ELAN FINANCIAL)	Feb 2021 STMT	OGLE COUNTY 911-ETSB Credit Card	Paid by Check # 106475	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(2,482.59)
3991 - CARD SERVICE CENTER	Feb 2021-IT	OGLE COUNTY 911 - IT CREDIT CARD	Paid by Check # 106476	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(782.73)
3388 - COMPUTER INFORMATION SYSTEMS, INC.	237067	OGLE COUNTY 911 -CAD Maintenance 18%	Paid by Check # 106477	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(1,844.96)
5046 - DE LAGE LANDEN FINANCIAL SERVICES, INC.	71614724	OGLE COUNTY 911 EMG Monthly Printer Lease	Paid by Check # 106478	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(81.90)
5210 - FEDERAL ENGINEERING, INC.	2020-3-3003	OGLE COUNTY 911 - Consultant Services - NG	Paid by Check # 106479	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(566.09)
5356 - FLOW MUNICIPAL SERVICE PROVIDER LLC	1443	OGLE COUNTY 911 EMG - Annual License	Paid by Check # 106480	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(10,750.00)
1945 - LR Communications	Mar 01 2021	OGLE COUNTY 911 - 99930047488	Paid by Check # 106481	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(750.00)
5526 - MC MURRAY STERN	29004-2	OGLE COUNTY 911 - Furniture	Paid by Check # 106482	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(1,056.51)
1147 - OGLE COUNTY TREASURER	1st Qtr 2021	OGLE COUNTY 911 - Wage/Benefit	Paid by Check # 106483	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(41,342.21)



# Fund Payments

G/L Date Range 03/01/21 - 03/31/21

Vendor	Invoice No.	Invoice Description	Status	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
2359 - POWERPHONE, INC.	71354	OGLE COUNTY 911 EMG - CACH Program Install	Paid by Check # 106484	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(32,238.00)
2285 - SEPS, INC.	186096	OGLE COUNTY 911 EMG - Maintenance UPS	Paid by Check # 106485	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(3,084.00)
4740 - SYNDEO NETWORKS, INC.	13358	OGLE COUNTY 911 - Telephone	Paid by Check # 106486	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(199.99)
1265 - VERIZON	9873632619	OGLE COUNTY 911 - ACCT# 580295355-	Paid by Check # 106487	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(239.00)
4770 - VOIANCE LANGUAGE SERVICES, LLC.	1293029	OGLE COUNTY 911 - Translation Services	Paid by Check # 106488	03/11/2021	03/11/2021	03/11/2021		03/11/2021	(45.99)
Account <b>2002 - Due To</b> Totals							Invoice Transactions 15		(\$99,783.97)
Fund <b>640 - 911 Emergency</b> Totals							Invoice Transactions 15		(\$99,783.97)
<b>Fund 660 - Federal/ State Grants</b>									
Account <b>2002 - Due To</b>									
1046 - ACCURATE BUSINESS CONTROLS	70997	12500 Voter Registration Card Sheets	Paid by Check # 106573	03/23/2021	03/23/2021	03/23/2021		03/23/2021	(2,945.77)
1354 - ILLINOIS OFFICE SUPPLY	59047	1025 Voter Registration Sets	Paid by Check # 106574	03/23/2021	03/23/2021	03/23/2021		03/23/2021	(578.75)
1763 - CDW GOVERNMENT INC	9272389	Retrospect Software, AntiVirus Software for VR	Paid by Check # 106575	03/24/2021	03/24/2021	03/24/2021		03/24/2021	(485.77)
Account <b>2002 - Due To</b> Totals							Invoice Transactions 3		(\$4,010.29)
Fund <b>660 - Federal/ State Grants</b> Totals							Invoice Transactions 3		(\$4,010.29)
<b>Fund 725 - Coroner's Fee Fund</b>									
Account <b>2002 - Due To</b>									
1222 - ECOWATER SYSTEMS	Jan & Feb	Coroner's Fee Fund- Office Water Acct 208629	Paid by Check # 106577	03/30/2021	03/30/2021	03/30/2021		03/30/2021	(83.50)
1452 - MOTOROLA	February 2021	Coroner's Fee Fund - Purchased Services	Paid by Check # 106578	03/30/2021	03/30/2021	03/30/2021		03/30/2021	(432.00)
1538 - PETTY CASH	March 2021	Coroner's Fee Fund - Petty Cash - March 2021	Paid by Check # 106579	03/30/2021	03/30/2021	03/30/2021		03/30/2021	(132.07)
Account <b>2002 - Due To</b> Totals							Invoice Transactions 3		(\$647.57)
Fund <b>725 - Coroner's Fee Fund</b> Totals							Invoice Transactions 3		(\$647.57)
Grand Totals							Invoice Transactions 263		(\$934,101.65)





# General Fund Budget Performance

Fiscal Year to Date 03/31/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund <b>100 - General Fund</b>							
REVENUE							
Department <b>00 - Non-Departmental</b>							
3098	Estimated Beginning Balance	150,000.00	.00	.00	150,000.00	0	.00
3110	State Income Tax	2,500,000.00	179,002.29	838,594.51	1,661,405.49	34	2,515,360.19
3120.10	Sales Tax \$.0025 Portion	910,000.00	83,661.01	328,559.37	581,440.63	36	921,639.37
3120.20	Sales Tax 1% Portion	380,000.00	41,455.76	107,679.21	272,320.79	28	365,158.29
3120.30	Sales Tax Local Use Tax	915,000.00	137,836.76	414,660.93	500,339.07	45	927,694.75
3123	Cannabis Use Tax	16,000.00	2,033.46	7,770.60	8,229.40	49	12,333.94
3125	Property Tax	4,640,000.00	.00	.00	4,640,000.00	0	4,468,418.05
3128	Building Rent	11,400.00	.00	3,800.00	7,600.00	33	12,350.00
3129	Video Gambling Tax	19,000.00	1,155.31	3,884.54	15,115.46	20	18,953.36
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	398.15
3330	Cable TV Franchise Fees	98,000.00	.00	24,433.75	73,566.25	25	96,686.67
3380	Restitution	.00	20.00	170.00	(170.00)	+++	.00
3900.140	Interfund Transfer In County Officers	1,200,000.00	.00	.00	1,200,000.00	0	1,200,000.00
3900.180	Interfund Transfer In Long Range Capital Improvement	275,000.00	.00	.00	275,000.00	0	.00
3900.184	Interfund Transfer In Revolving Vehicle Purchase Fund	.00	.00	.00	.00	+++	781,755.25
3900.400	Interfund Transfer In Interfund Transfer In Health	9,650.00	.00	4,050.00	5,600.00	42	49,685.00
3900.420	Interfund Transfer In Animal Control	20,000.00	.00	.00	20,000.00	0	15,000.00
3900.430	Interfund Transfer In Solid Waste	.00	.00	.00	.00	+++	29,800.00
3900.905	Interfund Transfer In Personal Property	400,000.00	.00	400,000.00	.00	100	410,000.00
3999	Other Revenue	10,000.00	.00	840.00	9,160.00	8	17,120.04
Department <b>00 - Non-Departmental Totals</b>		\$11,554,050.00	\$445,164.59	\$2,134,442.91	\$9,419,607.09	18%	\$11,842,353.06
Department <b>01 - County Clerk/Recorder</b>							
3129	Video Gambling Tax	1,000.00	.00	.00	1,000.00	0	625.00
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	23,642.00
3530	Liquor License	20,000.00	.00	.00	20,000.00	0	15,612.50
3542	County Licenses	2,000.00	150.00	150.00	1,850.00	8	1,400.00
3999	Other Revenue	.00	.00	.00	.00	+++	133.12
Department <b>01 - County Clerk/Recorder Totals</b>		\$23,000.00	\$150.00	\$150.00	\$22,850.00	1%	\$41,412.62





# General Fund Budget Performance

Fiscal Year to Date 03/31/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Department <b>03 - Treasurer</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	1,173.90
3310	Copies	4,500.00	.00	.00	4,500.00	0	5,735.68
3483	Indemnity Cost	6,500.00	.00	6,740.00	(240.00)	104	6,480.00
Department <b>03 - Treasurer Totals</b>		\$11,000.00	\$0.00	\$6,740.00	\$4,260.00	61%	\$13,389.58
Department <b>06 - Judiciary &amp; Jury</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	1,019.79
3900.350	Interfund Transfer In County Ordinance	100,000.00	.00	.00	100,000.00	0	85,000.00
Sub-Department <b>15 - Public Defenders</b>							
3218	Public Defender Reimbursement	107,365.00	8,947.11	30,516.91	76,848.09	28	43,999.86
Sub-Department <b>15 - Public Defenders Totals</b>		\$0.00	\$8,947.11	\$30,516.91	\$76,848.09	28%	\$0.00
Department <b>06 - Judiciary &amp; Jury Totals</b>		\$207,365.00	\$8,947.11	\$30,516.91	\$176,848.09	15%	\$130,019.65
Department <b>07 - Circuit Clerk</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	42,545.86
3361	DUI Education Fee	.00	.00	122.50	(122.50)	+++	2,241.50
3362	Police Vehicle Fee	8,000.00	.00	120.00	7,880.00	2	1,154.00
3375	Public Defender	2,500.00	.00	120.00	2,380.00	5	458.25
3385	Street Value Drugs	5,000.00	251.63	1,775.99	3,224.01	36	4,283.57
3390	Criminal Fines	125,000.00	2,314.23	11,883.00	113,117.00	10	54,083.12
3395	Traffic Fines	230,000.00	12,668.58	62,018.39	167,981.61	27	189,793.34
3396	County Fee -(Traffic)	65,000.00	177.91	630.83	64,369.17	1	3,845.58
3397	Arrest Agency Fee	156,000.00	4,355.00	25,621.19	130,378.81	16	37,653.00
3900.550	Interfund Transfer In Document Storage	52,500.00	.00	.00	52,500.00	0	52,500.00
3900.555	Interfund Transfer In County Automation - Circuit Cler	52,500.00	.00	.00	52,500.00	0	52,500.00
Department <b>07 - Circuit Clerk Totals</b>		\$696,500.00	\$19,767.35	\$102,291.90	\$594,208.10	15%	\$441,058.22
Department <b>08 - Probation</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	12,418.08
3215	Probation Salary Reimbursements	561,059.00	.00	185,404.30	375,654.70	33	540,887.51
Department <b>08 - Probation Totals</b>		\$561,059.00	\$0.00	\$185,404.30	\$375,654.70	33%	\$553,305.59



# General Fund Budget Performance

Fiscal Year to Date 03/31/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Department <b>09 - Focus House</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	10,611.87
3215	Probation Salary Reimbursements	284,337.00	.00	94,380.18	189,956.82	33	286,186.35
3271	School Reimbursements	23,400.00	.00	.00	23,400.00	0	25,400.00
3469	Alternative to Suspension	5,000.00	.00	.00	5,000.00	0	2,100.00
3470.30	Foster Care Kendall County	10,000.00	.00	.00	10,000.00	0	.00
3470.38	Foster Care Grundy County	40,000.00	.00	.00	40,000.00	0	34,050.00
3470.40	Foster Care Lee County	20,000.00	.00	.00	20,000.00	0	13,800.00
3470.42	Foster Care LaSalle County	10,000.00	.00	.00	10,000.00	0	.00
3470.45	Foster Care Tazewell County	60,000.00	5,487.00	16,284.00	43,716.00	27	52,101.00
3470.48	Foster Care Rock County, WI	50,000.00	5,880.00	25,200.00	24,800.00	50	46,410.00
3470.50	Foster Care Winnebago County	50,000.00	.00	.00	50,000.00	0	26,019.00
3470.60	Foster Care Bureau County	10,000.00	.00	.00	10,000.00	0	.00
3470.65	Foster Care Peoria County	10,000.00	.00	.00	10,000.00	0	.00
3470.70	Foster Care McHenry County	10,000.00	6,900.00	26,400.00	(16,400.00)	264	10,800.00
3470.75	Foster Care Rock Island County	10,000.00	.00	.00	10,000.00	0	.00
3470.85	Foster Care Woodford County	10,000.00	.00	.00	10,000.00	0	750.00
3470.90	Foster Care Whiteside County	10,000.00	.00	.00	10,000.00	0	.00
3473	Illinois Juvenile Contract	72,000.00	.00	.00	72,000.00	0	8,830.00
3608	Sold Property	.00	.00	.00	.00	+++	56,833.78
3999	Other Revenue	.00	.00	.00	.00	+++	254.73
Department <b>09 - Focus House</b> Totals		\$684,737.00	\$18,267.00	\$162,264.18	\$522,472.82	24%	\$574,146.73
Department <b>10 - Assessment</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	13,994.05
3220	Assessor's Salary Reimbursement	43,935.00	3,661.29	14,575.83	29,359.17	33	33,354.42
3310	Copies	3,000.00	40.95	110.90	2,889.10	4	872.25
Department <b>10 - Assessment</b> Totals		\$46,935.00	\$3,702.24	\$14,686.73	\$32,248.27	31%	\$48,220.72



# General Fund Budget Performance

Fiscal Year to Date 03/31/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Department <b>11 - Zoning</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	17,786.62
3599	Other Licenses & Permits	50,000.00	1,413.37	7,054.37	42,945.63	14	31,476.23
Department <b>11 - Zoning</b> Totals		\$50,000.00	\$1,413.37	\$7,054.37	\$42,945.63	14%	\$49,262.85
Department <b>12 - Sheriff</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	29,757.67
3230	Sheriff's Department Reimbursements	50,000.00	127.00	8,727.98	41,272.02	17	60,735.44
3271	School Reimbursements	160,000.00	32,000.00	81,000.00	79,000.00	51	181,500.00
3357	Court Security Fee	125,000.00	9,851.99	46,726.69	78,273.31	37	131,685.18
3410	Computer Rent	7,000.00	.00	.00	7,000.00	0	7,300.00
3415	Fingerprinting	600.00	50.00	275.00	325.00	46	380.00
3425	Jail Boarding	650,000.00	1,650.00	13,730.00	636,270.00	2	129,184.00
3435	Take Bond Fee	18,000.00	1,980.00	5,175.00	12,825.00	29	18,450.00
3440	Tower Rent	17,800.00	1,250.00	6,250.00	11,550.00	35	16,550.08
3445	Work Release	5,500.00	672.00	4,150.32	1,349.68	75	7,140.00
3608	Sold Property	.00	.00	.00	.00	+++	9,720.00
3900.400	Interfund Transfer In Interfund Transfer In Health	.00	.00	.00	.00	+++	103,823.85
Sub-Department <b>60 - OEMA</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	169,613.98
3900.610	Interfund Transfer In OEMA	40,000.00	.00	.00	40,000.00	0	.00
Sub-Department <b>60 - OEMA</b> Totals		\$40,000.00	\$0.00	\$0.00	\$40,000.00	0%	\$169,613.98
Sub-Department <b>62 - Emergency Communications</b>							
3900.640	Interfund Transfer In 911 Emergency	170,000.00	41,342.21	83,088.71	86,911.29	49	166,638.37
Sub-Department <b>62 - Emergency Communications</b> Totals		\$170,000.00	\$41,342.21	\$83,088.71	\$86,911.29	49%	\$166,638.37
Department <b>12 - Sheriff</b> Totals		\$1,243,900.00	\$88,923.20	\$249,123.70	\$994,776.30	20%	\$1,032,478.57
Department <b>13 - Coroner</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	5,846.47
3999	Other Revenue	.00	.00	38.00	(38.00)	+++	1,446.00
Department <b>13 - Coroner</b> Totals		\$0.00	\$0.00	\$38.00	(\$38.00)	+++	\$7,292.47



# General Fund Budget Performance

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Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Department <b>14 - State's Attorney</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	23,380.84
3205	State's Attorney Salary Reimbursement	157,129.00	13,094.10	52,376.40	104,752.60	33	154,162.76
3210	Victim Witness Advocate Reimbursement	25,000.00	.00	.00	25,000.00	0	31,250.00
3999	Other Revenue	.00	.00	.00	.00	+++	12,015.00
Department <b>14 - State's Attorney Totals</b>		\$182,129.00	\$13,094.10	\$52,376.40	\$129,752.60	29%	\$220,808.60
Department <b>16 - Finance</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	2,789.00
Department <b>16 - Finance Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	+++	\$2,789.00
Department <b>23 - Information Technology</b>							
3131	CARES Act, CURE & other COVID-19 related reimbursements	.00	.00	.00	.00	+++	11,562.88
Department <b>23 - Information Technology Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	+++	\$11,562.88
<b>REVENUE TOTALS</b>		\$15,260,675.00	\$599,428.96	\$2,945,089.40	\$12,315,585.60	19%	\$14,968,100.54

## EXPENSE

Department <b>01 - County Clerk/Recorder</b>							
4100	Salaries- Departmental	303,140.00	23,018.93	89,555.94	213,584.06	30	276,040.41
4120	Part Time/ Extra Time	5,000.00	1,839.50	3,649.16	1,350.84	73	12,041.65
4422	Travel Expenses, Dues & Seminars	1,100.00	.00	100.00	1,000.00	9	1,553.82
4510	Office Supplies	3,900.00	1,282.03	5,191.37	(1,291.37)	133	4,370.97
4714	Software Maintenance	.00	.00	500.00	(500.00)	+++	13,310.53
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	42.50	(42.50)	+++	19,075.11
Sub-Department <b>10 - Elections</b>							
4100	Salaries- Departmental	30,000.00	831.88	1,124.88	28,875.12	4	55,580.86
4125	COVID Pay	.00	.00	(50.00)	50.00	+++	32,450.89
4412	Official Publications	17,000.00	319.50	782.00	16,218.00	5	8,958.15
4525	Election Supplies	37,500.00	9,489.15	15,171.21	22,328.79	40	62,571.41
4528	Voter Registration Supplies	13,000.00	.00	.00	13,000.00	0	179.00
4714	Software Maintenance	.00	.00	.00	.00	+++	22,779.05
Sub-Department <b>10 - Elections Totals</b>		\$97,500.00	\$10,640.53	\$17,028.09	\$80,471.91	17%	\$182,519.36
Department <b>01 - County Clerk/Recorder Totals</b>		\$410,640.00	\$36,780.99	\$116,067.06	\$294,572.94	28%	\$508,911.85



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Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Department <b>02 - Building &amp; Grounds</b>							
4100	Salaries- Departmental	308,246.00	27,995.60	111,377.65	196,868.35	36	319,447.16
4130	Overtime	5,000.00	.00	3,234.23	1,765.77	65	2,330.32
4210	Disposal Service	8,000.00	855.14	3,388.28	4,611.72	42	10,351.98
4212	Electricity	.00	.00	.00	.00	+++	66,224.61
4212.10	Electricity Courthouse	.00	.00	.00	.00	+++	42,767.26
4212.20	Electricity Judicial Center	.00	.00	.00	.00	+++	62,203.00
4212.30	Electricity Weld Park	.00	.00	.00	.00	+++	255.56
4212.40	Electricity Rochelle Offices	.00	.00	.00	.00	+++	6,204.00
4212.50	Electricity Sheriff/Coroner Administration	.00	.00	.00	.00	+++	27,166.39
4212.70	Electricity Maintenance Building	.00	.00	.00	.00	+++	4,723.72
4212.80	Electricity Pines Road Annex	.00	.00	.00	.00	+++	2,584.34
4212.90	Electricity Oregon Tower	.00	.00	.00	.00	+++	3,908.78
4212.95	Electricity Rochelle/Hillcrest Tower	.00	.00	.00	.00	+++	2,095.89
4214	Gas (Heating)	.00	.00	.00	.00	+++	17,280.62
4214.10	Gas (Heating) Courthouse	.00	.00	.00	.00	+++	6,095.93
4214.20	Gas (Heating) Judicial Center	.00	.00	.00	.00	+++	717.26
4214.40	Gas (Heating) Rochelle Offices	.00	.00	.00	.00	+++	1,271.41
4214.50	Gas (Heating) Sheriff/Coroner Administration	.00	.00	.00	.00	+++	5,422.21
4214.55	Gas (Heating) Jail	.00	.00	.00	.00	+++	13,112.05
4214.60	Gas (Heating) Judicial Center Annex	.00	.00	.00	.00	+++	5,983.20
4214.70	Gas (Heating) Maintenance Building	.00	.00	.00	.00	+++	785.17
4214.80	Gas (Heating) Pines Road Annex	.00	.00	.00	.00	+++	2,605.69
4216	Telephone	38,800.00	3,428.44	13,385.89	25,414.11	34	36,350.33
4216.30	Telephone Cell Phones & Pagers	17,500.00	2,838.08	15,330.39	2,169.61	88	21,067.67
4218	Water	.00	.00	.00	.00	+++	10,691.01
4218.10	Water Courthouse	.00	.00	.00	.00	+++	405.02
4218.20	Water Judicial Center	.00	.00	.00	.00	+++	283.29
4218.50	Water Sheriff/Coroner Admin. Bldg.	.00	.00	.00	.00	+++	894.19
4218.55	Water Jail	.00	.00	.00	.00	+++	17,740.15
4218.70	Water Maintenance Building	.00	.00	.00	.00	+++	1,329.48
4218.80	Water Pines Road Annex	.00	.00	.00	.00	+++	935.89
4512	Copy Paper	10,000.00	.00	.00	10,000.00	0	8,579.20



# General Fund Budget Performance

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Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
4520	Janitorial Supplies	17,000.00	.00	3,317.44	13,682.56	20	16,456.93
4540.10	Repairs & Maint - Facilities	105,000.00	11,085.02	38,483.09	66,516.91	37	100,891.11
4540.20	Repairs & Maint - Facilities Planned	10,000.00	.00	.00	10,000.00	0	.00
4540.30	Repairs & Maint - Facilities Weld Park	6,500.00	.00	.00	6,500.00	0	6,500.00
4545.10	Petroleum Products - Gasoline	4,000.00	259.90	2,211.79	1,788.21	55	5,608.23
4570	Uniforms	2,000.00	.00	1,800.00	200.00	90	1,800.00
4585	Vehicle Maintenance	5,000.00	593.36	1,377.75	3,622.25	28	1,823.02
4710	Computer Hardware & Software	.00	3,144.24	22,373.74	(22,373.74)	+++	42,794.18
4715	Hardware Maintenance	.00	.00	235.00	(235.00)	+++	.00
4730	Equipment - New & Used	500.00	.00	.00	500.00	0	.00
Department 02 - Building & Grounds Totals		\$537,546.00	\$50,199.78	\$216,515.25	\$321,030.75	40%	\$877,686.25
Department 03 - Treasurer							
4100	Salaries- Departmental	172,875.00	14,898.56	57,744.79	115,130.21	33	133,467.94
4120	Part Time/ Extra Time	20,000.00	722.75	2,640.25	17,359.75	13	24,816.48
4412	Official Publications	1,300.00	.00	177.00	1,123.00	14	905.50
4422	Travel Expenses, Dues & Seminars	1,000.00	.00	.00	1,000.00	0	429.38
4510	Office Supplies	10,000.00	(130.50)	668.40	9,331.60	7	7,620.06
4516	Postage	15,500.00	.00	276.05	15,223.95	2	14,777.00
4714	Software Maintenance	.00	.00	.00	.00	+++	15,930.54
4724	Office Equipment Maintenance	1,000.00	763.00	763.00	237.00	76	868.70
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	.00	.00	+++	1,173.90
Department 03 - Treasurer Totals		\$221,675.00	\$16,253.81	\$62,269.49	\$159,405.51	28%	\$199,989.50
Department 04 - HEW							
4250.20	Agency Allotments Board of Health	87,050.00	.00	.00	87,050.00	0	131,490.00
4250.40	Agency Allotments Soil & Water Conservation	40,000.00	.00	40,000.00	.00	100	40,000.00
Sub-Department 20 - Regional Supt of Schools							
4100	Salaries- Departmental	35,139.00	2,928.26	11,713.04	23,425.96	33	34,115.04
4220	Rent	8,000.00	1,333.32	2,666.64	5,333.36	33	6,666.60
4314	Contractual Services	10,000.00	500.74	1,881.92	8,118.08	19	8,582.95
4422	Travel Expenses, Dues & Seminars	7,000.00	130.14	427.31	6,572.69	6	3,582.42
4510	Office Supplies	.00	94.99	94.99	(94.99)	+++	5,484.73
Sub-Department 20 - Regional Supt of Schools Totals		\$60,139.00	\$4,987.45	\$16,783.90	\$43,355.10	28%	\$58,431.74
Department 04 - HEW Totals		\$187,189.00	\$4,987.45	\$56,783.90	\$130,405.10	30%	\$229,921.74



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Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Department <b>06 - Judiciary &amp; Jury</b>							
4100	Salaries- Departmental	50,905.00	4,242.08	16,968.32	33,936.68	33	49,422.00
4106	Salaries- Public Defenders	.00	.00	.00	.00	+++	198,501.12
4112	Judges State Reimbursement	2,440.00	.00	2,420.81	19.19	99	2,419.00
4324	Appointed Attorneys	24,000.00	.00	4,548.75	19,451.25	19	30,082.51
4335	Expert Witnesses	2,000.00	.00	.00	2,000.00	0	.00
4345	Interpreter	7,000.00	74.28	135.42	6,864.58	2	348.07
4422	Travel Expenses, Dues & Seminars	5,000.00	114.30	114.30	4,885.70	2	2,737.24
4442	Counseling/ Psychiatric Services	7,000.00	.00	.00	7,000.00	0	5,100.00
4465	Jurors - Circuit Court	19,745.00	.00	.00	19,745.00	0	1,440.80
4510	Office Supplies	2,500.00	22.32	148.98	2,351.02	6	18,189.80
4535	Law Library Materials	13,000.00	3,766.42	12,010.76	989.24	92	20,557.12
4720	Office Equipment	3,500.00	220.00	220.00	3,280.00	6	10,050.20
4724	Office Equipment Maintenance	3,500.00	.00	1,997.00	1,503.00	57	238.56
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	.00	.00	+++	1,019.79
Sub-Department <b>15 - Public Defenders</b>							
4100	Salaries- Departmental	36,000.00	3,000.00	9,000.00	27,000.00	25	.00
4106	Salaries- Public Defenders	271,064.00	22,588.66	83,437.98	187,626.02	31	.00
4324	Appointed Attorneys	48,000.00	4,000.00	9,500.00	38,500.00	20	.00
4415.10	Printing Appeals & Transcripts	1,000.00	.00	.00	1,000.00	0	.00
4422	Travel Expenses, Dues & Seminars	4,000.00	.00	.00	4,000.00	0	.00
4510	Office Supplies	3,500.00	261.23	1,429.31	2,070.69	41	.00
4535	Law Library Materials	2,500.00	.00	.00	2,500.00	0	.00
4720	Office Equipment	4,000.00	.00	.00	4,000.00	0	.00
4724	Office Equipment Maintenance	1,000.00	.00	.00	1,000.00	0	.00
Sub-Department <b>15 - Public Defenders Totals</b>		\$371,064.00	\$29,849.89	\$103,367.29	\$267,696.71	28%	\$0.00
Department <b>06 - Judiciary &amp; Jury Totals</b>		\$511,654.00	\$38,289.29	\$141,931.63	\$369,722.37	28%	\$340,106.21
Department <b>07 - Circuit Clerk</b>							
4100	Salaries- Departmental	562,000.00	51,055.96	204,223.84	357,776.16	36	563,368.39
4274	CASA	5,000.00	.00	.00	5,000.00	0	5,000.00
4412	Official Publications	1,000.00	.00	.00	1,000.00	0	870.45
4422	Travel Expenses, Dues & Seminars	500.00	22.40	158.60	341.40	32	345.40
4509	Jury Supplies	5,000.00	.00	.00	5,000.00	0	5,000.00



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Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
4510	Office Supplies	4,000.00	163.12	1,045.36	2,954.64	26	2,719.21
4516	Postage	10,000.00	.00	5,016.68	4,983.32	50	9,919.00
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	.00	.00	+++	42,545.86
Department <b>07 - Circuit Clerk</b> Totals		\$587,500.00	\$51,241.48	\$210,444.48	\$377,055.52	36%	\$629,768.31
Department <b>08 - Probation</b>							
4100	Salaries- Departmental	710,000.00	64,380.84	253,447.82	456,552.18	36	724,963.47
4438	Juvenile Detention Fees	25,000.00	.00	360.00	24,640.00	1	21,077.27
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	.00	.00	+++	12,418.08
Department <b>08 - Probation</b> Totals		\$735,000.00	\$64,380.84	\$253,807.82	\$481,192.18	35%	\$758,458.82
Department <b>09 - Focus House</b>							
4100	Salaries- Departmental	922,470.00	73,687.41	299,964.05	622,505.95	33	916,464.73
4120	Part Time/ Extra Time	208,087.00	9,035.66	39,375.48	168,711.52	19	129,739.05
4130	Overtime	10,000.00	299.63	2,215.03	7,784.97	22	7,080.35
4140	Holiday Pay	16,500.00	.00	8,337.61	8,162.39	51	18,627.13
4143	Tuition Reimbursement	1,000.00	.00	500.00	500.00	50	500.00
4180	Medical Exams/ Drug Testing	2,500.00	30.00	248.00	2,252.00	10	1,314.04
4212	Electricity	25,000.00	1,959.53	5,728.90	19,271.10	23	17,597.68
4214	Gas (Heating)	5,000.00	1,107.04	2,241.56	2,758.44	45	3,893.97
4216	Telephone	3,500.00	233.58	790.10	2,709.90	23	2,107.17
4219	Cable TV	2,500.00	219.09	861.30	1,638.70	34	2,467.78
4274	CASA	12,500.00	.00	.00	12,500.00	0	12,500.00
4326	Medical Contracts	6,000.00	1,000.00	2,000.00	4,000.00	33	6,000.00
4420	Training Expenses	10,000.00	159.71	237.99	9,762.01	2	2,415.72
4435	Transportation of Detainees	6,000.00	1,261.39	1,814.95	4,185.05	30	5,039.85
4439	Electronic Monitoring/ GPS	500.00	.00	.00	500.00	0	.00
4441	Sex Offender/ Polygraph Service	17,000.00	350.00	1,400.00	15,600.00	8	6,544.00
4442	Counseling/ Psychiatric Services	.00	.00	338.63	(338.63)	+++	363.96
4444	Medical Expense	5,000.00	64.41	639.07	4,360.93	13	2,068.91
4507	Residential Home Supplies	1,000.00	.00	128.76	871.24	13	369.68
4508	Kitchen Supplies	1,500.00	.00	213.07	1,286.93	14	614.32
4510	Office Supplies	4,000.00	180.12	1,060.42	2,939.58	27	3,065.99
4520	Janitorial Supplies	4,000.00	71.22	799.30	3,200.70	20	2,388.29
4540	Repairs & Maint - Facilities	20,000.00	2,724.65	6,936.49	13,063.51	35	17,928.33





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Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
4550	Food for County Prisoners	35,000.00	522.53	7,656.02	27,343.98	22	29,133.45
4570	Uniforms	1,000.00	.00	.00	1,000.00	0	986.50
4710	Computer Hardware & Software	.00	.00	.00	.00	+++	1,372.23
4724	Office Equipment Maintenance	.00	.00	.00	.00	+++	94.99
4743	Safety Equipment	2,000.00	146.50	723.88	1,276.12	36	1,277.91
4755	Vehicle Purchase	.00	.00	.00	.00	+++	20,964.81
4885	COVID-19, CARES ACT & CURE Related expenses	.00	139.45	3,232.09	(3,232.09)	+++	12,211.39
Department <b>09 - Focus House</b> Totals		\$1,322,057.00	\$93,191.92	\$387,442.70	\$934,614.30	29%	\$1,225,132.23
Department <b>10 - Assessment</b>							
4100	Salaries- Departmental	169,514.00	12,626.12	50,504.48	119,009.52	30	137,583.55
4120	Part Time/ Extra Time	.00	.00	.00	.00	+++	94.57
4412	Official Publications	4,000.00	80.75	80.75	3,919.25	2	2,981.77
4420	Training Expenses	1,000.00	.00	.00	1,000.00	0	.00
4422	Travel Expenses, Dues & Seminars	1,000.00	370.00	590.00	410.00	59	834.82
4510	Office Supplies	9,000.00	25.87	2,464.09	6,535.91	27	3,963.63
4530	Mapping	2,500.00	.00	.00	2,500.00	0	900.00
4714	Software Maintenance	.00	.00	.00	.00	+++	12,810.53
4720	Office Equipment	2,110.00	.00	.00	2,110.00	0	1,865.27
4724	Office Equipment Maintenance	300.00	.00	.00	300.00	0	239.00
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	.00	.00	+++	13,994.05
Sub-Department <b>40 - Board of Review</b>							
4100	Salaries- Departmental	10,815.00	110.32	10,610.32	204.68	98	10,724.30
4328	Professional Services	3,000.00	.00	.00	3,000.00	0	.00
4412	Official Publications	150.00	.00	64.90	85.10	43	.00
Sub-Department <b>40 - Board of Review</b> Totals		\$13,965.00	\$110.32	\$10,675.22	\$3,289.78	76%	\$10,724.30
Department <b>10 - Assessment</b> Totals		\$203,389.00	\$13,213.06	\$64,314.54	\$139,074.46	32%	\$185,991.49
Department <b>11 - Zoning</b>							
4100	Salaries- Departmental	147,707.00	12,308.92	49,235.68	98,471.32	33	124,813.72
4145	Board of Appeals	2,250.00	225.00	1,032.55	1,217.45	46	2,566.80
4146	Regional Planning Commission	3,150.00	270.00	585.00	2,565.00	19	1,575.00
4412	Official Publications	1,000.00	.00	.00	1,000.00	0	787.85
4422	Travel Expenses, Dues & Seminars	4,500.00	356.16	786.21	3,713.79	17	2,329.20
4510	Office Supplies	3,500.00	40.17	1,527.07	1,972.93	44	1,441.03



# General Fund Budget Performance

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Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
4585	Vehicle Maintenance	700.00	47.91	112.45	587.55	16	265.73
4720	Office Equipment	1,000.00	.00	674.19	325.81	67	1,111.98
4724	Office Equipment Maintenance	1,600.00	.00	366.79	1,233.21	23	1,214.37
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	.00	.00	+++	17,786.62
Department 11 - Zoning Totals		\$165,407.00	\$13,248.16	\$54,319.94	\$111,087.06	33%	\$153,892.30
Department 12 - Sheriff							
4100	Salaries- Departmental	1,976,963.00	185,106.07	739,237.99	1,237,725.01	37	2,241,364.18
4108	Salaries- Court Security	227,523.00	50,685.91	113,822.22	113,700.78	50	247,506.80
4111	Salaries- Merit Commission	2,500.00	150.00	177.50	2,322.50	7	1,642.04
4120	Part Time/ Extra Time	5,270.00	1,120.00	7,300.00	(2,030.00)	139	8,870.00
4130	Overtime	112,612.00	14,028.25	47,030.68	65,581.32	42	148,774.88
4140	Holiday Pay	86,000.00	.00	52,140.75	33,859.25	61	90,117.20
4420	Training Expenses	30,000.00	995.00	9,591.94	20,408.06	32	31,135.18
4490	Contingencies	.00	.00	.00	.00	+++	90,093.36
4510	Office Supplies	15,000.00	403.26	3,096.14	11,903.86	21	15,527.80
4545.10	Petroleum Products - Gasoline	60,000.00	21,322.22	39,757.00	20,243.00	66	62,223.69
4570	Uniforms	12,500.00	2,220.66	7,464.47	5,035.53	60	14,004.83
4575	Weapons & Ammunition	25,500.00	714.05	5,720.43	19,779.57	22	25,871.06
4585	Vehicle Maintenance	45,000.00	4,005.72	9,486.84	35,513.16	21	85,097.74
4710	Computer Hardware & Software	.00	.00	.00	.00	+++	629.98
4715	Hardware Maintenance	.00	4,099.04	4,099.04	(4,099.04)	+++	16,561.00
4720	Office Equipment	2,000.00	.00	588.95	1,411.05	29	.00
4724	Office Equipment Maintenance	7,000.00	184.30	737.20	6,262.80	11	2,162.17
4730.30	Equipment - New & Used Radio Equipment	180.00	.00	.00	180.00	0	179.99
4737	Maintenance of Radios	2,500.00	.00	2,160.00	340.00	86	1,273.16
4755	Vehicle Purchase	69,571.00	.00	.00	69,571.00	0	.00
Sub-Department 60 - OEMA							
4100	Salaries- Departmental	64,725.00	5,393.72	21,574.88	43,150.12	33	62,839.44
4216	Telephone	10,000.00	.00	3,486.40	6,513.60	35	6,938.82
4216.30	Telephone Cell Phones & Pagers	1,800.00	147.90	470.31	1,329.69	26	7,717.24
4422	Travel Expenses, Dues & Seminars	1,000.00	64.23	179.23	820.77	18	355.21
4510	Office Supplies	800.00	118.71	452.45	347.55	57	412.14
4545.10	Petroleum Products - Gasoline	3,000.00	272.54	958.52	2,041.48	32	2,311.26



# General Fund Budget Performance

Fiscal Year to Date 03/31/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
4570	Uniforms	500.00	.00	181.47	318.53	36	625.22
4585	Vehicle Maintenance	800.00	.00	8.01	791.99	1	34.79
4720	Office Equipment	500.00	.00	.00	500.00	0	770.82
4724	Office Equipment Maintenance	1,500.00	.00	.00	1,500.00	0	3.49
4737	Maintainence of Radios	2,000.00	.00	.00	2,000.00	0	1,360.19
4885	COVID-19, CARES ACT & CURE Related expenses	.00	136.09	69,941.81	(69,941.81)	+++	247,106.09
Sub-Department <b>60 - OEMA Totals</b>		\$86,625.00	\$6,133.19	\$97,253.08	(\$10,628.08)	112%	\$330,474.71
Sub-Department <b>62 - Emergency Communications</b>							
4100	Salaries- Departmental	599,422.00	47,053.17	190,651.99	408,770.01	32	635,600.74
4130	Overtime	19,000.00	2,608.91	15,346.79	3,653.21	81	25,333.63
4140	Holiday Pay	20,000.00	.00	13,160.37	6,839.63	66	21,397.65
4500	Supplies	1,000.00	96.31	1,249.28	(249.28)	125	972.46
4710	Computer Hardware & Software	.00	1,178.31	4,659.89	(4,659.89)	+++	17,878.42
4715	Hardware Maintenance	.00	4,488.00	4,488.00	(4,488.00)	+++	12,000.00
4737	Maintainence of Radios	50,000.00	.00	39,797.20	10,202.80	80	55,475.34
4885	COVID-19, CARES ACT & CURE Related expenses	.00	24,353.49	24,353.49	(24,353.49)	+++	.00
Sub-Department <b>62 - Emergency Communications Totals</b>		\$689,422.00	\$79,778.19	\$293,707.01	\$395,714.99	43%	\$768,658.24
Department <b>12 - Sheriff Totals</b>		\$3,456,166.00	\$370,945.86	\$1,433,371.24	\$2,022,794.76	41%	\$4,182,168.01
Department <b>13 - Coroner</b>							
4100	Salaries- Departmental	220,820.00	18,284.56	73,138.24	147,681.76	33	205,384.80
4355	Autopsy Fees	36,000.00	3,539.43	13,684.31	22,315.69	38	25,959.19
4458	Coroner Lab Fees	12,000.00	406.00	1,800.10	10,199.90	15	6,801.00
4545.10	Petroleum Products - Gasoline	2,800.00	78.82	600.20	2,199.80	21	2,155.42
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	.00	.00	+++	5,846.47
Department <b>13 - Coroner Totals</b>		\$271,620.00	\$22,308.81	\$89,222.85	\$182,397.15	33%	\$246,146.88
Department <b>14 - State's Attorney</b>							
4100	Salaries- Departmental	577,062.00	51,546.34	201,108.44	375,953.56	35	535,129.41
4107	Salaries-Victim Witness Advocate	43,715.00	3,642.86	14,571.44	29,143.56	33	42,441.12
4216.30	Telephone Cell Phones & Pagers	.00	117.80	294.34	(294.34)	+++	152.57
4335	Expert Witnesses	1,500.00	250.00	250.00	1,250.00	17	.00
4340	IL Appellate Prosecutor	22,000.00	.00	22,000.00	.00	100	22,000.00
4415.10	Printing Appeals & Transcripts	2,000.00	.00	668.00	1,332.00	33	772.50
4422	Travel Expenses, Dues & Seminars	6,500.00	17.92	1,715.84	4,784.16	26	1,446.33



# General Fund Budget Performance

Fiscal Year to Date 03/31/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
4510	Office Supplies	14,000.00	1,076.01	4,838.09	9,161.91	35	13,200.07
4538	Legal Materials & Books	16,500.00	1,203.16	4,765.46	11,734.54	29	14,759.58
4720	Office Equipment	500.00	143.55	143.55	356.45	29	.00
4724	Office Equipment Maintenance	500.00	.00	492.62	7.38	99	323.94
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	.00	.00	+++	23,380.84
Department 14 - State's Attorney Totals		\$684,277.00	\$57,997.64	\$250,847.78	\$433,429.22	37%	\$653,606.36
Department 15 - Insurance							
4115	Health Insurance Opt-Out Stipend	34,000.00	.00	27,500.00	6,500.00	81	6,200.00
4155	Health Insurance	2,293,200.00	170,078.89	663,102.80	1,630,097.20	29	1,963,487.09
Department 15 - Insurance Totals		\$2,327,200.00	\$170,078.89	\$690,602.80	\$1,636,597.20	30%	\$1,969,687.09
Department 16 - Finance							
4100	Salaries- Departmental	90,000.00	6,500.00	27,100.00	62,900.00	30	86,500.00
4158	Personnel Committee	5,000.00	240.00	240.00	4,760.00	5	3,006.25
4212	Electricity	180,000.00	.00	.00	180,000.00	0	.00
4212.10	Electricity Courthouse	.00	7,628.28	31,696.58	(31,696.58)	+++	.00
4212.20	Electricity Judicial Center	.00	4,484.84	21,871.72	(21,871.72)	+++	.00
4212.25	Electricity 607 Washington St.	.00	76.98	85.97	(85.97)	+++	.00
4212.30	Electricity Weld Park	.00	49.33	200.89	(200.89)	+++	.00
4212.40	Electricity Rochelle Offices	.00	1,167.54	3,055.51	(3,055.51)	+++	.00
4212.50	Electricity Sheriff/Coroner Administration	.00	2,079.00	9,298.09	(9,298.09)	+++	.00
4212.70	Electricity Maintenance Building	.00	196.04	577.36	(577.36)	+++	.00
4212.80	Electricity Pines Road Annex	.00	534.15	2,069.15	(2,069.15)	+++	.00
4212.90	Electricity Oregon Tower	.00	412.36	2,213.43	(2,213.43)	+++	.00
4212.95	Electricity Rochelle/Hillcrest Tower	.00	124.67	508.82	(508.82)	+++	.00
4214	Gas (Heating)	57,500.00	.00	.00	57,500.00	0	.00
4214.10	Gas (Heating) Courthouse	.00	195.67	553.85	(553.85)	+++	.00
4214.20	Gas (Heating) Judicial Center	.00	2,429.14	5,877.94	(5,877.94)	+++	.00
4214.40	Gas (Heating) Rochelle Offices	.00	521.97	1,809.20	(1,809.20)	+++	.00
4214.50	Gas (Heating) Sheriff/Coroner Administration	.00	1,442.77	4,328.73	(4,328.73)	+++	.00
4214.55	Gas (Heating) Jail	.00	450.41	1,710.66	(1,710.66)	+++	.00
4214.60	Gas (Heating) Judicial Center Annex	.00	536.98	6,035.45	(6,035.45)	+++	.00
4214.70	Gas (Heating) Maintenance Building	.00	522.34	1,201.18	(1,201.18)	+++	.00
4214.80	Gas (Heating) Pines Road Annex	.00	582.28	1,913.19	(1,913.19)	+++	.00
4218	Water	37,600.00	.00	.00	37,600.00	0	.00



# General Fund Budget Performance

Fiscal Year to Date 03/31/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
4218.10	Water Courthouse	.00	88.74	368.30	(368.30)	+++	.00
4218.20	Water Judicial Center	.00	97.73	350.90	(350.90)	+++	.00
4218.50	Water Sheriff/Coroner Admin. Bldg.	.00	88.74	354.96	(354.96)	+++	.00
4218.55	Water Jail	.00	1,992.01	7,514.48	(7,514.48)	+++	.00
4218.60	Water Judicial Center Annex	.00	128.76	257.52	(257.52)	+++	.00
4218.70	Water Maintenance Building	.00	88.74	354.96	(354.96)	+++	.00
4218.80	Water Pines Road Annex	.00	324.51	457.62	(457.62)	+++	.00
4250.30	Agency Allotments Economic Development Dist. Dues	14,500.00	.00	12,313.17	2,186.83	85	12,313.17
4250.60	Agency Allotments NW IL Criminal Justice	4,700.00	.00	.00	4,700.00	0	4,519.00
4251	Enterprise Zone Administration	8,000.00	.00	7,885.36	114.64	99	7,743.41
4312	Auditing	60,996.00	8,250.00	50,496.00	10,500.00	83	54,429.00
4412	Official Publications	100.00	.00	.00	100.00	0	48.00
4422	Travel Expenses, Dues & Seminars	20,000.00	232.96	2,847.46	17,152.54	14	17,010.70
4490	Contingencies	173,703.00	480.00	4,271.94	169,431.06	2	16,223.86
4491	Contingencies - Salary	653,000.00	.00	.00	653,000.00	0	.00
4510	Office Supplies	2,500.00	.00	696.11	1,803.89	28	2,028.71
4740	Postage Meter & Rental	5,400.00	113.04	2,781.54	2,618.46	52	5,337.00
4770.20	Capital Improvements - Ogle County Fair Assn	3,000.00	.00	.00	3,000.00	0	3,000.00
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	.00	.00	+++	2,789.00
Department 16 - Finance Totals		\$1,315,999.00	\$42,059.98	\$213,298.04	\$1,102,700.96	16%	\$214,948.10
Department 22 - Corrections							
4100	Salaries- Departmental	1,278,543.00	111,989.89	483,605.17	794,937.83	38	1,359,329.40
4120	Part Time/ Extra Time	30,000.00	4,584.01	13,291.01	16,708.99	44	31,623.22
4130	Overtime	95,000.00	16,526.02	74,853.45	20,146.55	79	145,792.76
4140	Holiday Pay	45,000.00	.00	44,396.02	603.98	99	69,345.84
4420	Training Expenses	10,000.00	.00	4,320.00	5,680.00	43	10,502.48
4424	Out-of-State Travel	5,500.00	.00	10,538.50	(5,038.50)	192	5,263.00
4444	Medical Expense	120,000.00	8,628.75	46,814.07	73,185.93	39	117,855.02
4446	Prisoner Mental Health	15,000.00	.00	15,000.00	.00	100	15,000.00
4510	Office Supplies	22,500.00	6,531.20	16,997.32	5,502.68	76	23,305.42
4545.10	Petroleum Products - Gasoline	3,200.00	403.43	1,824.99	1,375.01	57	5,429.95
4550	Food for County Prisoners	126,000.00	6,558.79	30,677.67	95,322.33	24	95,287.52
4570	Uniforms	7,000.00	60.14	366.04	6,633.96	5	4,802.89
4575	Weapons & Ammunition	7,500.00	.00	.00	7,500.00	0	5,469.45



# General Fund Budget Performance

Fiscal Year to Date 03/31/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
4585	Vehicle Maintenance	.00	70.36	1,829.67	(1,829.67)	+++	531.63
4715	Hardware Maintenance	.00	4,488.00	4,488.00	(4,488.00)	+++	16,203.64
4724	Office Equipment Maintenance	3,000.00	962.80	1,454.20	1,545.80	48	2,194.91
4737	Maintainence of Radios	500.00	.00	.00	500.00	0	528.35
4885	COVID-19, CARES ACT & CURE Related expenses	.00	11,173.73	11,173.73	(11,173.73)	+++	.00
Department 22 - Corrections Totals		\$1,768,743.00	\$171,977.12	\$761,629.84	\$1,007,113.16	43%	\$1,908,465.48
Department 23 - Information Technology							
4100	Salaries- Departmental	139,970.00	11,663.78	46,655.12	93,314.88	33	119,885.16
4142	IT/ Network Administration	26,340.00	.00	16,680.00	9,660.00	63	18,491.04
4211	Internet Service	12,560.00	36.98	36.98	12,523.02	0	8,731.83
4383	Website Maintenance	3,460.00	.00	2,599.00	861.00	75	3,263.07
4420	Training Expenses	4,000.00	.00	.00	4,000.00	0	.00
4426	Mileage	1,000.00	.00	.00	1,000.00	0	235.75
4510	Office Supplies	500.00	24.87	232.19	267.81	46	1,766.49
4545.10	Petroleum Products - Gasoline	1,200.00	24.07	110.04	1,089.96	9	401.59
4585	Vehicle Maintenance	700.00	.00	.00	700.00	0	157.91
4710	Computer Hardware & Software	147,565.00	3,522.55	10,805.00	136,760.00	7	79,099.21
4714	Software Maintenance	133,784.00	5,715.00	73,630.80	60,153.20	55	45,656.49
4715	Hardware Maintenance	83,534.00	849.00	23,213.00	60,321.00	28	63,839.12
4885	COVID-19, CARES ACT & CURE Related expenses	.00	.00	.00	.00	+++	54,833.69
Department 23 - Information Technology Totals		\$554,613.00	\$21,836.25	\$173,962.13	\$380,650.87	31%	\$396,361.35
EXPENSE TOTALS		\$15,260,675.00	\$1,238,991.33	\$5,176,831.49	\$10,083,843.51	34%	\$14,681,241.97
Fund 100 - General Fund Totals							
REVENUE TOTALS		15,260,675.00	599,428.96	2,945,089.40	12,315,585.60	19%	14,968,100.54
EXPENSE TOTALS		15,260,675.00	1,238,991.33	5,176,831.49	10,083,843.51	34%	14,681,241.97
Fund 100 - General Fund Totals		\$0.00	(\$639,562.37)	(\$2,231,742.09)	\$2,231,742.09		\$286,858.57
<u>2020 Budget - Through 3/31/2020</u>							
Fund 100 - General Fund Totals							
REVENUE TOTALS		15,393,194.00	1,001,529.96	3,434,704.50	11,958,489.50	22%	14,213,391.31
EXPENSE TOTALS		15,393,194.00	1,158,630.92	5,103,605.28	10,289,588.72	33%	14,213,391.31
Fund 100 - General Fund Totals		\$0.00	(\$157,100.96)	(\$1,668,900.78)	\$1,668,900.78		\$0.00

Ogle County  
**Bank Balances**

From Date: 3/1/2021 - To Date: 3/31/2021  
Summary Listing, Report By Account - Fund

Account	Account Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
1000	Cash	\$1,500.00	\$0.00	\$0.00	\$1,500.00
1000.010	Cash BB - Insurance Reserve	\$30,379.26	\$13,629.00	\$0.00	\$44,008.26
1000.011	Cash BB - Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00
1000.012	Cash BB - Probation Service Fee	\$379,469.62	\$12,126.87	\$5,155.52	\$386,440.97
1000.014	Cash BB - County Bridge	\$212,610.37	\$335,312.85	\$8,566.25	\$539,356.97
1000.015	Cash IL Trust - County Bridge	\$1,513,833.43	\$0.00	\$0.00	\$1,513,833.43
1000.016	Cash BB - Document Storage	\$576,747.03	\$20,376.92	\$29,035.84	\$568,088.11
1000.018	Cash BB - Long Range Planning	\$1,555,313.62	\$18.97	\$77,276.48	\$1,478,056.11
1000.019	Cash BB - Vehicle Purchase	\$1,535.71	\$0.00	\$0.00	\$1,535.71
1000.024	Cash FSB - 911	\$1,142,727.43	\$71,691.26	\$108,749.84	\$1,105,668.85
1000.030	Cash HSB - Federal Aid Matching	\$532,217.79	\$0.00	\$0.00	\$532,217.79
1000.031	Cash HSB - Jail Capital Exp.2019 Fund	\$0.00	\$0.00	\$0.00	\$0.00
1000.036	Cash IL Trust - County Highway	\$101,747.45	\$0.00	\$0.00	\$101,747.45
1000.037	Cash IL Trust - FAM	\$182,173.66	\$0.00	\$0.00	\$182,173.66
1000.038	Cash Illinois Funds - Treasurer	\$0.00	\$0.00	\$0.00	\$0.00
1000.039	Cash IL Trust - 911	\$806,344.68	\$0.00	\$0.00	\$806,344.68
1000.040	Cash NBR - Treasurer	\$1,346,100.63	\$1,011,884.60	\$1,507,134.67	\$850,850.56
1000.042	Cash NBR - Township MFT	\$2,165,131.22	\$649,775.12	\$102,588.96	\$2,712,317.38
1000.044	Cash NBR - Engineering	\$55,538.35	\$0.00	\$0.00	\$55,538.35
1000.046	Cash NBR - Vital Records	\$64,142.36	\$888.00	\$0.00	\$65,030.36
1000.048	Cash NBR - GIS Fee Fund	\$24,247.42	\$15,816.00	\$0.00	\$40,063.42
1000.050	Cash NBR - Marriage Fund	\$4,357.08	\$60.00	\$0.00	\$4,417.08
1000.055	Cash Polo - Dependent Children's	\$0.00	\$0.00	\$0.00	\$0.00
1000.057	Cash GermanAmer - Solid Waste	\$0.00	\$0.00	\$0.00	\$0.00
1000.058	Cash GermanAmer-Highway	\$0.00	\$0.00	\$0.00	\$0.00
1000.059	Cash RRB - Highway	\$729,639.78	\$42,525.87	\$169,572.32	\$602,593.33
1000.060	Cash RRB - Animal Control	\$83,220.09	\$21,491.90	\$13,036.18	\$91,675.81
1000.061	Cash RRB - Solid Waste	\$1,198,149.69	\$299.68	\$20,254.83	\$1,178,194.54
1000.062	Cash RRB - Public Health	\$661,342.64	\$88,660.78	\$105,816.59	\$644,186.83
1000.063	Cash RRB - Bond Debt Service Fund	\$2,109,345.67	\$0.00	\$0.00	\$2,109,345.67
1000.064	Cash RRB - Payroll Clearing	\$0.00	\$1,512,366.73	\$1,512,366.73	\$0.00
1000.065	Cash RRB - Jail Facility Capital Exp.	\$0.00	\$0.00	\$0.00	\$0.00

Ogle County  
**Bank Balances**

From Date: 3/1/2021 - To Date: 3/31/2021  
Summary Listing, Report By Account - Fund

Account	Account Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
1000.066	Cash RRB - County MFT	\$1,170,637.43	\$450,140.64	\$62,457.45	\$1,558,320.62
1000.067	Cash RRB - Child Support & Maint	\$6,610.58	\$714.00	\$0.00	\$7,324.58
1000.068	Cash RRB - GIS Committee Fund	\$622,761.05	\$2,345.00	\$11,994.99	\$613,111.06
1000.069	Cash RRB - Circuit Clerk Ops & Admin	\$0.00	\$0.00	\$0.00	\$0.00
1000.070	Cash RRB - County Orders	\$0.00	\$1,240,019.50	\$1,240,019.50	\$0.00
1000.072	Cash RRB - A/P Clearing	\$0.00	\$953,643.06	\$953,643.06	\$0.00
1000.073	Cash RRB - Jail Capital Exp. 2020	\$18.97	\$0.00	\$18.97	\$0.00
1000.074	Cash RRB - County Indemnity	\$0.00	\$0.00	\$0.00	\$0.00
1000.075	Cash RRB - Administrative Tow Fund	\$51,496.87	\$17,615.00	\$3,709.38	\$65,402.49
1000.076	Cash RRB - Social Security	\$676,565.39	\$789.75	\$73,919.96	\$603,435.18
1000.077	Cash RRB - IFiber	\$0.00	\$0.00	\$0.00	\$0.00
1000.078	Cash RRB - Treasurer	\$199,980.95	\$34,387.27	\$19,564.99	\$214,803.23
1000.080	Cash SV - Mental Health	\$233,475.20	\$0.00	\$81,004.50	\$152,470.70
1000.082	Cash SV - Township Bridge	\$344,732.00	\$0.00	\$335,312.85	\$9,419.15
1000.084	Cash SV - IMRF	\$659,408.22	\$204,734.64	\$347,082.28	\$517,060.58
1000.085	Cash IL Trust - IMRF	\$1,838,515.08	\$0.00	\$0.00	\$1,838,515.08
1000.086	Cash SV - County Automation	\$0.00	\$0.00	\$0.00	\$0.00
1000.088	Cash SV - Recorder's Resolution	\$362,994.36	\$8,052.60	\$3,637.39	\$367,409.57
1000.090	Cash SV- Health Claims	\$0.00	\$180,756.43	\$180,756.43	\$0.00
1000.091	Cash SV - Flex Spending	\$13,452.35	\$5,873.54	\$6,753.84	\$12,572.05
1000.092	Cash HBT - Bond Debt Service Fund	\$693,942.00	\$0.00	\$0.00	\$693,942.00
1000.099	Cash Treasurer's Cash	\$1,900.00	\$0.00	\$0.00	\$1,900.00
1002.002	Investments RRB Insurance Reserve	\$0.00	\$0.00	\$0.00	\$0.00
1002.003	Investments IL Trust - Bond Debt Service	\$55,409.21	\$0.00	\$0.00	\$55,409.21
1002.004	Investments Insurance Reserve	\$0.00	\$0.00	\$0.00	\$0.00
1002.005	Investments IL Trust-Jail Facility Cap. Exp.	\$0.00	\$0.00	\$0.00	\$0.00
1002.006	Investments RRB County MFT	\$0.00	\$0.00	\$0.00	\$0.00
1002.007	Investments SV Township Bridge	\$0.00	\$0.00	\$0.00	\$0.00
1002.008	Investments HSB -FAM	\$0.00	\$0.00	\$0.00	\$0.00
1002.009	Investments BB -Thorpe Road Overpass	\$401,401.89	\$0.00	\$0.00	\$401,401.89
1002.010	Investments NBR Township MFT	\$0.00	\$0.00	\$0.00	\$0.00
1002.012	Investments NBR Engineering	\$0.00	\$0.00	\$0.00	\$0.00



Ogle County  
**Bank Balances**

From Date: 3/1/2021 - To Date: 3/31/2021  
Summary Listing, Report By Account - Fund

Account	Account Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
1002.013	Investments RRB- GIS Committee	\$0.00	\$0.00	\$0.00	\$0.00
1002.014	Investments Storm Water Management	\$65,550.17	\$0.00	\$0.00	\$65,550.17
1002.015	Investments NBR - FAM	\$0.00	\$0.00	\$0.00	\$0.00
1002.016	Investments FSB -911	\$0.00	\$0.00	\$0.00	\$0.00
1002.017	Investments Polo - 911	\$0.00	\$0.00	\$0.00	\$0.00
1002.018	Investments RRB -911	\$907,030.09	\$0.00	\$0.00	\$907,030.09
1002.019	Investments SV- 911	\$0.00	\$0.00	\$0.00	\$0.00
1002.020	Investments RRB Indemnity	\$0.00	\$0.00	\$0.00	\$0.00
1002.021	Investments FSB-Solid Waste	\$0.00	\$0.00	\$0.00	\$0.00
1002.022	Investments HSB Solid Waste	\$0.00	\$0.00	\$0.00	\$0.00
1002.024	Investments LSB Solid Waste	\$911,060.64	\$2,710.72	\$0.00	\$913,771.36
1002.026	Investments NBB Solid Waste	\$999,291.83	\$0.00	\$0.00	\$999,291.83
1002.027	Investments Polo - Solid Waste	\$0.00	\$0.00	\$0.00	\$0.00
1002.028	Investments HSB Long Range Capital Imp	\$0.00	\$0.00	\$0.00	\$0.00
1002.029	Investments FSB - Long Range Capital Improve	\$0.00	\$0.00	\$0.00	\$0.00
1002.030	Investments Long Range Capital Imp	\$0.00	\$0.00	\$0.00	\$0.00
1002.031	Investments NBR County General	\$0.00	\$0.00	\$0.00	\$0.00
1002.032	Investments BB Long Range Capital Imp	\$0.00	\$0.00	\$0.00	\$0.00
1002.033	Investments SV - Long Range Capital	\$0.00	\$0.00	\$0.00	\$0.00
1002.034	Investments TB	\$0.00	\$0.00	\$0.00	\$0.00
1002.036	Investments Public Health	\$0.00	\$0.00	\$0.00	\$0.00
1002.038	Investments FSB Treasurer	\$0.00	\$0.00	\$0.00	\$0.00
1002.040	Investments Polo Treasurer	\$0.00	\$0.00	\$0.00	\$0.00
1002.042	Investments HSB - Treasurer	\$0.00	\$0.00	\$0.00	\$0.00
1002.043	Investments RRB - Treasurer	\$0.00	\$0.00	\$0.00	\$0.00
1002.049	Investments SF- GIS Committee	\$0.00	\$0.00	\$0.00	\$0.00
1002.050	Investments RRB Personal Property	\$0.00	\$0.00	\$0.00	\$0.00
1002.052	Investments LSB Personal Property	\$0.00	\$0.00	\$0.00	\$0.00
1002.053	Investments Polo Personal Property	\$0.00	\$0.00	\$0.00	\$0.00
1002.054	Investments BB Personal Property	\$0.00	\$0.00	\$0.00	\$0.00
1002.068	Investments Polo - Long Range Capital	\$0.00	\$0.00	\$0.00	\$0.00
1002.069	Investments NBR- Long Range Capital	\$0.00	\$0.00	\$0.00	\$0.00

Ogle County  
**Bank Balances**

From Date: 3/1/2021 - To Date: 3/31/2021  
 Summary Listing, Report By Account - Fund

Account	Account Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
1002.070	Investments NBR - Judicial Project	\$0.00	\$0.00	\$0.00	\$0.00
1002.071	Investments SV - Judicial Project Fund	\$0.00	\$0.00	\$0.00	\$0.00
1002.075	Investments NBR- Justice Project II	\$0.00	\$0.00	\$0.00	\$0.00
1002.076	Investments LSB - Justice Project II	\$0.00	\$0.00	\$0.00	\$0.00
1002.077	Investments FSB - Judicial Project Fund	\$0.00	\$0.00	\$0.00	\$0.00
1002.078	Investments HSB - Bond Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00
1002.079	Investments BB- Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00
1002.080	Investments Holcomb - 911	\$522,714.82	\$1,166.44	\$0.00	\$523,881.26
1002.081	Investments IL Trust-Jail Cap.Exp. 2019	\$0.00	\$0.00	\$0.00	\$0.00
1002.082	Investments IL Trust - Jail Cap. Exp. 2020	\$0.00	\$0.00	\$0.00	\$0.00
1004	Postage	\$7,859.06	\$0.00	\$0.00	\$7,859.06
1010	Municipal Bond	\$0.00	\$0.00	\$0.00	\$0.00
1100	Accounts Receivable	\$2,337,462.13	\$0.00	\$0.00	\$2,337,462.13
1101	Due From	\$2,709,204.44	\$2,466,009.79	\$2,466,009.79	\$2,709,204.44
Grand Total: 110 Accounts		\$31,271,289.71	\$9,365,882.93	\$9,445,439.59	\$31,191,733.05

Ogle County  
**Fund Balances**

From Date: 3/1/2021 - To Date: 3/31/2021

**Cash, Investments, Accts. Receivable and Advances to other funds**

Summary Listing, Report By Fund - Account

Fund	Description	Paying Fund	Paying Fund Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
100	General Fund	100	General Fund	(\$1,294,357.67)	\$1,839,838.57	\$2,479,400.94	(\$1,933,920.04)
120	AP Clearing	120	AP Clearing	\$0.00	\$1,907,286.12	\$1,907,286.12	\$0.00
130	County Payroll Clearing	130	County Payroll Clearing	\$0.00	\$3,024,733.46	\$3,024,733.46	\$0.00
140	County OfficersFund	120	AP Clearing	\$1,339,263.69	\$66,986.40	\$0.00	\$1,406,250.09
150	Social Security	120	AP Clearing	\$676,565.39	\$789.75	\$73,919.96	\$603,435.18
160	IMRF	120	AP Clearing	\$2,497,923.30	\$204,734.64	\$347,082.28	\$2,355,575.66
170	Capital Improvement Fund	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
180	Long Range Capital Improvemnt	120	AP Clearing	\$1,556,673.62	\$18.97	\$77,276.48	\$1,479,416.11
181	IFiber	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
184	Revolving Vehicle Purchase Fund	120	AP Clearing	\$197,170.68	\$0.00	\$0.00	\$197,170.68
185	Bond Debt Service Fund	120	AP Clearing	\$2,858,696.88	\$0.00	\$0.00	\$2,858,696.88
186	Jail Facility Capital Exp. 2018	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
187	Jail Facility Capital Exp. 2019	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
188	Jail Facility Capital Exp. 2020	120	AP Clearing	\$18.97	\$0.00	\$18.97	\$0.00
<u>Highway Dept.</u>							
200	County Highway	120	AP Clearing	\$831,387.23	\$42,525.87	\$169,572.32	\$704,340.78
210	County Bridge Fund	120	AP Clearing	\$1,726,443.80	\$335,312.85	\$8,566.25	\$2,053,190.40
212	Thorpe Road Overpass	120	AP Clearing	\$401,401.89	\$0.00	\$0.00	\$401,401.89
220	County Motor Fuel Tax Fund	120	AP Clearing	\$1,312,221.62	\$450,140.64	\$62,457.45	\$1,699,904.81
230	County Highway Engineering	120	AP Clearing	\$55,538.35	\$0.00	\$0.00	\$55,538.35
240	Federal Aid Matching	120	AP Clearing	\$714,391.45	\$0.00	\$0.00	\$714,391.45
250	Township Roads - Motor Fuel Tax	120	AP Clearing	\$2,581,809.82	\$649,775.12	\$102,588.96	\$3,128,995.98
260	Township Bridge Fund	120	AP Clearing	\$344,732.00	\$0.00	\$335,312.85	\$9,419.15
280	Storm Water Management	120	AP Clearing	\$68,881.77	\$0.00	\$0.00	\$68,881.77
<u>GIS</u>							
270	GIS Committee Fund	120	AP Clearing	\$622,761.05	\$2,345.00	\$11,994.99	\$613,111.06
510	GIS Fee Fund	120	AP Clearing	\$37,831.42	\$15,816.00	\$0.00	\$53,647.42

Ogle County  
**Fund Balances**

From Date: 3/1/2021 - To Date: 3/31/2021

**Cash, Investments, Accts. Receivable and Advances to other funds**

Summary Listing, Report By Fund - Account

Fund	Description	Paying Fund	Paying Fund Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
<u>Treasurer's Office</u>							
300	Insurance - Hospital & Medical	120	AP Clearing	\$1,698,352.80	\$528,647.49	\$407,470.00	\$1,819,530.29
310	Insurance Premium Levy	120	AP Clearing	\$388,211.82	\$0.00	\$36,169.02	\$352,042.80
320	Self Insurance Reserve	120	AP Clearing	\$30,379.26	\$13,629.00	\$0.00	\$44,008.26
<u>Judge's Office</u>							
350	County Ordinance	120	AP Clearing	\$78,888.36	\$11,386.10	\$3,120.00	\$87,154.46
360	Marriage Fund	120	AP Clearing	\$4,357.08	\$60.00	\$0.00	\$4,417.08
370	Law Library	120	AP Clearing	\$9,390.27	\$1,570.00	\$0.00	\$10,960.27
380	Public Defender Automation	120	AP Clearing	\$4,130.36	\$256.00	\$0.00	\$4,386.36
<u>Health Dept.</u>							
400	Public Health	120	AP Clearing	\$668,325.11	\$108,225.77	\$124,552.62	\$651,998.26
410	TB Fund	120	AP Clearing	\$47,043.80	\$0.00	\$828.96	\$46,214.84
<u>Animal Control</u>							
420	Animal Control	120	AP Clearing	\$64,850.34	\$18,961.90	\$12,223.68	\$71,588.56
425	Pet Population Control - Dog	120	AP Clearing	\$18,013.25	\$2,410.00	\$812.50	\$19,610.75
426	Pet Population Control - Cat	120	AP Clearing	\$356.50	\$120.00	\$0.00	\$476.50
<u>Solid Waste</u>							
430	Solid Waste	120	AP Clearing	\$5,743,158.63	\$3,010.40	\$20,254.83	\$5,725,914.20
<u>Treasurer's Office</u>							
450	Inheritance Tax Fund	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
455	Trust Deposits	120	AP Clearing	\$4,984.52	\$0.00	\$0.00	\$4,984.52
460	Condemnation Fund	120	AP Clearing	\$1,151.19	\$0.00	\$0.00	\$1,151.19
465	Hotel/ MotelTax	120	AP Clearing	\$7,875.77	\$946.81	\$0.00	\$8,822.58
470	Cooperative Extension Service	120	AP Clearing	\$141,943.34	\$0.00	\$0.00	\$141,943.34
475	Mental Health	120	AP Clearing	\$233,475.20	\$0.00	\$81,004.50	\$152,470.70
480	Senior Social Services	120	AP Clearing	\$16,625.71	\$0.00	\$0.00	\$16,625.71
485	War Veterans Assistance	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00

Ogle County  
**Fund Balances**

From Date: 3/1/2021 - To Date: 3/31/2021

**Cash, Investments, Accts. Receivable and Advances to other funds**

Summary Listing, Report By Fund - Account

Fund	Description	Paying Fund	Paying Fund Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
<u>Clerk/Recorder</u>							
500	Recorder's Automation	120	AP Clearing	\$372,256.11	\$8,052.60	\$3,637.39	\$376,671.32
520	Recorder's GIS Fund	120	AP Clearing	\$62,404.84	\$662.00	\$0.00	\$63,066.84
530	Vital Records	120	AP Clearing	\$1,737.52	\$226.00	\$0.00	\$1,963.52
<u>Circuit Clerk</u>							
550	Document Storage Fee Fund	120	AP Clearing	\$250,785.81	\$7,664.98	\$14,696.46	\$243,754.33
552	Child Support & Maint	120	AP Clearing	\$8,500.13	\$714.00	\$0.00	\$9,214.13
553	E - Citation Circuit Clerk	120	AP Clearing	\$15,744.27	\$2,228.93	\$0.00	\$17,973.20
554	Circuit Clerk Ops & Admin	120	AP Clearing	\$57,502.64	\$1,921.00	\$284.11	\$59,139.53
555	County Automation -Circuit Clerk	120	AP Clearing	\$279,992.35	\$8,562.01	\$14,055.27	\$274,499.09
<u>Focus House</u>							
560	Dependent Children	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
565	Dependant Children Medicaid	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
<u>Probation</u>							
570	Probation Services	120	AP Clearing	\$351,370.24	\$10,029.01	\$5,155.52	\$356,243.73
571	Drug Court	120	AP Clearing	\$37,280.28	\$1,426.75	\$0.00	\$38,707.03
575	Juvenile Restitution Fund	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
580	Alts to Detention IPCSA/IJJ	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
590	ICJIC Probation Grant 500053	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
595	Juvenile Diversion	120	AP Clearing	\$18,255.89	\$721.11	\$0.00	\$18,977.00
<u>State's Attorney</u>							
572	Victim Impact	120	AP Clearing	\$750.32	\$0.00	\$0.00	\$750.32
600	Drug Assistance Forfeiture	120	AP Clearing	\$25,779.39	\$0.00	\$0.00	\$25,779.39
602	State's Attorney Automation	120	AP Clearing	\$19,264.37	\$287.25	\$0.00	\$19,551.62
605	Bad Check Restitution	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00

# Fund Balances

From Date: 3/1/2021 - To Date: 3/31/2021

## Cash, Investments, Accts. Receivable and Advances to other funds

### Summary Listing, Report By Fund - Account

Fund	Description	Paying Fund	Paying Fund Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
<u>Sheriff's Dept.</u>							
610	OEMA	120	AP Clearing	\$33,344.87	\$0.00	\$0.00	\$33,344.87
611	EOC	120	AP Clearing	\$8,376.06	\$0.00	\$0.00	\$8,376.06
612	E - Citation Sheriff	120	AP Clearing	\$14,589.34	\$269.00	\$0.00	\$14,858.34
615	Take Bond Fee	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
620	Sheriff's Petty Cash	120	AP Clearing	\$1,500.00	\$0.00	\$0.00	\$1,500.00
625	DUI Equipment	120	AP Clearing	\$14,741.60	\$499.50	\$349.00	\$14,892.10
630	Arrestee's Medical Cost	120	AP Clearing	\$88,500.19	\$839.73	\$0.00	\$89,339.92
632	Sex Offender Registration	120	AP Clearing	\$10,983.79	\$970.00	\$286.00	\$11,667.79
634	Administrative Tow Fund	120	AP Clearing	\$51,496.87	\$17,615.00	\$3,709.38	\$65,402.49
635	Drug Traffic Prevention	120	AP Clearing	\$7,708.02	\$209.50	\$3,211.62	\$4,705.90
640	911 Emergency	120	AP Clearing	\$3,667,960.34	\$72,857.70	\$108,749.84	\$3,632,068.20
644	911 Next Generation	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
645	911 Wireless	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
650	Out of County Medical	120	AP Clearing	\$6,345.80	\$0.00	\$0.00	\$6,345.80
<u>Treasurer's Office</u>							
660	Federal/ State Grants	120	AP Clearing	\$68,626.28	\$0.00	\$4,010.29	\$64,615.99
665	Fed/State Reimb/Overtime	120	AP Clearing	\$5,478.92	\$0.00	\$0.00	\$5,478.92
700	Tax Sale Automation	120	AP Clearing	\$44,197.58	\$0.00	\$0.00	\$44,197.58
705	Sale in Error Fund	120	AP Clearing	\$43,271.76	\$0.00	\$0.00	\$43,271.76
<u>710</u>	Indemnity Cost Fund	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
<u>Coroner</u>							
725	Coroner's Fee Fund	120	AP Clearing	\$11,675.56	\$600.00	\$647.57	\$11,627.99
Grand Total: 86 Funds				\$31,271,289.71	\$9,365,882.93	\$9,445,439.59	\$31,191,733.05

**PROGRAM DEVELOPMENT AND  
ADMINISTRATIVE SERVICES AGREEMENT**

**BETWEEN**

**THE COUNTY OF \_\_\_\_\_, ILLINOIS**

**AND**

**THE ILLINOIS ENERGY CONSERVATION  
AUTHORITY NFP**

Dated as of

\_\_\_\_\_, 2021

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## EXHIBITS

Exhibit A	Definitions
Exhibit B	Administration Services
Exhibit C	Supplemental Services

## PROGRAM DEVELOPMENT AND ADMINISTRATIVE SERVICES AGREEMENT

This PROGRAM DEVELOPMENT AND ADMINISTRATIVE SERVICES AGREEMENT (as amended, modified or supplemented from time to time, this "**Agreement**") is entered into as of \_\_\_\_\_, 20\_\_\_\_ (the "**Effective Date**") between The County of \_\_\_\_\_ (the "**County**"), and The Illinois Energy Conservation Authority NFP, an Illinois not for profit corporation ("**IECA**"), as administrator (in such capacity, the "**Administrator**").

### RECITALS

A. The County desires to adopt a resolution (the "**Resolution**") authorizing the County to create and administer the \_\_\_\_\_ (the "**Program**") in compliance with Illinois Public Act 100-0077, the Illinois Property Assessed Clean Energy Act (50 ILCS 50) for the qualification, approval, granting, administration and collection of Program loans;

B. The County wishes to contract with a Person (1) to work with the County to develop the Program terms and documents and (2) to act as the program administrator for the Program (the period during which the program terms and documents are being developed shall be referred to herein as "**Phase I**", and the period during which the Program shall operate shall be referred to herein as "**Phase 2**");

C. Administrator is a nonprofit corporation formed to act as a program administrator that will contract with various entities with experience in energy efficiency and PACE (as defined below) programs to assist in the offering of program administration services, and its contractors have experience in energy efficiency financing programs; and

D. The County desires to retain the services of IECA to develop the terms and documentation of the Program during Phase I pursuant to the terms set forth herein and act as administrator for the Program as set forth herein in an amended and restated version of this Agreement during Phase 2.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

### AGREEMENT

Capitalized terms used and not otherwise defined herein shall have the meaning set forth in Exhibit A.

### ARTICLE 1 ADMINISTRATOR SERVICES

**1.1 Engagement of Administrator; Term.** On the terms and conditions set forth in this Agreement, the County hereby engages Administrator to develop and the PACE Program Manual (and, after approval by the \_\_\_\_\_ County Board, eventually perform) the Services for the Program for Eligible Properties (as defined in Exhibit A). Performance of the Services shall

commence on the Effective Date and shall continue for a period of five (5) calendar years (the "*Term*").

**1.2 Acceptance by Administrator.** Administrator accepts the engagement referred to in Section 1.1 and agrees to perform the Services for the County.

**1.3 Program Administration Services.** The "*Administration Services*" shall consist of the Program administration services set forth in Exhibit B. In addition, the Administrator shall maintain complete and adequate books and records of all documents (including any originals thereof) related to the operation of the Program during the Term.

**1.4 Supplemental Services.** Administrator may perform the "*Supplemental Services*" set forth in Exhibit C. The Administrator may provide the Supplemental Services, Administrator shall submit to the County, draft Program documentation to describe the Supplemental Service and any supplemental fee to be paid to the Administrator therefor (the "*Supplemental Documentation*"). If the County accepts the proposed Supplemental Documentation and notifies the Administrator of its acceptance of the Administrator's provision of the Supplemental Service(s) in writing, then the Supplemental Documentation shall become part of the Program Documents and the Administrator may charge for such Supplemental Service(s).

**1.5 The Services.** The Administration Services, any Supplemental Services approved pursuant to Section 1.4 and any Non-Agreed Services under Section 1.6, performed by the Administrator under this Agreement shall together be the "*Services*".

**1.6 Acknowledgment of Program Development and Set-up Services.** The County acknowledges that Administrator has heretofore performed certain Program development and set-up services and expended considerable resources for which Administrator is not seeking direct cost recovery.

**1.7 Standard of Performance.** (a) The Administrator shall perform the Services in material compliance with the standards of care and performance set forth in this Section 1.7. The Administrator shall perform the Services in accordance with the terms of this Agreement, the terms and requirements of the Program Documents and Applicable Laws and consistent with professional standards for services of this kind. The parties hereto agree that in connection with the specification of the Services to be performed during Phase 2, the parties will negotiate additional protective language consistent with agreements for services.

(b) The Administrator may engage Subcontractors as reasonably believed by the Administrator to be necessary or desirable to perform the Services; provided that (i) the fees of such Subcontractors shall be paid by the Administrator; and (ii) the Administrator shall at all times be responsible for the performance of all Services, whether performed by Administrator or its Subcontractor. With respect to the selection of any Subcontractor for the performance of any of the Services, the Administrator shall exercise reasonable care to select reasonably well-qualified Subcontractors based on their experience, availability, reputation and creditworthiness and shall supervise and monitor such Subcontractors' performance of such delegated activity or duty in accordance with the terms of this Agreement and Applicable Laws.

(c) The Administrator agrees to comply in all material respects with all applicable Illinois and federal laws in the performance of its duties under this Agreement.

**1.8 Audit.** The Administrator agrees that the County shall have the right to conduct an audit of the Administrator's books and records maintained related to the Program reflecting the financial, compliance and performance information of the Program, provided that the County shall be responsible for all costs related to engaging any outside auditors, and shall be limited to conducting only one (1) audit per calendar year. The County shall provide the Administrator with no less than five (5) Business Days' advance written notice. Such audit shall be conducted at the expense of the County, during the Administrator's normal business hours, and so as to minimize the disruption of the Administrator's business, including the operation of the Program. The County agrees to provide the Administrator with a draft report of the findings from the audit at least ten (10) Business Days prior to its planned release or publication in order to provide the Administrator with the right to respond to any findings therein.

**1.9 Insurance.** The Administrator shall maintain, at all times, during the Term the following insurance, and shall deliver ACORD certificates to the County evidencing the same is in force.

(a) Commercial General Liability insurance with a minimum coverage of \$2,000,000 per occurrence, \$2,000,000 aggregate;

(b) Employer's Liability insurance with a minimum coverage of \$1,000,000 per occurrence, and \$1,000,000 in the aggregate;

(c) Automobile Liability insurance with a minimum coverage of \$1,000,000;

(d) Professional Errors and Omissions insurance with a minimum coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate;

(e) Personal and Advertising Injury insurance with a minimum coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate;

(f) Medical expense insurance with a minimum coverage of \$5,000 per employee;

(g) Umbrella insurance with a minimum coverage of \$1,000,000 (including retention for self-insured hazards in an amount of \$1,000,000); and

(h) Workers' Compensation and Employer's Liability insurance in the event the Administrator has any employees.

**1.10 Exclusions.** Nothing in the Agreement, including Exhibit B or Exhibit C, will imply any duty of the Administrator under any circumstances to expend its own funds in payment of the County's expenses, except as expressly provided herein.

## **ARTICLE 2 COUNTY OBLIGATIONS.**

**2.1 County Obligations.** The County shall perform the following obligations:

(a) **Duty to Cooperate.** The County shall cooperate in good faith with the Administrator in taking all actions reasonably requested by the Administrator and providing any documentation as required in connection with the Administrator's performance of the Services and its other obligations hereunder by, without limitation, supporting the Administrator's efforts to develop the Program Manual and the other Program Documents.

(b) **Agreement to Negotiate.** The County agrees to negotiate in good faith the terms of the duties of the Administrator with respect to the Program within the initial Term.

**2.2 Exclusivity.** The County shall not contract with any third party to perform the Services, including any Supplemental Services, or to operate the Program during the Term, without the Administrator's express written consent.

## **ARTICLE 3 ADMINISTRATION FEES**

**3.1 Administration Fees.** The Administrator shall be compensated for its performance of the Administration Services by collecting and retaining the fees and charges from applicants and owners of Eligible Properties with a completed Project thereon including the following (collectively, the "*Administration Fees*"). The parties hereto agree that the fees to be paid the Administrator, including for any supplemental services provided by the Administrator for services requested by the County after the date hereof, shall be negotiated by the parties.

## **ARTICLE 4 TERMINATION**

**4.1 Administrator Events of Default.**

(a) The County may terminate this Agreement immediately upon written notice to the Administrator in the event of any of the following events of default by the Administrator:

(i) an Insolvency Event occurs with respect to the Administrator and remains undismissed or unstayed for a period of sixty (60) days; or

(ii) the Administrator violates in any material respect any of the provisions of this Agreement, which violation remains uncured for thirty (30) days following the Administrator's receipt of written notice thereof from the County; provided that, if such violation is capable of cure and the Administrator is diligently attempting to cure such violation, the Administrator's opportunity to cure shall be extended for so long as is reasonably necessary to cure such violation (not to exceed one hundred eighty (180) days after the original notice from the County); or

(iii) a representation made by the Administrator in or pursuant to this Agreement is proven to have been false or misleading in any material respect as of the date on which it was made and (A) has not been cured within thirty (30) days following the Administrator's receipt of written notice thereof from the County or (B) is not capable of being cured; or

(iv) the Administrator assigns or transfers this Agreement or any right or interest herein except in accordance with Section 9.4; or

(v) the Administrator engages in any act of bad faith, fraud, gross negligence or willful misconduct with regard to, or in the performance of its obligations under, this Agreement.

(b) **County Remedies.** The County shall promptly (no later than thirty (30) days) notify the Administrator in writing upon the occurrence of any of the events set forth in Section 4.1(a). Upon termination of this Agreement for any of the reasons set forth in Section 4.1(a): (i) the County may instruct the Administrator to immediately discontinue the Services, (ii) the Administrator shall be entitled to all undisputed amounts due to the Administrator under this Agreement and not yet paid as of the date of termination (whether or not invoiced) and (iii) the Administrator shall pay the County for any amounts due to the County under this Agreement and not yet paid as of the date of termination (whether or not invoiced). Other than the remedies described in this Section 4.1(b) and the Administrator's obligations under Section 4.5, the Administrator shall have no other or further liability to the County resulting from termination of this Agreement pursuant to this Section 4.1.

## **4.2 County Events of Default.**

(a) The Administrator may terminate this Agreement immediately upon written notice to the County in the event of any of the following events of default by the County:

(i) The County violates in any material respect any of the provisions of this Agreement not otherwise set forth in this Section 4.2(a), which violation remains uncured for thirty (30) days following the County's receipt of written notice thereof from the Administrator; provided that, if such violation is capable of cure and the County is diligently attempting to cure such violation, the County's opportunity to cure shall be extended for so long as is reasonably necessary to cure such violation (not to exceed one hundred eighty (180) days after the original notice from the Administrator ); or

(ii) a representation made by the County in or pursuant to this Agreement is proven to have been false or misleading in any material respect as of the date on which it was made and (A) has not been cured within thirty (30) days following the County's receipt of written notice thereof from the Administrator or (B) is not capable of being cured; or

(iii) The County assigns or transfers this Agreement or any right or interest herein except in accordance with Section 9.4.

(b) **Administrator Remedies.** The Administrator shall promptly notify the County in writing upon the occurrence of any of the events set forth in Section 4.2(a). Upon termination of this Agreement for any of the reasons set forth in this Section 4.2, (i) the Administrator may immediately discontinue the Services, (ii) the Administrator shall be entitled to all undisputed amounts due to the Administrator under this Agreement and not yet paid as of the date of termination (whether or not invoiced) and the County shall pay, or cause to be paid, any fees or expenses associated with the cessation of services and the performance of the Administrator's obligations under Section 4.5 and (iii) the Administrator shall pay the County for any amounts due to the County under this Agreement and not yet paid as of the date of termination (whether or not invoiced).

#### **4.3 Termination for Force Majeure.**

Either Party may terminate this Agreement if the other Party (i) gives notice of a Force Majeure Event pursuant to Section 7.1 and (ii) fails to give notice of cessation of the Force Majeure Event pursuant to Section 7.2(ii) within ninety (90) days thereafter.

#### **4.4 Effect of Termination.**

(a) **Termination Notice.** A Party terminating this Agreement pursuant to this Article 4 shall deliver to the other Party a written notice of termination to that effect (the "**Termination Notice**"), which shall specify in reasonable detail the circumstances giving rise to the Termination Notice. Except to the extent otherwise provided herein, this Agreement shall terminate on the date specified in the Termination Notice, which date shall not be earlier than the date upon which the applicable Party is entitled to effect such termination as provided above.

(b) **No Prejudice.** Termination of this Agreement shall not affect any rights or obligations as between the Parties which may have accrued prior to such termination. In addition, termination of this Agreement for any reason shall be without prejudice to Administrator's right to receive a proportional amount of the Administration Fees as of the date of termination and without prejudice to any Eligible Participant or other parties to a PACE transaction. The remedies provided for in this Agreement shall be the sole and exclusive remedies for any breach of this Agreement or any indemnification provided for herein, provided that each Party shall be entitled to specifically enforce this Agreement.

#### **4.5 Administrator Obligations after Termination.**

(a) **Final Accounting.** Upon termination of this Agreement for any reason, the Administrator shall deliver or cause to be delivered to the County all books, records, contracts, plans, specifications, reports, studies, leases, rent rolls, receipts for deposits, unpaid bills, and other papers, materials, supplies, documents or properties (including information stored in a computer) which are in the Administrator's possession or control and which relate to the Program or the Services.

(b) Consult with the County. For a period of sixty (60) days after termination of this Agreement, the Administrator shall make one representative available to the County and/or a successor administrator for up to twenty-five (25) man-hours, during normal business hours, to consult with and advise the County and/or such successor administrator regarding the performance of the Services pursuant to this Agreement in order to ensure an orderly transition between administrative teams. The Administrator shall be entitled to compensation for such services at its then current hourly rates unless this Agreement is terminated as a result of any default by the Administrator.

**4.6 Survival.** The provisions of Sections 4.1(b), 4.4, 4.5, 4.6, 9.1, 9.3, 9.7, 9.8, 9.9, 9.10, 9.11, 9.12, 9.13, 9.15, 9.16 and Article 5 and Article 6 shall survive termination of this Agreement.

## **ARTICLE 5 INDEMNIFICATIONS**

**5.1 Indemnification.** The Administrator shall indemnify and hold harmless the County, its agents, officials, and employees, from and against all injuries, losses, claims, suits, costs and expenses which may accrue against the County as a consequence of entering into this Agreement. The Administrator agrees to save, hold harmless, defend and indemnify the County and its officers, agents, and employees, from any and all liability or loss incurred by the County resulting from the Administrator's noncompliance with any laws or regulations of the County or the State of Illinois and/or the Administrator's violation of any of the terms and conditions of this Agreement, and from the Administrator's gross negligence or willful misconduct arising from, in any manner and in any way connected with, the terms and conditions of this Agreement and arising from the Administrator's performance thereunder, except to the extent that such liability or loss is caused by the gross negligence, fraud or willful misconduct on the part of the County or its officers, agents, and employees. The County, to the extent permitted by law, agrees to save, hold harmless, defend and indemnify the Administrator and its officers, agents, and employees, from any and all liability or loss incurred by the Administrator resulting from the County's noncompliance with any laws or regulations of the County or the State of Illinois and/or the County's violation of any of the terms and conditions of this Agreement, and from the County's gross negligence or willful misconduct arising from, in any manner and in any way connected with, the terms and conditions of this Agreement and arising from the County's performance thereunder, except to the extent that such liability or loss is caused by the gross negligence, fraud or willful misconduct on the part of the Administrator or its officers, agents, and employees.

## **ARTICLE 6 LIMITATIONS OF LIABILITY**

**6.1 General Limitation.** The Administrator shall only be liable for its express duties hereunder, and the Administrator shall have no implied duties hereunder.

**6.2 Damages Limited.** Except in the case of fraud, willful misconduct, gross negligence or indemnity claims by an Indemnified Party on account of third party claims against such Indemnified Party, neither Party shall be liable for any consequential, moral (i.e., pain and suffering), exemplary, indirect or incidental losses or damages whatsoever, or for any loss of use,



loss of production, cost of capital, loss of goodwill, loss of opportunity, loss of revenues or profit or the loss of use thereof, or damage to or loss of any property or equipment, whether based in contract, in tort (including negligence and strict liability) or on any other legal or equitable theory. Except as expressly provided in Article 4, Article 5 or this Article 6, neither Party shall be liable for any damages arising out of, or related to, directly or indirectly, this Agreement or the performance, non-performance or breach hereof, whether based in contract, in tort (including negligence and strict liability) or on any other legal or equitable theory.

## **ARTICLE 7 FORCE MAJEURE EVENTS**

**7.1 Notice of Force Majeure Event.** A Party claiming a Force Majeure Event shall notify the other Party in writing of any delay or anticipated delay in the claiming Party's performance of this Agreement due to such Force Majeure Event, and such notice shall include a description of the event and anticipated length of the delay. The claiming Party shall deliver such notice as soon as practicable.

**7.2 Effect of Force Majeure Event.** The claiming Party shall be excused from the performance of its obligations under this Agreement to the extent that the claiming Party is prevented from performing such obligations by reason of the occurrence of a Force Majeure Event, provided that (a) the suspension of performance shall be of no greater scope and of no longer duration than is reasonably required by the Force Majeure Event, (b) no liability of either Party which arose before the occurrence of the Force Majeure Event causing the suspension of performance shall be excused as a result of such occurrence, and (c) the Administrator shall use commercially reasonable efforts to mitigate its costs after receiving notice that the Subcontractors have been affected by Force Majeure. The claiming Party (i) shall exercise commercially reasonable efforts to minimize and mitigate the effects of any Force Majeure Event; and (ii) provide prompt notice to the other Party of the cessation of the event or condition giving rise to its excuse from performance.

## **ARTICLE 8 REPRESENTATIONS AND WARRANTIES**

**8.1 Representations and Warranties of the County.** The County hereby represents and warrants as follows on the Effective Date:

(a) The County is duly organized, and validly existing, and in good standing under the laws of the State of Illinois, and has the full power to operate the Program.

(b) The execution, delivery and performance by the County of this Agreement will not violate or conflict with any Applicable Law or any covenant, agreement or understanding to which it is a party or by which it or any of its properties or assets is bound or affected, or its organizational documents.

(c) There are no actions, suits, proceedings, patent or license infringements or investigations pending or, to the County's actual knowledge, threatened against it or involving the Program before any court or arbitrator that individually or in the aggregate could reasonably be expected to result in any materially adverse effect on the business,

properties or assets or the condition, financial or otherwise, of the County or in any material impairment of the County's ability to perform its obligations under this Agreement.

(d) This Agreement has been duly authorized, executed and delivered by or on behalf of the County and is, upon execution and delivery by each of the Parties hereto, the legal, valid and binding obligation of the County, enforceable against the County in accordance with its terms, except as such enforceability may be limited by applicable bankruptcy, insolvency or similar laws affecting creditors' rights generally and by general equitable principles.

(e) Neither the execution nor delivery by the County of this Agreement requires the consent or approval of, or the giving of notice to or registration with, or the taking of any other action in respect of, any Governmental Authority that has not been taken as of the Effective Date.

**8.2 Representations and Warranties of Administrator.** The Administrator hereby represents and warrants as follows on the Effective Date:

(a) The Administrator is duly organized, validly existing, and in good standing under the laws of the State of Illinois, and has full power to engage in the business it presently conducts and contemplates conducting under this Agreement.

(b) The execution, delivery and performance by the Administrator of this Agreement will not violate or conflict with any Applicable Law or any covenant, agreement or understanding to which it is a party or by which it or any of its properties or assets is bound or affected, or its organizational documents.

(c) There are no actions, suits, proceedings, patent or license infringements or investigations pending or, to the Administrator's knowledge, threatened against it before any court or arbitrator or Governmental Authority that individually or in the aggregate could reasonably be expected to result in any materially adverse effect on the business, properties or assets or the condition, financial or otherwise, of the Administrator or in any material impairment of its ability to perform its obligations under this Agreement.

(d) This Agreement has been duly authorized, executed and delivered by or on behalf of the Administrator and is, upon execution and delivery by each of the Parties hereto, the legal, valid and binding obligation of the Administrator, enforceable against the Administrator in accordance with its terms, except as such enforceability may be limited by applicable bankruptcy, insolvency or similar laws affecting creditors' rights generally and by general equitable principles.

(e) Neither the execution nor delivery by the Administrator of this Agreement requires the consent or approval of, or the giving of notice to or registration with, or the taking of any other action in respect of, any Governmental Authority.

(f) The Administrator has adequate resources for the performance of its obligations under this Agreement and has experience in the administration of energy

efficiency and renewable energy financing programs such as the Program and is fully qualified to perform the Services in accordance with the terms of this Agreement.

## **ARTICLE 9 MISCELLANEOUS**

**9.1 Governing Law.** This Agreement shall be governed by the internal laws of the State of Illinois, excluding any of its conflict of law provisions that would require the application of the laws of another jurisdiction. Subject to the provisions of this Article 2., for purposes of resolving any Dispute arising under or relating to this Agreement, the Parties hereby submit to the non-exclusive jurisdiction of the County of \_\_\_\_\_, Illinois, Circuit Court or, if such court does not have subject matter jurisdiction, the United States Federal District Court for the Northern District of Illinois. Each Party hereby waives any objection that it may have to the venue of such action, suit or proceeding in such court or that such suit, action or proceeding in such court was brought in an inconvenient court and agrees not to plead or claim the same. Each Party further agrees that such court shall have in personam jurisdiction over each of them with respect to any such dispute, controversy, or proceeding. EACH PARTY HEREBY IRREVOCABLY AND UNCONDITIONALLY WAIVES, TO THE FULLEST EXTENT PERMITTED BYLAW, ANY AND ALL RIGHTS TO A TRIAL BY JURY WITH RESPECT TO ANY DISPUTE ARISING UNDER THIS AGREEMENT.

**9.2 Amendments.** No amendment to this Agreement shall be binding on the Parties unless set out in writing and signed by authorized representatives of each of the Parties.

**9.3 No Waiver.** No provision of, or entitlement under, this Agreement shall be deemed to be waived by either Party unless such waiver is made in writing and identified as such. The failure of either Party to insist, on one or more occasions, upon strict performance of any of the provisions of this Agreement or to take advantage of its rights hereunder or the delay or failure in exercising totally or partially any right or remedy under this Agreement, shall not be construed as a waiver of any such provisions or the relinquishment of any such rights or any other rights for the future, but the same shall continue and remain in full force and effect.

### **9.4 Assignment.**

(a) Except as set forth in Section 9.4(b), no Party shall be entitled to assign this Agreement or any of its rights or obligations under this Agreement without the prior written consent of the other Party, which may be withheld in its sole and absolute discretion.

(b) Notwithstanding the foregoing, each Party shall be entitled to assign its right, obligation, title and interest in and to this Agreement to any of its Affiliates or in connection with a merger or acquisition of substantially all of the assets of a Party and continued validity thereof, provided, however, that (x) the assigning Party is the surviving entity in any such merger, and (y) such an assignment shall not release the assigning party from any of its liabilities or obligations under this Agreement. Any purported assignment of this Agreement in violation of this Section 9.4 shall be null and void.

### **9.5 [Reserved].**

**9.6 Illinois Freedom of Information Act.** (a) "Public records" are all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body. (5 ILCS 140/2(c)) It is the subject matter of the record, not its form, that determines whether the record is a public record.

(b) The Administrator understands that this Agreement and other materials submitted to the County may constitute public records subject to disclosure under Illinois Freedom of Information Act, 5 ILCS 140, et seq.

**9.7 Intellectual Property.** The Administrator shall not obtain trademarks, copyrights or other intellectual property rights that contain or are reasonably likely to be confused with the County or any agent, representative or affiliate of the County, including abbreviations thereof and acronyms therefor. The County expressly acknowledges and agrees that any and all computer software and all source code thereof developed by the Administrator ("*Proprietary Software*") in performing the Services, including all intellectual property rights contained therein, is proprietary and property of the Administrator or its licensors.

The Administrator acknowledges and agrees that all intellectual property rights to the names "\_\_\_\_\_ County," or "\_\_\_\_\_ County PACE Program" shall belong to the County. The Administrator shall not market or otherwise hold out the Program under any name other than "\_\_\_\_\_ County PACE Program."<sup>1</sup> The Administrator agrees not to use the name, seal or image of The County of \_\_\_\_\_ in any form of endorsement without the written permission of the County.

**9.8 Further Assurances.** The Parties will each use its commercially reasonable efforts to implement the provisions of this Agreement, and for such purpose each, at the reasonable request of the other, will, without further consideration, promptly execute and deliver, or cause to be executed and delivered, to the other such assistance, or assignments, consents or other instruments in addition to those required by this Agreement, in form and substance reasonably satisfactory to the other, as the other may reasonably deem necessary or desirable to implement any provision of this Agreement.

**9.9 No Agency.** The Parties are independent contractors. Nothing in this Agreement is intended, or shall be construed, to create any association, joint venture, agency relationship or partnership between the Parties or to impose any such obligation or liability upon either Party. Nothing in this Agreement shall be construed to give either Party any right, power or authority to enter into any agreement or undertaking for, or act as an agent or representative of, or otherwise bind, the other Party, except as expressly set forth herein.

**9.10 Notices.** Any notice, request, demand or other communication required or permitted under this Agreement, shall be deemed to be properly given by the sender and received by the addressee if made in writing and: (a) hand-delivered; (b) delivered by a reputable overnight

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<sup>1</sup> Need to discuss ownership of data gathered or developed

courier service requiring signature for receipt; (c) mailed by certified or registered air mail, post prepaid, with a return receipt requested; (d) sent by facsimile; or (e) delivered as a .pdf attachment to an e-mail. Any such notice, request, demand or other communication shall be effective on receipt by the addressee; provided that notice via facsimile or other electronic transmission shall be deemed effective upon written acknowledgement of receipt by the addressee. Notices given pursuant to this Section 9.10 shall be addressed as follows to (as the same may be amended from time to time by notice given pursuant to this Section 9.10):

if to the Administrator:

2901 Butterfield Road  
Oak Brook, Illinois 60523  
Attention: Mark Pikus  
e-mail: mark.pikus@iecapace.org  
Facsimile No.: (630) 218-4900

with a copy to:

The Inland Real Estate Group, LLC  
2901 Butterfield Road  
Oak Brook, Illinois 60523  
Attention: Janet Heintz  
e-mail: jheintz@inlandgroup.com  
Facsimile No.: (630) 218-4900

If to the County:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attention: \_\_\_\_\_  
e-mail: \_\_\_\_\_  
Facsimile No.: (\_\_\_\_) \_\_\_\_\_

**9.11 Rules of Interpretation.** Unless the context requires otherwise: (i) the singular includes the plural and vice versa, (ii) the word "including" means "including, without limitation", (iii) references to "Articles", "Sections", "Schedules" and "Exhibits" are to articles, sections, schedules and exhibits to this Agreement, (iv) the words "herein", "hereof" and "hereunder" refer to this Agreement as a whole and not to any particular section or subsection of this Agreement, (v) references to this Agreement include a reference to all schedules and exhibits hereto, as the same may be amended, modified, supplemented or replaced from time to time, (vi) references to any other agreement mean such agreement as in effect on the Effective Date, including all schedules and exhibits thereto, as the same may be amended, modified, supplemented or replaced from time to time with any required consent of the County or the Administrator, as applicable, (vii) references to a statute or to a regulation issued by a Governmental Authority are references to the statute or regulation in force as of the Effective Date, together with all amendments and supplements thereto and any statute or regulation substituted for or superseding such statute or regulation in force as of the Effective Date, (viii) "shall" and "will" mean "must" and have equal force and effect and express an obligation, (ix) this Agreement will be construed as if drafted jointly by the Parties and no presumption or burden of proof will arise favoring or disfavoring any Party by virtue of the authorship of any provision in this Agreement, (x) the word "or" in this Agreement is disjunctive but not necessarily exclusive, (xi) references in this Agreement to time periods in terms of a certain number of days mean calendar days unless expressly stated herein to be Business Days, and (xii) headings used in this Agreement are for ease of reference only and shall not be taken into account in the interpretation or construction of the provisions of this Agreement.

**9.12 Complete Agreement.** This Agreement constitutes the complete and entire Agreement between the Parties and supersedes any previous communications, negotiations, representations or agreements, whether oral or in writing, with respect to the subject matter addressed herein. NO PRIOR COURSE OF DEALING BETWEEN THE PARTIES SHALL FORM PART OF, OR SHALL BE USED IN THE INTERPRETATION OR CONSTRUCTION OF, THIS AGREEMENT.

**9.13 Severability.** The invalidity or unenforceability of any portion or provision of this Agreement shall in no way affect the validity or enforceability of any other portion or provision hereof. Any invalid or unenforceable portion or provision shall be deemed severed from this Agreement and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain such invalid or unenforceable portion or provision. If any such provision of this Agreement is so declared invalid, the Parties shall promptly negotiate in good faith new provisions to eliminate such invalidity and to restore this Agreement as near as possible to its original intent and effect (including economic effect).

**9.14 Multiple Counterparts.** This Agreement and any amendments of this Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Executed counterparts of this Agreement may be delivered by facsimile or email, provided that each Party shall promptly thereafter deliver one original signature page to the other Party.

**9.15 Third Party Beneficiaries.** The provisions of this Agreement are intended for the sole benefit of the County and Administrator and there are no third-party beneficiaries hereof (except as expressly set forth herein).

**9.16 Attorney's Fees.** If any legal action or other proceeding is brought for the enforcement of this Agreement, the prevailing Party shall be entitled to be awarded its reasonable attorney's fees, expert fees, expenses and costs incurred in connection with such action or proceeding.

**9.17 NON-DISCRIMINATION:** The County will not contract with any person or firm that discriminates against employees or applicants for employment because of any factor not related to job performance. The Administrator agrees to comply in all material respects with all federal, state and local laws and policies that are applicable to it that prohibit discrimination in employment contracts. The Administrator agrees to include in each subcontract relating to the Services provisions that prohibit the related subcontractor from discriminating in its employment practices in any way that violates any federal, state and local laws and policies that are applicable to such subcontractor.

**9.18 Drug Free Workplace.** The Administrator agrees to provide a drug free workplace as provided for in The Drug Free Workplace Act (30 ILCS 480/1 et seq.).

*[Signature page follows]*

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the date first above written.

**COUNTY:**

THE COUNTY OF \_\_\_\_\_

By:\_\_\_\_\_

Name:\_\_\_\_\_

Its:\_\_\_\_\_

**ADMINISTRATOR:**

THE ILLINOIS ENERGY CONSERVATION  
AUTHORITY NFP

By:\_\_\_\_\_

Name:\_\_\_\_\_

Its:\_\_\_\_\_



## **Exhibit A**

### **Defined Terms**

As used in the attached Agreement, the following terms shall have the meanings set forth below:

**"Additional Term"** has the meaning given in Section 1.1.

**"Administration Fees"** has the meaning given in Section 3.1.

**"Administration Services"** has the meaning given in Section 1.3.

**"Administrator"** has the meaning given in the preamble of this Agreement.

**"Affiliate"** means, when used with reference to a specified Person, any Person directly or indirectly controlling, controlled by, or under common control with the specified Person; provided, however, that (i) with respect to the Administrator, "Affiliate" shall not include the County and (ii) with respect to the County, "Affiliate" shall not include Administrator.

**"Agreement"** has the meaning given in the preamble of this Agreement.

**"Applicable Law(s)"** means, with respect to any Person, any constitutional provision, law, statute, rule, regulation, ordinance, treaty, order, decree, judgment, decision, certificate, injunction, registration, guideline, Governmental Approval or consent or requirement of a Governmental Authority, in each case which is applicable to or binding on such Person.

**"Business Day"** means a day, other than a Saturday or Sunday or a public holiday, on which banks are generally open for business in Wheaton, Illinois.

**"Calendar Quarter"** means each January 1 through March 31, each April 1 through June 30, each July 1 through September 30, and each October 1 through December 31.

**"County"** has the meaning given in the preamble of this Agreement.

**"Disclosing Party"** has the meaning given in Section \_\_\_\_.

**"Dollar"** and "\$" means the lawful currency of the United States of America.

**"Effective Date"** has the meaning given in the preamble of this Agreement.

**"Eligible Properties"** means commercial, industrial, agricultural and multi-family residential real property of 5 or more units located within the jurisdiction of the County.

**"Final Application"** means a final application for financing by an Eligible Property Owner under the Program.

***["Financing and Special Charge Agreement"]<sup>2</sup>*** means that certain agreement to be entered into by the County, an Eligible Property owner, and a Qualified Lender setting forth, among other things, the terms of the financing for the Project, the repayment and collection thereof, the levying of the related PACE special charge and the results of non-payment of the PACE financing.]

***"Force Majeure Event"*** means, when used in connection with the performance of a Party's obligations under this Agreement, any act, condition or event which renders said Party unable to comply totally or partially with its obligations under this Agreement, but only if and to the extent (a) such event is not within the reasonable control, directly or indirectly, of the Party seeking to have its performance obligation(s) excused thereby, (b) the Party seeking to have its performance obligation(s) excused thereby has taken reasonable precautions and measures in order to prevent or avoid such event or mitigate the effect thereof on its ability to perform its obligations under this Agreement and such event is an event which, by the exercise of due diligence such Party could not reasonably have been expected to avoid and which by the exercise of due diligence it has been unable to overcome and (c) such event is not the direct or indirect result of the negligence or the failure of, or caused by, the Party seeking to have its performance obligations excused thereby or its Subcontractors, suppliers, agents or employees. Without limiting the meaning of, but always subject to, the preceding sentence, the following events, while not exhaustive, constitute Force Majeure Events to the extent that they render a Party unable to comply totally or partially with its obligations under this Agreement and otherwise comply with the preceding:

(a) war (whether or not war is declared), hostilities, revolution, rebellion, insurrection against any Governmental Authority, riot, terrorism, acts of a public enemy or other civil disturbance;

(b) acts of God, including but not limited to, storms, floods, lightning, earthquakes, hailstorms, ice storms, tornados, typhoons, hurricanes, landslides, volcanic eruptions, fires, excessive winds, excessive rain, objects striking the earth from space (such as meteorites), drought or any other naturally occurring event or severe weather conditions for the jurisdiction of the Program that impacts the ability of Administrator to perform the Services; and

(c) acts of any Governmental Authority that restrict or limit Administrator's ability to operate the Program, as applicable.

Notwithstanding the foregoing, the following shall not constitute a Force Majeure Event: (A) a Party's financial inability to perform, (B) changes in market conditions that affect the price of, demand for, or supply of, materials, or (C) strikes or labor disputes targeted directly at Administrator or its subcontractors or vendors.

***"Governmental Approval"*** means all permits, licenses, approvals and authorizations of any Governmental Authority.

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<sup>4</sup> Names of Program documents subject to change.

**"Governmental Authority"** means any national, state, autonomic, regional, province, town, city or municipal government, whether domestic or foreign, or other administrative, regulatory or judicial body of any of the foregoing, but specifically excluding the County.

**"Indemnified Parties"** has the meaning given in Section 5.1.

**"Insolvency Event"** with respect to a Person means (i) a proceeding is instituted against such Person seeking to adjudicate such Person as bankrupt or insolvent, (ii) such Person makes a general assignment for the benefit of its creditors, a receiver is appointed on account of the insolvency of such Person, or such Person files a petition seeking to take advantage of any other Applicable Laws relating to bankruptcy, insolvency, reorganization, winding up or composition or readjustment of debts, or (iii) such Person generally fails to pay its undisputed debts when due or as they mature.

**["Lender Consent Template"<sup>3</sup> means that certain Lender Acknowledgement to Contractual PACE Special Charge included as part of the Program Manual.]**

**"Losses"** has the meaning given in Section 5.1.

**"PACE"** means property assessed clean energy.

**"Party"** means either the County or Administrator.

**"Person"** means any individual, corporation, partnership, company, joint venture, association, trust, unincorporated organization or Governmental Authority.

**"Phase 1"** has the meaning given in the Recitals.

**"Phase 2"** has the meaning given in the Recitals.

**"Program"** means the uniform PACE program for Eligible Properties operated by the County pursuant to this Agreement.

**"Program Documents"** means the Program Manual, [the Lender Consent Template, the Qualified Lender Agreement and the Financing and Special Charge Agreement, [the relevant bond documents]] in each case as the same may be modified or amended pursuant to the written consent or approval of the County.<sup>4</sup>

**"Program Manual"** means that certain collection of standards, terms, conditions, criteria, and rules relating to the operation of the Program to be developed by the Administrator [with the cooperation of the County] relating to underwriting standards for Projects, determinations of Eligible Properties, determinations of Qualified Lenders, determinations for participating contractors, and other relevant aspects of operating the Program.

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<sup>3</sup> Names of Program documents subject to change.

<sup>4</sup> Names of Program documents subject to change.

**"Project"** means the improvements to real property of an Eligible Property qualified pursuant to the terms of the Statute and the Program Documents.

**"Proprietary Software"** has the meaning given in Section 9.7.

**"Qualified Lender"** means a financial institution or other business engaged in the business of financing Projects and that has signed a Qualified Lender Agreement.

**["Qualified Lender Agreement"<sup>5</sup> means that certain agreement setting forth the terms and conditions for the participation of Qualified Lenders in the Program.]**

**"Receiving Party"** has the meaning given in Section \_\_\_\_.

**"Services"** has the meaning given in Section 1.5.

**["Services Fees" has the meaning given in Section 3.1]<sup>6</sup> -**

**"Statute"** means the Illinois Property Assessed Clean Energy Act (50 ILCS 50), as amended.

**"Subcontract"** means a subcontract under which the Administrator subcontracts any of its obligations under this Agreement to a Subcontractor.

**"Subcontractor"** means any Person retained by the Administrator to perform any portion of the Services in furtherance of the Administrator's obligations under this Agreement.

**["Supplemental Fees" has the meaning given in Section \_\_\_\_.]<sup>7</sup>**

**"Supplemental Services"** has the meaning given in Section 1.4.

**"Term"** has the meaning given in Section 1.1.

**"Termination Notice"** has the meaning given in Section 4.4(a).

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<sup>5</sup> Names of Program documents subject to change.

<sup>6</sup> Will be the aggregate of all fees.

<sup>7</sup> To be determined when the Supplemental Services are determined.

## **Exhibit B**

### **Administration Services**

#### **Phase I Services**

1. Draft resolutions needed to adopt the Program
2. Draft forms of Program Documents
3. Identify sources of capital
4. Establish program to process applications, provide customer service, and engage contractors
5. Establish parameters for size and scope of projects that will qualify for the Program
6. Establish underwriting criteria
7. Establish procedures for coordination with mortgage lenders/obtaining lender consent
8. Establish scope of energy surveys and audits to be required for each project
9. Establish methods for contractor selection
10. Establish procedures for confirming that improvements have been installed/completed
11. Establish procedures for tracking data regarding the efficacy of the Program
12. Discuss with the County the roles and responsibilities of County staff, the Administrator and the other parties working on the Program
13. Work with the County to develop a website for the Program
14. Develop educational and training materials for those interested in participating in the Program
15. Develop a contractor workforce training and recruitment program (including for women, minorities and the long-term unemployed)
16. Develop an itemized list of the costs of the Program
17. Develop a list of the fees of the Program, including fees paid by the property owner, measurement and verification fees, energy audit fees, early repayment penalties, and closing fees
18. Work with the County to develop the mechanism for the collection and distribution of the amounts to be received pursuant to the Program
19. Establish procedures for reporting to the County staff and/or the County Board regarding the Program

#### **Phase II Services**

1. Process applications for the Program.
2. Provide customer service and engagement with contractors
3. Collect data needed to evaluate the efficacy of the Program (quality assurance and program reporting)
4. Market the Program, including using the internet, local media and other means
5. Manage the contractor workforce training and recruitment program
6. Close PACE transactions
7. Service closed PACE transactions (collection and distribution of property owner payments)

## **Exhibit C**

### **Supplemental Services**

Energy Saving Audit reports



THE ILLINOIS  
ENERGY  
CONSERVATION  
AUTHORITY

# The County of [INSERT County Name] Program Report

Insert County  
Logo Here



The County of [INSERT County Name]

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Program Report

- (1) A form of Assessment Contract between the Governmental Unit and Record Owner governing the terms and conditions of financing and assessment under the PACE Program...**Page 4**
- (2) Identification of one or more officials authorized to enter into an Assessment Contract on behalf of the Governmental Unit...**Page 4**
- (3) **Page 5**
- (4) An application process and eligibility requirements for financing or refinancing energy projects under the PACE Program...**Page 5**
- (5) A method for determining interest rates on amounts financed or refinanced under assessment contracts, repayment periods, and the maximum amount of an assessment, if any...**Page 10**
- (6) An explanation of the process for billing and collecting assessments...**Page 11**
- (7) A plan to finance the PACE Program pursuant to the issuance of PACE bonds under or in accordance with Section 35 of the PACE Act ...**Page 11**
- (8) Information regarding all of the following, to the extent known, or procedures to determine the following in the future.
  - a. Any revenue source or reserve fund or funds to be used as security for PACE bonds described in item seven of the Program Report
  - b. Any application, administration, or other program fees to be charged to Record Owners participating in the program that will be used to finance and reimburse all or a portion of costs incurred by the Governmental Unit as a result of its PACE Program. **Page 11**
- (9) A requirement that the term of an assessment not exceed the useful life of the energy project financed or refinanced under an assessment contract; provided that an assessment contract financing or refinancing multiple energy projects with varying lengths of useful life may have a term that is calculated in accordance with the principles established by the program report.  
...**Page 13**





- (10) A requirement for an appropriate ratio of the amount of the assessment to the greater of any of the following:
- a. The value of the property as determined by the office of the county assessor; or
  - b. The value of the property as determined by an appraisal conducted by a licensed appraiser. ...**Page 13**
- (11) A requirement that the Record Owner of property subject to a mortgage obtain written consent from the mortgage holder before participating in the PACE Program...**Page 13**
- (12) Provisions for marketing and participant education...**Page 14**
- (13) **Page 15**
- (14) Quality assurance and antifraud measures...**Page 15**



### **Program REPORT for [INSERT County Name] County**

The County of [INSERT County Name], Illinois (the “County”) is establishing a property assessed clean energy (“PACE”) program (the “PACE Program”) in which certain commercial property owners (“Record Owners”) can improve their properties by completing Energy Projects, as defined in the Property Assessed Clean Energy Act, 50 ILCS 50/1 et. Seq. (the “PACE Act”). As a result of the PACE Program, Record Owners can receive funding for their respective Energy Projects from qualified Capital Providers (as defined in the PACE Act). In accordance with the PACE Act, the governing body of the County must adopt a resolution or ordinance that meets the requirements of Section 15 of the PACE Act in order to establish the PACE Program, and the resolution or ordinance must contain a reference to the Report described in Section 20 of the PACE Act that details the items required to create and structure the PACE Program. Below are the criteria the Report will need to address to establish the PACE Program.

**(1) A form of assessment contract between the Governmental Unit and Record Owner governing the terms and conditions of financing and assessment under the program; See Exhibit A**

**(2) Identification of one or more officials authorized to enter into an assessment contract on behalf of the Governmental Unit;**

The [INSERT County Name] County will oversee the PACE Program but will delegate daily program administration and initial program set-up of the PACE Program. Through a procurement process, the County has selected The Illinois Energy Conservation Authority NFP (“IECA”) to be its program administrator (the “Program Administrator”) for the PACE Program. The County will form an Oversight Committee of individuals to be the point of contact with the IECA on matters related to the PACE Program and to give authorizations as necessary for the continued operation of the PACE Program in accordance with program guidelines that the Oversight Committee approves (the “Program Guidelines”). Per the resolution or ordinance establishing the PACE Program, the Oversight Committee can issue required authorizations and amendments to the Program Guidelines on behalf of the County.

Program Administrator shall prepare and maintain Program Guidelines, which are the set of guidelines, procedures and descriptions required to implement the PACE Program and for program participants to follow in order to qualify a PACE Project for PACE Financing. The Oversight Committee shall review and approve the Program Guidelines.

The Oversight Committee will delegate all Program Administrator duties and tasks to the IECA. The Oversight Committee will be 1) updated with reports from the Program Administrator as often as requested; 2) approve changes to the Program Guidelines and 3) be the liaison for the IECA to interact with the County as part of the administration of the PACE Program.

The Oversight Committee will delegate to the IECA the Program Administrator duties which include:



- Develop the Program Guidelines
- Approve, document, and execute PACE transactions
- Close PACE transactions
- Operate Website for access to the PACE Program
- Be available to help with issues among Capital Providers, Record Owners, and contractors
- Screen and approve Capital Providers and Registered Contractors
- Reconcile accounts associated with the accounting of the PACE Program and payments

### **(3) Blank**

### **(4) An application process and eligibility requirements for financing or refinancing energy projects under the PACE Program;**

## **Eligibility Requirements**

### **Eligible Properties**

Pursuant to state law, PACE Financing is currently available to Record Owners of any privately-owned commercial, industrial, non-residential agriculture, or multi-family (of 5 or more units) real properties or any property owned by a not-for-profit located within the County, but does not include any real property owned by the County or any other Governmental unit (collectively, “Property”). Examples of qualifying Properties include any office, retail, warehouse, and hospitality located within the PACE Area, as well as not-for-profit community centers and hospitals.

Buildings with multiple Parcel ID/tax keys, such as condominiums, require additional documentation and underwriting protocol. The Assessment Contract will identify each lot, block, tract, and parcel of land against which the PACE Financing will be assessed. The PACE Financing must be tied to a Parcel ID/tax key with sufficient property value to underwrite and justify the Energy Project.

### **Eligible Energy Projects**

The IECA supports the acquisition, construction, installation, or modification of Alternative Energy Improvements, Energy Efficiency Improvements, Renewable Energy Improvements, Resiliency Improvements, and Water Use Improvements (each as defined in the PACE Act and collectively referred to herein as “Energy Projects” affixed to Property located within the PACE Area. An eligible Energy Project must meet the following criteria:

- An assessment of the Energy Project will be required to confirm the proposed Energy Project achieves the standards and requirements set forth in the PACE Act and the Program Guidelines.
- The Energy Projects that include Energy Efficiency Improvements, Renewable Energy Improvements or Water Use Improvement, unless the Water Use Improvement is undertaken to improve water quality, will require an assessment of the energy & water usage baseline and

modeling of the monetary savings expected to accrue following installation of these Energy Projects.

- All fixtures, products, systems, equipment, devices, supplies, and materials included in the Energy Project must be affixed to the real property, and the Record Owner must leave the improvements affixed or attached to the property during the term of the Assessment Contract
- New construction Energy Projects are also eligible, subject to certain project verification requirements
- Examples of eligible Energy Projects include but are not limited to the list below:
  - insulation in walls, roofs, floors, foundations
  - heating and cooling distribution systems
  - energy efficient windows and doors, multi-glazed windows and doors, heat-absorbing or heat-reflective glazed and coated window and door systems, and additional glazing, reductions in glass area, and other window and door systems that reduce energy consumption
  - automated energy or water control systems
  - high efficiency heating, ventilating, or air-conditioning and distribution systems
  - caulking, weather-stripping, and air sealing
  - lighting fixtures
  - energy controls or recovery systems
  - day lighting systems
  - any other fixture, product, system, equipment, device, or material intended as a utility or other cost-savings measure
  - voltage and optimization measures that optimize the voltage at points on the electric distribution voltage system and thereby reduce electricity consumption by electric customers' end use devices
  - Equipment that generates energy from cellulosic conversion
  - Equipment that generates energy from alternative feedstocks
  - battery or electrochemical storage technology for mobile or stationary storage of renewable energy
  - Wind turbines
  - Solar thermal energy system
  - Geothermal energy systems
  - Photovoltaic cells and panels
  - Biodiesel production equipment
  - Equipment that generates electricity from anaerobic digestion of crops and untreated and unadulterated organic waste biomass
  - hydropower that does not involve new construction or significant expansion of hydropower dams
  - Stormwater mitigation infrastructure
  - Backup power generation equipment

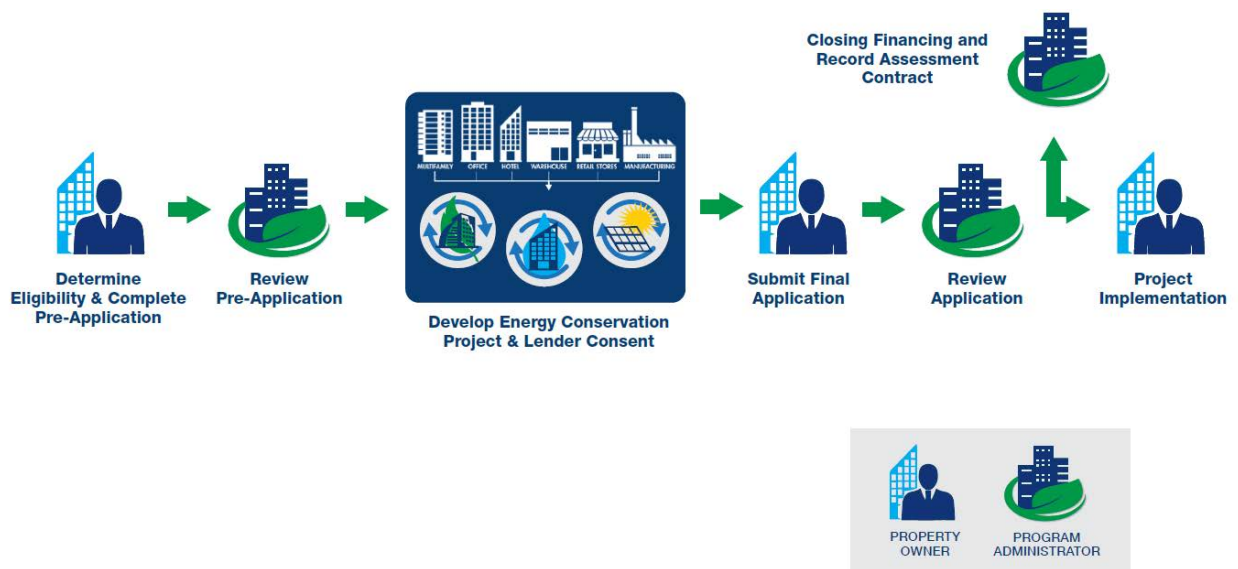
- Storm/wind hardening measures

## Energy Project Assessment Requirements

All Energy Projects are required to prepare an assessment of the characteristics and anticipated performance of the proposed Energy Project to confirm the proposed Energy Projects is eligible for PACE Financing through the PACE Program. Energy assessments containing a modeling of the monetary savings will be conducted by a qualified engineer or contractor for Energy Projects that include Energy Efficiency Improvements, Renewable Energy Improvements or Water Use Improvement, unless the Water Use Improvement is undertaken to improve water quality, in accordance to requirements set forth in the Program Guidelines. Energy Projects that include a Resiliency Improvement, an Alternative Energy Improvement and/or a Water Use Improvement to improve water quality shall obtain an assessment of characteristics and validation of the proposed Energy Project prepared by a qualified professional or contractor, in accordance with the Program Guidelines.

## PACE Financing Application Process

The Program Administrator will oversee the PACE Financing application process to ensure that PACE Financings comply with eligibility requirements as defined in the PACE Act, enabling resolution or ordinance adopted by the governing body, and Program Guidelines.



1. Pre-Application. Applicant will use the IECA online portal to obtain an initial determination of eligibility for the property to be improved and if the Applicant meets the qualifications for the PACE Program. Once Applicant has qualified, it shall be referred to as the “Record Owner”. The Pre-Application will determine whether the Property is located within a PACE Area and is an

Eligible Property. Program Administrator will notify Applicant whether the Property and Applicant satisfy the pre-application eligibility requirements. Program Administrator will also notify Record Owner of all PACE Program eligibility requirements that need to be confirmed during the remainder of the application process.

2. Project Development:
  - a. Energy Project assessment - Applicant will select a qualified and approved professional, as defined in the Program Guidelines, who will evaluate the proposed Energy Project and prepare a qualified assessment;
  - b. Project Definition – Applicant will select one or more Contractors and will work with the Energy Project assessment provider and Contractor to select the scope of work that will be included in the Energy Project;
  - c. Capital Provider Selection – Applicant will either choose or request financing quotes from one or more Capital Providers and will select a Capital Provider; and
  - d. Applicant and the selected Capital Provider, and if requested the Program Administrator, will contact all lenders with existing mortgage liens against the Property to request acknowledgment of the Mortgage Lender Consent requirement for PACE Financing.
3. Final Application – Applicant will complete and submit a final application on the IECA online portal by uploading all documents, including those listed below, that are required to support the Final Application. Certain documents may not be available when submitting the Final Application and the Program Administrator may establish satisfactory submission of these documents as conditions to be satisfied prior to closing of the financing.:
  - a. Signed installation contracts for all components of the Energy Project;
  - b. Energy Project assessment by the approved provider who completed the assessment;
  - c. Most recent mortgage loan statement for all outstanding mortgages against the Property;
  - d. Executed Mortgage Lender Consent forms for all lenders of record;
  - e. Current Assessor property tax value or a property appraisal by a licensed appraiser, prepared in accordance with the PACE Act and Program Guidelines. As-complete property appraisal values can be used for new construction properties or properties undergoing significant renovation. ;
  - f. Title Report issued not more than 30 days prior to the closing date;
  - g. Substantially final Assessment Contract; and
  - h. Documentation of sources and uses for PACE Financing and the Energy Project.
4. Financing Approval - Program Administrator will review the Final Application and all supporting documents. The Program Administrator will confirm:
  - a. The Final Application is complete and has been properly executed;
  - b. All required supporting documents have been submitted;
  - c. Property is located in a PACE Area and is an eligible Property;
  - d. Record Owner is the titleholder or owner of the beneficial interest in the Property that qualifies for PACE Financing;

- e. The amount of the PACE Financing is not more than 25 percent of the 1) value of the property as determined by the office of the County Assessor or 2) the value of the property as determined by an appraisal conducted by a licensed appraiser and in accordance with the PACE Act and Program Guidelines,;
  - f. Executed Mortgage Lender Consent forms have been received for all mortgages of record;
  - g. Minimum PACE assessment is initially set at \$50,000 (subject to change). Lower amount on a case by case basis.
  - h. The repayment term of the PACE Financing is not more than the expected useful life of the Project, and if more than one component, then the expected useful life of the component of the Energy Project with the longest expected useful life;
  - i. All submitted Energy Project assessments were completed by an approved professional who holds the applicable professional credentials, as defined in the Program Guidelines.
  - j. All requested uses of funds for the PACE Financing are approved uses of PACE Financing funds;
  - k. There are no delinquent taxes, special assessments, or water or sewer charges on the Property;
  - l. There are no delinquent assessments on the Property under a PACE Program
  - m. The Record Owner has disclosed any and all involuntary liens on the Property, including, but not limited to, construction or mechanics liens, lis pendens or judgments against the Record Owner, environmental proceedings, or eminent domain proceedings;
  - n. There are no notices of default or other evidence of property-based debt delinquency have been recorded against the Property and not cured;
  - o. Record Owner has represented that it is current on all mortgage debt on the Property; and
  - p. Record Owner has represented it (and its owner(s), if applicable) has not filed for bankruptcy in the last 2 years, and the Property is not an asset to a current bankruptcy proceeding.
5. If the Final Application and supporting documents are complete and satisfy all PACE Program requirements, Program Administrator will notify Applicant of Financing Approval. If the Final Application and/or supporting documents are incomplete or demonstrate that the Energy Project and/or Applicant do not meet PACE Program requirements, Program Administrator will promptly notify Applicant of the deficiency and provide Applicant with an opportunity to cure any deficiencies.
6. Close Financing – Upon receipt of notification of Financing Approval from the Program Administrator, Record Owner and Capital Provider will close the financing and execute the Assessment Contract with the Assessment Contract subsequently recorded with the County. At the time of closing, Capital Provider will fund the full financed amount under the Assessment Contract through purchase of the related bond or as consideration for an assignment of the



related Assessment Contract, as applicable. If the Energy Project is not complete at the time of funding, the PACE Financing will fund into an escrow arrangement agreed between Record Owner, Capital Provider and an escrowee.

7. Energy Project Implementation –Record Owner notifies Contractor that construction on the Energy Project may begin. Record Owner and Capital Provider will submit to Program Administrator for approval a request to draw PACE Financing proceeds for the Project. Upon approval by the Program Administrator to verify that the request is for pre-approved PACE eligible expenses for the Energy Project, the Record Owner and Capital Provider may proceed to release financing draw funds to Contractor per the terms of the draw schedule agreed to by Record Owner and the Capital Provider. Requests for draws must be accompanied by documentation satisfactory to the Program Administrator and if applicable, completion certificates signed by Contractor and Record Owner. Any change orders during the course of a project may require additional review by the Program Administrator and will be addressed in accordance with requirements in Program Guidelines.
8. Completion – Final payment of the PACE Financing funds cannot be released until the Record Owner and contractor sign a final Completion Certificate and submit it to the Program Administrator on behalf of the Governmental Unit. The Completion Certificate will acknowledge that all contracted work has been completed per the contract. The Completion Certificate will further acknowledge that the Energy Project was properly acquired, constructed, installed, or modified, and is operating as intended. The Completion Certificate will further acknowledge that the County has complied with all requirements of Section 25 of the PACE Act.

**(5) A method for determining interest rates on amounts financed or refinanced under assessment contracts, repayment periods, and the maximum amount of an assessment, if any;**

The IECA will operate an “Open Market” PACE Program whereby Record Owners have the flexibility to select their preferred Capital Provider for an Energy Project on their eligible Property. The open market model gives Record Owners access to a range of Capital Providers who offer competitive rates and financing terms and conditions. Public funds are not anticipated to be made available for funding Energy Projects, though the County is not prohibited from participating as a Capital Provider. No exclusivity will be provided to Capital Providers, and the Applicants will retain the right to choose the type and provider of financing that works best for their business needs.

Any financing source interested in offering PACE Financing must qualify as a Capital Provider to participate in the PACE Program. The process for becoming a qualified Capital Provider is as follows:

1. The interested Capital Providers must register with the PACE Program and meet the requirements set forth in the Program Guidelines.
2. Upon approval by the Program Administrator and execution of a PACE Capital Provider Agreement, the Capital Provider will be considered a “PACE Capital Provider.” PACE Capital Providers will be listed on the PACE Program’s website. PACE Capital Providers will receive





information from the Program Administrator regarding financing opportunities as well as pertinent developments related to the PACE Program.

3. Applicants may also pre-select their preferred lenders prior to the lender registering with the PACE Program. Prior to the closing of the applicable PACE Financing, however, the lender must become a PACE Capital Provider as outlined above.

The information provided by Capital Providers will be used to link Capital Providers, project developers, energy service companies, installers and contractors, energy auditors, engineering firms, utility companies, Record Owners, and others to develop and fund qualified Energy Projects.

The County reserves the right to rescind the “Capital Provider” status of any lender or Capital Provider according to the terms of the Capital Provider Agreement.

**(6) An explanation of how assessments will be made and collected;**

The attached Assessment Contract will be the contract between the Record Owner and the County in order to place the PACE assessment on the property. When the PACE transaction closes, the Assessment Contract will be recorded at the County Recorder’s office. The date the PACE assessment will be added to the tax roll will depend on when in the calendar year the PACE transaction closes and the tax season schedules for the County Treasurer’s office. PACE payments will be added to the real estate tax bill for the Property as a special assessment with its own separate line item. Payments will be due when general real estate taxes are due which are approximately [INSERT Tax Due Date 1] and [INSERT Tax Due Date 2] of the calendar year. The bi-annual PACE assessment payments will be equal payments and will be collected by the County Treasurer’s office subject to the same processes and remedies as general real estate taxes. The Program Administrator, in conjunction with the County Treasurer’s office, will reconcile the PACE assessment payment and send the payment to the PACE Capital Provider through the Program Administrator or a Trustee/Paying Agent approximately 30 days from when the County Treasurer’s office receives the payment. Any late fees and default interest, as calculated pursuant to state law, on the PACE assessment portion (not including the ad valorem) will be paid to the Capital Provider.

**(7) A plan to finance the PACE Program pursuant to the issuance of PACE bonds under or in accordance with Section 35 of the PACE Act.**

Public funds will not be used for the PACE Program unless authorized by the County. The PACE Program will operate as an open market PACE Program so it will be necessary for the PACE Program to have qualified and experienced Capital Providers and a documentation mechanism to fund the PACE Program. The County has options as to the debt instrument and documentation mechanism as it relates to bonds, notes, and or assignments. The County has the option to allow the bonding through a PACE bond conduit or the County can bond itself.



**(8) Information regarding all of the following, to the extent known, or procedures to determine the following in the future:**

*(A) Any revenue source or reserve fund or funds to be used as security for PACE bonds described in paragraph (7);*

Revenue sources or reserve funds will not be used.

*(B) Any application, administration, or other PACE Program fees to be charged to Record Owners participating in the PACE Program that will be used to finance all or a portion of costs incurred by the County as a result of the PACE Program;*

The Record Owner will be charged an application fee, cost of issuance fees & closing costs associated with the closing of a PACE transaction, interest on the funds financed by the PACE Capital Provider, and servicing fees for the on-going monitoring and collection of the PACE Assessment. Details of these costs will be in the Program Guidelines.

Application Fee

- For the initial application review to check eligibility a nominal application fee will be charged to the Record Owner. The fee that is paid is non-refundable, but will be credited to the Program Fee required at the time of closing.

At Closing/Cost of Issuance

- County Fee – Based on a percentage of the overall PACE Financing amount or a set amount for participation in the PACE Program
- Program Administration Fee – Based on a percentage of the overall PACE Financing amount or a set amount for work associated with the administration of the PACE Program
- Closing Costs - Can include title reports, credit checks, owner's legal, Trustee fees, recording charges, and third-party reports such as the Energy Project assessments, appraisal reports, and environmental reports. Some fees may not apply depending on transaction scope and owner's availability to provide certain due diligence reports
- Closing Cost Bond Counsel – Based on a percentage of the overall PACE Financing amount or a set amount for the closing and issuance of the bond

Elective/Discretionary

- Capital Provider Fee - If applicable, an origination fee charged Record Owner from Capital Provider
- Closing Cost Bond Issuer – If applicable, a fee charged by a bond issuer such as the Illinois Finance Authority for the closing and issuance of the bond
- Debt Service Reserve – If applicable, a reserve required by Capital Provider



- Escrow Fees for the funding of the improvements, if necessary

#### Servicing (on-going)

- County Treasurer – Based on a percentage of the overall PACE debt service payment or a set amount for the collection and processing of the PACE Assessment from the real estate tax bill
- Program Administration Maintenance Fee - Based on a percentage of the overall PACE debt service payment or a set amount for the collection and processing of the PACE Assessment from the real estate tax bill and for the reporting and payment reconciliation to the County/Trustee.

Capital Providers may be charged a fee to participate in the PACE Program.

**(9) A requirement that the term of an assessment not exceed the useful life of the energy project financed or refinanced under an assessment contract; provided that an assessment contract financing or refinancing multiple energy projects with varying lengths of useful life may have a terms that is calculated in accordance with the principles established by the program report.;**

The repayment term of a PACE Financing shall not exceed the expected life of the proposed Energy Project as described in the Energy assessment. For Energy Projects that include multiple improvements, the term of a PACE Financing may not be greater than the improvement with the longest expected useful life. The measure with the longest expected useful life must be a substantial portion of the Energy Project, subject to the Program Administrator's review and approval. In no case shall the term of an assessment contract exceed 40 years.

**(10) A requirement for an appropriate ratio of the amount of the assessment to the greater of the value of the property as determined by the office of the county assessor or the value of the property as determined by an appraisal conducted by a licensed appraiser ;**

- Pursuant to the PACE Act, the principal amount of the PACE Financing may not exceed 25 percent of the value of the Property
- Recommend that the PACE Financing plus the outstanding principal on all mortgage liens secured by the property shall not exceed 100% percent of the Property value, unless otherwise approved by the Program Administrator. For example, a commercial building with an assessed or appraised value of \$1,000,000 that requests a \$250,000 PACE Financing must have total outstanding mortgage loan balance(s) as of closing of the PACE Financing that are not greater than \$750,000. *Capital Providers may have additional limits based on their underwriting criteria*



- Pursuant to the PACE Act, property value will be determined by either the assessed value from the county assessor's office or alternatively Record Owners may supply an appraisal prepared by an independent licensed real estate appraisal firm. Record Owners of not-for-profit properties must provide an appraisal, as described above.

**(11) A requirement that the Record Owner of Property subject to a mortgage obtain written consent from the mortgage holder before participating in the PACE Program;**

Applicants must provide notice to all existing mortgage lenders of Applicant's intent to enter into a PACE Assessment Contract with the County, which will encumber the Property. Applicant's notice must state the maximum principal amount to be secured by the Assessment Contract, as well as the maximum annual amount to be repaid via the Assessment Contract (assuming there is no default).

Applicant must provide the written consent of the existing mortgage lender(s) of record on the Property prior to Final Application approval by the Program Administrator. The Mortgage Lender Consent must acknowledge the following:

1. The PACE assessment will be part of the general real estate tax bill and therefore the annual payment will have priority to the Mortgage Lender's existing lien.
2. The County, or its assignee, will have the same rights and remedies under the Property Tax Code which could ultimately lead to the foreclosure of the lien on the Property pursuant to tax law if the assessment is not paid. The County is not required to purchase outstanding delinquent PACE liens.
3. The maximum principal amount to be secured by the Assessment Contract.
4. The maximum annual amount to be repaid via the Assessment Contract (assuming there is no default).
5. The levy of the PACE Assessment will not trigger an event of default or the exercise of any remedies under the mortgage loan document or other security agreement held by the lienholder.

The purpose of the Mortgage Lender Consent is to:

- Provide notice to the mortgage holder that the Applicant is proposing the Property participate in the PACE Program, and obtain the mortgage holder's consent to such participation
- Receive confirmation from the Mortgage Lender that the levy of the PACE Financing, pursuant to the Assessment Contract, will not trigger an event of default allowing the Mortgage Lender to exercise any remedies under the mortgage loan documents or other security documents held by the lienholder
- Advise the mortgage holder or lienholder that the PACE Financing will be repaid in Installments collected pursuant to the terms of the Assessment Contract subject to the same penalties, remedies and lien priorities as a special assessment



#### **(12) Provisions for marketing and participant education;**

IECA will conduct outreach to organizations that have existing relationships with owners such as IREM, BOMA, ICSC, as well as general business advocacy groups such as the local Chambers of Commerce. Contractors, project developers, and Energy Project assessment firms are also effective channel partners to engage and educate about the PACE Program.

IECA will also develop a website on behalf of the County that will have essential information regarding the PACE Program, benefits, and downloadable marketing materials as well as social media feeds and pages. Separately, there will be a web portal powered by Slipstream (formerly WECC) that will process project applications.

The IECA team has a variety of marketing materials that are ready to be adapted to the County and are tailored to both general audiences and specific stakeholders. The IECA team will provide training and education through in person seminars, workshops, webinars and web-based classes as appropriate.

#### **(13) [Blank]**

#### **(14) Quality assurance and antifraud measures.**

The Program Administrator will conduct quality assurance for PACE Financings and will enforce antifraud measures in order to ensure that PACE Financings adhere to the requirements stated in the Program Guidelines, as well as requirements enacted by applicable legislation and ordinances. Quality assurance protocols and antifraud measures serve to create safeguards that promote the quality and performance of Energy Projects and the corresponding PACE Financings completed through the PACE Program.

Protocols will assure that buildings improved through the PACE Program meet the property eligibility requirements established in statute and in the Program Guidelines. Measures will also verify that Applicants are eligible Record Owners that are in good standing according to state statute and the Program Guidelines.

Recognizing the public benefit of the clean energy projects, as well as the expected monetary benefits of the Energy Projects that accrue to Record Owners, Program Administrator will apply quality assurance and antifraud measures that promote high quality design and installation of Energy Projects. Quality assurance of Energy Projects will address the Energy Project assessment, the installation contractor and the disbursement of final payments to installation contractors and will be designed to reduce the risk of low-quality installations.



The Program Administrator will qualify Registered Contractors who apply to complete Energy Projects in the PACE Program to ensure they are licensed and meet PACE Program requirements. Additionally, the Program Administrator will qualify and provide oversight of PACE Capital Providers who intend to finance PACE Projects.

The Program Guidelines will define the processes that the Program Administrator will implement to ensure that PACE Financings comply with applicable statutory and PACE Program requirements regarding the terms of PACE Financings, the relationships between the amount of the Financing and the value of the Eligible Property, the appropriate consent of mortgage lienholders subject to a PACE Financing, and other required PACE Program requirements.

The Program Administrator will implement quality assurance and antifraud measures as described in this section; however it is understood that the County intends to implement an open-market PACE Program and that the Record Owner and all providers of goods and services for a PACE Project retain responsibility for operating ethically and assuring the satisfactory implementation of the PACE Project.

The Oversight Committee and Program Administrator may revise and update the quality assurance and antifraud protocols and procedures from time to time.



## **Exhibit A**

### Form of Assessment Contract

AN ORDINANCE establishing a Property Assessed Clean Energy (PACE) Program and a PACE Area to finance and/or refinance the acquisition, construction, installation, or modification of energy projects; providing for the issuance of not to exceed \$500,000,000 Taxable PACE Revenue Notes of the County to finance projects pursuant to the County's PACE Program, providing for the payment of said notes, authorizing the sale of said notes to the purchaser thereof; and other matters related thereto

WHEREAS, the County of Ogle, Illinois (the "*County*"), is a duly organized and existing unit of local government created and existing under the provisions of the laws of the State of Illinois (the "*State*"), and is now operating under the provisions of the Counties Code of the State of Illinois, as amended (the "*Counties Code*"), and is authorized pursuant to the Property Assessed Clean Energy Act of the State of Illinois, as amended (the "*PACE Act*"), to establish a property assessed clean energy program (the "*PACE Program*"), create a PACE area (as defined in the PACE Act) and finance and/or refinance energy projects (as defined in the PACE Act), and may, under the power granted by the Counties Code, as supplemented by the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Debt Reform Act*"), and the other Omnibus Bond Acts, as amended, exercise certain powers and perform certain functions pertaining to its government and affairs, including, but not limited to, the power to make assessments on real property and to incur limited obligation debt secured by such assessments; and

WHEREAS, the PACE Act states that a program such as the PACE Program may be administered by a program administrator (as defined in the PACE Act);

WHEREAS, the County desires to designate The Illinois Energy Conservation Authority NFP ("*IECA*") as program administrator (the "*Program Administrator*") for the PACE Program; and



WHEREAS, the Program Administrator has prepared the report attached hereto as *Exhibit A* (the “*Program Report*”) setting forth certain terms of the proposed PACE Program in conformity with the PACE Act; and

WHEREAS, the County now desires to establish the PACE area as the entire corporate limits of the County described in Exhibit B and to establish the PACE Program as further described herein and in the Program Report and to finance or refinance energy projects; and

WHEREAS, the County Board of the County (the “*Board*”) has not adopted any ordinance, resolution, order or motion which restrict or limit the exercise of its powers pursuant to the Counties Code and Debt Reform Act in the issuance of limited recourse bonds or notes without referendum in furtherance of essential public and governmental purposes or which provides any special rules or procedures for the exercise of such power; and

WHEREAS, pursuant to the PACE Act, in order to provide capital in furtherance of the PACE Program the County may issue bonds or notes pursuant to and in accordance with Section 35 of the PACE Act, secured by payments under one or more Assessment Contracts, or if applicable, municipal bond insurance, letters of credit, or public or private guarantees of sureties or, if applicable, other lawfully available funds of the County including revenues sources or reserves from bond or note proceeds; and

WHEREAS, the Board does hereby determine that it is advisable and in the best interests of the County to establish the Program in and for the County, designate a PACE Area, designate a program administrator, provide for property assessments, authorize the issuance of not to exceed \$500,000,000 Taxable PACE Revenue Notes or Bonds (“*Bond*” or “*Bonds*” are referred to throughout this Ordinance interchangeably as, the “*Note*” or the “*Notes*”) secured by payments under one or more Assessment Contracts, within certain expressed and delegated limitations as hereinafter set forth, and approve certain related matters:

NOW, THEREFORE, Be It Ordained by the County Board of the County of Ogle, Illinois, as follows:

*Section 1. Incorporation of the Recitals.* The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are true, correct and complete and are hereby incorporated by reference thereto and are made a part hereof.

*Section 2. Public Purpose.* The Board hereby finds that the imposition of assessments against qualifying properties on the records of the County to secure the repayment by property owners of Assessment Contracts entered into for the purpose of providing owners of qualifying properties (each an “Owner”) with affordable financing or refinancing for Energy Projects (as defined in the PACE Act) pursuant to the PACE Program further essential public and governmental purposes of the County. The Board further finds it is necessary and in the best interests of the County to provide capital in furtherance of the PACE Program and issue the Notes for such purpose upon the terms provided herein. It is hereby found and determined that such borrowing of money is advisable for the public health, safety, welfare and convenience, is for a proper public purpose or purposes, is in the public interest, and is authorized pursuant to the PACE Act, the Counties Code, and the Debt Reform Act, and these findings and determinations shall be deemed conclusive.

*Section 3. Designation of the Program Administrator.* The Board hereby designates the Program Administrator as program administrator for the PACE Program on the terms and pursuant to the conditions set forth in an agreement for services between the County and the Program Administrator. In order to facilitate and finance the PACE Program, the Board hereby approves the execution and delivery of a Program Development and Administrative Services Agreement, in substantially the form attached hereto as *Exhibit B*. The Program Administrator shall also assist

the County in determining the terms of sale of any Notes, which may be sold to one or more capital providers (each a “*Purchaser*”).

*Section 4. Report of the Program Administrator; Creation of PACE Area.* The Board hereby finds as follows:

(a) The financing and/or refinancing of energy projects is a valid public purpose and serves an essential governmental function;

(b) The County intends to facilitate access to capital from the Program Administrator approved by the County or as otherwise permitted by the PACE Act, to provide funds for energy projects which will be repaid by assessments on the property (as defined in the PACE Act) benefitted with the agreement of the record owners (as defined in the PACE Act) of such property;

(c) A description of the territory within the PACE area, the types of energy projects that may be financed and/or refinanced, and the description of the proposed arrangements for financing the PACE Program through the issuance of PACE bonds under or in accordance with Section 35 of the PACE Act, which PACE bonds may be purchased by one or more capital providers (as defined in the PACE Act); are all set forth in the Program Report which is attached hereto as *Exhibit A*. The Program Report is hereby incorporated by reference thereto and made a part hereof. The County hereby approves the Program Report and hereby establishes the PACE area as the corporate limits of the County, all as further described in the Program Report. The Program Report shall be made available for public inspection in the office of the County Clerk of the County (the “*County Clerk*”).

*Section 5. Note Details and Security.* The Board hereby authorizes that there be borrowed for and on behalf of the County the Notes if issued, in one or more series in an aggregate principal amount not to exceed \$500,000,000 for the purposes aforesaid; and that the Notes shall be designated “Taxable PACE Revenue Note, ([Street Address] Project)” with such series or other designation as set forth in the Note Notification (as hereinafter defined). The Notes, if issued, shall be dated the date of issuance as set forth in the Note Notification and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations as described in the Note Notification (but no single Note of a series shall represent installments of principal maturing on more than one date), and shall bear such further identifying information set forth in the Note. The

Notes shall be in substantially the form attached hereto as *Exhibit C*, with such changes therein as such officials executing thereof shall approve, their execution to constitute conclusive evidence of their approval of any and all changes or revisions therein from the form before the Board, and such form and the terms contained therein are hereby approved by the Board.

Each Note, if issued, shall be secured solely by payments received by the County under and pursuant to the terms of a related Assessment Contract. The County shall make principal payments on the Note, together with applicable interest, fees, penalties, indemnities and other amounts payable to the Registered Owner under the pledged Assessment Contract, in the amounts and on the dates set forth in the Note Notification. Such County payments shall be made solely from the revenues received by the County under the related Assessment Contract, excluding (i) amounts collected from direct or indirect indemnification rights for the benefit of the County or other persons under the pledged Assessment Contract or any related document, (ii) any administrative fees and expenses to the extent payable to or on behalf of the County or its agent and (iii) 80% of the sums received by the County from the collection of penalties and statutory interest on delinquent payments under such Assessment Contract, which shall be retained by the County as collections fees (the “*Pledged Revenues*”).

Payments due on each Note shall be paid by or at the direction of the note registrar and paying agent (which shall be the Treasurer of the County (the “*Treasurer*”), the Registered Owner, the Program Administrator or a bank or trust company authorized to do business in the State of Illinois) as set forth in the Note Notification (the “*Note Registrar*”), to the person in whose name such Note is registered (the “*Registered Owner*”) at the close of business on the 15th day preceding any regular or other payment date on the Notes (the “*Record Date*”), in the manner provided in writing by the Registered Owner to the Note Registrar.

*Section 6. Execution; Authentication.* The Notes shall be executed on behalf of the County by the manual or duly authorized facsimile signature of the President of the Board and attested by the manual or duly authorized facsimile signature of the County Clerk. In case any such officer whose signature shall appear on any Note shall cease to be such officer before the delivery of such Note, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. All Notes shall have thereon a certificate of authentication, substantially in the form hereinafter set forth, duly executed by the Note Registrar as authenticating agent of the County and showing the date of authentication. No Note shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Ordinance unless and until such certificate of authentication shall have been duly executed by the Note Registrar by manual signature, and such certificate of authentication upon any such Note shall be conclusive evidence that such Note has been authenticated and delivered under this Ordinance. The certificate of authentication on any Note shall be deemed to have been executed by it if signed by an authorized officer of the Note Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Notes issued hereunder.

*Section 7. Registration of Notes; Persons Treated as Registered Owners.* The County shall cause books (the “*Note Register*”) for the registration and for the transfer of the Notes as provided in this Ordinance to be kept at the principal office of the Program Administrator or the Note Registrar (the “*Principal Office*”), as set forth in the Note Notification. The County is authorized to prepare, and the Note Registrar shall keep custody of, multiple Note blanks executed by the County for use in the transfer and exchange of Notes.

Any Note may be transferred or exchanged, but only in the manner, subject to the limitations, and upon payment of the charges as set forth in the Note and accompanying Form of Assignment. The Note Registrar shall not be required to transfer or exchange any Note during the

period beginning at the close of business on the 15th day of the month next preceding any payment date on such Note and ending at the opening of business on such payment date, nor to transfer or exchange any Note after notice of prepayment has been received by the Program Administrator.

The execution by the County of any fully registered Note shall constitute full and due authorization of such Note, and the Note Registrar shall thereby be authorized to authenticate, date and deliver such Note; *provided, however*, that the principal amount of outstanding Notes of each series and maturity authenticated by the Note Registrar shall not exceed the authorized principal amount of Notes for such series and maturity less previous retirements.

The Registered Owner shall be deemed and regarded as the absolute owner thereof for all purposes, and payments due on any Note shall be made only to or upon the order of the Registered Owner thereof or its legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

*Section 8. Prepayment.* The Notes shall be subject to prepayment pursuant to the terms and conditions of the related Assessment Contract. Other than in accordance with the terms and conditions in the Assessment Contract and to the fullest extent permitted by applicable law, the County shall not permit any reduction or deferral in the amount of Pledged Revenues without the written consent of the Registered Owner. The County shall, or shall cause the Program Administrator to, provide a reasonable period of time for the Registered Owner to review and approve any calculations necessary to effect prepayments in accordance with the Assessment Contract. The Program Administrator shall promptly notify the County in writing of the Notes or portions of Notes selected for prepayment and, in the case of any Note selected for partial prepayment, the principal amount thereof to be prepaid.

*Section 9. Sale of Notes.* Any one of the Authorized Officers is hereby authorized to proceed without any further authorization or direction from the Board, to sell the Notes upon the terms as prescribed in this Ordinance.

The Notes hereby authorized shall be executed as in this Ordinance provided as soon after the delivery of the Note Notification as may be, and, after authentication thereof by the Note Registrar, be delivered to the Purchaser upon receipt of the purchase price therefor.

Upon the sale of a series of the Notes, the Authorized Officers shall prepare a Notification of Sale, which shall include the pertinent details of sale of such series of Notes as provided herein (the "*Note Notification*"). In the Note Notification, the Authorized Officers shall find and determine that such series of Notes have been sold at such price and bear interest at such rates that either the true interest cost (yield) or the net interest rate received upon the sale of such Notes does not exceed the maximum rate otherwise authorized by applicable law. Each Note Notification shall be entered into the records of the County and made available to the Board upon request; but such action shall be for information purposes only, and the Board shall have no right or authority at such time to approve or reject such sale as evidenced in a Note Notification.

Upon the sale of a series of Notes, the Authorized Officers and any other officers of the County, as shall be appropriate, shall be and are hereby authorized and directed to approve or execute, or both, such financing documents related to the sale of the Notes as may be necessary, including, without limitation, any contract for the sale of the Notes between the County and the Purchaser. Prior to the execution and delivery of a Note, the Authorized Officers shall find and determine that, to the best of their knowledge, no person holding any office of the County either by election or appointment, is in any manner financially interested, either directly, in his or her own name, or indirectly, in the name of any other person, association, trust or corporation, in the transactions contemplated herein.

The use by the Purchaser or the County of a term sheet relating to the notes (the “*Term Sheet*”) is hereby ratified, approved and authorized; the execution and delivery of the Term Sheet is hereby authorized; and the Authorized Officers are hereby authorized to take any action as may be required on the part of the County to consummate the transactions contemplated by this Ordinance, the Term Sheet and the Notes.

*Section 10. Funds and Accounts.*

A. There is hereby created the “PACE Note and Interest Fund” of the County (the “*Note Fund*”), which shall be a separate fund for the payment of the principal of and interest on the Notes. The County shall create a subaccount of the Note Fund for each series of the Notes issued (each a “*Note Fund Subaccount*”). The Pledged Revenues and any other funds lawfully available for the purpose shall be timely deposited upon receipt by the County into a Note Fund Subaccount and used solely and only for the purpose of paying the principal of and interest on the related Notes. Accrued interest, if any, received upon delivery of the Notes, together with the amount of proceeds of the Notes as set forth in a Note Notification, shall be deposited as set forth in a Note Notification and be applied to pay the first interest coming due on such Notes. The County hereby assigns to the Registered Owner of a Note all of its right, title and interest in and to all Pledged Revenues maintained in the related Note Fund Subaccount and agrees to hold such amounts in trust for the benefit of the Registered Owner.

B. The remaining proceeds of the Notes and any premium received on the delivery of the Notes are hereby appropriated to pay the costs of issuance of the Notes, and that portion thereof not needed to pay such costs is hereby ordered to be deposited and held in a separate project fund (each a “*Project Fund*”) specific to and as referenced in the related Assessment Contract to pay costs of the project being financed thereby. It is not currently anticipated that the County will hold



any Project Fund. Proceeds of any Note issued to refund or refinance existing Notes, Assessment Contracts or other obligations shall be deposited as set forth in the related Note Notification.

C. At the time of the issuance of the Notes, the costs of issuance of the Notes may be paid by the Purchaser, the Owner, the Program Administrator or the Note Registrar on behalf of the County.

*Section 11. Property Assessments.* For the purpose of providing funds required to pay annual amounts due from Owners under the Assessment Contracts, and which amounts may be assigned by the County in furtherance of the PACE Program, there is hereby assessed upon property within the County and subject to an Assessment Contract, in the years for which amounts due under such Assessment Contract are outstanding, a direct annual assessment for that purpose; such assessment shall be in addition to all other assessments and taxes of the County.

Any such assessments are to be collected at the same time and in the same manner as taxes collected under the Illinois Property Tax Code. Alternatively, upon the approval of an Authorized Officer, assessments may be billed and collected by the Program Administrator or by another third party assessment servicer.

The County expressly intends to assign and/or pledge payments to be received from each such Assessment Contract in furtherance of the PACE Program. The County covenants and agrees with the beneficial holders of assessments, including Registered Owners, that so long as such assessments remain outstanding, the County will take no action or fail to take any action which in any way would adversely affect the ability of the County to assess and collect the assessments provided for in this Ordinance. The County and its officers will comply with all present and future applicable laws in order to assure that the assessments may be permitted to be assessed, extended, and collected pursuant to applicable law.

*Section 12. Limited Obligation of the County.* Any obligation of the County, including the Notes, to provide funds pursuant to an assignment of amounts to be received under an Assessment Contract shall be a special, limited obligation of the County, payable solely from the funds provided in such Assessment Contract and is not a general obligation of the County, and the full faith and credit of the County is not pledged to the payment of any obligation secured by such assigned amounts, including the Notes. The Assessment Contracts and any obligations secured thereby, including the Notes, shall be payable solely and only from payments of assessments on benefitted property within the PACE Area, and if applicable from revenue sources or reserves established in support of such obligations.

*Section 13. Covenants of the County.* The County shall not amend an Assessment Contract or any related Notes in any manner that is materially adverse to the Registered Owner of a Note without such Registered Owner's prior written consent. The County covenants and agrees with each Registered Owner that so long as any Note remains outstanding, the County will take no action or fail to take any action which in any way would adversely affect the ability of the County to assess and collect the Pledged Revenues. The County and its officers will comply with all present and future applicable laws in order to assure that the Pledged Revenues may be permitted to be assessed, extended, and collected pursuant to applicable law.

*Section 14. No Conflicts; Further Acts of the County.* It is hereby found that no person holding any office of the County either by election or appointment, is in any manner financially interested, either directly, in his or her own name, or indirectly, in the name of any other person, association, trust or corporation, in the transactions contemplated hereby.

When financing documents are executed and delivered by or on behalf of the County in support of the PACE Program, such financing documents will be binding on the County; from and after the execution and delivery of such financing documents, the officers, employees, and agents

of the County are hereby authorized, empowered, and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of such financing documents as executed.

*Section 15. Additional Ordinances.* The Board may adopt additional ordinances or proceedings supplementing or amending this Ordinance. Such additional ordinances or proceedings shall in all instances become effective immediately without publication or posting or any further act or requirement. This Ordinance, together with such additional ordinances or proceedings, shall constitute complete authority for the County to implement the PACE Program, make the property assessments described herein and issue the Notes, all in accordance with applicable law.

*Section 16. No Public Hearing; Program Established.* The Board hereby finds that no public hearing shall be required in connection with the adoption or amendment of the PACE Program and hereby establishes the PACE Program in accordance with the Program Report.

*Section 17. Assessment Contract.* The form of “assessment contract” (as defined in the PACE Act) attached as Exhibit A to the Program Report is hereby approved by the County. Any Chairman of the County Board, or their designee (each, an “*Authorized Officer*”) is hereby authorized to negotiate, execute, and deliver one or more assessment contracts with record owners meeting the requirements set forth in the Program Report (each, an “*Assessment Contract*”) in substantially the form of Exhibit A to the Program Report, with such changes, deletions, and insertions as shall be approved by the Authorized Officer and such other supporting documents as may be necessary or appropriate to carry out and comply with the provisions of such Assessment Contract, and upon execution to record such Assessment Contract with the Recorder of Deeds of Ogle County. The execution of such agreements and instruments shall be conclusive evidence of such approval. Prior to execution of any Assessment Contract, the Authorized Officer shall make

the determination set forth in clause (i) below and shall have received evidence of items (ii) through (xi) below, to be documented in a written notification, certified by the property owner, to be filed with the office of the County Clerk:

(i) that the property to be assessed is entirely within the PACE area of the County;

(ii) that there are no delinquent taxes, special assessments or water or sewer charges on the property to be assessed;

(iii) that there are no delinquent assessments on the property under a property assessed clean energy program;

(iv) whether there are any involuntary liens on the property, including, but not limited to, construction or mechanics liens, lis pendens or judgments against the record owner, environmental proceedings, or eminent domain proceedings;

(v) that no notices of default or other evidence of property-based debt delinquency have been recorded and not cured;

(vi) that the record owner is current on all mortgage debt on the property, the record owner has not filed for bankruptcy in the last 2 years, and the property is not an asset in a current bankruptcy proceeding;

(vii) that all work requiring a license under any applicable law to acquire, construct, install, or modify an energy project shall be performed by a licensed contractor that has agreed to adhere to a set of terms and conditions through a process established by the County or the Program Administrator and described in the Program Report;

(viii) the contractor or contractors to be used have signed a written acknowledgement that the County will not authorize final payment to the contractor or contractors until the County has received written confirmation from the record owner that the energy project was properly acquired, constructed, installed or modified and is operating as intended; *provided, however*, that the contractor or contractors retain all legal rights and remedies in the event there is a disagreement with the record owner;

(ix) that the aggregate amount financed or refinanced under one or more assessment contracts does not exceed 25% in relation to the greater of any of the following:

(A) the value of the property as determined by the office of the county assessor; or

(B) the value of the property as determined by an appraisal conducted by a licensed appraiser;

(x) that an evaluation of the existing water or energy use and a modeling of expected monetary savings have been conducted for any proposed energy efficiency improvement (as defined in the PACE Act), renewable energy improvement (as defined in the PACE Act), or water use improvement (as defined in the PACE Act), unless the water use improvement is undertaken to improve water quality in accordance with the procedures set forth in the Program Report; and

(xi) before entering into the Assessment Contract with the County, the record owner shall have provided to the mortgage holders of any existing mortgages encumbering or otherwise securing the property a notice of the record owner's intent to enter into the Assessment Contract with the County, together with the maximum principal amount to be financed or refinanced and the maximum assessment necessary to repay that amount, along with an additional request that the mortgage holders of any existing mortgages consent to the record owner subjecting the property to the PACE Program. Prior to the execution of any Assessment Contract, the County shall have been provided with a copy or other proof of those notices and the written consent of the mortgage holder for the record owner to enter into the Assessment Contract which acknowledges that (a) the existing mortgage or mortgages for which consent was received will be subordinate to the Assessment Contract and the lien created thereby and that the County or, if applicable, its permitted assignee (as defined in the PACE Act) can foreclose the property if the assessments are not paid.

*Section 18. Additional Actions.* The Authorized Officer is hereby authorized:

(i) to approve the form of Program Handbook of the Program Administrator (as defined in the Program Report) setting forth certain additional requirements, procedures, and descriptions relating to the PACE Program and to negotiate, execute, and deliver such other supporting documents as may be necessary or appropriate to implement the PACE Program;

(ii) in connection with the issuance of PACE bonds by the Illinois Finance Authority, a body politic and corporate duly organized and validly existing under and by virtue of the laws of the State (the “*Authority*”), to finance and/or refinance energy projects in accordance with the PACE Act and pursuant to subsection (d) of Section 825-65 of the Illinois Finance Authority Act of the State of Illinois, as amended, to negotiate, execute, and deliver one or more agreements assigning to the Authority an Assessment Contract securing such PACE bonds; and

(iii) to approve changes, updates, amendments, modifications or supplements to the Program Report to the extent such changes, updates, amendments, modifications or supplements comply with the parameters and requirements set forth in the PACE Act.

*Section 19. Enactment.* The provisions of this Ordinance are hereby declared to be separable and if any section, phrase or provision shall for any reason be declared by a court of competent jurisdiction to be invalid or unenforceable, such declaration shall not affect the validity or enforceability of the remainder of the sections, phrases and provisions hereof. All ordinances, orders and resolutions and parts thereof in conflict herewith are to the extent of such conflict hereby repealed, and this Ordinance shall take effect and be in full force immediately upon its adoption.

*Section 20. Severability.* If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance.

*Section 21. Repealer and Effective Date.* All ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed and this Ordinance shall be in full force and effect forthwith upon its adoption.

This Ordinance shall become effective upon its passage and approval.

PASSED by the County Board of The County of Ogle, Illinois, this 13th day of April, 2021.

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Chairman of the County Board, The County of  
Ogle, Illinois

ATTEST:

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County Clerk, The County of Ogle, Illinois

## **EXHIBIT A**

### **REPORT OF PROGRAM ADMINISTRATOR**

**EXHIBIT B**

**FORM OF ADMINISTRATIVE SERVICES AGREEMENT**



**EXHIBIT C**  
**FORM OF NOTE**

STATE OF ILLINOIS                    )  
  ) SS  
COUNTY OF OGLE                    )

**CERTIFICATION OF ORDINANCE AND MINUTES**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Ogle, Illinois (the “*County*”), and that as such official I am the keeper of the records and files of the County Board of the County (the “*Board*”).

I do further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 13th day of April, 2021, insofar as same relates to the adoption of an ordinance numbered \_\_\_\_\_ entitled:

AN ORDINANCE establishing a Property Assessed Clean Energy (PACE) Program and a PACE Area to finance and/or refinance the acquisition, construction, installation, or modification of energy projects; providing for the issuance of not to exceed \$500,000,000 Taxable PACE Revenue Notes of the County to finance projects pursuant to the County’s PACE Program, providing for the payment of said notes, authorizing the sale of said notes to the purchaser thereof; and other matters related thereto

(the “*Ordinance*”), a true, correct and complete copy of which Ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were taken openly; that the vote on the adoption of said ordinance was taken openly; that said meeting was held at a specified time and place convenient to the public; that notice of said meeting was duly given to all newspapers, radio or television stations and other news media requesting such notice; that an agenda for said meeting was posted on a day which was not a Saturday, Sunday or legal holiday for Illinois municipalities and at least 48 hours in advance of holding said meeting at the location where said meeting was held and at the principal office of the Board; that said agenda described or made specific reference to said ordinance; and that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the Counties Code of the State of Illinois, as amended, and the Property Assessed Clean Energy Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and said Code, and with all of the procedural rules of the Board in the adoption of said ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the County,  
this 13th day of April, 2021.

---

County Clerk, The County of Ogle, Illinois

[SEAL]

No. \_\_\_\_\_

THE COUNTY OF OGLE, ILLINOIS  
TAXABLE PACE REVENUE NOTE  
({PROPERTY ADDRESS 1} PROJECT)

<u>Principal Amount</u>	<u>Date of Issuance</u>	<u>Maturity Date of Assessment Contract</u>	<u>Interest Rate of Assessment Contract</u>
{FINANCED AMOUNT}	{EFFECTIVE DATE}	{MATURITY DATE}	{INTEREST RATE}

**Registered Owner:** [ {CAPITAL PROVIDER}, {CAPITAL PROVIDER DESCRIPTION} (together with its successors and assigns, **"Registered Owner"**)

## 1. PAYMENT OBLIGATIONS

- 1.1 Obligation to Pay Amounts Due Under this Note from Pledged Revenues. The County of Ogle, Illinois (the **"County"**), a public body municipal and corporate, in consideration of the Registered Owner's funding of the Financed Amount under the Assessment Contract ({PROPERTY ADDRESS 1} PROJECT), dated {EFFECTIVE DATE}, between the County and {PROPERTY OWNER}, {PROPERTY OWNER DESCRIPTION} (together with its successors and assigns, **"Property Owner"**) attached hereto as Exhibit A (the **"Assessment Contract"** and, together with this Note, the **"PACE Documents"**), hereby promises to pay, in the amounts and at the times set forth in the Assessment Contract, to the Registered Owner, solely from the assessments and other amounts owed by the Property Owner under the Assessment Contract and assigned to the Registered Owner by the County hereunder, and from any other source identified herein (collectively, the **Pledged Revenues**"), the principal sum of this Note set forth above, together with interest, fees, penalties, indemnities and other amounts payable on such amounts under the Assessment Contract or pursuant to applicable law, other than (i) amounts collected from direct or indirect indemnification rights for the benefit of the County or any person other than the Registered Owner pursuant to the Assessment Contract or any related document, (ii) amounts identified and assessed as administrative fees and expenses to the extent payable to or on behalf of the County or its agents in accordance with the Assessment Contract and (iii) 80% of the sums received by the County from the collection of penalties and statutory interest on delinquent payments under the Assessment Contract, which shall be retained by the County as collections fees.
- 1.2 Cumulative Obligations. The County's obligation to pay amounts due under this Note from the Pledged Revenues shall be cumulative. For the purposes of this Note, the term "cumulative" shall mean that if any amounts due under this Note are not paid when due, such amounts shall remain due and payable until actually paid and shall be paid by the County as soon as any Pledged Revenues are available to pay such amounts.
- 1.3 Assignment and Pledge. The County hereby grants and assigns the Pledged Revenues to the Registered Owner and to the extent not assigned, conveys and pledges to the Registered Owner a first priority security interest in and to the Pledged Revenues. The County may not issue additional notes payable from the Pledged Revenues or otherwise

assign, pledge, or encumber the Pledged Revenues, without the written consent of the Registered Owner.

- 1.4 Principal Reductions. To the fullest extent permitted by applicable law, the County shall not permit any reduction or deferral in the amount due and owing under the Assessment Contract, without the written consent of the Registered Owner.
- 1.5 Payment Obligations Unconditional. The County's obligation to transfer or cause the transfer of the Pledged Revenues it receives from the Property Owner to the Registered Owner shall be unconditional, and the County shall make or cause such transfers without any deduction for any reason, including any set-off or defense the County may have or assert against the Registered Owner.
- 1.6 Term. All obligations of the County hereunder shall terminate on the date when all amounts due under the Assessment Contract have been received by the Registered Owner as set forth herein. No more than 30 days following receipt of final payment hereunder, Registered Owner shall deliver written confirmation thereof, so that a termination of the Assessment Contract may be recorded as required therein. Notwithstanding the foregoing or anything else set forth herein, and in addition thereto, if at any time all or any part of any payment received by the Registered Owner under or with respect to this Note is or must be rescinded or returned for any reason whatsoever (including, but not limited to, determination that said payment was a voidable preference or fraudulent transfer under insolvency, bankruptcy or reorganization laws), then the obligations hereunder shall, to the extent of the payment rescinded or returned, be deemed to have continued in existence, notwithstanding such previous receipt of payment by the Registered Owner, continue to be effective or be reinstated as to such payment, all as though such previous payment to the Registered Owner had never been made. The provisions of the foregoing sentence shall survive termination of this Note and shall remain a valid and binding obligation of County.
- 1.7 Adjustments to Scheduled Payments. To the extent that the Assessment Contract contemplates adjustments to Assessment Payments becoming due (such as interest rate changes or prepayments), the Registered Owner or its designee shall be responsible for making such calculations and delivering them to the Program Administrator in a timely fashion. So long as necessary information regarding adjustments to any scheduled Assessment Payment (as defined in the Assessment Contract) is delivered by the Registered Owner to the Program Administrator before {ANNUAL TAX FILING DATE} of each calendar year, then the County shall include such adjustments on the next tax roll applicable to the Property (as defined in the Assessment Contract). The Program Administrator shall promptly deliver any prepayment notices received from the Property Owner to the Registered Owner or its designee, and the Registered Owner shall promptly provide (a) a calculation of the required prepayment amount, including any prepayment premium and rebated interest, and (b) payment instructions. Upon receipt of such calculation, the Program Administrator shall deliver a payoff statement to the Property Owner in accordance with the Assessment Contract. The Program Administrator may conclusively rely on any payment calculations delivered by the Registered Owner hereunder.

## **2. REPRESENTATIONS AND WARRANTIES OF THE COUNTY.**

The County hereby makes the following representations and warranties for the benefit of the Registered Owner as of the date hereof:

- 2.1 Authorization. The County has taken (i) all necessary official action required of it under the Property Assessed Clean Energy Act, 50 ILCS 50/1 et. seq. (the "**PACE Act**") to establish

the property assessed clean energy program for the County, including approving the ordinance (the “**Ordinance**”) of the County Board of the County on {ORDINANCE DATE}, and (ii) all such action as may be required on the part of the County to carry out, give effect to and consummate the transactions contemplated in the PACE Documents.

- 2.2 Organization; Authority. The County is a political subdivision of the State of Illinois, duly organized and validly existing as a County under the laws of the State of Illinois, with the power to adopt the Ordinance, issue the PACE Documents, and perform the agreements on its part contained in or related to the PACE Documents.
- 2.3 C PACE Act. This Note is issued pursuant to the provisions of, and in full compliance with, the PACE Act. This Note constitutes a “PACE bond” for purposes of the PACE Act.
- 2.4 Enforceability. When executed and delivered by the respective parties thereto, each of the PACE Documents executed by the County will constitute a legal, valid and binding obligation of the County enforceable in accordance with its terms.
- 2.5 Compliance with Laws and Agreements. The execution, delivery and performance by the County of each of the PACE Documents and the performance by the County of its obligations under each of the PACE Documents and the transactions contemplated hereby and thereby (i) do not contravene any provisions of law applicable to the County, and (ii) do not conflict with, and will not result (with or without the giving of notice or passage of time or both) in the breach of or constitute a default or require any consent under any credit agreement, indenture, mortgage, purchase agreement, deed of trust, security agreement, lease, guarantee or other instrument to which the County is a party, by which the County may be bound or to which the County or its property may be subject.
- 2.6 No Actions. To the best knowledge of the County after reasonable inquiry, no action, suit, proceeding, inquiry or investigation, at law or in equity, before or by any court, regulatory agency, or public board or body is pending or threatened, in any way affecting the existence of the County or the titles of its officers to their respective offices, or seeking to restrain or to enjoin the execution and delivery of the Ordinance or the PACE Documents, or the consummation by the County of the transactions contemplated by the Ordinance, the PACE Documents, or in any way contesting or affecting the validity or enforceability of the Ordinance, the PACE Documents, any other applicable agreements, or any action of the County contemplated by any of those documents, or in any way contesting the powers of the County or its authority with respect to the Ordinance, the PACE Documents, any other applicable agreements, or any action of the County contemplated by any of such documents.
- 2.7 Consents and Approvals. No further approval of, or consent from, any governmental authority is required for the execution and delivery by the County of the PACE Documents or the consummation by the County of any other transaction contemplated by the PACE Documents that has not been obtained.

### 3. COVENANTS OF THE COUNTY.

- 3.1 Direction of Payments. The County will pay all Pledged Revenues to the account specified by the Registered Owner in a written notice to The Illinois Energy Conservation Authority NFP, as program administrator (together with any successor, the “**Program Administrator**”) within 30 days of receipt and identification.
- 3.2 PACE Note and Interest Fund. The County agrees that it shall establish funds for the collection of the Pledged Revenues as separate funds maintained on the County’s books and records and to be held at a bank with which the County maintains a depository

relationship. As set forth in Section 1.3, the County has assigned to the Registered Owner all of its right, title and interest in and to all Pledged Revenues maintained in such fund and further agrees that it holds such amounts in trust for the benefit of the Registered Owner.

- 3.3 Amendment to Assessment Contract. The County shall not amend the Assessment Contract in any manner that is materially adverse to the Registered Owner without the Registered Owner's prior written consent.
- 3.4 Property Tax Code Compliance. The County will comply with all requirements of the PACE Act, the Property Tax Code of the State of Illinois, as amended (the "**Property Tax Code**"), the Assessment Contract and this Note to assure the timely collection of the Pledged Revenues, including, without limitation, the enforcement of delinquent Assessment Payments (as defined in the Assessment Contract) as set forth in Section 3.5 and any other applicable law.
- 3.5 Delinquencies. If an Assessment Payment (as defined in the Assessment Contract) is delinquent according to the Property Tax Code, the County shall take such steps and follow such procedures to collect delinquent property tax payments as specified in the Property Tax Code. Upon receipt of any Pledged Revenues via the tax sale procedures available to the County pursuant to the Property Tax Code, the County shall within 30 days transfer such amounts to the Registered Owner at the Registered Owner's designated account.
- 3.6 Bankruptcy of the County. The County acknowledges and agrees that amounts collected by the County as Pledged Revenues are intended to be "special revenues" as defined in Section 902(2) of the United States Bankruptcy Code. The foregoing is a statement of intent and not a guaranty or assurance that such proceeds will be treated as special revenues. In the event that the County files a petition under Chapter 9 of the United States Bankruptcy Code, the County shall not oppose a post-petition motion by the Registered Owner seeking (a) to obtain relief from the automatic stay applicable in bankruptcy cases with respect to all Pledged Revenues received by the County prior to such petition being filed to enable such Pledged Revenues to be paid to the Registered Owner, or (b) to ensure that all Pledged Revenues received by the County following such petition being filed are timely paid to the Registered Owner.
- 3.7 Further Assurances. The County will adopt, make, execute and deliver any and all such further ordinances, resolutions, instruments and assurances as may be reasonably necessary or proper to carry out the intention or to facilitate the performance of the PACE Documents, and for the better assuring and confirming unto the County the rights and benefits provided in this Note.
- 3.8 Delegation of Duties. For the avoidance of doubt, to the extent permitted by applicable law, the County may cause the Program Administrator to perform any of its obligations under this Note.

#### **4. EVENTS OF DEFAULT; REMEDIES.**

- 4.1 Events of Default. Any one or more of the following events will constitute an "Event of Default":
  - (a) Default in the due and punctual payment of any amounts due under this Note by the County;
  - (b) Default by the County in the observance of any of its other covenants in the PACE Documents, and the continuation of such default for a period of thirty (30) days after the County has been given notice in writing of such default by the Registered Owner; *provided that*, if such failure is curable, but not within such thirty (30) day period, such

failure shall not constitute an Event of Default if, within such thirty (30) day period, the County diligently pursues such cure and such failure is cured within a reasonable period of time;

- (c) Failure of the Registered Owner to have a valid and binding priority lien and security interest in the Pledged Revenues; or
- (d) The filing by the County of a voluntary petition in bankruptcy, or failure by the County promptly to lift any adjudication of the County as bankrupt, or the approval by a court of competent jurisdiction of a petition applicable to the County in any proceedings instituted under the provisions of the United States Bankruptcy Code.

#### 4.2 Remedies.

- (a) Following the occurrence of an Event of Default, Registered Owner will have the right:
  - (i) By mandamus or other suit or proceeding at law or in equity to enforce its, its rights against the County and any of the members, officers and employees of the County, and to compel the County or any such members, officers or employees to perform and carry out their duties under the PACE Act and their agreements herein;
  - (ii) By suit in equity to enjoin any actions or things that are unlawful or violate the rights of the Owners; or
  - (iii) To exercise every power and remedy available to it under the PACE Act or other applicable law.
- (b) No remedy herein conferred upon or reserved to the Registered Owner is intended to be exclusive of any other remedy. Every such remedy will be cumulative and will be in addition to every other remedy given hereunder or now or hereafter existing, at law or in equity or by statute or otherwise, and may be exercised without exhausting and without regard to any other remedy conferred by the PACE Act or any other law.

### 5. **LIMITED RECOURSE.**

THE SOLE SOURCE OF REPAYMENT OF THIS NOTE SHALL BE THE PLEDGED REVENUES. THE COUNTY WILL NOT BE IN ANY WAY LIABLE OR RESPONSIBLE FOR PAYMENT OF PLEDGED REVENUES TO REGISTERED OWNER, BEYOND REMITTING PLEDGED REVENUES PAID TO THE COUNTY BY PROPERTY OWNER OR IN CASES OF DEFAULT BY PROPERTY OWNER, BY A TAX PURCHASER VIA TAX SALE. EXCEPT AS SPECIFICALLY STATED IN THE ASSESSMENT CONTRACT, NEITHER THE FULL FAITH AND CREDIT NOR THE TAXING POWER OF THE COUNTY OR ANY OTHER POLITICAL SUBDIVISION OR AGENCY OF THE STATE OF ILLINOIS SHALL BE AVAILABLE FOR THE PAYMENT OF THE PRINCIPAL, INTEREST OR PENALTIES ON THIS NOTE OR ANY COSTS INCIDENTAL THERETO. NO OFFICIAL, AGENT OR EMPLOYEE OF THE COUNTY WILL BE INDIVIDUALLY OR PERSONALLY LIABLE FOR THE PAYMENT OF AMOUNTS DUE UNDER THIS NOTE; BUT NOTHING HEREIN CONTAINED WILL RELIEVE ANY SUCH OFFICIAL, AGENT OR EMPLOYEE FROM THE PERFORMANCE OF ANY OFFICIAL DUTY PROVIDED BY LAW.

### 6. **MISCELLANEOUS PROVISIONS.**

- 6.1 Section Headings. Headings and numbers have been set forth herein for convenience only. Unless the contrary is compelled by the context, everything contained in each Section applies equally to this entire Note.



- 6.2 Interpretation. This Note shall be construed and interpreted according to the ordinary meaning of the words used so as to accomplish fairly the purposes and intentions of the provision herein.
- 6.3 Severability of Provisions. Each provision of this Note shall be severable from every other provision of this Note for the purpose of determining the legal enforceability of any specific provision.
- 6.4 Counterparts; Electronic Execution. Delivery of an executed counterpart of this Note by electronic method of transmission shall be equally as effective as delivery of a manually executed counterpart of this Note.
- 6.5 Governing Law. This Note shall be governed by and construed according to the laws of the State of Illinois.
- 6.6 Assignments; Note Register. To register the transfer of this Note, Registered Owner must present to the County and the Program Administrator a duly executed Form of Assignment in substantially the form attached hereto as Exhibit B. The County shall cause {REGISTRAR} to keep a register of the ownership and transfers of this Note. The register will show the date, maturity amount, rate of interest and last Registered Owner and will at all times be open to inspection by the County and the Registered Owner during regular business hours on any Business Day, upon reasonable notice.
- 6.7 Interpretation. Unless the context of this Note clearly requires otherwise, references to the plural include the singular, references to the singular include the plural, the terms “includes” and “including” are not limiting, and the term “or” has, except where otherwise indicated, the inclusive meaning represented by the phrase “and/or.” The words “hereof,” “herein,” “hereby,” “hereunder,” and similar terms in this Note refer to this Note as a whole and not to any particular provision of this Note, as the case may be. Section, subsection, clause, schedule, and exhibit references herein are to this Note unless otherwise specified. Any reference in this Note to any agreement, instrument, or document shall include all alterations, amendments, changes, extensions, modifications, renewals, replacements, substitutions, joinders, and supplements, thereto and thereof, as applicable (subject to any restrictions on such alterations, amendments, changes, extensions, modifications, renewals, replacements, substitutions, joinders, and supplements set forth herein). Any reference herein to any person or entity shall be construed to include such person’s or entity’s successors and assigns. The words “asset” and “property” shall be construed to have the same meaning and effect and to refer to any and all tangible and intangible assets and properties. Any requirement of a writing contained herein shall be satisfied by the transmission of a record and any record transmitted shall constitute a representation and warranty as to the accuracy and completeness of the information contained therein.

*[Signature page follows.]*

IN WITNESS WHEREOF The County of Ogle, Illinois, by its County Board, has caused this Note to be executed by the manual or duly authorized facsimile signature of the Chairman of its County Board and attested by the manual or duly authorized facsimile signature of the County Clerk and ex-officio Clerk of the County Board, all as appearing hereon and as of the dated date identified above.

\_\_\_\_\_  
Chairman of the County Board

ATTEST:

\_\_\_\_\_  
County Clerk and ex-officio Clerk  
of the County Board

Date of Authentication: {EFFECTIVE DATE}

CERTIFICATE  
OF  
AUTHENTICATION

Note Registrar and Paying Agent:  
{REGISTRAR}  
{Registrar City},{Registrar State}

This Note is one of the Notes described in the within-mentioned Ordinance and is one of the Taxable PACE Revenue Notes, ({PROPERTY ADDRESS 1} Project) having a dated date of {EFFECTIVE DATE}, of The County of Ogle, Illinois.

{REGISTRAR},  
as Note Registrar

By \_\_\_\_\_  
Authorized Officer

**EXHIBIT A**

**Assessment Contract**

See attached.

**EXHIBIT B**

**Form of Assignment**

**ASSIGNMENT**

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

[Here insert identifying number such as  
TID, SSN, or other]

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(Name and Address of Assignee)

the within Note and does hereby irrevocably constitute and appoint  
[name of Note Registrar] to transfer such Note on the books kept for registration thereof with full  
power of substitution in the premises.

Dated:

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Signature: \_\_\_\_\_

## ASSESSMENT CONTRACT

The County of Ogle, Illinois	<b>Property Owner:</b>	{PROPERTY OWNER}
	<b>Property:</b>	{PROPERTY ADDRESS 1} {PROPERTY ADDRESS 2}
	<b>PIN:</b>	{PIN}
	<b>Financed Amount:</b>	{FINANCED AMOUNT}
	<b>Interest Rate:</b>	{INTEREST RATE}
	<b>Registered Contractor:</b>	{CONTRACTOR}
	<b>Completion Deadline:</b>	{COMPLETION DEADLINE}
	<b>Disbursement Agreement</b>	[Yes] / [No]

This **ASSESSMENT CONTRACT** (this “**Agreement**”), dated as of {EFFECTIVE DATE} (the “**Effective Date**”), is by and between The County of Ogle, Illinois (the “**County**”) a political subdivision of the State of Illinois, and {PROPERTY OWNER}, a {PROPERTY OWNER DESCRIPTION} (the “**Property Owner**”) the owner(s) of record, of the fee interest in the real property described on Exhibit A (the “**Property**”). The Property Owner completed an application (the “**PACE Application**”) to participate in a property assessed clean energy (“**PACE**”) financing program (the “**Program**”) offered by the County pursuant to the Property Assessed Clean Energy Act, 50 ILCS 50/1 et. seq. (the “**PACE Act**”) and administered by The Illinois Energy Conservation Authority NFP (the “**Administrator**”), in order to finance or refinance certain qualified “energy projects” (as defined in the PACE Act) that benefit the Property, as described on Exhibit A (the “**Improvements**”). The Property Owner will repay the Financed Amount, accrued interest, closing costs, administrative expenses of the County, indemnities, penalties and any other amounts payable under this Agreement through tax assessments levied on the Property from time to time by the County pursuant to the PACE Act (the “**Special Assessments**”). The Property Owner has entered into the Supplemental Commercial PACE Agreement, dated on the date hereof, with {CAPITAL PROVIDER}, a {CAPITAL PROVIDER DESCRIPTION} (the “**Capital Provider**”) in connection with this agreement (the “**CPACE Supplemental Agreement**”). This Agreement establishes the terms of participation in the Program and payment of the Special Assessments.

**SPECIAL ASSESSMENTS.** The Property Owner agrees that from and after execution of this Agreement, the Property shall be subject to Special Assessments that will be levied by the County from time to time in the amounts necessary to repay all amounts owing under this Agreement until any and all such amounts have been paid in full. The Special Assessments will be a lien against the Property (the “**Lien**”) until such amounts are paid in full. The Lien will be coequal to and independent of the lien for general taxes on the Property. If title to the Property is transferred, the obligation to pay the Special Assessments and the Lien will remain with the Property and will be effective against any future owner of the Property until the Special Assessments have been paid in full.

**USE OF FUNDS.** The Property Owner will use the financing obtained under this Agreement solely for the purpose of financing the actual costs of materials, labor and fees necessary for installation of the Improvements and entering into this Agreement and the other PACE Documents (as defined below); provided that Property Owner, Capital Provider and Administrator may agree to reasonable changes to the scope of the Improvements, so long as the revised Improvements continue to be qualified energy projects and the Financed Amount is not increased. If such actual costs exceed the Financed Amount, the Property Owner is solely responsible for such excess.

**ASSESSMENT PAYMENTS.** The installments that the Property Owner is anticipated to pay under the Special Assessments are described on Schedule I (“**Assessment Payments**”). The exact amount of each Assessment Payment (reflecting any adjustments to such amounts related to applicable prepayments, variable interest rates, changes to administrative expenses, indemnities or other unscheduled amounts payable by or credited to

Property Owner pursuant to this Agreement) and due dates will be disclosed in the regular property tax bills from the County along with the Property Owner's other property taxes and must be paid with those property taxes. Assessment Payments are not subject to discount or any other credit for early payment.

**INTEREST.** Interest will accrue on the outstanding portion of the Financed Amount at the Interest Rate described above on the basis of a 360-day year consisting of 12 months of 30 days each. Interest will begin to accrue on the full amount of the Financed Amount beginning on the Effective Date. Each Assessment Payment will include the full amount of interest scheduled to become due within the corresponding 6-month period of the calendar year in which that Assessment Payment is scheduled (each, an "**Interest Period**"). Early payment will not reduce the amount of interest accrued in any Interest Period. The Financed Amount will include capitalized interest sufficient to pay any interest due in the period from the Effective Date to the first day of the Interest Period covered by the first scheduled Assessment Payment.

**ADMINISTRATIVE EXPENSES.** In accordance with the PACE Act, each Assessment Payment will include amounts necessary to pay the County's costs to administer the Program ("**Administrative Fees**"). Administrative Fees are anticipated to equal \$300 of each scheduled Assessment Payment, but may increase as required by the County.

**PROGRAM REQUIREMENTS.** Based solely on the recommendation of the Administrator and the representations of the Property Owner in this Agreement and in the related PACE Application, the County has determined the Property Owner has met all necessary Program requirements to enter into this Agreement.

**DISBURSEMENTS.** If installation of the Improvements is not complete as of the Effective Date, Property Owner and Capital Provider shall enter into an agreement governing the [escrow and] disbursement of any undisbursed portion of the Financed Amount ("**Disbursement Agreement**"). Otherwise, relevant portions of the Financed Amount will be disbursed to or at the direction of the Property Owner. The terms of any Disbursement Agreement shall be consistent with the requirements of the program guidelines for the Program (the "**Program Guidelines**"). In connection with disbursements, the Property Owner and Capital Provider shall provide Administrator with information required to confirm the installation of the Improvements in accordance with the Program Guidelines. Capital Provider and Property Owner shall conduct their own review of each draw request to determine the suitability of the PACE Project and its compliance with the PACE Act and the Program Guidelines. As required by the PACE Act, the Property Owner and the Contractor shall deliver a completion certificate ("**Completion Certificate**") stating that the work on the Improvements has been completed in a satisfactory manner and the Improvements have been properly acquired, constructed, installed, and operating as intended to the Capital Provider and Administrator prior to the final disbursement of the Financed Amount. Each Disbursement Agreement shall provide that any portion of the Financed Amount remaining undisbursed by the earlier of the Completion Deadline (as extended by agreement of Capital Provider, Administrator and Property Owner) and the delivery of the Completion Certificate shall be used to repay the Financed Amount.

**PREPAYMENT.** The outstanding Financed Amount may be prepaid in whole or in part upon no less than 45 days written request to the Administrator at any time. Prepayments will be applied at the end of the month in which funds are received. Upon receipt of the request for prepayment, the Administrator will provide a payoff statement and payment instructions, which shall be binding without apparent errors. The amount of any prepayment will include a rebate of unearned interest, if applicable, a prepayment premium equal to the amount set forth on **Exhibit A** attached hereto and an administrative fee of \$350. Following a partial prepayment, you may either continue to owe Assessment Payments in the same amount as prior to such prepayment but decrease the total number of scheduled Assessment Payments or, upon request, revise the schedule of Assessment Payments in a manner that results in smaller scheduled Assessment Payments that amortize the remaining Financed Amount after the application of the prepayment over the original term. Following any prepayment, Capital Provider will deliver a revised **Schedule I** to Property Owner, which, upon approval by Administrator, shall replace Schedule I from the date of the prepayment without further act. Due to circumstances outside of the Program's control, certain prepayments (including those applied after February 15 of any calendar year) may result in the Property Owner receiving a tax bill that does not reflect that prepayment. In these circumstances, the Property Owner must pay the full tax bill, and the Administrator will refund overpayments to the Property Owner when received from the County.

**LATE PAYMENT.** Under Illinois law, if the Property Owner fails to pay any Assessment Payment on a timely basis, such delinquent Assessment Payments will be subject to the same penalties as other delinquent property taxes, which initially incur a penalty of 1.5% per month and continue to incur increasingly steep penalties mandated by statute if such taxes remain unpaid, including loss of title to the Property. The Property Owner will be responsible for any fees, default interest or other charges related to a delinquent Assessment Payment and such amounts shall become part of the Special Assessments levied under this Agreement.

**FORECLOSURE.** The Property Owner acknowledges and agrees that upon failure to pay any Assessment Payment, the County has the right to enforce collection of delinquent Assessment Payments, associated penalties and all costs of suit (including attorneys' fees) by all lawful means, including through a tax certificate sale or an issuance of a tax deed or other process that could result in Property Owner losing title to the Property. The Property Owner acknowledges that the County has the right to obligate itself, on behalf of the County Parties (as defined below), to exercise such rights and remedies with respect to enforcement of delinquent Special Assessments to the extent permitted by applicable law.

**NO ACCELERATION; NO REDUCTION OR OFFSET; SURVIVAL.** Except as provided below with respect to Eminent Domain, the outstanding portion of Financed Amount and scheduled Assessment Payments related thereto will not accelerate upon a default or late payment or enforcement of remedies by the County under this Agreement. The Special Assessments, the Lien and the obligation to pay subsequent Assessment Payments when they become due shall survive any such event and continue until paid in full. The Property Owner acknowledges and agrees that the Special Assessments will not be subject to reduction, offset or credit of any kind for any reason, including the Improvements' failure to perform as expected.

**ANTIDEFICIENCY.** Without limiting any rights or obligations agreed by the Property Owner and Capital Provider under the CPACE Supplemental Agreement, Property Owner will not be personally liable under this Agreement for any delinquent amount of a Special Assessment that remains outstanding after the completion of the exercise of applicable remedies by the County in respect of such amount (including a tax sale of the Property), except for indemnification rights arising from an event of fraud, willful misconduct or reckless disregard by Property Owner (which the County or other indemnitee may pursue from Property Owner under any available method permitted by law).

**NO WARRANTIES; LIMITATION OF LIABILITY.** NEITHER THE COUNTY NOR THE ADMINISTRATOR MAKES ANY WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, REGARDING THE IMPROVEMENTS, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND ANY AND ALL IMPLIED WARRANTIES ARE EXPRESSLY DISCLAIMED.

**PROPERTY OWNER REPRESENTATIONS AND WARRANTIES.** The Property Owner represents and warrants: (A) the Property Owner is duly organized, validly existing and in good standing in the state of its organization and has authority to do business under the laws of the State of Illinois; (B) the Property Owner has all necessary power and authority to own the Property and to enter into and perform the transactions contemplated by this Agreement; (C) there are no actions, suits or proceedings pending, or to the knowledge of the Property Owner threatened, against or affecting it or the Property that could materially adversely affect the Property Owner, the Property or the installation of the Improvements; (D) the Property Owner has good and insurable title to the Property; (E) the Property Owner has complied with, and will continue to comply with, all applicable statutes, regulations and ordinances in connection with the Property and installation of the Improvements; (F) all permits, consents, approvals and authorizations required to be issued by any governmental body necessary for the installation of the Improvements in accordance with the plans and specifications submitted by the Property Owner to the Administrator (the "**Plans**") either (i) have been obtained, are valid, and are in full force and effect; or (ii) will be obtained, will be valid, will be in full force and effect prior to the initiation of installation; (G) the Property Owner has (i) disclosed to the Administrator the identities of all persons, if any, that hold mortgage liens or other special assessment liens against the Property; (ii) at least thirty days prior to the Effective Date, provided notice of the Property Owner's intent to enter this Agreement pursuant to the PACE Act, and (iii) obtained the written consent of the holders of such mortgage liens against the Property acknowledging that upon execution of this Agreement, the Special Assessments (including interest thereon) shall each constitute a legal, valid and binding assessment and a resulting lien upon the Property, equal in priority

with the lien of all state, county, district and municipal taxes and superior in priority to all other liens, titles and claims, until paid; and (iii) to the Property Owner's knowledge, no such consent has been withdrawn or revoked; (H) the information in the PACE Application, including, without limitation, the description of the Improvements provided to the Administrator in connection with in the PACE Application, is true and correct as of the Effective Date, and that the representations in the PACE Application with respect to the Property and the Property Owner are true and correct as of the Effective Date; (I) the Property Owner has thoroughly reviewed any projections of future energy savings, has been provided sufficient time to clarify any questions regarding such projections and understands that the actual energy savings may vary for a variety of reasons; (J) the Property Owner understands that neither the County nor the Administrator makes any assurances as to the quality, safety, efficiency of the Improvements or compliance of the installation of the Improvements with any applicable laws, regulations, codes, standards or requirements; (K) the Property Owner does not and will not engage in operations that involve the generation, manufacture, refining, transportation, treatment, storage or handling of hazardous materials or hazardous wastes, and the Property has not been previously used for such matters; (L) the Property Owner acknowledges and agrees that the term of the Special Assessments do not exceed the expected useful life of the Improvements; and (M) Property Owner has reviewed the Program Guidelines. These representations and warranties will survive the execution and delivery of this Agreement.

**PROPERTY OWNER COVENANTS.** The Property Owner covenants and agrees to: (A) at all times, maintain the Property and, after installation, the Improvements; (B) pay all taxes, assessments (including the Special Assessment), and all other charges levied on or against the Property when due; (C) cause its contractor(s) to install the Improvements in accordance with the Plans and in a good and workmanlike manner in accordance with all applicable laws, ordinances, codes, rules and regulations; (D) keep in effect all permits, licenses, and approvals required to own and operate the Improvements; and (E) provide written notice to any subsequent purchaser of the Property that the Property is subject to the Special Assessments and the Lien and to provide any subsequent purchaser a copy of this Agreement.

**INSPECTION RIGHTS.** The Property Owner grants the County, the Administrator, their respective agents and representatives the right to enter at any reasonable time, upon reasonable notice, to inspect the Improvements. The Property Owner further grants the County, the Administrator, their respective agents and representatives the right to examine and copy any documentation relating to the Improvements.

**TERM.** Except as otherwise set forth in this Agreement, this Agreement shall expire upon payment in full of the Special Assessments and any other amounts owed by the Property Owner pursuant to this Agreement. Upon receipt of written confirmation from the Capital Provider that such amounts have been paid in full, the County or the Administrator will promptly record a termination of this Agreement.

**DIVISION OF PROPERTY.** If the property is subdivided before the Special Assessments are paid in full, the outstanding Special Assessments will be allocated among the subdivided parcels in the same proportion used for allocating other property taxes on such parcels, unless otherwise agreed by Administrator, Property Owner and Capital providers.

**EMINENT DOMAIN.** If the Property or any part thereof is taken by eminent domain or other taking in a manner that would extinguish all or a portion of the Property Owner's (or that of its successor by eminent domain) obligation to make Assessment Payments following such exercise of eminent domain, then Property Owner may be required to pay all or a portion of the outstanding Financed Amount in accordance with the CPACE Supplemental Agreement.

**RECORDATION OF DOCUMENTS.** The parties acknowledge that this Agreement shall be recorded in the office of the County Recorder on or about the Effective Date.

**WAIVERS, ACKNOWLEDGMENT AND AGREEMENT.** To the extent permitted by applicable law, the Property Owner expressly waives any right for a public hearing regarding the Special Assessment. The Property Owner also waives any right to repeal or challenge the Special Assessments either by lawsuit or by any other proceeding. The Property Owner acknowledges and agrees that the Property Owner and its successors in interest to fee title in the Property shall be solely responsible for the installation, operation and maintenance of



the Improvements. The Property Owner waives any right to recover from and fully releases the County, the Administrator and their successors, assigns and funding sources, and any of their respective officials, employees and agents (the “**County Parties**”) from any claims or liabilities related to, (i) the Property Owner’s participation in the Program, (ii) the Special Assessment, (iii) the Improvements, or (iv) any fact, circumstance or event related to this Agreement, other than claims for, or liabilities not exceeding, Property Owner’s actual damages resulting from such County Party’s willful misconduct or gross negligence and equitable actions to enforce the terms of this Agreement.

**INDEMNIFICATION.** To the extent permitted by applicable law, the Property Owner agrees to indemnify, defend, protect, and hold harmless the County Parties against all losses, liabilities, claims, damages (including consequential damages), penalties, fines, forfeitures, costs and expenses (including all reasonable out-of-pocket litigation costs and attorney’s fees) and any demands related to (i) the Property Owner’s participation in the Program, (ii) the Special Assessment, (iii) the Improvements, or (iv) any other fact, circumstance or event related to this Agreement. These indemnification provisions shall survive the termination of this Agreement. Indemnification amounts due under this Agreement may be levied as part of the Special Assessment.

**AMENDMENT.** Except as expressly provided herein, this Agreement may be modified or amended only by the written agreement of the County and the Property Owner or their respective successors.

**SEVERABILITY.** If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, such holding will not invalidate or render unenforceable any other provision of this Agreement.

**FURTHER ASSURANCES.** The Property Owner and the County agree to execute any further documents necessary or appropriate to ensure that this Agreement and the Special Assessments operate as intended.

**MISCELLANEOUS.** This Agreement shall be governed by the laws of the State of Illinois. This Agreement may be executed in several counterparts, each of which is an original and all of which constitutes one and the same instrument. This Agreement may be executed by one or more electronic means and each party agrees that an electronic signature is enforceable and effective for all purposes.

**THIRD PARTY BENEFICIARY.** The parties hereto acknowledge that the Administrator is a third party beneficiary of this Agreement.

**PERMITTED ASSIGNMENTS.** This Agreement inures to the benefit of and is binding upon the County, the Administrator, the Property Owner and their respective successors and assigns. To the extent permitted by the PACE Act, the County may assign its rights under this Agreement, including all rights to Assessment Payments, to a third party (a “**Permitted Assignee**”) without the consent of the Property Owner. The County intends to delegate certain of its functions under this Agreement to the Administrator. Any Permitted Assignee and the Administrator shall be direct beneficiaries hereof.

**EFFECTIVENESS OF AGREEMENT.** The effectiveness of this Agreement is subject to the execution of the documents described on Exhibit A (the “**PACE Documents**”) and the satisfaction of any conditions precedent therein.

**GOVERNING LAW; VENUE AND JURY WAIVER.** THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF ILLINOIS WITHOUT GIVING EFFECT TO CONFLICT OF LAWS PRINCIPLES. IF FOR ANY REASON A DISPUTE UNDER THIS AGREEMENT PROCEEDS IN COURT AS A LAWSUIT, BOTH PARTIES AGREE THAT: (1) ANY SUCH DISPUTE SHALL ONLY BE BROUGHT AS A LAWSUIT IN THE {JUDICIAL CIRCUIT} JUDICIAL CIRCUIT COURT, SITTING IN OGLE COUNTY, ILLINOIS; (2) BOTH PARTIES IRREVOCABLY CONSENT AND SUBMIT TO THE EXCLUSIVE PERSONAL JURISDICTION AND VENUE OF SUCH COURTS; AND (3) BOTH PARTIES WAIVE ANY RIGHT TO TRIAL BY A JURY.

**IN WITNESS WHEREOF**, the County and the Property Owner have caused this Agreement to be executed in their respective names by their duly authorized representatives, all as of the Effective Date.

**Property Owner:**

**{PROPERTY OWNER}**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**The County of Ogle, Illinois**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## EXHIBIT A

### DESCRIPTION OF PROPERTY, DESCRIPTION OF THE IMPROVEMENTS AND NOTICE INFORMATION

#### **Description of Property:**

APN/Parcel ID(s): {PIN}

{PROPERTY DESCRIPTION}

#### **Description of Improvements:**

{IMPROVEMENTS}

#### **Notice Information:**

If to County:

{COUNTY ADDRESS}

With a copy to:

The Illinois Energy Conservation Authority NFP  
2901 Butterfield Road  
Oak Brook, IL 60523

If to Property Owner:

{PROPERTY OWNER NOTICE ADDRESS}

#### **PACE Documents:**

Assessment Contract, dated as of {EFFECTIVE DATE}, between County and Property Owner

Supplemental Commercial PACE Agreement, dated as of {EFFECTIVE DATE}, between Property Owner and Capital Provider

{DISBURSEMENT AGREEMENT}

#### **Prepayment Premium:**

{PREPAYMENT CALC}

**SCHEDULE I**  
**SCHEDULE OF ANNUAL ASSESSMENT INSTALLMENTS, INCLUDING PRINCIPAL, INTEREST**  
**AND ANNUAL ASSESSMENT ADMINISTRATIVE FEE**

Payment Date	Payment #	Beginning Balance	Interest Payment	Principal Payment	Assessment Payment (P&I)	County Treasurer Fee	Program Maintenance Fee	Total Payment	Ending Balance
	Capitalized Interest								
	1								
	2								
	3								
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H.E.W., Solid Waste & Veterans Committee  
Tentative Minutes  
(Remote Attendance due to COVID-19 Crisis)  
April 13, 2021

1. Call Meeting to Order: Chairwoman Bowers called the meeting to order at 2:00 p.m. Present via audio: Bowers, Fox and Corbitt. Others via audio: Regional School Superintendent Bob Sondgeroth, Asst. Regional School Superintendent Chris Tennyson, Solid Waste Director Steve Rypkema, Animal Control Administrator Dr. Thomas Champley, Greg Grant with LOTS, Rich Sheldon with Veterans Assistance Commission. Present: Asp and Finfrock. Absent: Williams and Health Dept. Administrator Kyle Auman.
2. Approval of Minutes – March 9, 2021: Motion by Corbitt to approve the minutes as presented, 2<sup>nd</sup> by Finfrock. Roll call: Yes – Fox, Asp, Corbitt, Finfrock and Bowers. Motion carried.
3. Public Comment: None
4. Regional Office of Education
  - Monthly Bills: Motion by Asp to approve the bills totaling \$714.82, 2<sup>nd</sup> by Corbitt. Roll call: Yes – Fox, Asp, Corbitt, Finfrock and Bowers. Motion carried.
  - Department Update: Tennyson reviewed the department update sent to committee members.
5. Health Department: Bowers did receive an e-mail from Health Department Administrator Kyle Auman that he would not be available today and the committee should have received a report via e-mail from Auman.
6. Solid Waste Department
  - Monthly Bills: Motion by Finfrock to approve the bills totaling \$6,141.01, 2<sup>nd</sup> by Corbitt. Roll call: Yes – Fox, Asp, Corbitt, Finfrock, Fox and Bowers. Motion carried.
  - Department Update: Rypkema reviews his budget reports and asks for comments. Rypkema sent information in an e-mail yesterday.
  - Clean-up Day Grant Applications:
    - a. Lynnville Township: amount requested - \$1,682 Corbitt moves to approve, 2<sup>nd</sup> by Asp. Roll call: Yes – Fox, Asp, Corbitt, Finfrock, Fox and Bowers. Motion carried.
    - b. Village of Forreton: amount requested - \$2,000 - Finfrock moves to approve, 2<sup>nd</sup> by Corbitt. Roll call: Yes – Fox, Asp, Corbitt, Finfrock, Fox and Bowers. Motion carried.
    - c. Village of Adeline: amount requested – \$390 – Fox moves to approve, 2<sup>nd</sup> by Asp. Roll call: Yes – Fox, Asp, Corbitt, Finfrock, Fox and Bowers. Motion carried.

Rypkema explains the need to transfer \$2,000 from the Waste Reduction/Recycling Grant Fund to the Clean-up Day Grant Fund. Fox moves to approve the transfer as requested, 2<sup>nd</sup> by Asp. Roll call: Yes – Fox, Asp, Corbitt, Finfrock, Fox and Bowers. Motion carried.

- Solid Waste Management Plan Update:

Rypkema informs the committee of the second virtual meeting held on March 31, 2021 and the presentation is available online  
[https://oglecounty.org/departments/solid\\_waste/resources.php](https://oglecounty.org/departments/solid_waste/resources.php)  
Public Comments are due April 14, 2021.  
The next meeting will be Wednesday, April 28, 2021, 10:00 a.m.

H.E.W., Solid Waste & Veterans Committee  
April 13, 2021

- Odor Issues at landfills – Rypkema states over the past 2 years there have been many complaints about odor. Rypkema reviews information sent to the committee members. Fox compliments Rypkema on keeping the committee well informed of issues.
- Intergovernmental Delegation Agreement – Rypkema reports the Intergovernmental Delegation Agreement between IEPA & Ogle County for Solid Waste Enforcement Program is up for renewal by June of this year. This is a five-year agreement which authorizes the OCSWMD to inspect the landfills and do the local enforcement of solid waste laws and regulations in Ogle County. A draft of the new agreement should be ready by next month.
- Latex Paint & Document Shredding Event, Saturday, April 17, 2021, 8:00 a.m. to 12:00 p.m., Pines Road Annex. Free Oak trees! (flyer attached)
- Administrative Assistant: Rypkema welcomes Dana Hubbard as the new Administrative Assistant in Solid Waste.

7. Animal Control

- Monthly Bills: Motion by Corbitt to approve the Animal Control bills in the amount of \$5,409.88, 2<sup>nd</sup> by Finfrock. Champley states about half of the bill is for micro-chips which are resold. Roll call: Yes – Fox, Asp, Corbitt, Finfrock, Fox and Bowers. Motion carried. Motion by Corbitt to approve the Pet Population bills in the amount of \$1,619.00, 2<sup>nd</sup> by Asp. Roll call: Yes – Fox, Asp, Corbitt, Finfrock, Fox and Bowers. Motion carried.
- Department Update: Dr. Champley states they have micro-chips that will also take the body temperature of the animal.

8. Veterans Assistance Commission: No report

9. LOTS (Lee-Ogle Transportation System): Report was emailed.

10. Old Business: None

11. New Business: Bowers states May is the month for the 708 Mental Health Board Funding Hearings.

12. Closed Session: None

13. Adjournment: With no further business, Chairwoman Bowers adjourned the meeting. Time: 2:43 p.m

Respectfully submitted,  
 Laura J. Cook  
 Ogle County Clerk and Recorder

Ogle County Animal Control Warden Activity Record March 2021			
<i>Month of March</i>	<i>Monthly Total</i>	<i>Misc. Notes</i>	<i>2020 Year to Date</i>
Miles Driven	<b>2124</b>	Regular duties - Check complaints Stray pick up - Tag Doors for Non-Vac	<b>35872 29931</b>
Bites Reported	<b>11</b>	9 Dogs 1 Cats    1 Bat	<b>22</b>
Strays	<b>3</b>	3 Ogle Co.	<b>9</b>
Notices To Comply Given	<b>28</b>	<b>28 No Current Vac / Registration Dogs Running At Large</b>	<b>83</b>
Citations Issued	<b>1</b>	1 Dogs Running @ Large No Rabies Shot and Tag	<b>1</b>
Welfare Calls	<b>2</b>	2 Dogs - No proper shelter -No water	<b>6</b>
Animal Bites on Animals	<b>3</b>	3 Dog on Dog Dog on Cat	<b>10</b>
Assist Other Agencies		Ogle County Sheriff	<b>2</b>
Dogs Deemed Dangerous			
Dogs Deemed Vicious			
Other Complaints			<b>1</b>

Submitted by:  
Kevin G. Christensen - Warden  
Ogle County Animal Control



# **LATEX PAINT RECYCLING & PAPER SHRED EVENT**

**SATURDAY, APRIL 17, 2021**

**909 PINES ROAD, OREGON**

## **Paint Recycling: 8 AM TO 12 PM**

<b>Paint Container Size</b>	<b>Total Recycling Cost</b>	<b>County Portion</b>	<b>Your Cost First 10 Items</b>
Quart	\$2.50	\$1.50	<b>\$1.00</b>
Gallon	\$5.00	\$3.00	<b>\$2.00</b>
5 Gallon Pail	\$18.00	\$10.00	<b>\$8.00</b>



- ⇒ The first 10 containers will be subsidized by OCSWMD
- ⇒ For more than 10 containers, you pay full price
- ⇒ Pay by cash, credit card, or check payable to "Earthpaint.org"
  - ⇒ No oil based paints or spray cans
  - ⇒ No business or institutional paints

---

## **Paper Document Shredding: 9 AM—12 PM**

- ♦ No cost to Ogle County residents
- ♦ Limit 3 boxes per vehicle
- ♦ No business or institutional papers



**Free Oak Saplings!**  
**Bur Oak, Red Oak, & Swamp White Oak**  
**Limited to 10 saplings per household, while supplies last**

**Sponsored by the Ogle County Solid Waste Management Department**  
**[www.oglecounty.org](http://www.oglecounty.org)**  
**[solidwaste@oglecounty.org](mailto:solidwaste@oglecounty.org)**  
**815-732-4020**



**Cleanup Day Grant Summary Table  
FY 2021**

<b>Town/Township</b>	<b>Date Received</b>	<b>Date of Event</b>	<b>Total Projected Cost</b>	<b>Grant Amount Requested</b>	<b>Matching Amount</b>	<b>Amount Approved</b>	<b>Date Approved</b>	<b>Actual Amount Spent</b>	<b>Amount Paid</b>	<b>Date Paid</b>	<b>Notes</b>
Davis Junction	2/8/2021	6/19/2021	\$1,024.03	\$512.06	\$512.06	\$ 512.06	2/9/2021				Approved 2/9/21
Leaf River	2/10/2021	05/21-22/21	\$3,654.00	\$1,902.00	\$1,902.00	\$ 1,902.00					Approved 3/9/21
Stillman Valley	2/11/2021	06/5-12/21	\$4,677.80	\$2,000.00	\$2,677.80	\$ 2,000.00					Approved 3/9/22
Monroe Township	3/1/2021	9/18/2021	\$4,580.00	\$2,000.00	\$2,580.00	\$ 2,000.00					Approved 3/9/23
Lynnville Township	3/11/2021	08/07/21	\$3,364.00	\$1,682.00	\$1,682.00						4/13/21 vote
Village of Forreston	3/19/2020	4/30 - 5/1/21	\$5,152.00	\$2,000.00	\$3,152.00						4/13/21 vote
Village of Adeline	3/19/2021	09/25/21	\$780.00	\$390.00	\$390.00						4/13/21 vote
<b>Totals</b>			\$23,231.83	\$10,486.06	\$12,895.86	\$ 6,414.06		\$0.00	\$0.00		
			Over budget:	\$1,486.06							
<b>Amount Remaining in Budget (\$9,000 in line item)</b>						\$ 2,585.94			\$9,000.00		



## **Report to HEW Committee of Ogle County Board**

April 13, 2021 | 2:00 PM

### **1.) Highlights**

- a. **Disaster Transportation Agreement**
  - i. Pinecrest Community
  - ii. Heritage Square
  - iii. Dixon Rehabilitation and Health Care Center
- b. **FY 2022 Contracts being developed**
  - i. Allocated amounts for FY 2022 include;
    - 1. 5311: \$245,411 (no change from FY 2021)
    - 2. 5311F (I-88): \$1,084,542 (no change from FY 2021)
    - 3. DOAP: \$1,555,840 (10% increase from FY 2021)
    - 4. CARES Act 5311/5311F: remaining amount (runs through June 30, 2023)
    - 5. 5311F (I-39): An extension of funding will likely be CARES or related funding
  - ii. Documents going to County Board this month
    - 1. Resolution Authorizing Execution/Amendment of Section 5311 grant
    - 2. Public Transportation Applicant Ordinance
    - 3. Acceptance of Special Warranty
- c. **Operator Audits completed for 1<sup>st</sup> and 2<sup>nd</sup> Quarter requisitions**
  - i. Village of Progress held March 1 / 9:00 AM
  - ii. Rock River Center / March 10 @ 9:00 AM
  - iii. LCCOA / March 10 @ 11:00 AM
  - iv. Hub City Senior Center / March 12 @ 8:30 AM
  - v. Kreider Services / March 12 @ 11:00 AM

### **2.) Other Updates**

- a. Mass Transit District Development / Advisory Council
  - i. Advisory Council met January 28, 2021
  - ii. Representatives from Lee and Ogle Counties
  - iii. Outcome: Consensus to develop Ordinance to send to both County Boards supporting the development of a Mass Transit District
  - iv. Brian Brim, 1<sup>st</sup> Assistant State's Attorney is drafting Ordinance
    - 1. Ordinance will likely be ready for May, 2021 meetings of County Boards
- b. CARES Relief Funding
  - i. Burlington Trailways agreement (\$2.125 ML)
    - 1. 30% of this amount has been "spent down" by Burlington
    - 2. Agreement with BT extended until end of year
  - ii. Greyhound Bus Lines (\$6.352 ML)
    - 1. 100% of this amount has been "spent down" by Greyhound
  - iii. IDOT has revised the County's CARES Relief funding
    - 1. Adding an additional \$989,000
    - 2. Total contract amount is now: \$12,751,412

### **3.) Update on Capital Projects**

- a. Canopy Project – front of Reagan Transit Center
  - i. Sjoström has been reimbursed for expenses except for a retainage of \$22,000
  - ii. Willett Hofmann has a remaining amount of \$18,500
  - iii. Final "punch list" of remaining components being developed by Willett Hofmann
  - iv. Remaining component: repair damaged façade of canopy
    - 1. Responsibility of Porter Brothers / whose asphalt truck scratched facade

#### 4.) New Capital Funding of Projects - \$200 million / REBUILD Illinois Grant Program

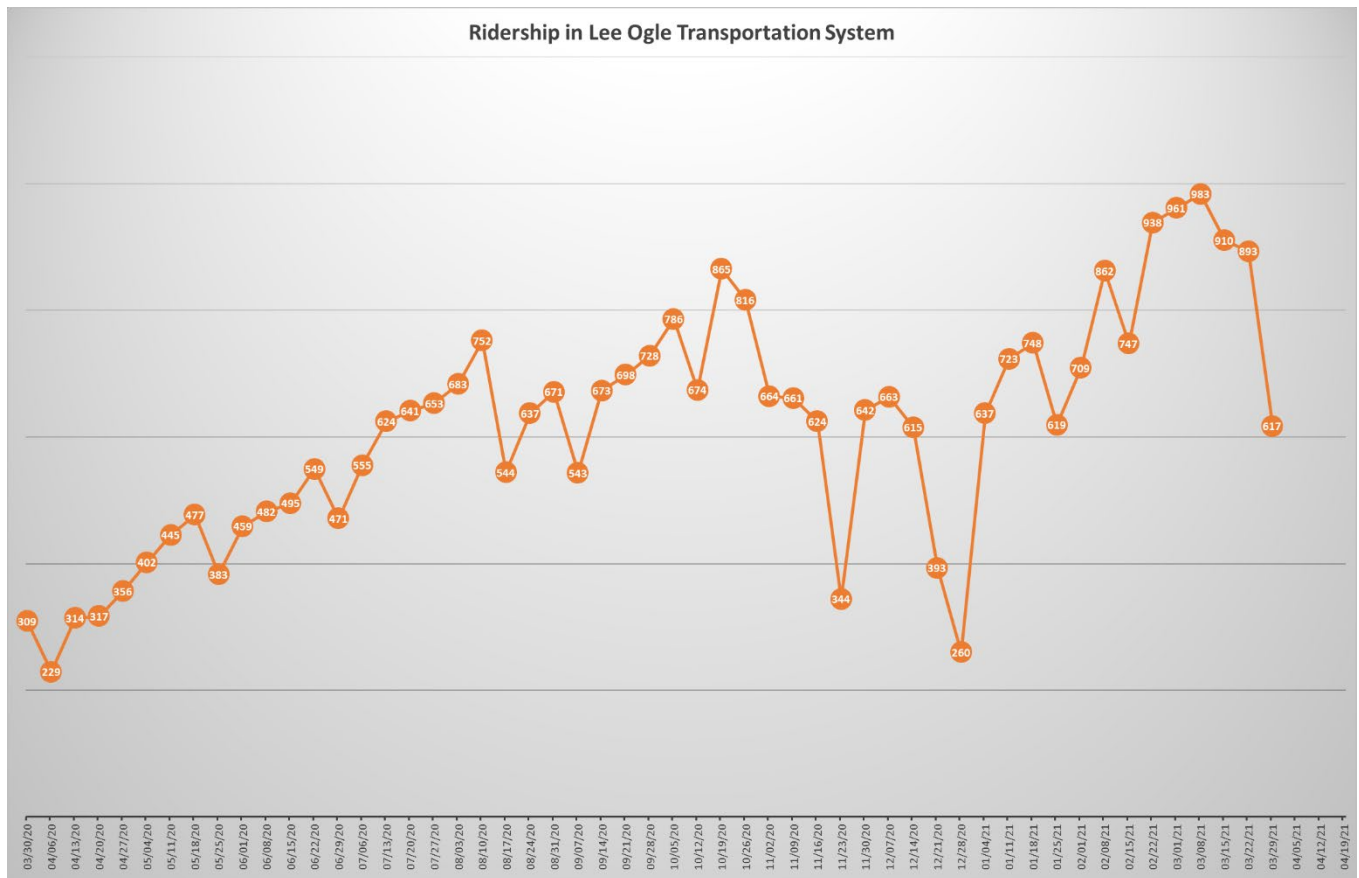
- a. LOTS REBUILD Proposal: \$2,794,783
  - i. NOSA received; executed 2-year capital contract received
  - ii. Second administrative/maintenance location in Ogle County
    - 1. First step to purchase 3.71-acre parcel for secondary office location
  - iii. Three (3) new Ford Transit Vans
  - iv. Video surveillance cameras on buses

#### 5.) Technical Assistance Grant

- a. Technical Assistance Grant (Awarded) from IDOT / City of Rochelle Project
  - i. Awaiting executed contract for \$79,000 grant
  - ii. Two-year grant to complete feasibility study for fixed route in Rochelle

#### 6.) COVID-19/Coronavirus Pandemic / Impact on Public Transportation

- a. Ridership is down by 40.38% when compared to one year ago
  - i. 617 rides (week of March 29, 2021) vs. 309 rides (one year ago)
    - 1. See chart below
  - ii. Ridership continuing to trend upward (see attachment)
  - iii. New moneyless system – ParaPass of CTS – will be implemented in near future
- b. Following protocols remain in place
  - i. Riders and Drivers must wear face coverings (unless medical condition)
  - ii. Driver shield doors installed on vehicles including, most recently, mini-vans
  - iii. Riders are being asked to use social distancing
  - iv. Sanitizing protocols before/after trips.
  - v. Daily sanitizing protocols in place at Reagan Transit Center
  - vi. Drivers and staff take temperature taken before/after shift



**Ogle County - Final Long Range Presentation**

Roling, Jeremy A. [JRoling@Gilbaneco.com]

**Sent:** Saturday, April 10, 2021 3:44 PM**To:** Donald Griffin**Cc:** Leonard, Thomas G. [TLeonard@GilbaneCo.com]; John Finfrock; Itinerary, MWRO Ogle County Jail #8072 [MW8072@GilbaneCo.com]**Attachments:** 4-2021 Board Update - Ogle~1.pdf (101 KB)

Good afternoon Don,

Attached and below is my wrap up information for the Long Range Planning meeting this week. My summary is as follows:

1. The Manufacturer's Roof Inspection for Warranty took place March 30<sup>th</sup>. No reinspection is required.
2. Roofing Punchlist work was completed April 5<sup>th</sup>
3. All hard & electronic copies of closeout documents have been turned over to the County.
4. Gilbane's final invoice has been submitted for approval this month.
5. We came in \$801,620 under the original budget for Gilbane's services + Trade Contract costs.
6. Overall the project came in \$1,030,921 under the \$23,507,864 budget that was established after all bids had been received.
7. A fun fact/reminder is that prior to receiving bids our budget for the project was \$25,500,000. If you compare the final cost to this original budget the County had a savings of over \$3M dollars on the project!

Let me know if you want any other information presented on Tuesday. Thanks and have a great weekend!

**Jeremy Roling**

Senior Project Manager

**Gilbane Building Company** | *Celebrating 150 Years*123 N. Wacker Drive, 26<sup>th</sup> Floor | Chicago, IL 60606**O** Office Phone: 312-596-1724 | **M** Mobile Phone: 773-499-8218[www.gilbaneco.com](http://www.gilbaneco.com)[LinkedIn](#) [Facebook](#) [Twitter](#) [Instagram](#)Subscribe to the [Gilbane Ink Blog](#)

Project Name: Ogle County Judicial Center Annex

Construction Manager: Gilbane Building Company

Architect Name: HOK

Project No. J08072.000

Date: April 9, 2021



# Final Contingency Report

Architect Bulletin #		Gilbane Potential Change Item (PCI)				Gilbane Response		Owner Approval	
Bulletin No.	ASI No.	Gilbane PCI No.	Issue Date	Description	Attachments	Date	Cost	Action	Date
-	-	BT-00001	4/8/19	Issued For Construction Drawings	Various	5/8/19	\$1,383.00	Approved	5/21/19
1	-	BT-00002	4/15/19	Department of Corrections Changes (NTE: \$100,000.00)	Bulletin #1	7/8/19	\$100,218.00	Approved	7/16/19
2	-	BT-00003	4/15/19	Storm Sewer Revisions (NTE: \$87,127.00)	Bulletin #2	4/23/19	\$87,127.00	Approved	5/21/19
-	-	BT-00004	5/2/19	Eliminate Painting of Exposed Structure in Mech. Areas	None	5/9/19	-\$2,260.00	Approved	5/21/19
-	-	BT-00005	5/2/19	Tree Protection Credit	None	5/9/19	-\$488.00	Approved	5/21/19
-	-	BT-00006	5/3/19	Thermally Broken Veneer Anchor Substitution	None	5/3/19	-\$37,000.00	Approved	5/21/19
3R1	-	BT-00007	6/6/19	IT Changes (NTE: \$15,000.00)	Bulletin #3R1	7/3/19	\$8,365.00	Approved	6/18/19
5	-	BT-00008	6/7/19	Cast Stone Coping Band Revision (NTE: -\$110,000.00)	None	7/22/19	-\$110,907.00	Approved	6/18/19
-	-	BT-00009	7/1/19	PVC in Lieu of Cast Iron Waste Piping Above Grade	None	8/13/19	-\$11,400.00	Approved	9/17/19
-	-	BT-00010	6/10/19	Synthetic Slate Shingles in Lieu of Standing Seam Metal	None	7/9/19	-\$56,950.00	Approved	7/16/19
4R1	-	BT-00011	5/29/19	Door & Hardware Revisions (NTE: \$15,000.00)	Bulletin #4R1	7/16/19	\$3,448.00	Approved	7/16/19
6	-	BT-00012	6/7/19	Kitchen Plumbing Revisions Per IL Code (NTE: \$7,500.00)	Bulletin #6	6/18/19	\$7,500.00	Approved	6/18/19
-	-	BT-00013	5/30/19	Building Pad Undercut Due to Soil Conditions (NTE: \$65,000.00)	None	6/10/19	\$65,000.00	Approved	6/18/19
-	-	BT-00014	6/13/19	Bid Package 31B Hayward Baker Allowance Credit	None	6/13/19	-\$10,000.00	Approved	7/16/19
-	-	BT-00015	6/13/19	Steel Joist Bearing Plate Credit (double purchase)	None	6/13/19	-\$1,530.00	Approved	7/16/19
7	-	BT-00016	6/20/19	Mechanical & Plumbing Coordination Revisions	Bulletin #7	7/8/19	\$0.00	Approved	7/16/19
8	-	BT-00018	7/11/19	Structural Revisions	Bulletin #8	8/26/19	\$4,209.00	Approved	9/17/19
-	-	BT-00019	7/16/19	Recessed Toilet Paper Holders for CF-1 Fixtures	None	7/18/19	\$1,606.00	Approved	8/20/19
-	-	BT-00020	7/23/19	Detention Door & Frame Paint Material Change	None	7/23/19	\$2,989.00	Approved	8/20/19
9	-	BT-00021	8/1/19	Door Hardware Revisions, Sallyport Revisions, & RFI Incorporation	Bulletin #9	9/9/19	\$735.00	Approved	9/17/19
10	-	BT-00022	8/30/19	RFI Incorporation - Added Metal Panels, Laundry Room Enclosures, Etc.	Bulletin #10	11/4/19	\$106,449.00	Approved	11/19/19
11	-	BT-00023	10/31/19	Exterior Detail Updates & RFI Incorporation	Bulletin #11	12/26/19	-\$2,889.00	Approved	1/21/20
12	-	BT-00024	11/6/19	Ceiling, Painting, & Detention Furnishing Revisions	Bulletin #12	12/6/19	-\$7,718.00	Approved	12/17/19
13	-	BT-00025	12/4/19	Metal Panel & Roofing Detail Updates	Bulletin #13	1/6/20	-\$649.00	Approved	1/21/20
14	-	BT-00026	12/20/20	Glazing, Roofing, Louver, & RFI Updates (NTE: \$10,324.00)	Bulletin #14	2/5/20	\$6,313.00	Approved	4/21/20
15	-	BT-00027	12/20/20	NOT PROCEEDING - Exterior Trash Enclosure & Bollards	Bulletin #15	1/20/20	\$0.00	VOID	2/18/20
16	-	BT-00028	1/17/20	Finish Revisions (NTE: \$11,046.00)	Bulletin #16	4/22/20	\$2,466.00	Approved	2/18/20
17	-	BT-00029	2/24/20	Exterior Insulation, Painting, Drywall, & Civil Revisions	Bulletin #17	4/8/20	\$13,918.00	Approved	4/21/20
18	-	BT-00030	3/6/20	Glazing, Fire Alarm, Mechanical, & Finish Updates (NTE: \$43,955.00)	Bulletin #18	4/6/20	\$31,856.00	Approved	4/21/20
19	-	BT-00031	3/23/20	Security Mesh, Rec Yard Door Hardware & Laundry Ceiling Paint Revisions (NTE: \$20,000.00)	Bulletin #19	6/1/20	\$10,433.00	Approved	5/19/20
20		BT-00032	4/13/20	Officer Toilet Room Finish & Mechanical Revisions in Dorm	Bulletin #20	4/28/20	\$855.00	Approved	5/19/20
-	-	BT-00033	5/14/20	Bid Package 05A TA Bowman Constructors Allowance Credit	None	5/14/20	-\$1,992.00	Approved	6/16/20
21	-	BT-00034	5/21/20	Sallyport Intercom & Curb Revisions	Bulletin #21	6/3/20	\$8,913.00	Approved	6/16/20
-	-	BT-00035	5/11/20	Replace Doors A102.2, D101.2, E101.2, F101.2, and G101.2	None	5/28/20	\$13,594.00	Approved	6/16/20
22	-	BT-00037	6/4/20	Roofing, Shower Hooks, Electrical, & Mechanical Updates	Bulletin #22	8/28/20	\$12,027.00	Approved	9/21/20
-	-	Various	11/6/20	November Allowance Credits (4 contracts closed)	None	11/6/20	-\$12,238.75	Approved	11/17/20
-	-	Various	12/31/20	December Allowance Credits (6 contracts closed)	None	1/8/21	-\$28,357.82	Approved	1/19/21
-	-	Various	1/8/21	January Allowance Credits (6 contracts closed)	None	2/5/21	-\$77,897.18	Approved	2/16/21
-	-	Various	3/6/21	February Allowance Credits (Final contract to be closed)	None	3/6/21	\$0.00	Approved	3/15/21

	Previously Approved Items
	Update On Previously Approved Items
	For Approval
	Work in Progress
	Potential Change Items

Original Construction Contingency	\$829,819.00	
Approved Change Orders	\$127,127.25	15.32%
For Approval Change Orders	\$0.00	0.00%
Estimated Change Orders	\$0.00	0.00%
Remaining Contingency	\$702,691.75	84.68%

# Ogle County Cost Log

		Original budgets	Paid to Date	Balance to Finish
TRADE CONTRACT BUDGETS				
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05A Structural Steel Work	\$	780,000.00		
06A General Trades Work	\$	1,216,450.00		
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11B Kitchen & Laundry Equipment Work	\$	361,584.00		
21A Fire Protection Work	\$	147,800.00		
22A Plumbing Work	\$	960,000.00		
23A Mechanical Work	\$	1,973,100.00		
26A Electrical & Communication Work	\$	2,251,860.00		
28A Security Access Work	\$	596,420.00		
31A Mass Excavation Work	\$	586,685.00		
31B Aggregate Pier Work	\$	105,000.00		
32A Site Paving & Concrete Work	\$	226,000.00		
Total Trades	\$	18,334,601.00		
CONTINGENCIES				
Winter Conditions Allowance	\$	60,000.00		
Owner Construction Contingency	\$	829,819.00		
Total Contingency	\$	889,819.00		
GILBANE BUDGETS				
Gilbane precon lump sum	\$	213,680.00		
Gilbane construction lump sum	\$	1,173,186.00		
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Total Gilbane	\$	2,324,410.00		
Total Trades + Contingency + Gilbane	\$	21,548,830.00	\$ 20,746,379.91	
OWNER BUDGETS				
*identified in total original budget*				
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Professional Services (HOK) - 4328 - Design Development	\$	283,500.00		
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Professional Services (HOK) - 4328 - Lump Sum Reimbursables	\$	67,600.00	\$ 194,499.00	
	\$	1,485,100.00	\$ 1,485,100.00	
Covid-related costs			\$ 7,020.98	
Exterior Envelope Consultant	\$	20,000.00	\$ -	
Construction Material Testing (TSC)	\$	70,000.00	\$ 57,976.33	
Furniture & Fixtures by Owner	\$	150,000.00	\$ 47,992.25	
Permanent Signage by Owner	\$	25,000.00	\$ -	
Dispatch Radios by Owner	\$	10,000.00	\$ -	
AV Equipment by Owner	\$	50,000.00	\$ 23,146.13	
Utility Consumption Charges During Construction	\$	30,000.00	\$ 21,838.46	
Permits	\$	15,000.00	\$ 18,804.50	
Builders Risk Policy	\$	35,000.00	\$ -	
*costs outside of original budget*				
Rent	\$	28,800.00	\$ 24,000.00	
Misc/Equipment/IT	\$	40,134.00	\$ 44,683.61	
Total Owner	\$	1,959,034.00	\$ 1,730,562.26	\$ -
Total Projected Budget	\$	23,507,864.00	\$ 22,476,942.17	\$ -
Original budget - paid to date	\$	1,030,921.83		



**ComEd®**  
**Energy Efficiency Program**

4/5/21

County of Ogle  
Attn.: Linda Beck  
105 S 5th St, PO Box 40  
Oregon, IL 61061

Re: Customer copy of incentive payment  
ComEd Energy Efficiency Program  
CINC-1089: PS\_ADC\_Ogle\_County, 501 W Washington St, Oregon, IL 61061

Linda Beck,

Congratulations!

The incentive payment for participating in the ComEd® Energy Efficiency Program new construction offering has been issued to County of Ogle, as directed, for a sum of \$25,290.00.

ComEd thanks you for your efforts to help reduce electricity and natural gas use in Illinois. Your participation in the program will help you save energy and lower your costs while reducing impacts on the environment.

For information about other offerings from the program, please call 855-433-2700, email [BusinessEE@ComEd.com](mailto:BusinessEE@ComEd.com) or visit [ComEd.com/BizIncentives](http://ComEd.com/BizIncentives).

Thank you,

The ComEd Energy Efficiency Program new construction team

**ComEd®**

An Exelon Company

**powering lives**

The ComEd Energy Efficiency Program is funded in compliance with state law.



Long Range & Strategic Planning Committee  
Tentative Minutes  
(Remote Attendance due to COVID-19 Crisis)  
April 13, 2021

1. Call Meeting to Order: Chairman Griffin called the meeting to order at 3:00 p.m. Present Griffin and Sparrow. Present via audio: Fox, Heuer, Janes, and Reising. Others via audio: Jeremy Roling with Gilbane Building Co, Others Present: Nordman. Absent: Oltmanns.
2. Public Comment: None
3. Approval of Minutes – March 9, 2021: Motion by Sparrow to approve the minutes as presented, 2nd by Heuer. Roll Call: Yes – Fox, Heuer, Janes, Reising, Sparrow and Griffin. Motion carried.
4. Long Range Invoices: Motion by Janes to approve the Long Range bills totaling \$52,180.12, 2nd by Reising. Roll Call: Yes – Fox, Heuer, Janes, Reising, Sparrow and Griffin. Motion carried.
5. Judicial Center Annex Update: Griffin has Jeremy Roling of Gilbane give an update. Roling states the roof inspection has been completed and warranty has been issued. Griffin states the county did receive the ComEd Energy Rebate of \$25,290.00 from the project.
6. Old Business
  - Solar Project: Griffin states he will begin collecting information for this project.
  - Demolition of old Jail Grant: Griffin states they have been working on obtaining grants to help with the Solar project and the demolition of the old jail. Griffin will be working with Oltmanns and GIS on updating the campus plan.
  - Capital Improvement Plan: Griffin states there may be some modifications in this plan.
  - Iron Mike: Janes informs the committee that work will begin on Iron Mike in April.
  - Demolition of 607 Washington St (WilliamsMcCarthy) – bid was in the e-mail. Griffin would like to move ahead and use Gilbane to assist with bids. Heuer makes the motion to move forward with Gilbane to assist with costs, 2<sup>nd</sup> by Reising. Roll Call: Yes – Fox, Heuer, Janes, Reising, Sparrow and Griffin. Motion carried.
  - Demolition of old Jail: Griffin states the bid was in the e-mail. Heuer makes the motion to move forward with Gilbane to assist with costs, 2<sup>nd</sup> by Janes. Roll Call: Yes – Fox, Heuer, Janes, Reising, Sparrow and Griffin. Motion carried.
  - Solid Waste Fund: Sparrow would like for Treasurer Linda Beck to give the LRP Committee an update on the excess funds from the Solid Waste Fund. Beck states there are some excess funds that could be used to transfer to LRP and she will look into the amount. Beck also states we will be getting Host Fee money which can also go into LRP.
7. Adjournment: With no further business, Chairman Griffin adjourned. Time: 3:47 p.m.

Respectfully submitted,  
Laura J. Cook  
Ogle County Clerk and Recorder

Long Range Planning Committee Meeting  
April 13, 2021



4781 Sandy Hollow Road · Rockford, Illinois 61109  
Phone: (815) 874-4422 · Fax: (815) 874-1944 · [www.northernillinoiservice.com](http://www.northernillinoiservice.com)

April 1, 2021

**Proposal**  
No. P20098

Gilbane  
8550 West Bryn Mawr Ave, Suite 300  
Chicago, IL 60631

**Re: Proposal for Demolition – Ogle County Jail Building, 105 S. 5<sup>th</sup> St. – Oregon, IL  
(Parcel No. 16-03-164-001)**

We propose the following:

**Base Bid**

1. Obtain Ogle County permit for demolition (permit fee assumed to be waived).
2. Arrange for utility disconnections (ComEd and Nicor) and pay associated Nicor termination fee.
3. File IEPA Notice of Demolition and pay associated fee.
4. Install temporary chain link fencing around the site for public protection during demolition.
5. Completely demolish the structure, all non-recyclable material is to be disposed of at a licensed landfill. Documentation of proper disposal can be provided upon request.
6. Remove concrete and limestone foundation walls and floor slabs completely. All removed concrete is to be crushed on-site and used as backfill.
7. Remove sidewalks on the west and east sides of the building . All removed sidewalk is to be crushed on-site and used as backfill.
8. Backfill foundation and basement voids with crushed compacted granular fill material.
9. Terminate water and sewer services at the property line.

**Total Base Bid: \$145,130.00**

**Alternate Bid – Basement Slab and Walls Left In-Place**

1. Break basement floor slab for drainage and break basement foundation walls +- 24” below grade in lieu of base bid complete removal.

**Total Alternate Bid: Deduct \$12,500.00**

**Notes:**

- Asbestos inspection and abatement are excluded. The building must be tested for asbestos containing building materials by a State-licensed asbestos contractor prior to demolition.
- The Ogle County or City of Oregon fees for demolition permits are excluded and assumed to be waived for this project.
- All salvage value associated with the buildings contents has been factored into our bid. All steel / metals within the building and its salvage value are to become property of the demolition contractor as part of our proposal.
- Included is terminating the water and sewer services at the property line. If service lines need to be terminated in the street, added costs will apply for traffic control, pavement removal / restoration, etc.
- Topsoil and turf seeding is excluded as requested.
- Removal and salvage of any mechanical or electrical components is excluded.
- All re-routing and or de-energizing of mechanicals / electric is to be completed by others.
- Removal of any found underground storage tanks is excluded. If found, added cost will be proposed for removal.
- Closing of the door opening / finish work at the connector link to the courthouse building is excluded.
- If Alternate Bid is selected settlement may take place.
- If Alternate Bid is selected the lot may not be fit for future development without removing the basement walls and basement floor slab completely.

#### **Pictures of Building Proposed for Demolition:**



Thank you for the opportunity to provide a proposal for this project. Please contact our office with any questions regarding this proposal.

Sincerely,

Brian Amling  
 Northern Illinois Service Co.  
 815.874.4422(o) 815.378.9081(o)  
[brian@northernillinoiservice.com](mailto:brian@northernillinoiservice.com)



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**ComEd®**  
**Energy Efficiency Program**

4/5/21

County of Ogle  
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Thank you,

The ComEd Energy Efficiency Program new construction team

**ComEd®**

An Exelon Company

**powering lives**

The ComEd Energy Efficiency Program is funded in compliance with state law.

## Ogle County Cost Log

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<b>Original budget - paid to date</b>	<b>\$ 1,030,921.83</b>		



Project Name: Ogle County Judicial Center Annex

Construction Manager: Gilbane Building Company

Architect Name: HOK

Project No. J08072.000

Date: April 9, 2021



# Final Contingency Report

Architect Bulletin #		Gilbane Potential Change Item (PCI)				Gilbane Response		Owner Approval	
Bulletin No.	ASI No.	Gilbane PCI No.	Issue Date	Description	Attachments	Date	Cost	Action	Date
-	-	BT-00001	4/8/19	Issued For Construction Drawings	Various	5/8/19	\$1,383.00	Approved	5/21/19
1	-	BT-00002	4/15/19	Department of Corrections Changes (NTE: \$100,000.00)	Bulletin #1	7/8/19	\$100,218.00	Approved	7/16/19
2	-	BT-00003	4/15/19	Storm Sewer Revisions (NTE: \$87,127.00)	Bulletin #2	4/23/19	\$87,127.00	Approved	5/21/19
-	-	BT-00004	5/2/19	Eliminate Painting of Exposed Structure in Mech. Areas	None	5/9/19	-\$2,260.00	Approved	5/21/19
-	-	BT-00005	5/2/19	Tree Protection Credit	None	5/9/19	-\$488.00	Approved	5/21/19
-	-	BT-00006	5/3/19	Thermally Broken Veneer Anchor Substitution	None	5/3/19	-\$37,000.00	Approved	5/21/19
3R1	-	BT-00007	6/6/19	IT Changes (NTE: \$15,000.00)	Bulletin #3R1	7/3/19	\$8,365.00	Approved	6/18/19
5	-	BT-00008	6/7/19	Cast Stone Coping Band Revision (NTE: -\$110,000.00)	None	7/22/19	-\$110,907.00	Approved	6/18/19
-	-	BT-00009	7/1/19	PVC in Lieu of Cast Iron Waste Piping Above Grade	None	8/13/19	-\$11,400.00	Approved	9/17/19
-	-	BT-00010	6/10/19	Synthetic Slate Shingles in Lieu of Standing Seam Metal	None	7/9/19	-\$56,950.00	Approved	7/16/19
4R1	-	BT-00011	5/29/19	Door & Hardware Revisions (NTE: \$15,000.00)	Bulletin #4R1	7/16/19	\$3,448.00	Approved	7/16/19
6	-	BT-00012	6/7/19	Kitchen Plumbing Revisions Per IL Code (NTE: \$7,500.00)	Bulletin #6	6/18/19	\$7,500.00	Approved	6/18/19
-	-	BT-00013	5/30/19	Building Pad Undercut Due to Soil Conditions (NTE: \$65,000.00)	None	6/10/19	\$65,000.00	Approved	6/18/19
-	-	BT-00014	6/13/19	Bid Package 31B Hayward Baker Allowance Credit	None	6/13/19	-\$10,000.00	Approved	7/16/19
-	-	BT-00015	6/13/19	Steel Joist Bearing Plate Credit (double purchase)	None	6/13/19	-\$1,530.00	Approved	7/16/19
7	-	BT-00016	6/20/19	Mechanical & Plumbing Coordination Revisions	Bulletin #7	7/8/19	\$0.00	Approved	7/16/19
8	-	BT-00018	7/11/19	Structural Revisions	Bulletin #8	8/26/19	\$4,209.00	Approved	9/17/19
-	-	BT-00019	7/16/19	Recessed Toilet Paper Holders for CF-1 Fixtures	None	7/18/19	\$1,606.00	Approved	8/20/19
-	-	BT-00020	7/23/19	Detention Door & Frame Paint Material Change	None	7/23/19	\$2,989.00	Approved	8/20/19
9	-	BT-00021	8/1/19	Door Hardware Revisions, Sallyport Revisions, & RFI Incorporation	Bulletin #9	9/9/19	\$735.00	Approved	9/17/19
10	-	BT-00022	8/30/19	RFI Incorporation - Added Metal Panels, Laundry Room Enclosures, Etc.	Bulletin #10	11/4/19	\$106,449.00	Approved	11/19/19
11	-	BT-00023	10/31/19	Exterior Detail Updates & RFI Incorporation	Bulletin #11	12/26/19	-\$2,889.00	Approved	1/21/20
12	-	BT-00024	11/6/19	Ceiling, Painting, & Detention Furnishing Revisions	Bulletin #12	12/6/19	-\$7,718.00	Approved	12/17/19
13	-	BT-00025	12/4/19	Metal Panel & Roofing Detail Updates	Bulletin #13	1/6/20	-\$649.00	Approved	1/21/20
14	-	BT-00026	12/20/20	Glazing, Roofing, Louver, & RFI Updates (NTE: \$10,324.00)	Bulletin #14	2/5/20	\$6,313.00	Approved	4/21/20
15	-	BT-00027	12/20/20	NOT PROCEEDING - Exterior Trash Enclosure & Bollards	Bulletin #15	1/20/20	\$0.00	VOID	2/18/20
16	-	BT-00028	1/17/20	Finish Revisions (NTE: \$11,046.00)	Bulletin #16	4/22/20	\$2,466.00	Approved	2/18/20
17	-	BT-00029	2/24/20	Exterior Insulation, Painting, Drywall, & Civil Revisions	Bulletin #17	4/8/20	\$13,918.00	Approved	4/21/20
18	-	BT-00030	3/6/20	Glazing, Fire Alarm, Mechanical, & Finish Updates (NTE: \$43,955.00)	Bulletin #18	4/6/20	\$31,856.00	Approved	4/21/20
19	-	BT-00031	3/23/20	Security Mesh, Rec Yard Door Hardware & Laundry Ceiling Paint Revisions (NTE: \$20,000.00)	Bulletin #19	6/1/20	\$10,433.00	Approved	5/19/20
20		BT-00032	4/13/20	Officer Toilet Room Finish & Mechanical Revisions in Dorm	Bulletin #20	4/28/20	\$855.00	Approved	5/19/20
-	-	BT-00033	5/14/20	Bid Package 05A TA Bowman Constructors Allowance Credit	None	5/14/20	-\$1,992.00	Approved	6/16/20
21	-	BT-00034	5/21/20	Sallyport Intercom & Curb Revisions	Bulletin #21	6/3/20	\$8,913.00	Approved	6/16/20
-	-	BT-00035	5/11/20	Replace Doors A102.2, D101.2, E101.2, F101.2, and G101.2	None	5/28/20	\$13,594.00	Approved	6/16/20
22	-	BT-00037	6/4/20	Roofing, Shower Hooks, Electrical, & Mechanical Updates	Bulletin #22	8/28/20	\$12,027.00	Approved	9/21/20
-	-	Various	11/6/20	November Allowance Credits (4 contracts closed)	None	11/6/20	-\$12,238.75	Approved	11/17/20
-	-	Various	12/31/20	December Allowance Credits (6 contracts closed)	None	1/8/21	-\$28,357.82	Approved	1/19/21
-	-	Various	1/8/21	January Allowance Credits (6 contracts closed)	None	2/5/21	-\$77,897.18	Approved	2/16/21
-	-	Various	3/6/21	February Allowance Credits (Final contract to be closed)	None	3/6/21	\$0.00	Approved	3/15/21

Previously Approved Items

Update On Previously Approved Items

For Approval

Work in Progress

Potential Change Items

Original Construction Contingency	\$829,819.00	
Approved Change Orders	\$127,127.25	15.32%
For Approval Change Orders	\$0.00	0.00%
Estimated Change Orders	\$0.00	0.00%
Remaining Contingency	\$702,691.75	84.68%



**Ogle County - Final Long Range Presentation**

Roling, Jeremy A. [JRoling@Gilbaneco.com]

**Sent:** Saturday, April 10, 2021 3:44 PM**To:** Donald Griffin**Cc:** Leonard, Thomas G. [TLeonard@GilbaneCo.com]; John Finfrock; Itinerary, MWRO Ogle County Jail #8072 [MW8072@GilbaneCo.com]**Attachments:** 4-2021 Board Update - Ogle~1.pdf (101 KB)

Good afternoon Don,

Attached and below is my wrap up information for the Long Range Planning meeting this week. My summary is as follows:

1. The Manufacturer's Roof Inspection for Warranty took place March 30<sup>th</sup>. No reinspection is required.
2. Roofing Punchlist work was completed April 5<sup>th</sup>
3. All hard & electronic copies of closeout documents have been turned over to the County.
4. Gilbane's final invoice has been submitted for approval this month.
5. We came in \$801,620 under the original budget for Gilbane's services + Trade Contract costs.
6. Overall the project came in \$1,030,921 under the \$23,507,864 budget that was established after all bids had been received.
7. A fun fact/reminder is that prior to receiving bids our budget for the project was \$25,500,000. If you compare the final cost to this original budget the County had a savings of over \$3M dollars on the project!

Let me know if you want any other information presented on Tuesday. Thanks and have a great weekend!

**Jeremy Roling**

Senior Project Manager

**Gilbane Building Company** | *Celebrating 150 Years*123 N. Wacker Drive, 26<sup>th</sup> Floor | Chicago, IL 60606**O** Office Phone: 312-596-1724 | **M** Mobile Phone: 773-499-8218[www.gilbaneco.com](http://www.gilbaneco.com)[LinkedIn](#) [Facebook](#) [Twitter](#) [Instagram](#)Subscribe to the [Gilbane Ink Blog](#)

SUMMARY OF MONTHLY BILLS  
OGLE COUNTY LONG RANGE PLANNING COMMITTEE

Month of April, 2021

[illegible]

**BEESING WELDING, LLC**2506 Illinois Route 2 South  
Oregon, IL 61061**INVOICE**DATE  
3/16/2021INVOICE #  
7326

815-732-7552

## BILL TO:

Ogle County Jail  
202 S 1st St  
Oregon IL 61061

RECEIVED

APR 05 2021

OGLE CO. SHERIFF'S DEPT  
OREGON, IL

P.O. NUMBER

TERMS

PROJECT

QUANTITY

DESCRIPTION

RATE

AMOUNT

11/16/20 - Fabricate new phone mounts for jail

360.00

360.00

3 sq. ft. 3/16" stainless steel plate

66.41

66.41

1' 6" 1/4" x 4" stainless steel flat

13.26

13.26

8' 2" OD stainless steel pipe

63.60

63.60

12/19/20 - Fabricate ventilation box to install into wall with  
perforated material

565.00

565.00

4 sq. ft. 3/16" plate

23.89

23.89

12/30/20 - Cut holes stainless steel counter top and punch holes in  
plates

170.00

170.00

3/16" stainless steel plate 1 sq. ft.

22.13

22.13

2/9/21 - Punch holes in stainless steel plates and cut square holes

385.00

385.00

**TOTAL**

\$1,669.29



March 31st, 2021

Board of Ogle County  
105 South 5th Street  
Oregon, IL 61061

**RE: Ogle County Adult Detention Facility and Judicial Center Annex  
Construction Management Services**

Dear Mr. John Finrock and Mr. Don Griffin,

Please accept our invoice for March 2021 Construction Services in the amount of \$50,510.83  
in accordance with the contract.

Please remit payment to the following:

Wire Transfers:  
Gilbane Building Company  
Bank of America  
111 Westminster Street  
Providence, RI 02903

ACH Transmissions:  
Gilbane Building Company  
Bank of America  
111 Westminster Street  
Providence, RI 02903

Check Payments:  
Gilbane Building Company  
7 Jackson Walkway  
Providence, RI 02903  
Attn: Cash Management

If you have any questions please contact Tom Leonard, Jeremy Roling or myself at 312-576-9561.

Sincerely,  
Gilbane Building Company

*Carin Vahle*

Carin Vahle  
Project Accountant

Gilbane Building Company  
123 N. Wacker Drive  
26th Floor  
Chicago, IL 60606

Date: 03/31/21  
Job #: J08072.000  
Invoice #: 33

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**Ogle County Adult Detention Facility and Judicial Center Annex**

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**Requisition Summary**

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*\*Notwithstanding anything in this waiver to the contrary, Construction Manager does not waive, release or otherwise diminish its right to make a claim for time and/or money due to COVID-19 impacts and all such rights are expressly reserved.\**

Construction Services	\$	-
Reimbursables (Field Office Support)	\$	-
General Liability Insurance (GL)	\$	622.97
Fee		
<b>Gilbane portion</b>	<b>\$</b>	<b>622.97</b>
<b>Final Cleaning - Superior Labor Solutions, direct owner cost</b>	<b>\$</b>	<b>-</b>
<b>Winter Conditions - Mobile Air LLC, direct owner cost</b>	<b>\$</b>	<b>-</b>
<b>March subcontractor total</b>	<b>\$</b>	<b>1,637.00</b>
less retainage	\$	-
retention released	\$	48,250.86
<b>Trades portion</b>	<b>\$</b>	<b>49,887.86</b>
<b>Amount Due This Requisition</b>	<b>\$</b>	<b>50,510.83</b>

*\*Gilbane + Winter Conditions + Trades\**

Gilbane Building Company  
123 N. Wacker Drive  
26th Floor  
Chicago, IL 60606

Date: 03/31/21  
Job #: J08072.000  
Invoice #: 33

Ogle County Adult Detention Facility and Judicial Center Annex

Statement of Account

	<u>Requisition Number</u>	<u>Date</u>	<u>Amount</u>	<u>Paid</u>	<u>Balance</u>
Preconstruction Phase 100% billed/paid	1	3/1/2018 - 7/1/2018	\$ 42,000.00	\$ 42,000.00	\$ -
	2	8/1/2018	\$ 21,460.00	\$ 21,460.00	\$ -
	3	9/1/2018	\$ 21,460.00	\$ 21,460.00	\$ -
	4	10/1/2018	\$ 21,460.00	\$ 21,460.00	\$ -
	5	11/1/2018	\$ 21,460.00	\$ 21,460.00	\$ -
	6	12/1/2018	\$ 21,460.00	\$ 21,460.00	\$ -
	7	1/1/2019	\$ 21,460.00	\$ 21,460.00	\$ -
	8	2/1/2019	\$ 21,460.00	\$ 21,460.00	\$ -
	9	3/1/2019	\$ 21,460.00	\$ 21,460.00	\$ -
			<u>\$ 213,680.00</u>	<u>\$ 213,680.00</u>	<u>\$ -</u>
Construction Phase	10	4/30/2019	\$ 321,059.14	\$ 321,059.14	\$ -
	11	5/31/2019	\$ 546,259.06	\$ 546,259.06	\$ -
	12	6/30/2019	\$ 826,602.30	\$ 826,602.30	\$ -
	13	7/31/2019	\$ 755,428.86	\$ 755,428.86	\$ -
	14	8/31/2019	\$ 800,010.12	\$ 800,010.12	\$ -
	15	9/30/2019	\$ 1,071,848.82	\$ 1,071,848.82	\$ -
	16	10/30/2019	\$ 1,001,412.35	\$ 1,001,412.35	\$ -
	17	11/30/2019	\$ 1,107,856.68	\$ 1,107,856.68	\$ -
	18	12/26/2019	\$ 1,606,437.29	\$ 1,606,437.29	\$ -
	19	1/29/2020	\$ 1,269,316.26	\$ 1,269,316.26	\$ -
	20	2/29/2020	\$ 1,312,747.19	\$ 1,312,747.19	\$ -
	21	3/30/2020	\$ 1,269,224.69	\$ 1,269,224.69	\$ -
	22	4/29/2020	\$ 1,566,592.19	\$ 1,566,592.19	\$ -
	23	5/31/2020	\$ 843,349.21	\$ 843,349.21	\$ -
	24	6/24/2020	\$ 985,255.98	\$ 985,255.98	\$ -
	25	7/29/2020	\$ 754,830.62	\$ 754,830.62	\$ -
	26	8/24/2020	\$ 639,622.76	\$ 639,622.76	\$ -
	27	9/24/2020	\$ 710,561.61	\$ 710,561.61	\$ -
	28	10/26/2020	\$ 1,305,525.98	\$ 1,305,525.98	\$ -
	29	11/30/2020	\$ 650,053.37	\$ 650,053.37	\$ -
	30	12/31/2020	\$ 776,023.72	\$ 776,023.72	\$ -
	31	1/31/2021	\$ 310,627.42	\$ 310,627.42	\$ -
	32	2/28/2021	\$ 51,543.46	\$ 51,543.46	\$ -
	33	3/31/2021	\$ 50,510.83	\$ -	\$ 50,510.83
<b>Total Billed To Date</b>			<b><u>\$ 20,746,379.91</u></b>	<b><u>\$ 20,695,869.08</u></b>	<b><u>\$ 50,510.83</u></b>

## APPLICATION AND CERTIFICATE FOR PAYMENT

PAGE 1 OF 4 PAGES

TO OWNER: Ogle County, Illinois

105 South 5th Street  
Oregon, IL  
61061 US

PROJECT: New Ogle County Jail

105 South 5th Street  
Oregon, IL  
61061 US

AIA Document G702

APPLICATION NO.:33

PERIOD TO :31-MAR-21

PROJECT NOS.:J08072.000

INVOICE NO.202103-J698

Distribution to:

☐ OWNER

ARCHITECT

☐ CONTRACTOR

FROM CONTRACTOR: Gilbane Building Company  
7 Jackson Walkway  
Providence, RI , 02903 US

ARCHITECT:

CONTRACT FOR: New Ogle County Jail

CONTRACT DATE :27-FEB-18

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

1. ORIGINAL CONTRACT SUM .....	\$	21,548,830.00
2. Net change by change orders .....	\$	0.00
3. CONTRACT SUM TO DATE ( Line1 +/- 2 ) .....	\$	21,548,830.00
4. TOTAL COMPLETED & STORED TO DATE .....	\$	20,746,379.91
(Column G on G703)		
5. RETAINAGE:		
Total retainage Column I of G703) .....	\$	0.00
6. TOTAL EARNED LESS RETAINAGE .....	\$	20,746,379.91
(Line 4 less Line 5 Total )		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT		
(Line 6 from prior Certificate) .....	\$	20,695,869.08
8. CURRENT PAYMENT DUE .....	\$	50,510.83
9. BALANCE TO FINISH, INCLUDING RETAINAGE ..		
(Line 3 less Line 6 )	\$	802,450.09

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Order approved in previous months by Owner		0.00	0.00
APPROVED THIS MONTH			
Number	Date Approved		
CURRENT TOTAL		0.00	0.00
Net Change by Change Orders			0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor : Gilbane Building Company

By: C. M. M. Date: 3/29/21

State of: Illinois

County of: COOK

Subscribed and sworn to before

me this 29th day of March 1921

Notary Public: Patricia A. Lowe

My Commission expires: 7-23-22

OFFICIAL SEAL  
PATRICIA A. LOWE  
NOTARY PUBLIC, STATE OF ILLINOIS  
My Commission Expires July 23, 2022

# ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED.....\$ \_\_\_\_\_**  
*(Attach explanation if amount certified differs from the amount applied for. Initial figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)*

ARCHITECT :

By : \_\_\_\_\_ Date : \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.



**Gilbane Building Company**

**CONTINUATION SHEET**

**AIA DOCUMENT G703**

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT,  
containing  
Contractor's signed Certification is attached.  
In tabulation below, amounts are stated to the nearest cent.

CONTRACT FOR : New Ogle County Jail

PAGE: 2

APPLICATION NUMBER : 33

APPLICATION DATE : 03/31/2021

PERIOD TO : 03/31/2021

INVOICE NO

202103-J698

PROJECT : New Ogle County Jail

PROJECT NO : J08072.000

A	B	C			D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED			WORK COMPLETED (D+E)		MATERIAL PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	PER-% ( G / C )	BALANCE TO FINISH	RETAINAGE
		ORIGINAL	CHANGE ORDERS	CURRENT	FROM PREVIOUS APPLICATION	THIS PERIOD					
<b>000</b>	<b>Ogle County Adult Detention Center</b>										
<b>A</b>	<b>TRADES</b>										
000.10.95A	Area 10 BP 95A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%	0.00	0.00
01A	Winter Conditions - Direct Cost	60,000.00	-37,755.00	22,245.00	11,310.00	0.00	0.00	11,310.00	51%	10,935.00	0.00
02A	Final Cleaning - Direct Cost	0.00	22,755.00	22,755.00	22,755.00	0.00	0.00	22,755.00	100%	0.00	0.00
03A	Sjostrom & Sons Inc	706,335.00	-3,186.00	703,149.00	702,085.00	0.00	0.00	702,085.00	100%	1,064.00	0.00
04A	A1 Group	3,677,000.00	-139,868.00	3,537,132.00	3,537,132.00	0.00	0.00	3,537,132.00	100%	0.00	0.00
05A	TA Bowman	780,000.00	5,028.00	785,028.00	785,028.00	0.00	0.00	785,028.00	100%	0.00	0.00
06A	Hargrave Builders Inc	1,216,450.00	-32,696.33	1,183,753.67	1,189,123.67	0.00	0.00	1,189,123.67	100%	-5,370.00	0.00
07A	Sterling Commercial Roofing	1,905,000.00	26,671.00	1,931,671.00	1,930,034.00	0.00	0.00	1,930,034.00	100%	1,637.00	0.00
08A	Cardinal Glass	279,292.00	-10,781.00	268,511.00	268,511.00	0.00	0.00	268,511.00	100%	0.00	0.00
09A	DBM Services	453,500.00	22,081.94	475,581.94	475,581.94	0.00	0.00	475,581.94	100%	0.00	0.00
09B	Boss Carpet One Inc	111,150.00	-5,969.25	105,180.75	105,180.75	0.00	0.00	105,180.75	100%	0.00	0.00
09C	Executive Painting	357,975.00	-1,269.57	356,705.43	357,769.43	0.00	0.00	357,769.43	100%	-1,064.00	0.00
11A	Valley Secure Inc	1,639,450.00	86,690.00	1,726,140.00	1,726,140.00	0.00	0.00	1,726,140.00	100%	0.00	0.00
11B	Stafford Smith	361,584.00	-4,740.40	356,843.60	356,290.20	0.00	0.00	356,290.20	100%	553.40	0.00
21A	Absolute Fire Protection	147,800.00	-6,330.54	141,469.46	141,469.46	0.00	0.00	141,469.46	100%	0.00	0.00
22A	MOST Plumbing & Mechanical LLC	960,000.00	-21,525.49	938,474.51	933,104.51	0.00	0.00	933,104.51	99%	5,370.00	0.00
23A	Miller Engineering	1,973,100.00	38,914.37	2,012,014.37	2,012,014.37	0.00	0.00	2,012,014.37	100%	0.00	0.00
26A	McGinn & McGinn	2,251,860.00	38,283.67	2,290,143.67	2,290,697.07	0.00	0.00	2,290,697.07	100%	-553.40	0.00
28A	Johnson Controls Inc	596,420.00	-3,628.00	592,792.00	592,792.00	1,637.00	0.00	594,429.00	100%	-1,637.00	0.00
31A	Stark & Son Trenching	586,685.00	167,954.41	754,639.41	754,639.41	0.00	0.00	754,639.41	100%	0.00	0.00



**CONTINUATION SHEET**
**AIA DOCUMENT G703**

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT,  
containing  
Contractor's signed Certification is attached.  
In tabulation below, amounts are stated to the nearest cent.

CONTRACT FOR : New Ogle County Jail

PAGE: 3

APPLICATION NUMBER : 33

APPLICATION DATE : 03/31/2021

PERIOD TO : 03/31/2021

INVOICE NO

202103-J698

PROJECT : New Ogle County Jail

PROJECT NO : J08072.000

A	B	C			D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED			WORK COMPLETED (D+E)		MATERIAL PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	PER-% ( G / C )	BALANCE TO FINISH	RETAINAGE
		ORIGINAL	CHANGE ORDERS	CURRENT	FROM PREVIOUS APPLICATION	THIS PERIOD					
<b>000</b>	<b>Ogle County Adult Detention Center</b>										
<b>A</b>	<b>TRADES</b>										
31B	Hayward Baker Inc	105,000.00	-10,000.00	95,000.00	95,000.00	0.00	0.00	95,000.00	100%	0.00	0.00
32A	Martin & Company Excavating	226,000.00	-3,504.56	222,495.44	222,495.44	0.00	0.00	222,495.44	100%	0.00	0.00
		829,819.00	-127,124.25	702,694.75	0.00	0.00	0.00	0.00	0%	702,694.75	0.00
<b>A</b>	<b>TRADES Total:</b>	<b>19,224,420.00</b>	<b>0.00</b>	<b>19,224,420.00</b>	<b>18,509,153.25</b>	<b>1,637.00</b>	<b>0.00</b>	<b>18,510,790.25</b>	<b>96%</b>	<b>713,629.75</b>	<b>0.00</b>
<b>B</b>	<b>PRECONSTRUCTION SERVICES</b>										
		213,680.00	0.00	213,680.00	213,680.00	0.00	0.00	213,680.00	100%	0.00	0.00
<b>B</b>	<b>PRECONSTRUCTION SERVICES Total:</b>	<b>213,680.00</b>	<b>0.00</b>	<b>213,680.00</b>	<b>213,680.00</b>	<b>0.00</b>	<b>0.00</b>	<b>213,680.00</b>	<b>100%</b>	<b>0.00</b>	<b>0.00</b>
<b>C</b>	<b>CONSTRUCTION SERVICES</b>										
		1,173,186.00	0.00	1,173,186.00	1,173,186.00	0.00	0.00	1,173,186.00	100%	0.00	0.00
<b>C</b>	<b>CONSTRUCTION SERVICES Total:</b>	<b>1,173,186.00</b>	<b>0.00</b>	<b>1,173,186.00</b>	<b>1,173,186.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,173,186.00</b>	<b>100%</b>	<b>0.00</b>	<b>0.00</b>
<b>D</b>	<b>REIMBURSABLES</b>										
D1	Reimbursables	153,140.00	0.00	153,140.00	86,555.01	0.00	0.00	86,555.01	57%	66,584.99	0.00
<b>D</b>	<b>REIMBURSABLES Total:</b>	<b>153,140.00</b>	<b>0.00</b>	<b>153,140.00</b>	<b>86,555.01</b>	<b>0.00</b>	<b>0.00</b>	<b>86,555.01</b>	<b>57%</b>	<b>66,584.99</b>	<b>0.00</b>
<b>E</b>	<b>GL INSURANCE</b>										
		201,672.00	0.00	201,672.00	178,813.68	622.97	0.00	179,436.65	89%	22,235.35	0.00
<b>E</b>	<b>GL INSURANCE Total:</b>	<b>201,672.00</b>	<b>0.00</b>	<b>201,672.00</b>	<b>178,813.68</b>	<b>622.97</b>	<b>0.00</b>	<b>179,436.65</b>	<b>89%</b>	<b>22,235.35</b>	<b>0.00</b>
<b>F</b>	<b>FEE</b>										
		582,732.00	0.00	582,732.00	582,732.00	0.00	0.00	582,732.00	100%	0.00	0.00
<b>F</b>	<b>FEE Total:</b>	<b>582,732.00</b>	<b>0.00</b>	<b>582,732.00</b>	<b>582,732.00</b>	<b>0.00</b>	<b>0.00</b>	<b>582,732.00</b>	<b>100%</b>	<b>0.00</b>	<b>0.00</b>

**CONTINUATION SHEET****AIA DOCUMENT G703**

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT,  
containing  
Contractor's signed Certification is attached.  
In tabulation below, amounts are stated to the nearest cent.

CONTRACT FOR : New Ogle County Jail

PAGE: 4

APPLICATION NUMBER : 33

APPLICATION DATE : 03/31/2021

PERIOD TO : 03/31/2021

INVOICE NO

202103-J698

PROJECT : New Ogle County Jail

PROJECT NO : J08072.000

A	B	C			D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED			WORK COMPLETED (D+E)		MATERIAL PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	PER-% ( G / C )	BALANCE TO FINISH	RETAINAGE
		ORIGINAL	CHANGE ORDERS	CURRENT	FROM PREVIOUS APPLICATION	THIS PERIOD					
000	Ogle County Adult Detention Center										
000	Ogle County Adult Detention Center Total:	21,548,830.00	0.00	21,548,830.00	20,744,119.94	2,259.97	0.00	20,746,379.91	96%	802,450.09	0.00
	Total:	21,548,830.00	0.00	21,548,830.00	20,744,119.94	2,259.97	0.00	20,746,379.91	96%	802,450.09	0.00
<b>PROJECT TOTAL :</b>		21,548,830.00	0.00	21,548,830.00	20,744,119.94	2,259.97	0.00	20,746,379.91	96%	802,450.09	0.00



**GBC - Gilbane Building Company**  
**Invoice by Job**

**Simple Report**

Date: 03/29/2021

Contract Number:	B08072.000
Contract Job Number:	J08072.000
Invoice Number:	202103-J698
Application:	33 - 0
Invoice Date:	03/31/2021

**Contract: B08072.000 - New Ogle County Jail**

**JOB: J08072.000 - New Ogle County Jail**

**Schedule "C" - Subcontractors (Net and Retainage)**

Invoice Date	Vendor Name	Phase	Gross	Net	Retainage	Release
03/31/2021	Johnson Controls, Inc.	10.28A.280000.X	1,637.00	1,637.00	0.00	0.00
03/31/2021	Sterling Commercial Roofing, I	10.07A.070001.X	0.00	48,250.86	0.00	48,250.86
<b>Schedule "C" - Subcontractors (Net and Retainage) Total:</b>			<b>1,637.00</b>	<b>49,887.86</b>	<b>0.00</b>	<b>48,250.86</b>



Gilbane Building Company  
123 N. Wacker Drive, 26th Floor  
Chicago, IL 60606

## ***INVOICE***

<b>Customer Name:</b>	Ogle County Adult Detention Facility and Judicial Center Annex
<b>Job #:</b>	J08072.000

Description	Total
General Liability Insurance	\$ 622.97
	<b>\$ 622.97</b>

# AIA<sup>®</sup> Document G702/Cma<sup>™</sup> - 1992

## Application and Certificate for Payment

<b>TO:</b> Board of Ogle County 105 S. 5th Street Oregon, Illinois 61061	<b>PROJECT:</b> Ogle County Adult Detention Center 105 S. 5th Street, #321 Oregon, Illinois 61061, Ogle	<b>APPLICATION NO:</b> 24 <b>PERIOD TO:</b> 03/31/21 <b>CONTRACT FOR:</b> J08072-00012 - 28A Security Access Work <b>CONTRACT DATE:</b> 03/04/19 <b>PROJECT NOS:</b> GBC-J08072.000	<b>Distribution to:</b> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
<b>FROM:</b> Johnson Controls, INC. 1500 Huntington Drive Calumet City, Illinois 60409	<b>VIA ARCHITECT:</b> HOK 60 E. Van Buren Street, 14th Floor Chicago, Illinois 60605		

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM .....	\$ <u>596,420.00</u>
2. Net change by Change Orders .....	\$ <u>(1,991.00)</u>
3. CONTRACT SUM TO DATE (Line 1+2) .....	\$ <u>594,429.00</u>
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703) .....	\$ <u>594,429.00</u>
5. RETAINAGE:	
a. Completed Work	
(Column D + E on G703)	\$ <u>0.00</u>
b. Stored Material	
(Column F on G703)	\$ <u>0.00</u>
Total Retainage (Lines 5a + 5b or Total in Column I of G703) .....	\$ <u>0.00</u>
6. TOTAL EARNED LESS RETAINAGE .....	\$ <u>594,429.00</u>
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$ <u>592,792.00</u>
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE .....	\$ <u>1,637.00</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 less Line 6)	\$ <u>0.00</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$7,921.00	\$(9,912.00)
Total approved this Month	\$0.00	\$0.00
TOTALS	\$7,921.00	\$(9,912.00)
NET CHANGES by Change Order	\$ (1,991.00)	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:** Johnson Controls, INC.

By: Robert Mercur Date: March 29, 2021

State of: \_\_\_\_\_ County of: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_

Notary Public: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** ..... \$ 1,637.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**CONSTRUCTION MANAGER:**

By: Jeremy Koling Date: 03/29/2021

**ARCHITECT:** HOK

By: Lon Oswald Date: 03/29/2021

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# AIA<sup>®</sup> Document G703<sup>™</sup> – 1992

## Continuation Sheet (page 2)

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

**APPLICATION NO.:** 24

**APPLICATION DATE:** 03/26/21

**PERIOD TO:** 03/31/21

**ARCHITECT'S PROJECT NO:** GBC-J08072.000

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
01	Allowance	10,000.00	10,000.00	0.00	0.00	10,000.00	100.0%	0.00	0.00
02	Project Management	16,100.00	16,100.00	0.00	0.00	16,100.00	100.0%	0.00	0.00
03	Mobilization Electrical sub	5,000.00	5,000.00	0.00	0.00	5,000.00	100.0%	0.00	0.00
04	General Conditions/JCI mobilization	5,100.00	5,100.00	0.00	0.00	5,100.00	100.0%	0.00	0.00
05	Submittals/Engineering	23,400.00	23,400.00	0.00	0.00	23,400.00	100.0%	0.00	0.00
06	CML Onsite testing/Commissioning	10,000.00	10,000.00	0.00	0.00	10,000.00	100.0%	0.00	0.00
07	Close Outs/Trainings	9,800.00	9,800.00	0.00	0.00	9,800.00	100.0%	0.00	0.00
08	Head-End Equipment from CML	53,100.00	53,100.00	0.00	0.00	53,100.00	100.0%	0.00	0.00
09	Area A Electrical Sub Labor	86,750.00	86,750.00	0.00	0.00	86,750.00	100.0%	0.00	0.00
10	Area A Electrical Sub Material	48,050.00	48,050.00	0.00	0.00	48,050.00	100.0%	0.00	0.00
11	Area A JCI Labor/Commissioning	3,550.00	3,550.00	0.00	0.00	3,550.00	100.0%	0.00	0.00
12	Area A JCI Material	97,750.00	97,750.00	0.00	0.00	97,750.00	100.0%	0.00	0.00
13	Area B Electrical Sub Labor	69,400.00	69,400.00	0.00	0.00	69,400.00	100.0%	0.00	0.00
14	Area B Electrical Sub Material	38,450.00	38,450.00	0.00	0.00	38,450.00	100.0%	0.00	0.00

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## Continuation Sheet (page 3)

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

**APPLICATION NO.:** 24

**APPLICATION DATE:** 03/26/21

**PERIOD TO:** 03/31/21

**ARCHITECT'S PROJECT NO:** GBC-J08072.000

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
15	Area B JCI Labor/Commissioning	2,850.00	2,850.00	0.00	0.00	2,850.00	100.0%	0.00	0.00
16	Area B JCI Material	72,350.00	72,350.00	0.00	0.00	72,350.00	100.0%	0.00	0.00
17	Area C Electrical Sub Labor	17,350.00	17,350.00	0.00	0.00	17,350.00	100.0%	0.00	0.00
18	Area C Electrical Sub Material	9,610.00	9,610.00	0.00	0.00	9,610.00	100.0%	0.00	0.00
19	Area C JCI Labor/Commissioning	710.00	710.00	0.00	0.00	710.00	100.0%	0.00	0.00
20	Area C JCI Material	17,100.00	17,100.00	0.00	0.00	17,100.00	100.0%	0.00	0.00
CO-001	001 - BT-00001 - Issued for Construction Docume	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00
CO-002	001 - BT-00002 - Bulletin #1 Changes	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00
CO-003	001 - BT-00007 - Bulletin #3R1 - IT Changes	2,288.00	2,288.00	0.00	0.00	2,288.00	100.0%	0.00	0.00
CO-004	002 - BT-00021 - Bulletin #9 - Misc. Changes	(9,912.00)	(9,912.00)	0.00	0.00	(9,912.00)	100.0%	0.00	0.00
CO-005	003 - BT-00026 - Bulletin #14 - Glazing, Roofing, Louver, & RFI Updates	797.00	797.00	0.00	0.00	797.00	100.0%	0.00	0.00
CO-006	004 - BT-00034 - Bulletin #21 - Sallyport Intercom & Curb Revisions	3,199.00	3,199.00	0.00	0.00	3,199.00	100.0%	0.00	0.00
CO-007	005 - TA-00020 - 28A CM. Misc. Work Allowance	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00
CO-008	005 - IS-00002 - Trade Contractor Final Amendment	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00

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# AIA<sup>®</sup> Document G703<sup>™</sup> – 1992

## Continuation Sheet (page 4)

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

**APPLICATION NO.:** 24

**APPLICATION DATE:** 03/26/21

**PERIOD TO:** 03/31/21

**ARCHITECT'S PROJECT NO:** GBC-J08072.000

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%( G / C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
CO-009	006 - IS-00002 - Trade Contractor Final Amendment	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00
CO-010	006 - BC-00007 - Camera Roof Leak Water Damage	1,637.00	0.00	1,637.00	0.00	1,637.00	100.0%	0.00	0.00
	GRAND TOTAL	\$594,429.00	\$592,792.00	\$1,637.00	\$0.00	\$594,429.00	100.0%	\$0.00	\$0.00

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# AIA<sup>®</sup> Document G702/Cma<sup>™</sup> - 1992

## Application and Certificate for Payment

<b>TO:</b> Board of Ogle County 105 S. 5th Street Oregon, Illinois 61061	<b>PROJECT:</b> Ogle County Adult Detention Center 105 S. 5th Street, #321 Oregon, Illinois 61061, Ogle	<b>APPLICATION NO:</b> 24 <b>PERIOD TO:</b> 03/31/21 <b>CONTRACT FOR:</b> J08072-00005 - 07A Roofing Work <b>CONTRACT DATE:</b> 03/04/19 <b>PROJECT NOS:</b> GBC-J08072.000	<b>Distribution to:</b> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
<b>FROM:</b> Sterling Commercial Roofing 2711 Locust St Sterling, Illinois 61081	<b>VIA ARCHITECT:</b> HOK 60 E. Van Buren Street, 14th Floor Chicago, Illinois 60605		

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM .....	\$ 1,905,000.00
2. Net change by Change Orders .....	\$ 25,034.00
3. CONTRACT SUM TO DATE (Line 1+2) .....	\$ 1,930,034.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703) .....	\$ 1,930,034.00
5. RETAINAGE:	
a. Completed Work	
(Column D + E on G703)	\$ 0.00
b. Stored Material	
(Column F on G703)	\$ 0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703) .....	\$ 0.00
6. TOTAL EARNED LESS RETAINAGE .....	\$ 1,930,034.00
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT .....	\$ 1,881,783.14
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE .....	\$ 48,250.86
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 less Line 6)	\$ 0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$83,621.00	\$(58,587.00)
Total approved this Month	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$83,621.00</b>	<b>\$(58,587.00)</b>
<b>NET CHANGES by Change Order</b>	<b>\$ 25,034.00</b>	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:** Sterling Commercial Roofing

By: Michelle Linke Date: March 23, 2021

State of: \_\_\_\_\_ County of: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_

Notary Public: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** ..... \$ **48,250.86**

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

**CONSTRUCTION MANAGER:**

By: Jeremy Koling Date: 03/25/2021

**ARCHITECT:** HOK

By: Lon Oswald Date: 03/25/2021

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# AIA<sup>®</sup> Document G703<sup>™</sup> – 1992

## Continuation Sheet (page 2)

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

**APPLICATION NO.:** 24

**APPLICATION DATE:** 03/26/21

**PERIOD TO:** 03/31/21

**ARCHITECT'S PROJECT NO:** GBC-J08072.000

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
01	Allowance	10,000.00	10,000.00	0.00	0.00	10,000.00	100.0%	0.00	0.00
02	Rhul & Ruhl Bond	11,430.00	11,430.00	0.00	0.00	11,430.00	100.0%	0.00	0.00
03	Mobilization	5,000.00	5,000.00	0.00	0.00	5,000.00	100.0%	0.00	0.00
04	TPO material	243,000.00	243,000.00	0.00	0.00	243,000.00	100.0%	0.00	0.00
05	SCR TPO stock	36,300.00	36,300.00	0.00	0.00	36,300.00	100.0%	0.00	0.00
06	SCR TPO Labor, O & P	451,755.00	451,755.00	0.00	0.00	451,755.00	100.0%	0.00	0.00
07	SCR TPO Equipment	25,000.00	25,000.00	0.00	0.00	25,000.00	100.0%	0.00	0.00
08	EcoStar material	228,860.00	228,860.00	0.00	0.00	228,860.00	100.0%	0.00	0.00
09	Ecostar SCR stock	67,390.00	67,390.00	0.00	0.00	67,390.00	100.0%	0.00	0.00
10	Ecostar labor O&P	310,465.00	310,465.00	0.00	0.00	310,465.00	100.0%	0.00	0.00
11	SCR Ecostar Equipment	12,000.00	12,000.00	0.00	0.00	12,000.00	100.0%	0.00	0.00
12	Metal wall panels material	215,360.00	215,360.00	0.00	0.00	215,360.00	100.0%	0.00	0.00
13	SCR metal wall panels stock	53,840.00	53,840.00	0.00	0.00	53,840.00	100.0%	0.00	0.00
14	SCR metal wall panels labor, O & P	225,800.00	225,800.00	0.00	0.00	225,800.00	100.0%	0.00	0.00

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# AIA<sup>®</sup> Document G703<sup>™</sup> – 1992

## Continuation Sheet (page 3)

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

**APPLICATION NO.:** 24

**APPLICATION DATE:** 03/26/21

**PERIOD TO:** 03/31/21

**ARCHITECT'S PROJECT NO:** GBC-J08072.000

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
15	SCR Metal Wall Panle Equipment	8,800.00	8,800.00	0.00	0.00	8,800.00	100.0%	0.00	0.00
CO-001	001 - BT-00001 - Issued for Construction Docume	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00
CO-002	001 - BT-00010 - Synthetic Slate Shingles in Li	(56,950.00)	(56,950.00)	0.00	0.00	(56,950.00)	100.0%	0.00	0.00
CO-003	001 - BT-00008 - Bulletin #5 - Masonry Changes	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00
CO-004	001 - BT-00002 - Bulletin #1 Changes	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00
CO-005	002 - BT-00022 - Bulletin #10 - RFI Incorporation	57,157.00	57,157.00	0.00	0.00	57,157.00	100.0%	0.00	0.00
CO-006	003 - BT-00025 - Bulletin #13 - Metal Panel & Roofing Detail Updates	(649.00)	(649.00)	0.00	0.00	(649.00)	100.0%	0.00	0.00
CO-007	003 - BT-00023 - Bulletin #11 - Exterior Details & RFI's	21,465.00	21,465.00	0.00	0.00	21,465.00	100.0%	0.00	0.00
CO-008	003 - BT-00029 - Bulletin #17 - Exterior Insulation, Painting, Drywall, & Civil Revisions	4,035.00	4,035.00	0.00	0.00	4,035.00	100.0%	0.00	0.00
CO-009	003 - BT-00030 - Bulletin #18 - Glazing, Fire Alarm, Mech., & Finish Updates	630.00	630.00	0.00	0.00	630.00	100.0%	0.00	0.00
CO-010	003 - BT-00026 - Bulletin #14 - Glazing, Roofing, Louver, & RFI Updates	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00
CO-011	004 - BT-00037 - Bulletin # 22 - Roofing, Shower Hooks, Elect. & Mechanical Revisions	983.00	983.00	0.00	0.00	983.00	100.0%	0.00	0.00
CO-012	005 - BT-00054 - 07A Sterling Allowance Credit	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00

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## Continuation Sheet (page 4)

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**PERIOD TO:** 03/31/21

**ARCHITECT'S PROJECT NO:** GBC-J08072.000

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%( G / C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
CO-013	005 - BC-00007 - Camera Roof Leak Water Damage	(1,637.00)	(1,637.00)	0.00	0.00	(1,637.00)	100.0%	0.00	0.00
CO-014	005 - IS-00002 - Trade Contractor Final Amendment	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00
	GRAND TOTAL	\$1,930,034.00	\$1,930,034.00	\$0.00	\$0.00	\$1,930,034.00	100.0%	\$0.00	\$0.00

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## OGLE COUNTY COMMUNITY MENTAL HEALTH (708) BOARD

### MINUTES OF THE February 4, 2021 Meeting

On February 4, 2021 Kathleen Wilson called a meeting of the 708 Board to order at 7:30 a.m. utilizing Zoom meeting ID 394-790-2090, at the call of the secretary and notice given to each board member and notice posted at the Ogle County Courthouse. Kathleen Wilson presided.

The secretary called the roll:

#### **BOARD MEMBERS PRESENT:**

Kathleen Wilson (Vice-President)  
Margaret Tyne (Secretary/Treasurer)  
Amy Zbinden Henkel  
Haley Whaley  
(2 open seats)

#### **ABSENT:**

Dorothy Bowers (President/Ogle County Board Liaison)  
Renee Barnhart  
Marcella Haushahn

#### **OTHERS PRESENT:**

Easter Seals represented by Patti Mook  
HOPE represented by Ruth Carter  
Lutheran Social Services of Illinois represented by Chris Mills  
Rockford Sexual Assault Counseling, Inc. represented by Erica Engler  
Serenity represented by Angie Theisen  
Sinnissippi Center's Inc. represented by Patrick Phalen and Ashley Koza  
Village of Progress represented by Brion Brooks

The Chair announced that we have a quorum.

#### **Agenda - Approve**

Margaret Tyne moved to accept the agenda as presented.  
Amy Zbinden Henkel seconded.  
Motion carried unanimously.

**Minutes: December 2020 - Review and approve**

Amy Zbinden Henkel moved to approve the meeting minutes as presented.  
Haley Whaley seconded.  
Motion carried unanimously.

**Agency Vouchers: February and March 2021 - Review and approve**

Haley Whaley moved to approve the vouchers as submitted.  
Amy Zbinden Henkel seconded.  
Motion carried unanimously.

**Financial Report: February and March 2021 - Approve**

A motion was made by Amy Zbinden Henkel to approve the financial reports as presented.  
Haley Whaley seconded.  
Motion carried unanimously.

**Officer's Report:**

President - Dorothy Bowers – Not present

Vice President - Kathleen Wilson – nothing outside of the agenda contents.

**Unfinished Business and Possible:**

708 Facebook Page Committee (Renee Barnhart and Kathleen Wilson) – Nothing to report, per Kathe

Brochure – Launched with Facebook page.

2 Vacant Seat – Justine requested that we put something in the paper and had sent email to board on verbiage. She also recommended that we push to get the seats filled by allowing her to post on her Facebook page and then members that see it can share. Hopefully this will gather some interest in the position. Kathe stated that we have had a couple of applications, one being rejected because he was getting Sinissippi services. It was later realized that his son was the one that was getting the services as they have the same name. That person was on the board several years before and stepped down because his wife was battling cancer and he did not feel that he could devote the proper attention to the position. He is still interested and she asked for reconsideration of that applicant. Brion Brooks stated that Frank Swengel had an interest and he asked if he should direct him to the county clerk for the application. It was requested that if anyone at the meeting heard or knew of someone that would be interested to have them contact Justine or the County Clerk's Office.

**New Business, discussion and possible action:**

Agency Financial Situations are due – Reminder to turn in.

Funding Applications – Paper and Agencies – Justine submitted notification to the paper and previously emailed the funding application to all agencies. Due date is April 1, 2021.

Line up for Funding Hearings – Review –

May 6	7 am Regular Meeting (no agency reports this month) 7:30 am Village of Progress
May 11	7 am Serenity Hospice and Home Funding Hearing 8 am Hope
May 13	7 am Lutheran Social Services of Illinois 8 am ESCDC Funding Hearing
May 18	7 am SCI Funding Hearing 8 am Rockford Sexual Assault Counseling
May 20	7:30 am Discussion & Decision and ELECTION of 708 OFFICERS

**Liaison Report:**

Shining Star – Dorothy Bowers – not present. Ruth Carter stated that their services are still flowing forward. They are still doing interviews and she believes they have the counselors they hired in place to serve the community.

Ogle County Cares Coalition – Renee Barnhart - not present. Amy Zbinden Henkel commented that she believes they are meeting in a week from now. Maureen stated that they meet the first Monday of the month.

**Agency Reports:**

Newspaper Article –

February - LSSI  
March – Hospice

**Serenity Hospice and Home – Angie Thiesen** reported they have recently started a new group for young widows and has gone over very well. If anyone knows of a person that has lost their partner age 55 and younger, they have this new bereavement group. State restriction for meetings with personal attendees count has been raised to 25 people. They are moving forward in bringing back more in person group settings. Had a class last week with 6 attendees and are slowly going back to offering more. The Serenity Home is still very full and they still have limited visiting with Covid precautions still being practiced.

**Village of Progress – Brion Brooks** reported they are doing the first round of vaccines today at VOP for approximately 95 people. He is excited to not have to worry as much about people's health at the Village. Ramping up services and the Village Bakery starts indoor dining on Monday with some fear and trepidation.

Brion had a question in regards to the 708 application on the spreadsheet that asked for the funding report. The bottom asks for a total from all sources for your past calendar year divided by hours of service. Does the board want the audited gross income, or earned income, donations, grants? Kathe responded that she is unsure at this time of the correct answer.

**Hope – Ruth Carter** reported the From the Heart yearly event that includes six agencies will be live and virtual through this evening. It will be a combination of online bidding by Barrows Auctioning through the From the Heart Facebook page. It is a soft bidding format so when things are out bid it will continue to stay open per item. So far it is going well even though people are accustomed to a live event. Saturday they will have another live event you can attend through the Facebook page or you can purchase a ticket for \$100 that enters you in drawings for larger items, i.e., ½ a hog and processing, ½ a beef and processing, a yeti cooler, a kitchen aide mixer, an apple watch and other nice items. You also purchase additional tickets for \$20 that you can put towards the prize you are trying to win. They have their Teen Dating Balance Awareness Month Initiative for February. Counselors are putting a program together to reach out to teens. Justine forwarded the email and she asked that people would print out the flyer, complete it and take a selfie or have someone take your picture with what you think “love looks like” and then share via email to Vanessa or share it with Hope’s Facebook page. This is an effort to reach out to teens as well as adults to spread the word of “what love looks like” and engage people during this mostly distanced time. Next week, 13 of their staff will get the second round of the Moderna vaccination. They are very happy that they fit in to the first tear to make that happen. Feeling it is a step forward to getting back to normal.

**Rockford Sexual Assault Counseling – Erica Engler** reported that her replacement of Maureen has been a big change for RSAC and she will be keeping things the same as Maureen did a wonderful job. They are continuing their 5 key services: 24-hour crisis intervention on the phone and in the hospital, legal advocacy, prevention education in the schools, in person and streaming depending on the comfort level of each school involved. This includes 5 schools in Ogle County to date. Professional training when requested is offered in person and streaming, therapy is done in person, via phone or video sessions depending on clients needs and comfort levels. Michelle will be going on maternity leave for approximately 10-12 weeks in mid-April. Her current clients and any additional new clients will be covered and offered the same types of services. They are funded by the Community Foundations of Northern Illinois for a grant called “Empowering the physical and emotional self”. Starting in the Spring it will cover a combination of mindfulness activities and self-defense. Three classes will be offered covering difference in needs for children, adolescences and adults in their entire service area, Winnebago, Boone and Ogle counties. They are in the beginning stages of a virtual fundraiser for sexual abuse and assault awareness month and will send an email when it is completed.

**Sinnissippi Centers, Inc. – Patrick Phalen** reported that they are also encouraging their staff to get the vaccines. A vast majority seem to be getting their second dose next week. There is some concern about possible side effects from the second dose and being short staffed. Demand is up for their services as a direct result of the pandemic and everything else in the world. They continue to add new positions and keep hitting new highs with



staffing currently sitting around 220. They are pursuing some grant funds to increase that by possibly another 30 staff members. They need more personal for intakes and psychiatry with unprecedented demand. The CST Team being one of their intensive community-based teams of Ogle County is up and running, being a great step. The Ladies Recovery Home opened as a two-phase project the first being for 8 beds and they are full. They are now in the process of gearing up to open the additional 8, completing the 16-bed project. They are partnering with a company called Geneua to open a fully functional pharmacy at the Route 2 location in Dixon to serve all of their clients. They are finally getting under way with some enhanced medication treatment for substance abuse, largely suboxone prescriptions. They had a lot of turn over amongst their psychiatric prescribers and they are hoping that this new partnership will create some stability and they can push the importance when it comes to treatment. Still operating with the combination of onsite and virtual services and feel it is working well.

**Sinnissippi Centers, Inc. – Ashley Koza** reported that the Oregon office hired a new clinician that started yesterday. Hopefully she will be able to accept patients in a month, offering more availability for clients.

**Lutheran Social Services of Illinois – Chris Mills** reported that they are in the same boat as other agencies in trying to provide both in person and online services. Primarily they are remote but they are finding they have been seeking out approvals to do more and more in person sessions as they are being granted at a higher rate. They also are in the process of getting the vaccine. She wanted to give a shout out to Ogle County as she felt they were very supportive and opened the doors for the vaccinations. They are in talks with some schools for their prevention programs and are hopeful they will have some new partnerships for the coming school year. This is brought on by filling all of the positions they had open. This week they are participating virtually in the leadership forum for KATCA, being a great learning and training opportunity with the focusing on prevention week for the spring.

**Easter Seals – Patti Mook** reported last month they had a parent panel in conjunction with Florissa through Zoom. 26 participants took advantage of the offered information from Equipped for Equality, the regional office of education 47, Florissa and Nickle all talking about what services they provide to be followed up with a survey for the parents and professionals that attended. Hoping it will provide ideas for future training that would be of interest. They will continue to do everything by Zoom until they are able to reopen. This Saturday they will be offering a virtual Sib Shop with 11 kids signed up. April 9<sup>th</sup> they are co-hosting with Florissa, Star Net, Sauk Valley Community College a trauma informed practice creating a safe haven classroom. A flyer will be coming. April 10<sup>th</sup> they will be following up with a virtual Mom's Retreat. They will be creating a soul collage and will send a flyer when they are created. They have finally moved. They are looking at different phone systems so she is unsure what their number will be moving forward but will update us when she gets it.

**Public Comment:**

Dean Fox introduced himself as a member of the Ogle County Board and HEW Committee. Justine confirmed the HEW committee meeting time had changed to the 2 PM time slot.

There being no objection the meeting was adjourned.

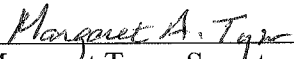
The next regular meeting will be April 1, 2021 via Zoom only with **NO** physical presence.

Respectfully submitted,  
Justine Messenger  
Secretary to the Board

815-238-1829 occmh708bd@gmail.com

Approved: April 1, 2021

  
\_\_\_\_\_  
Dorothy Bowers, President

  
\_\_\_\_\_  
Margaret Tyne, Secretary/Treasurer

**Personnel and Salary Committee**  
**Tentative Minutes**  
(Remote Attendance due to COVID-19 Crisis)  
**March 9, 2021**

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 9:02 a.m. Present via audio: Corbitt, McKinney, Droege, and Typer. Present: Kenney and Heuer. Others via audio: Director of Court Services Cindy Bergstrom, County Engineer Jeremy Ciesiel, Solid Waste Director Steve Rypkema, Circuit Clerk Kim Stahl, IT Director Larry Callant. Absent: none.
2. Approval of Minutes – February 9, 2021 - Motion by Corbitt to approve the minutes as presented, 2<sup>nd</sup> by Droege. Roll call: Yes – Heuer, Corbitt, Droege, McKinney, Typer, and Kenney. Motion carried.
3. Public Comment: None
4. New Business
  - Loss of Vacation time – Probation and Focus House:  
Chairman Kenney has Director of Court Services Cindy Bergstrom talk about some inconsistencies she has found with Union staff who are promoted to a Managerial position (Non-Union) and the loss of vacation days. There was discussion as to the parity needed amongst all county employees. Bergstrom states there are 3 Union Departments and it affects 1 Probation employee and 2 Focus House employees. Bergstrom states this is for a period of 3 years; approximately 15 days for the Probation employee and approximately 15 days for the Focus House employees. Typer states this was voted on last month. Kenney states there are now 2 departments involved. Bergstrom says this topic did not make it on the Finance Agenda last month and will be presented this month. Kenney asks for a motion to take this to the Finance Committee. Corbitt moves to approve, 2<sup>nd</sup> by Droege. Roll Call: Yes – Heuer, Corbitt, Droege, McKinney, Typer, and Kenney. Motion carried.
  - Sikich Report:  
Chairman Kenney states the committee received the February 11<sup>th</sup> usage report from Sikich.
  - Personnel Policy and Procedure Manual:  
Heuer states the draft is complete and has been distributed to committee members and will be sent to departments heads. Kenney would like a motion to send this to the Executive Committee. Corbitt moves to approve, 2<sup>nd</sup> by McKinney. Roll Call: Yes – Heuer, Corbitt, Droege, McKinney, Typer, and Kenney. Motion carried.
  - OSHA Record of Injury and Illness Reporting:  
Heuer says this information will be presented at the Safety Committee this morning. Heuer states the departments that are involved have all stated they are in compliance. Kenney asks if an Inspector comes to your office, take them to a conference room and call Kenney and/or Heuer. Kenney says a memo will be sent to Department Heads in regards to this.
5. Old Business
  - Performance Review Format for Appointed Dept. Heads: None
  - County Department Head Salary/Stipends: None

6. Closed Session: The Closed Session minutes cannot be reviewed by the committees until we meet in person.
7. Adjournment: With no further business, Chairman Kenney adjourned. Time: 9:32 a.m.

Respectfully submitted,  
Laura J. Cook  
Ogle County Clerk and Recorder

**Personnel and Salary Committee Special Meeting**  
**Tentative Minutes**  
(Remote Attendance due to COVID-19 Crisis)  
**March 19, 2021**

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 9:02 a.m. Present via audio: Corbitt and McKinney. Present: Kenney and Heuer. Others via audio: Director of Court Services Cindy Bergstrom, County Clerk and Recorder Laura J. Cook, Solid Waste Director Steve Rypkema, and Circuit Clerk Kim Stahl. Others Present: Nordman, Finfrock and Treasurer Linda Beck. Absent: Droege and Typer.
2. Public Comment: None
3. New Business:
  - Personnel Policy Manual – Vacation Schedule  
Kenney states the purpose of the meeting today is to discuss changes/clarifications and Vacation Schedule for the Personnel Policy Manual.

Heuer reviews the following:

Section 2-O - Drug and Alcohol-Free Workplace - pages 25 & 26 - 2 added portions

Rypkema has a question in regards to page 27 – “If an employee has a confirmed positive test as a result of the annual or bi-annual physical examination, the employee will be placed on unpaid leave.” The Solid Waste Dept. does not require an annual or bi-annual physical. Kenney and Heuer stated other departments do require this, but this is optional just like random drug testing. Would the test results go back to the County, asks Rypkema? Kenney asks Nordman what is the procedure for a positive test result. Nordman states it usually gets reported to the Department Head.

Vacation Schedule –

Heuer states the previous and revised vacation schedule have been removed from the manual. Nordman says there are conflicting vacation schedules with the Union Contracts and Non-Union employees. Nordman says the Department Head/Manager can pull out a sheet with the vacation schedule for reference. The goal is meant to be transparent. You can search the Union Contracts on the website. Rypkema states the vacation schedule should be in the manual. The manual has everything needed to comply with for employment and disagrees with the removal. This should be stated this is for Non-Union Employees, comments Rypkema. Nordman states we need to be consistent; make the vacation schedules available and employees understand their responsibility for PTO and reporting to the Treasurer’s Office. Rypkema states this shows the inconsistency between Union and Non-Union employee. Nordman states the issue is there is a difference between Vacation Schedules of the Union and Non-Union Employees. Rypkema states this Personnel Policy Manual pertains to Non-Union Employees of the county and Union employees have their own contracts. Cook agrees with Rypkema that the vacation schedule should be included in the manual. Nordman says once the manual is completed, you tell your employee their

vacation and holiday schedule. Nordman says the department head/manager can give their employee a sheet of paper with their PTO listed. Rypkema states it sounds like there are 2 issues being discussed; 1 –Tracking and record keeping of an individual's PTO and 2 – Vacation Schedule. The vacation schedule should be written and the schedule has not changed in years, comments Rypkema. Stahl comments the Union Contract in her office has the vacation schedule included which makes it transparent. Not including the vacation schedule in the Personnel Policy Manual does not seem transparent, says Stahl. Kenney doesn't understand the confusion over this. The department heads who have contracts are obligated to follow the contracts as agreed upon. Other department heads are at the will of the county and as department heads know what the county has presented. This is what you live by until the County agrees to change it, says Kenney. Rypkema asks why is the schedule being hidden from the non-union employees? Where is this being presented? Nordman says you hand your employee a sheet of paper with the schedule listed. Bergstrom states she has union and non-union employees; she reverts to the manual for her non-union employees. Nordman asks what does she do when the Judge sets the Annual Holiday Schedule, do reprint your manual/contract? Cook states the Annual Holiday Schedule is not listed in the manual. Nordman states it constantly changes and that is why it is not in the manual. Rypkema and Stahl asks Nordman if the vacation schedule will be changing every year? Nordman says we do not know that. Cook says the Personnel Policy Manual is our "contract" for the non-union departments. Cook states how will future department heads know what the "approved" vacation schedule is if it is not listed in the Personnel Policy Manual. McKinney asks if this should be reviewed by the State's Attorney. Kenney and Nordman say it has been reviewed by Sikich and State's Attorney Rock. Corbitt agrees that the Union vacation schedule should not be included in this manual, but the non-union vacation schedule should be included. Have the schedule listed as PTO for eligible non-union employees, states Corbitt. Corbitt makes the motion to include the vacation schedule in the Personnel Policy Manual for the non-union employees. The motion dies due to the lack of a second. McKinney makes the motion to remove the vacation schedule for the non-union employees, 2<sup>nd</sup> by Heuer. Roll Call – Yes – McKinney, Heuer and Kenney  
No – Corbitt. Motion carried.

Kenney states this revision will be sent back to Courtney and update the manual as directed.

4. Adjournment: With no further business, Chairman Kenney adjourned. Time: 9:33 a.m.

Respectfully submitted,  
Laura J. Cook  
Ogle County Clerk and Recorder



Ogle County  
**Personnel Policy Manual**

**Revised: September 19, 2017**  
**Printed: October 25, 2017**

Resolution 2017-0911

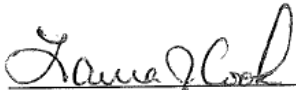
**Personnel Policies and Benefits for Ogle County**

WHEREAS, it is necessary to conduct County business in an orderly fashion and to comply with Federal and State law in the area of personnel practices, certain procedures should be adhered to:

THEREFORE, be it resolved by the County Board of Ogle County, Illinois, that the following personnel policies and benefits adopted for all County employees, unless specifically covered by a union contract.

Presented and Adopted by the Ogle County Board on September 19, 2017.

Attest:



Laura J. Cook  
Ogle County Clerk



Kim P. Gouker  
Chairman, Ogle County Board





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## Welcome Statement

Dear Valued Employee:

Ogle County prides itself on its tradition of hiring and retaining personnel of the highest caliber. You are a part of one of the most professional and progressive, full-service counties in the region, dedicated to ethical and fiscally responsible governance.

This Personnel Policy Manual does not articulate every nuance of every issue that an employee and employer may face. Its intent is to provide you with a general knowledge of the County's policies and procedures as related to your employment. It should be used as a reference whenever needed. Throughout the document, references and websites for many federal and state regulations have been provided to assist you in additional research or clarification.

After reading this manual, you may still have questions about a particular provision. If so, please communicate these questions to your supervisor. If you have any suggestions on improving a policy, feel free to submit them to your supervisor.

Ogle County takes pride in its history of exceptional employee relations. We hope and expect you will experience that the key to our success lies in the core of our team philosophy. Join with us in working toward mutual goals and the mission of good government.

On behalf of the Ogle County Chairman and Board, thank you for being a part of our work family and for your service to the County. We are proud to have you here and anticipate your success.

## Introduction

Ogle County seeks to employ and retain staff whose individual competence, values and dependability are equal to the jobs they are expected to perform. To secure and keep such a staff, Ogle County aims to provide fair salaries, benefits and working conditions. It strives to treat each employee with dignity and respect. All County policies that affect working conditions are designed and established to assist in achieving that goal.

Every employee must remember that Ogle County is a tax-supported entity and the citizens of Ogle County paying those taxes should receive the best possible quality and highest standard of service possible. Public employees should act in a professional manner, using good judgment and courtesy at all times, and should avoid any type of behavior that would even appear illegal or unethical. Employees should carry out their work efficiently, honestly and with the intention of keeping good relationships with co-workers and the public.

Ogle County employment practices operate under the legal doctrine known as “employment at will.” Within state and federal employment law, Ogle County has the right to terminate an employee at any time and for any reason, with or without notice, except that Ogle County will comply with all state and federal legal requirements requiring notice and an opportunity to be heard in the event of discipline or dismissal. Ogle County will attempt to ensure that employee terminations are not made in an arbitrary or capricious manner. **This manual and the personnel policies referenced do not constitute an express or implied a contract, agreement, promise or guarantee of employment or continued employment. The manual is for informational purposes only and is not a contract. Ogle County also reserves the right to change these policies at any time and without prior notice to employees.**

Circumstances may arise in which Ogle County determines that changes are required in the personnel policies. Ogle County reserves the right, at any time, to modify, rescind or supplement these policies. As policies are updated, employees will receive current changes and acknowledge receipt thereof in writing. All policies contained herein or which may be added in the future do not constitute a contract, either express or implied. As guidelines, these policies should not be considered as guaranteeing employment rights or insuring continuation of employment for any employee.

These personnel policies are intended to provide guidelines for employment. An attempt has been made to cover matters related to employment, employee benefits and services available to assist employees in performing their duties and responsibilities.

Departments with a collective bargaining agreement shall abide by their own contract, and may refer to items in the Ogle County Personnel Policies and Benefits for employees not covered by the agreement. If a collective bargaining agreement does not cover a specific topic included in the Ogle County Personnel Policies and Benefits, the County's policy is to serve as the default guideline.

The Employee Manual shall be given to each present and every new employee of the County at the time of their employment. The manual shall remain the property of the County. The manual shall have an acknowledgment receipt, which must be signed by all affected employees.

## History

What is now Ogle County was once a part of the Northwest Territory.



In 1809 the Territory of Illinois was formed and included Wisconsin and Peninsular Michigan. In 1818 Illinois, in its present boundaries, became the 21st State to join the Union.

Ogle County was formed in 1836 from a part of Jo Daviess County.

The name, Ogle, was suggested by Thos. Ford in memory of Capt. Joseph Ogle who distinguished himself for his courage and coolness in the early days of the State's history.

The first session of the Ogle County Commissioner' Court was held at Oregon on January 3, 1837, and Oregon was chosen to be the County Seat.

Because there was so much dissension, efforts were made to divide the County and on February 27, 1839, the Legislature approved an act creating Lee County out of the southern half of Ogle county, with Dixon as its County Seat.

In December 1839, the County Board ordered the town of Oregon to be called Florence; in 1843, however, it was renamed Oregon.

Names of other towns were once different than those used today. Rochelle was once called Lane; Byron, Bloomington; Polo, Buffalo Grove and St. Mary's. Plans for a courthouse were adopted on December 4, 1838, and in 1841 the building was completed – only to be burned before it could be occupied.

The **old** courthouse was completed for occupancy in 1891 at a total cost of \$106,951.46 for building and equipment. **It now serves as the County's administrative center.**

On November 6, 1849, the electorate voted for township organization and the Commissioner' Court appointed three men to divide the county into towns. Their report, filed February 5, 1850 named nineteen townships, comprising an area of 757 sq. mi. The first special meeting of the Board of Supervisors was held November 11, 1850.

In 1972, in compliance with the State Legislature's decision on reapportionment, Ogle County held its first election to elect County Board members.

The county was divided into four districts, with six members from each district. This replaced the system whereby the township supervisors served as the County Board. A supervisor may also be a County Board member but not necessarily.

The 1998 estimated census shows a County population of 50,511. There are presently approximately 30,539 registered voters.

Three State parks are located in Ogle County.

The White Pines State Park is located on the Pines Road between Polo and Oregon.

Lowden Memorial Park is one mile north of Oregon on the east side of Rock River.

Lorado Taft's famous Blackhawk statue and the Northern Illinois University Field Campus are located in the Lowden Memorial Park.

Castle Rock State Park is located on Illinois Route 2 south of Oregon.

Lowden-Miller State Forest is located 5 miles South of Oregon on South Lowden Road.

Weld Park, located in Marion Township, was given to the County to maintain as a County Park. Sinnissippi Farms southeast of Oregon in Oregon/Nashua Township is the home of former Governor Frank O. Lowden.

The Lowden Boy Scout Camp and Camp Medill McCormick for Girl Scouts are located in Ogle County. In 1962 the Ogle County Historical Society opened a museum in the Ruby Nash home in Oregon. This is open to the public on weekends during the summer months.

Renovation of the interior of the Courthouse was completed in 1984 at a cost of \$1,500,000.00. The Courthouse was renovated again in July of 2009, with the discovery of "Memorial Hall" on the third floor.

The Ogle County Judicial Center was built in 2005 and dedicated on August 20, 2005. The Judicial Center houses the Probation Department, State's Attorney Office, Circuit Clerk's Office and all courts for Ogle County.

The Ogle County Public Safety Complex which houses the Sheriff, Coroner and 9-1-1 Departments was completed in 2015.

The Emergency Operations Center (EOC) facility in Rochelle that houses a satellite office of the Ogle County Health Department and Ogle County Probation Department was remodeled in 2017.

## Notice/Disclaimer

These personnel policies have been enacted by Ogle County in order to further the following goals:

1. To provide a uniform system of personnel administration throughout the County.
2. To ensure that recruitment, selection, placement, promotion, retention, and separation of County employees are based upon employees' qualifications and are in compliance with federal and state laws.
3. To develop a personnel program that will make a career in county government attractive to persons who possess the ability, integrity, and dedication to public service.
4. To assist in the development of sound management practices and procedures, and to make effective consistent use of human resources throughout the County.
5. To promote communication among all supervisors and employees.
6. To ensure, protect, and clarify the rights and responsibilities of employees.

These policies shall apply to all County employees **except** elected officials, boards, and commissions, volunteers, and independent contractors.

For employees who are represented by a personnel services contract or a collective bargaining agreement, this Manual will only apply if that agreement is silent to that topic. In the event of conflict between these rules or state or federal law, the terms and conditions of that contract, rule, or law shall prevail. In all other cases, these policies and procedures shall apply. In the event of an amendment to any ordinance, rule, or law incorporated in this document or upon which these provisions rely, these rules shall be deemed amended in conformance with those changes.

This Manual does not intend to be all encompassing. The County specifically reserves the right to repeal, modify, or amend these policies at any time, with or without notice. All other previously issued policies are hereby rescinded and superseded by this Policy Manual. None of these provisions shall be deemed to create a vested contractual right for any employee, nor to limit the power of the County Board Chairman or County Officials, to repeal or modify these rules. The policies are not to be interpreted as promises of specific treatment. To the extent that an occurrence arises which is not governed by any of the policies or procedures set forth herein, the County Board Chairman may exercise his/her discretion to resolve the matter.

**Please note that neither the existence of any of these policies, nor anything contained in this Manual is intended to create or shall create an employment contract or contractual commitment, either expressed or implied. Unless otherwise provided in a written contract of employment, employees of Ogle County are employed "at will" and can be dismissed at any time, with or without notice, and with or without cause.**

## **SECTION 1 - OVERVIEW**

### **1-A. Ogle County Government Structure**

Ogle County government is an elected board with an internally elected county board chairman and vice-chairman. Internal government operations are supervised by elected and appointed department heads.

### **1-B. Hours**

Old Courthouse, Judicial Center and Ogle County Annex  
Monday – Friday 8:30 A.M. - 4:30 P.M.

Highway Department  
Monday – Friday 7:00 A.M. - 3:30 P.M.

Safety Complex  
Monday – Friday 8:00 A.M – 4:00 P.M.

## SECTION 2 - GOVERNING PRINCIPLES OF EMPLOYMENT

### 2-A. At Will Employment

Ogle County is considered an “at-will” employer unless it conflicts with an applicable collective bargaining agreement, then the collective bargaining agreement language prevails. This means that either the employee or the County may terminate employment at any time, for any reason or no reason, with or without cause.

### 2-B. Equal Employment Opportunity

The County is an equal opportunity employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, gender identity, genetic information, pregnancy, or any other characteristics protected by applicable federal, state, or local laws. The County is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

The County will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy may lead to discipline, up to and including termination.

The County will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the County’s operations.

### 2-C. Americans with Disabilities Act/Pregnancy Accommodations

As part of its commitment to equal employment opportunity for all employees, the County will engage in the interactive process to ensure that every reasonable effort is made to provide reasonable accommodation for qualified employees or applicants with disabilities, or medical conditions or other common conditions related to pregnancy or childbirth, including the use of auxiliary aids and services as requested by individuals, to enable them to perform the essential functions of their positions. The County will make every effort to ensure that employees or applicants who have a temporary or permanent disability or medical conditions or other common conditions related to pregnancy or childbirth are treated without discrimination in accordance with the law.

Any employee with a disabling condition that limits his or her ability to perform the essential functions of a job, or a medical condition or other common condition related to pregnancy or childbirth, is encouraged to notify a direct supervisor of the disabling condition as soon as it's known. The County can only act on the basis of information provided by employees. Through an interactive process, and in compliance with the Americans with Disabilities Act (ADA) and the Illinois Human Rights Act (IHRA), The

County may ask the employee to submit a statement from a treating physician describing the nature of the disabling condition or the pregnancy-related or childbirth-related condition, the limitations it imposes on the employee's ability to perform his or her job duties and the length of time the physician believes the disability or the pregnancy-related or childbirth-related condition will last. Please note that if the employee is requesting a long term accommodation of a disability or a pregnancy-related or childbirth-related condition, The County may ask the employee to provide periodic updates from the physician certifying that the condition is still in effect.

The County will make every effort to accommodate the employee's disability or pregnancy-related or childbirth-related condition based on the information provided by the treating physician. Accommodations may vary depending on the employee's job duties and skills, the needs of the business at the time of the request and the nature of the employee's disability or pregnancy-related or childbirth-related condition. The County has the right to deny a request for accommodation if it causes a direct threat to workplace safety or poses an undue hardship.

If you have any questions about your rights under this policy you should bring them to a direct supervisor who will work to provide answers.

## **2-D. Lactation Accommodation**

The County will be in compliance with the Nursing Mothers in the Workplace Act found at chapter 820 of the Illinois compiled statutes sections 260/1 et seq.

Each employee is entitled to a reasonable amount of break time to express breast milk for the employee's infant child and the County may not reduce an employee's compensation for time used to express breast milk for the employee's infant child or nurse a baby. If possible, this time should run concurrently with the employee's break time that is already provided. The County will provide an appropriate and private location for such activity and that a break time need only be provided for up to one year after the child's birth. See also ILCS 260 updated by HB 1595. Please contact a direct supervisor for additional information regarding lactation accommodation.

## **2-E. Open Door Policy**

The County values the input of our employees and is committed to maintaining a work environment in which everyone can communicate openly and without fear of retaliation or discrimination. Employees are encouraged to discuss openly with their supervisors any work issues or suggestions that may arise in the course of their employment. This means that employees can reach out to their supervisor for feedback, brainstorming ideas, or problem-solving techniques.

Employees should reach out to supervisory staff with concerns or suggestions. Since supervisors have the most specific knowledge of conditions surrounding an employee's

work, they should be able to address any issues raised more quickly than someone who would need to be provided with background and other information.

If questions or concerns remain after speaking with a supervisor, or if an employee feels uncomfortable speaking directly with their supervisor, the next level of supervision should be contacted. Employees may continue this discussion process by following the chain of command.\*

\*The reporting process described in this policy does not apply in situations where other specific instructions are outlined — like those in the EEO and Reporting Harassment or Discrimination. In such cases, all employees should follow the procedures provided in those policies.

## **2-F. Policy against Workplace Harassment and Bullying**

It is County policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, actual or perceived race, creed, color, religion, national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, gender identity, genetic information, pregnancy, or any additional protected class. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual that is based upon a person's protected status as outlined above. The County will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, or kidding, teasing, or practical jokes directed to a person based on his or her protected status.

Harassing conduct also includes, but is not limited to the following:

1. Epithets, innuendoes, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, disability, or any other legally protected category;
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of an individual's protected classification that is placed on walls, bulletin boards, or elsewhere on the employer's premises or circulated in the workplace.

### ***Hostile Work Environment***

A hostile environment can result from the unwelcome conduct of supervisors, co-workers, customers, contractors, or anyone else with whom the victim interacts on the

job, and the unwelcome conduct renders the workplace atmosphere intimidating, hostile, or offensive. Examples of behaviors that may contribute to an unlawful hostile environment include:

1. Discussing sexual activities
2. Telling off-color jokes concerning race, sex, disability, or other protected bases
3. Unnecessary touching
4. Commenting on physical attributes
5. Displaying sexually suggestive or racially insensitive pictures
6. Using demeaning or inappropriate terms or epithets
7. Using indecent gestures
8. Using crude language
9. Sabotaging the victim's work
10. Engaging in hostile physical conduct

If an employee feels that they have been subjected to conduct which violates this policy, they should follow the County's policy for reporting harassment, bullying and/or discrimination allegations as described in this Section. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy may result in corrective action, up to and including, termination. All complaints may be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the County will not allow any form of retaliation against individuals who report unwelcome conduct of management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to corrective action, up to and including, termination.

### ***Sexual Harassment***

It is County policy to prohibit harassment of any employee by any other employee, the public, or a vendor on the basis of sex or gender. The purpose of this policy is to ensure that all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, or posters, sending sexually explicit emails and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct can also include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about an employee's or someone else's sex life or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive enough to create an unprofessional and hostile working environment. This includes the use of County equipment and/or systems to transmit or receive offensive material, statements, or pictures.



Discrimination and discriminatory harassment does not include actions that are in accordance with established rules, principles, or standards, including:

1. Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the Illinois Department of Human Rights guidelines.
2. Bona fide requests or demands by a supervisor that an employee improve his/her work quality or output, that the employee report to the job site on time, that the employee comply with County or departmental rules or regulations, or any other appropriate work-related communication between supervisor and employee.

## **2-G. Workplace Bullying**

The County defines bullying as “repeated inappropriate behavior, direct or indirect, verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work, outside of work and/or in the course of employment, whether it be in person or via electronic means such as email, text messages and/or social media”. These types of behaviors can negatively affect the County’s productivity, employee morale, and resident satisfaction. Therefore, the County will not tolerate bullying behavior. Employees found in violation of this policy may be subject to disciplinary action, up to and including, termination.

Examples of bullying may include, but are not limited to:

1. Verbal Bullying: Slandering, ridiculing or maligning a person and/or his/her family or acquaintances; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person’s work area or property.
3. Gesture Bullying: Non-verbal threatening gestures; glances which can convey threatening messages.
4. Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

Although not all-inclusive, the following examples may constitute or contribute to evidence of bullying in the workplace:

1. Persistent singling out of one person
2. Using verbal or obscene gestures
3. Personal insults and use of offensive nicknames; public humiliation in any form
4. Constant criticism on matters unrelated or minimally related to the person’s job performance or description
5. Intentionally ignoring/interrupting an individual at meetings
6. Persistent, public reprimands

7. Spreading rumors and gossip regarding individuals
8. Encouraging others to disregard a supervisor's instructions

Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Bullying may be intentional or unintentional. However, the intention of the alleged bully is irrelevant and will not be given consideration when evaluating the situation. It is the effect of the behavior upon the individual, which will be given consideration.

### ***Reporting Harassment, Bullying and/or Discrimination Allegations***

1. If an employee feels that they have been the victim of harassment, bullying and/or discrimination, they should inform the harasser that his/her actions are unwelcome and offensive. The employee is encouraged to document all incidents of harassment in order to facilitate the most comprehensive investigation possible.
2. The next step will be to report the incident to an immediate supervisor as soon as possible and in accordance with the procedures set forth herein. In addition, any employee who learns of or is a witness to harassment, bullying, or discrimination is strongly encouraged to report it pursuant to this policy.
  - a. If the alleged offender is the employee's co-worker, the employee should report the incident to either their supervisor or Department Head.
  - b. If the alleged offender is the supervisor, the employee should report the incident directly to the Department Head.
  - c. If the alleged offender is the Department Head, the employee should report the incident directly to the Chairman of the Personnel and Salary Committee.
  - d. If the alleged offender is a member of the Personnel and Salary Committee, the employee should report the incident directly to the County Board Chairman.
3. Any employee who is not comfortable with reporting violations of this policy to a supervisor may bypass the chain of command and make the report to a higher ranking supervisor the Chairman of the Personnel and Salary Committee or the County Board Chairman.
4. The County has a written complaint form (See Appendix B) available to employees who believe that they have been subjected to harassment and/or discrimination. Employees are encouraged to use the complaint form and submit it to the appropriate official when reporting the incident, including any and all pertinent documents and facts. Use of this written complaint form is encouraged but is not mandatory. The employee is expected to cooperate fully with the investigative process.

5. Supervisors receiving information regarding an alleged violation of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.
  - a. Continually monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, harassment, and/or retaliation
  - b. Take prompt, appropriate action to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation
  - c. Stop any observed acts that may be considered harassment and taking steps to intervene
  - d. Ensure subordinates understand their responsibility under this policy
  - e. Ensure that members who make complaints or oppose any lawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible
  - f. When reporting incidents, please do so in writing by describing the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day
  - g. Failure to carry out these responsibilities may be grounds for discipline
6. To facilitate a thorough and fair investigation of the alleged incident, it is strongly encouraged that all reports of harassment and/or discrimination be made as soon as possible, but preferably within seven (7) days.
  - a. Upon receipt, an investigation will be initiated to consider appropriate resolution alternatives based on the facts uncovered, and swiftly resolve the matter. The receiving official shall inform the complainant and accused of the progress of the investigation if it is not resolved within seven (7) days.
  - b. All reports of harassment, bullying, and/or discrimination shall be taken seriously and fully investigated. There can be no guarantee of complete confidentiality, but to the extent possible, the investigation and the identity of the parties and persons cooperating in the investigation will be kept in strict confidence with only those on a need to know basis involved.
  - c. All parties involved will be expected to keep all comments and personal opinions confidential. Full cooperation from all parties involved is required during the investigation. Failure to fully cooperate with such investigation may subject the employee to disciplinary action, up to and including termination of employment.
  - d. All persons accused of harassment, bullying, and/or discrimination are considered innocent until proven otherwise.
7. Within seven days of initiating an investigation, the receiving official shall give notification to the Chairman of the Personnel and Salary Committee. The written report will be maintained for the period established in the County's records retention schedule or as required by law.

8. Employees who are found guilty of harassment, bullying, and/or discrimination shall be subject to corrective or disciplinary action, up to and including, termination depending on the circumstances. If upon the completion of an investigation, the alleged offender is found innocent or the allegations are unsubstantiated, then no record of the incident shall appear in their personnel file.

## **2-H. Policy against Retaliation**

The County prohibits retaliation against any individual who reports or files a charge of discrimination or harassment. Retaliation is treating a person differently or engaging in acts or reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will be subject to disciplinary action, up to and including, termination.

The County prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including, termination.

If the complainant is found to have been acting maliciously with the intention of intimidating or retaliating against the alleged offender, the accuser may be subject to disciplinary action, up to and including, termination.

## **2-I. Immigration Law Compliance**

Federal law requires all employees to present documentation confirming their identity and eligibility to work in the United States. New employees and re-hires must complete the I-9 Employment Eligibility Verification Form and provide the necessary identification documentation no later than three business days from their start date. Failure to present the necessary identification will result in termination.

## **2-J. Genetic Information Nondiscrimination Act of 2008 (GINA)**

The Genetic Information Non-discrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an employee or family member of the employee, except as specifically allowed by this law. To comply with this law, we ask that employees do not provide any genetic information when responding to any requests for medical information. "Genetic information" as defined by GINA includes an individual's family medical history, the results of an individual's or family member's genetic tests, whether or not the employee or a family member sought or received genetic services, or obtained genetic information of a fetus carried by the employee or a family member or, whether the employee or a family member are receiving or have received assistive reproductive services.

## **2-K. Ethics in the Workplace**

In accordance with the Hatch Act (5 U.S.C. §§ 7321-7326) it is the County's desire to foster governmental efficiency, ensure that employees can perform their jobs without being pressured to support specific County or other political candidates, and to ensure that regulations are not interpreted favorably for supporters of candidates for political office.

### ***Political Activity***

Employees of the County may not engage in political activities at any time on County owned property, or while on duty, while they may be identified as an employee of the County by any means such as uniform, insignia, and motor vehicle, or in any other manner. Political activities include, but are not limited to, running as a candidate for public office, soliciting or receiving funds for a political party or candidate for public office, soliciting votes for such party or candidate, attending political rallies, circulating petitions, distributing political literature, or encouraging others to do any of the above.

For purposes of this section "while on duty" includes those hours an employee is scheduled to work and are working or representing the County.

This section should not be construed to prohibit any employee or group of employees individually or collectively from expressing honest opinions and convictions or from engaging in political activities permitted by the Hatch Act and from supporting candidates of their choice.

No employee shall be disciplined or rewarded by reason of his/her political affiliation, personal political contributions, or political beliefs by the County.

### ***Conflicts of Interest***

The County has established guidelines for ethical standards of conduct which shall govern County employees in the performance of County business and the duties of their respective jobs. This policy is intended to provide positive direction to County employees in order to prevent potential conflicts of interest.

1. Acceptance of Gratuities: In accordance with the Gift Ban Act, no County employee shall, through his or her position with the County, intentionally solicit or accept any gift from any prohibited source as defined under the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/5 et al.
2. Decision Making: An employee should not make a unilateral decision, about his or her outside employment. Employees are required to consult with their Department Head or the County Treasurer if there is any doubt about a potential issue with a conflict of interest with their outside employment, outside interests, or a business they own.
3. Confidential Information: No County employee shall disclose or use, without authorization, confidential information concerning property or affairs of the

County to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the County.

4. Financial Interest: No County employee shall have a financial interest or personal interest in any legislation coming before the County Board or participate in discussion with or give an official opinion to the County Board unless the employee discloses on the record of the Board the nature and extent of such interest.
5. Gifts of Nominal Value: Complimentary promotional gifts of a nominal value of \$20 or less such as: pens, pencils, memo pads etc. are not subject to this policy.

## **2-L. Civil Unions/Same Sex Marriages**

The Illinois Civil Union Act provides the same rights and responsibilities to Civil Union partners as spouses. A Civil Union may be legally entered into through a state licensing and certification process. Unless otherwise preempted by federal law, self-funded benefit plans must treat Civil Union partners the same as spouses offering medical, dental, vision, life, and disability plans.

## **2-M. Confidentiality**

Confidentiality is extremely important in order to maintain the public and community's trust. All County employees shall refrain from and check with a supervisor prior to responding to any requests for employee PIN numbers, log-on credentials, social security numbers, and similar sensitive information by anyone outside the organization.

## **2-N. Smoke-Free Illinois Act (410 ILCS 82/)**

The Smoke-Free Illinois Act requires that public places and places of employment must be completely smoke-free inside and within 15 feet from entrances, exits, windows that open, and ventilation intakes. In the interest of promoting health and safety, the County's smoke-free policy applies to all County facilities (including vehicles), all County employees, and all residents and vendors who visit County facilities. Smoking is permitted only in designated smoking areas. The use of smoking materials refers to the lighting and smoking of cigarettes, cigars, pipes, and or other similar items such as electronic cigarettes, "vaping" devices, and chewing tobacco.

To comply with act 095-0017, smoking is prohibited on the identified County Properties of: the entire block on which the Old Courthouse is located; the entire block commonly referred to as 103 Jefferson Street (including all outbuildings and unattached office and workspaces), the property at 106 S. 5<sup>th</sup> Street (Judicial Center) and the property at 907, 909, 911 and 913 Pines Road Annex, and all Focus House locations.

Smoking at the Ogle County Highway Complex is not allowed within 15 feet of any building, doorway or window area.

Employees who smoke and wish to stop are encouraged to seek assistance. Information can be obtained at the Ogle County Health Department.

Supervisors are responsible for enforcing the smoke-free policy. Generally, any smoking breaks must be taken as part of the two allowed breaks offered per day to all employees. Smoking breaks shall not be in addition to these two breaks. An employee's disregard for the smoke-free policy is handled through the disciplinary process.

## **2-O. Drug and Alcohol-Free Workplace – Ogle County Employees (30 ILCS 580/1, et seq.)**

~~(The policy for alcohol and drug testing CDL employees can be found in its entirety in Appendix D.)~~

To help ensure a safe, healthy, and productive work environment for our employees and others, and to protect County property and to ensure efficient operations, the County has adopted a policy of maintaining a workplace free of **controlled substances**, drugs, and alcohol. This policy applies to all employees and other individuals who perform work for the County. **Any infraction of the Drug and Alcohol - Free Workplace Policy must be reported to an employee's supervisor or an appropriate manager for a course of action.**

1. A drug-free workplace prohibits the unlawful or unauthorized use, **presence of**, abuse, solicitation, theft, possession, transfer, purchase, manufacture, dispensing, sale, or distribution of controlled substances, drug paraphernalia, **marijuana** and alcohol. This includes the misuse or abuse of prescription, over-the-counter, and licensed drugs.
2. Employees and other individuals who work for the County are also prohibited from reporting to work or working while they are using or under the influence of alcohol, any controlled substance **or marijuana** (refer to Section 2, Prescription, Over-the-Counter, and Licensed Drug Use). The workplace is defined as entry upon or presence on County property, any work site throughout the County, including the parking lot, driveway, or any other County premises or work sites. This includes County vehicles and any private vehicles **being used for County business or** parked on any County premises.

### **Cannabis (Marijuana)**

**The County recognizes that certain states and municipalities allow the use of cannabis and/or medicinal cannabis. Illinois' medical cannabis law permits an individual with a qualifying debilitating medical condition to register as a medical cannabis patient and avoid civil and criminal penalties under state law for certain medical uses of cannabis. Likewise, recreational cannabis law in Illinois permits an adult (21 years of age or older) to use cannabis and avoid civil and criminal penalties under state law. However, in accordance with Illinois and federal law and in order to maintain a safe, efficient and effective workforce, employees may not use or possess cannabis on County property, working on County time or while operating County equipment (including vehicles). The County also prohibits**

employees from reporting to work under the influence of, or in any way impaired by cannabis; as determined in the County's sole discretion to the fullest extent permitted by applicable law. When an employee is under doctor's care and is taking prescribed medication that may produce harmful side effects, employees shall notify their supervisor prior to work.

3. Post-accident or reasonable suspicion testing ordered by the Department Head will be done in a good faith effort. Determination that the employee is considered under the influence or impaired by marijuana before disciplinary action is taken. An employee will have 7 working days specific to that department's schedule to respond to a positive marijuana drug test because of an allegation of on-the-job impairment, or involvement in an accident before disciplinary action is taken.
4. Determination that the employee is considered under the influence or impaired by marijuana will be made before disciplinary action is taken. An employee will have 7 working days specific to that department's schedule to respond to a positive marijuana drug test because of an allegation of on-the-job impairment, or involvement in an accident before disciplinary action is taken.
5. The County seeks to retain valuable employees and maintain productivity and customer service by identifying personal problems at early stages and motivating employees to seek assistance for these problems. However, it is each employee's responsibility to seek assistance before a substance abuse problem affects judgment, performance, or behavior.

Employees who request or voluntarily agree to participate in a federal or state approved rehabilitation program to correct an alcohol and/or substance abuse problem, may be given a two-time opportunity to do so, with pending disciplinary action being suspended provided the employee maintains satisfactory participation and progress and ultimately completes the program. The County must be notified when an employee enters such a program.

6. Costs for services may be covered under the employee's health insurance, and this shall be the extent of the County's cost liability for the employee to participate in an assistance or rehabilitation program. Costs that are not covered by the employee's insurance will be the employee's responsibility.

7. Reasonable Suspicion

The County has the sole discretion to decide when and under what circumstances an employee is fit for work.

Testing on the basis of reasonable suspicion may include, but is not limited to: 1) observation of an employee acting or appearing in a manner which suggests drug, marijuana or alcohol use, such as, behavior, appearance, judgment, coordination job performance, and/or disorientation, significant or repeated lapses of concentration, emotional outburst, substantial mood changes, the smell



of alcohol on the employee's breath, etc.: 2) instances where the County observes or received credible information that the employee is using or has symptoms of drugs, marijuana and/or alcohol use; and/or 3) other facts which support a reasonable belief that the employee is using or has symptoms of drug, marijuana and/or alcohol use in violation of this policy.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management and a union rep (if appropriate) must escort the employee. The employee's supervisor will make arrangements for the employee to be transported home. Refusal to consent to testing and cooperate in testing will be considered insubordination and grounds for termination of employment.

If an employee has a confirmed positive test as a result of the annual or bi-annual physical examination, the employee will be placed on unpaid leave working days specific to that department's schedule.

8. An employee convicted of violating a criminal drug statute while in the workplace must inform his/her direct supervisor of such conviction (including pleas of "No Contest") within five (5) working days of the conviction as required by the Federal Drug-Free Workplace Act of 1988. Failure to inform the County subjects the employee to disciplinary action, up to and including, termination for the first offense. The County reserves the right, at its discretion, to offer employees convicted of violating a criminal drug statute in the workplace, participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered and accepted, the employee must satisfactorily participate in the program as a condition of continued employment. Any testing required by the County will be done in a good faith effort.
9. Required Testing: The County may require employees to submit to drug/alcohol testing at a time and place designated by the County, under the following circumstances:

#### Pre-Employment

All applicants must pass a drug test before beginning work (post offer pre-employment). Refusal to submit to testing will result in disqualification of further employment consideration.

#### Post Accident

Employees are subject to testing when they cause or contribute to accidents that seriously damage a County vehicle, machinery, equipment, or property and/or result in an injury to themselves or another employee requiring off-site medical attention where the accident or injury may have been caused by or related to an employee's use of drugs, marijuana, or alcohol. In any of these instances, the investigation and subsequent testing must take place within two (2) hours

following the accident, if not sooner. Under no circumstances will the employee be allowed to drive himself/herself to the testing facility.

All employees have an obligation to comply and support this policy. Any employee who is aware of a violation of the policy should report it to his/her immediate supervisor or any manager. Every effort will be made to preserve the confidentiality of the source of a report. All reports will be taken seriously. Persons submitting false reports are subject to discipline up to and including immediate termination.

10. An employee may contest a positive determination that the employee is considered under the influence or impaired by marijuana before the County takes disciplinary action. Employees have seven days to respond to a positive marijuana drug test result because of an allegation of on-the-job impairment, or involvement in an accident, before the County takes disciplinary action.
11. The County may be required to notify the grantor of any federally issued grant within ten (10) days of receiving actual or constructive notice of conviction of any employee who performs work in relation to the subject federal grant. Within thirty (30) days after receiving notice of conviction, the County shall take action against the employee so convicted by either imposing appropriate discipline, up to and including, termination, if so warranted, or requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by an appropriate governmental agency.
12. The County maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. Employees are encouraged to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any County employee, including themselves.

This policy is not intended to cover, and should not be regarded as covering, every possible situation that could occur. It does, however, put forth the County's intent and a foundation from which to work. Unique and/or unusual circumstances that do come up will be dealt with on an individual basis.

## **2-P. CDL Drug & Alcohol Policy**

The Federal Highway Administration (FHA) has issued rules, effective to Ogle County on January 1, 1996, mandating employers to install an alcohol and drug testing program for individuals involved in the safety sensitive functions of driving, waiting to be dispatched, inspecting or conditioning, loading or unloading, repairing or servicing or providing front line supervision or training of these activities for commercial motor

vehicles. These employees are in positions that require the possession of a Commercial Drivers License (CDL).

The term “driver” means any person who operates a County commercial motor vehicle (gross vehicle weight rating of 26,001 or more pounds). This includes, but is not limited to: full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers and independent owner-operator contractors who are either directly employed by or under lease to the County or who operates a commercial motor vehicle at the direction of or with the consent of the County. Also for required pre-employment/pre-duty alcohol and drug testing the term “driver” includes any person applying for a position with the County that includes the driving of a commercial motor vehicle.

The overall goal of this policy is to ensure a drug-free and alcohol-free transportation environment and to reduce accidents, injuries and fatalities.

#### A. PROHIBITIONS

Ogle County subscribes to the principle of a drug free work force and work place. Under an existing County policy, it is unlawful manufacture, sale, distribution, dispensation, possession, transportation or use of a controlled substance or alcohol in a vehicle, or other locations where the driver is to perform work.

##### ***Prohibitions include:***

Applicants for and Probationary Employees in a CDL Position. The County will maintain a pre-employment screening program designed to prevent the hiring of a new employee or the assigning of an employee currently in a non-driving position, to a CDL position, who uses or is found to be in possession of illegal any drug or who engages in prohibited alcohol-related conduct.

##### ***Prohibited Alcohol-Related Conduct for CDL Drivers***

A CDL driver shall not operate a County commercial motor vehicle or perform a related safety-sensitive function if he/she has engaged in any form of alcohol-related conduct listed below.

- Using alcohol on the job;
- Being in possession of alcohol while on duty or operating a commercial motor vehicle;
- Having a prohibited blood alcohol concentration while performing a safety sensitive function;
- Having used alcohol during the four (4) hours before going on duty;
- Using alcohol within eight (8) hours following an accident requiring a breath-alcohol test, or until tested;
- Refusing to submit to a required alcohol test.

## ***Drug Prohibitions for CDL Drivers***

A CDL driver shall not operate a County commercial motor vehicle or perform a related safety-sensitive function if the driver has engaged in any of the following prohibited drug activities.

- Being a current user of any unauthorized Section 1 drugs (from the Schedule of Controlled Substances of the Drug Enforcement Administration), or amphetamines, narcotics, opiates, hallucinogenic substances, depressants, stimulants; or other habit forming drug while on or off duty;
- Reporting for duty while impaired from any prescribed therapeutic drug or controlled substance usage;
- Being in possession of any unauthorized controlled substance;
- Using a legally prescribed controlled substance without advising a supervisor;
- Inquiring of the treating physician and being advised that the prescribed substance does not adversely affect the drivers ability to safely operate a commercial motor vehicle;
- Notifying the immediate supervisor of the use of any prescribed therapeutic drug, identifying the drug being used, its effects and the prescribed duration of such use.

Federal Highway Administration Rules (FHA) require all CDL drivers to submit and successfully pass breath alcohol testing and/or urine drug testing under any of six different employment situations. A refusal to submit to or complete a screening test will be considered as a positive test result.

1. Pre-employment Testing: Applicants for a position involving CDL driving tasks, and current employees assigned for the first time to a safety-sensitive position as a CDL driver, are required to submit to alcohol and drug testing and pass both tests with negative test results before operating for the first time a County commercial motor vehicle.
2. Post-Accident Testing: FHA rules mandate alcohol and drug testing of employees involved in an accident if there is either a fatality (even if the driver is not cited with a moving violation), or if the driver receives a citation for a moving traffic violation arising out of the accident. Under the County's Alcohol and Substance Abuse Policy, post-accident testing will also be required of an employee involved in an accident where there are injuries requiring treatment at a medical facility, or the vehicle is disabled or removed from service. Testing is to be completed as soon as possible following the accident
  - a. If a required post-accident alcohol test is not administered within two (2) hours following the accident, the County must prepare and maintain a record stating the reason the test was not promptly administered. If after eight (8) hours following the accident the alcohol test still has not been conducted there shall be no further attempts to administer the test and a

complete record made of why it was not accomplished. The driver required to be tested is prohibited from consuming any alcohol for at least eight (8) hours following an accident or until after the breath alcohol test.

- b. A required post-accident drug test shall be conducted within 32 hours after the accident. If the drug test is not administered within this time limit the County shall prepare and maintain on file a record stating the reasons the test was not completed.
  - c. A driver who is seriously injured in an accident and cannot submit to the required test(s) within the prescribed time limits shall provide the necessary authorization for the County to obtain the medical records and reports that would indicate if alcohol or a controlled substance was in the driver's system and the level present.
  - d. The refusal of a driver to be tested or, if seriously injured, to authorize the release of his/her medical records following an accident involving either a fatality, or the driver receiving a citation for a moving traffic violation, shall be considered as a positive test result.
3. Random Testing: Alcohol and drug testing will be conducted periodically throughout the year (at least four times per year) on a random unannounced basis.

The County will submit all drivers' names to a random selection system. The random selection system provides an equal chance for each driver to be selected each time random selection occurs. Random selections will be reasonably spread throughout the year. The Municipality Consortium will drug test 50 percent of the average number of driver positions in each calendar year or at a rate established by the Department of Transportation (DOT) for the given year. The Municipality Consortium will select 25 percent of the average number of driver positions in each calendar year for random alcohol testing, or at the rate established by the DOT for the given year. Random selection, by its very nature, may result in the same drivers being selected more than once in a calendar year. Alternatively, some drivers may never be selected for random testing.

If a driver is selected at random, for either drug or alcohol testing, a departmental supervisor the Assistant to the County Manager will notify the driver. Once notified, every action the driver takes should immediately lead to being tested. If the driver engages in conduct that does not lead to testing as soon as possible after notification, such conduct may be considered a refusal to test.

4. Reasonable Suspicion Testing: Any driver; following a supervisors specific observations of a CDL driver's behavior, appearance, speech or body odor; may be required to submit to alcohol or drug test (possession of alcohol does not meet the requirements for a reasonable suspicion test). If after two hours the test has not been given the County must document the reasons for the delay. If the test is not administered within eight (8) hours following the observation, the test shall not be conducted. A signed written record should be made by the

supervisor stating the observations that led to the driver being sent for a controlled substance reasonable suspicion test within twenty-four (24) hours of the observation or before the results of the test are released.

5. Return-to-Work Testing: If a driver has tested positive on an alcohol or drug test, or has engaged in any prohibited drug or alcohol-related conduct under this policy, the driver shall be immediately removed from performing the safety-sensitive work functions of a CDL driver. Besides complying with other requirements specified in this policy, a removed driver with a valid CDL, before resuming the operation of a commercial motor vehicle for any employer, must undergo an alcohol test and/or a drug test. In order to resume operation of a commercial motor vehicle, the driver must test with a Blood Alcohol Concentration (BAC) below 0.02 and have a negative drug test result. The provision of a return-to-work test shall not be interpreted as an implied guarantee that a removed driver will have continued County employment.
6. Follow-up Testing: An employee returned to work after the satisfactory completion of treatment required by the SAP shall also be subject to following-up testing during the first 12 months following his/her return to work. The returned driver shall be subject to a minimum of six (6) tests during this period. In addition to being a member of the random selection pool. The County may require the returned employee to undergo additional alcohol and controlled substance testing for up to 60 months following the date of return to work.

## B. ALCOHOL TESTING

The County will conduct alcohol testing in accordance with FHA rules. These rules require that the alcohol test to be used is a breath test. This test shall be done on an Evidential Breath Testing (EBT) device approved by the National Highway Traffic Safety Administration (NHTSA). The prescribed EBT must be a model capable of printing out the results, date, time, a sequential test number and name and serial number of the EBT. All alcohol tests must be conducted by a Breath Alcohol Technician (BAT). A screening test is conducted first. Any result less than 0.02 blood alcohol concentration is considered a negative test. If the blood alcohol concentration is 0.02 or greater, a second confirmation test must be performed not less than 15 minutes or more than 20 minutes after the screening test.

1. If a driver during a breath alcohol test fails to provide an adequate amount of breath or the driver alleges an inability to provide adequate breath he/she shall after a second attempt be immediately referred for a medical evaluation by an employer selected physician. The driver will be evaluated for a medical condition which prohibits the driver from providing the adequate amount of breath. If the driver's inability to complete the test is verified it will not be recorded as a refusal to test. If a medical condition is not verified it will constitute a refusal to test. The driver shall be placed out of service until this determination is made.

2. Although it is not the prescribed method of alcohol testing under the FHA rules, a blood alcohol test may be used under two circumstances. First, when an EBT device is not available for either the original screening test or any required confirmation test in incidents of post-accident or reasonable suspicion. Secondly, when an employee attempts and fails to provide an adequate amount of breath for the EBT test.
3. A copy of an alcohol test result is maintained by the BAT, a copy is given to the employee and another copy is forwarded to the County. The BAT will immediately notify the County of a driver's confirmed positive test result.

### C. DRUG TESTING

The testing required to be conducted by the County in accordance with FHA rules for drugs shall be an analysis of a driver's urine sample. The analysis will be performed through Ingalls Memorial Hospital. The drugs to be analyzed for are: Marijuana (THC metabolite), Cocaine, Amphetamines, Opiates (including heroin), and Phencyclidine (PCP). The testing is a two-stage process. First, a screening test is conducted. If there is a positive result on the screening test for one or more of the above drugs, then a confirmation test is conducted for each identified drug. The confirmation test consists of a gas chromatography/mass spectrometry (GC/MS) analysis.

1. All urine samples shall be split-samples. The "sample" shall consist of at least 30 ml. of urine and the "split sample" shall be at least 15 ml. of urine. If the result of the primary test is positive, the driver may request, within 72 hours of being notified of the positive test result, that the Medical Review Officer (MRO) have the "split sample" tested by a different DHHS-certified laboratory. If the result of the test of the "split sample" fails to confirm the presence of the drugs found in the "primary sample" the test shall be canceled. If the "split sample" confirms the "primary sample," the test will be considered positive. The employee shall remain out of service pending the result of a "split sample" analysis.
2. If a driver during the specimen collection fails to produce the required volume of the specimen, the driver will be required to drink up to twenty-four (24) oz. of fluids and wait for up to two (2) hours to produce the required specimen. If after this second attempt the driver fails to produce the required specimen he/she shall be immediately referred for a medical evaluation by an employer selected physician. The driver will be evaluated for a medical condition which prohibits the driver from providing the required specimen. If the driver's inability to complete the test is medically verified, it will not be recorded as a refusal to test. If a medical condition restricting the driver from participating in the test is not verified it will constitute refusal to test. The driver shall be placed out of service until this determination is made.

### D. CONSEQUENCES FOR A DRIVER WITH A POSITIVE CONFIRMATION TEST RESULT

Any driver who engages in prohibited conduct outlined in this policy will be provided with the names, addresses and telephone numbers of qualified substance abuse professionals (SAPS). If the driver desires to become re-qualified, the driver must be evaluated by a SAP at his or her own cost and submit to any treatment the SAP prescribes. Some treatment plans may be covered by employee insurance, but it is incumbent on the employee pursue insurance coverage of treatments. Following evaluation and treatment, if any, in order to become re-qualified, the driver must submit to and successfully complete a return-to-duty drug/and/or alcohol test. Follow-up testing is separate from and in addition to Ogle County's reasonable suspicion, post-accident and random testing procedures. Ogle County does not guarantee or promise a position to the driver should he/she regain qualified status.

1. Confirmed Breath Alcohol Test Result between 0.02 and 0.04. A driver with a blood alcohol concentration result between 0.02 and 0.04 shall be removed from driving a County commercial motor vehicle for 24 hours or until he/she tests below 0.02.
2. Confirmed Breath Alcohol Test Result of 0.04 or More. A driver with a blood alcohol concentration of 0.04 or more, or a driver who has been found to have engaged in prohibited alcohol-related conduct, shall be immediately removed from driving a County commercial motor vehicle. The removed driver cannot resume the operation of a commercial motor vehicle for any employer until evaluated by a Substance Abuse Professional (SAP), and complies with and completes any SAP recommended treatment, and has a BAC of less than 0.02 on a return-to-duty alcohol test.
3. Confirmed Urine Drug Test. A driver who has a positive result on a drug test shall be contacted by a physician from Ingalls for an interview. The driver testing positive will be given an opportunity to discuss the test results with the physician. At that time the employee must provide documentation of a valid legal prescription for the controlled substance for which the driver tested positive. The physician will confirm a test result with the County without consulting with the driver if the driver declines the interview or fails to contact the physician within five (5) days of written notification. A removed driver cannot resume the operation of a commercial motor vehicle for any employer until he/she is evaluated by a Substance Abuse Professional (SAP), and complies with and completes any SAP recommended treatment, and has a negative result on a return-to-work drug test.
4. Other Consequences of a Confirmed Positive Test Result.
  - a. In addition to being removed from service and evaluated for possible treatment, a removed driver will also be subject to any federal or state regulatory authority and/or disqualification provided under the State of Illinois Commercial Driver License Program. If having a CDL is an



essential function of an employee's job, losing the ability to drive will lead to an employee being laid-off without pay, and possibly terminated.

- b. A removed driver may be subject to criminal charges for illegal drug and alcohol activities, or disciplinary action for the violation of other County rules and regulations not covered by this policy. These violations will be reviewed on a case-by-case basis.
- c. The continued employment of a removed driver for a confirmed positive test result will be governed by the provisions of the Ogle County's Alcohol and Substance Abuse policy.

#### E. REFUSAL TO TEST

A driver refusing to submit to a test specified under this policy, or found not to have a medical condition which prohibited the driver from completing a test, shall be considered as having tested positive. The driver shall then be suspended from work until such time as he/she is evaluated by a Substance Abuse Professional (SAP) and complies with and completes any SAP recommended rehabilitation and has a negative result on a return-to-work drug and/or alcohol test.

#### F. CONFIDENTIALITY OF RECORDS

All alcohol and drug test results and refusals to test records are maintained under strict confidentiality by the County, the drug testing laboratory, the MRO and, where applicable, the substance abuse professional.

- 1. Driver Entitled to Information. A driver is entitled, upon a written request to obtain copies of any records pertaining to his/her use of alcohol and/or drugs including any records pertaining to conducted tests. The employee's access to the records shall not be contingent upon payment for the records.
- 2. Conditions Under Which the County is Mandated to Release Records. The County is obligated to disclose information under the following circumstances:
  - a. To the employee upon written request
  - b. When requested by any federal regulatory authority
  - c. When requested by the National Transportation Safety Board as part of an accident investigation
  - d. To a subsequent employer pursuant the written consent of a former CDL employee
  - e. To the decision maker in a lawsuit, grievance, or other proceeding drug test, or from the County's determination that the driver engaged in conduct prohibited by this policy

#### G. PRIOR CDL EMPLOYER TESTING RECORDS

An applicant for a position with the County involving the operation of a commercial motor vehicle who has had previous CDL driving experience with another employer must provide the County with a signed written consent form for the release of the applicant's prior test records. Such records shall include all alcohol tests with a concentration result of 0.04 or greater, all positive controlled substance test results, and all refusals to be tested for the preceding two (2) years.

1. It is preferable that test records from prior CDL employers be received before the hiring of an applicant and operation of a County commercial motor vehicle for the first time. If this is not possible, the County must receive this information no later than fourteen (14) days after the first day of employment. If this information is not received by the 14th day, this probationary driver will not be allowed to continue to perform safety-sensitive work functions.
2. If the information received from a prior employer shows that the probationary driver had a positive test result or had refused to take a test the County shall immediately remove the driver from service. If such information should be received, the County will need the results of the substance abuse professional's evaluation, a verification that any SAP required treatment was completed, and the results of the return-to-work alcohol and/or drug test.
3. The probationary driver cannot legally operate a commercial motor vehicle for any employer without complying with all of these requirements. The County will not retain a probationary driver who is found to be prohibited from operating a commercial motor vehicle.

#### H. SUPERVISORY TRAINING

The County will ensure those supervisors who are designated to determine whether or not reasonable suspicion exists to require testing under DOT; receive at least 60 minutes each of training on recognizing alcohol misuse, and recognizing controlled substances use. The training shall cover the physical behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances and shall be in compliance with the County's risk management guidelines.

#### 2-Q. **Over-the-Counter, Prescription, and Licensed Drug Use**

Employees who use an over-the-counter or prescription drug that may cause adverse side effects (i.e., drowsiness or impaired reflexes or reaction time) or are a Registered Qualified user of Cannabis under the Compassionate Use of Medicinal Cannabis Pilot Program (while such program is active and lawful) are required to inform their supervisor that they are taking such medication/substance on the advice of a physician's diagnosis if it prevents them from performing the essential functions of the job, or presents a threat of imminent harm to other employees or the public. Employees are responsible for informing their supervisor of the possible effects of the drug on work

performance and expected duration of use. If the usage of such medication poses a safety risk for the employee or others, the employee may not work until a release is obtained from the employee's treating physician. Any use of a controlled substance shall fall under this policy.

## **2-R. Whistleblower Act**

The County strives to conduct its business with the utmost integrity and in strict accordance with all applicable federal, state, and local laws. Accordingly, employees are encouraged to immediately or as soon as practical, report any improper actions, including violations of federal, state, or local laws, committed by County employees or its officials to the Ogle County State's Attorney.

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline, up to and including, termination. Employees making good faith complaints or reports that are covered by this policy shall not be subjected to retaliation. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Ogle County State's Attorney. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

The goal of this whistleblower policy is to keep the confidentiality of the employee and protect said employee against retaliation. Where possible, the confidentiality of the employee will be maintained unless the employee's identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

Improper actions are actions undertaken by any employee in the performance of his or her official duties which include, but are not limited to, actions that:

- are in violation of any federal, state, or local laws
- constitute an abuse of authority
- create a substantial and specific danger to the public health or safety of the County, its residents, employees and guests
- grossly waste public funds

Improper actions do not include common personnel actions, such as the processing of grievances, decisions regarding hiring, promotion, firing, and other discipline, or alleged violations of labor (collective bargaining) agreements, employment contracts, or policies or procedures set forth in the County's Personnel Policy Manual.

All reports of illegal and dishonest activities or actions that may be in violation of this policy will be promptly submitted to the Ogle County State's Attorney in order to allow for an investigation into the matter and to recommend and coordinate any corrective or

disciplinary action that may be taken against persons violating this policy. All investigations into any conduct that has allegedly violated this policy shall be conducted in a timely manner and without unnecessary delay.

## SECTION 3 - EMPLOYMENT POLICIES

### 3-A. Internal Postings

*(Application form attached as Appendix L)*

If there is a vacancy in a full or part-time position which the County decides to fill, a notice of such vacancy will be posted on bulletin boards at the County and the County intranet. During the posting period, the County may temporarily fill the position. Even though a job opening has been posted, the County retains the final right to determine whether or not the opening should be filled, and by whom.

### 3-B. Applications for Employment

All applicants for County employment (internal/external) shall complete and sign the appropriate application for employment. Any employee interested in applying for the vacancy must submit an internal candidate application (see Appendix L). External applicants will be asked to supply additional information relating to past employment, education, experience, training, references, and qualifications, where applicable. An applicant or employee shall be considered only on the basis of their qualifications as required by the position they seek or hold relative to experience, training, physical fitness, abilities, skills, knowledge, and their personal character and integrity.

Applicants must provide evidence of identity and employment eligibility. New employees will be advised as to the proper documents, which must be provided to the County.

**Interviewers cannot:**

- Request or require wage or salary history from an applicant as a condition of being interviewed, considered for a job, or hired;
- Request or inquire that an applicant disclose their wage or salary history as a condition of employment;
- Screen job applicants based on their current or prior wages or salary histories by requiring that the history satisfy a minimum or maximum level; and
- Seek a job applicant's wage or salary history from any current or former employer.

It is unlawful to require an employee to sign a contract or waiver that would prohibit them from disclosing or discussing information about their wages or salary to anyone else, unless the employee has job responsibilities that gives the access to other employees' wages or salary information for disclosing such information.

### 3-C. Background Checks

Reference, criminal background, **drug screening**, and credit checks (as applicable) shall be conducted on every job applicant, regardless of the position and shall be conducted

according to appropriate federal, state, and County regulations. This process is conducted post offer/pre-employment to verify the accuracy of the local information provided by the applicant. The only information that can be collected is that pertaining to the quality and quantity of work performed by the applicant, the applicant's attendance record, education, and other work-related issues. A written record summarizing such reviews shall be retained in the employee's personnel file.

### **3-D. Nepotism (applies to employees hired after October 1, 2017)**

The employment of family can cause various problems, including charges of favoritism, conflicts of interest, family discord and scheduling conflicts that work to the disadvantage of the County, its employees & elected officials. Therefore, it is the policy of Ogle County not to hire family members, as defined below.

If two full-time employees in the same department or an employee and an elected official become family, regardless if there is a supervisory/subordinate relationship, one of the two must transfer departments, if a position for which he or she is qualified is available. If no position is available, one employee must either voluntarily quit or terminate his/her employment within thirty (30) days of the date in which the two became a family. The choice regarding which employee shall leave, shall be made by the employees. If there is an unwillingness to make a decision, the Department Head will make a determination that best suits the County's needs.

If such a situation exists prior to the official date of this policy, those individuals affected will be allowed to remain in their current positions until such time that a supervisory/subordinate relationship arises at which time the above referenced thirty (30) day factor will apply.

For purposes of this policy the term "immediate family member" is defined as the employee's spouse, civil union spouse/partner, dependent child (biological, foster or step) or any of the following family members: father, mother, son, daughter (including step and in-law), sister, brother, grandparent, grandchild and any other member of the employee's household.

### **3-E. New Employee Orientation and Training**

A new employee shall receive an orientation by the appropriate Department Head or designee and their respective department. The orientations shall consist of an overview of the County's organization, rules, regulations, benefits, job description, and general procedures. Supervisors or their designees are responsible for orienting new employees to departmental guidelines and procedures specific or unique to their department.

### **3-F. Employee Orientation Period**

All new County employees are hired on an introductory basis which extends for a period of one year. This orientation period may be extended for an additional 3 months if, in the

opinion of the department head, an extension is necessary to provide more training time and fully evaluate the employee for appointment as a regular employee. Except as provided for in a Collective Bargaining Agreement, the employment status remains “at will” before, during, and after the successful or unsuccessful conclusion of the orientation period.

The purpose of the orientation period is to determine if the employee can satisfactorily perform their job duties. Department heads shall give employees in orientation written or oral status evaluations at the end of their initial third and sixth months of employment. During an employee’s orientation period, the employee may be suspended, laid off, or terminated at the sole discretion of the County. Any absences during the orientation period will automatically extend probation by a time period equal to the amount of time not worked.

Benefit time for eligible employees in orientation will be pro-rated based on their start date in the calendar year. Employees in orientation will accrue vacation and sick leave in the same manner as regular employees, however, paid vacation may not be authorized during the first 3 months of employment unless negotiated during the time of offer.

During the orientation period, employees will be eligible for approved cost of living increases. The newly appointed regular employee may be eligible for a merit step increase at the end of their orientation period. Successful completion of the orientation period does not guarantee continued employment for any specific period of time or otherwise create an employment contract with the County.

### **3-G. Employee Personnel Records**

The County has established procedures and responsibilities for the maintenance of personnel records in accordance with the Personnel Records Review Act (820 ILCS40).

A personnel file will be established for each employee. All personnel files shall be maintained by the Department Head in either a paper or electronic format. All files will be secured under lock and key and/or electronically.

Employees are responsible for and must promptly advise the County of any changes in:

- Name and/or marital status
- Address and/or telephone number
- Number of eligible dependents
- W-4 deductions

All pertinent information and forms will be contained in the personnel file, including, but not limited to:

- Employee application
- Job description and specification information
- Job performance ratings and evaluations
- Education/training information
- Personnel action forms
- Administration correspondence

Medical, workers compensation, and benefit records will be maintained in a separate file. I-9 forms will also be maintained separately from individual personnel files.

Procedures for the release and accessibility of information and assessment of employee personnel files are as follows:

1. Right of access to personnel files is granted to current employees, those on leave subject to recall, and those who have terminated their employment within the preceding year
2. An employee must make a request for personnel file review in writing to the Chairman of the Personnel Committee or Department Head
3. Records will be reviewed at a place designated by the County during working hours
4. An employee is entitled to a copy of any personnel materials inspected
5. Information contained in employee personnel files shall not be released or disclosed without the employee's written consent, except to persons with a lawful right or need to know

This policy is periodically reviewed to ensure compatibility with current accepted personnel procedures and laws. These records are maintained during the tenure of the employee and for at least seven (7) years following termination of employment.

### **3-H. Transfer of Position (Lateral, Promotions, Temporary Assignments)**

County Employees are encouraged to apply for positions in which they believe they are qualified. Generally, employees are expected to serve in their current position for at least one (1) year and have successfully completed orientation before being considered for a promotion or transfer. This may not apply to a status change of a part-time employee moving to full-time. Selection of an employee for a promotion is based on several evaluation criteria including past work record, education, and knowledge of the job duties of the position for which they are applying.

If the employee accepts a promotion or transfer to a different department, it will be the responsibility of the two (2) affected departments along with the employee, to reach agreement on an effective date of the change.



Promotions and transfers do not change the employee's date of hire. If a person accepts a promotion or transfer, there is a six (6) month orientation period. If the position to which an employee transfers carries salary or benefits different from those of the previous position, the benefits of the new position apply on a pro-rated basis, depending on the date within the calendar year of such change. Any exceptions must be stated in writing and be authorized by the department head and the Chairman of the Personnel Policy and Salary Committee.

### **3-I. Re-Employment**

An employee who resigns in good standing may be eligible for re-hire at a future time provided an opening is available and their qualifications for that position are satisfactory. Persons interested in being re-hired should file an employment application with the Department Head. The individual's application will proceed through the regular hiring process with other applicants and subject to any post offer, pre-employment background checks.

Any employee who is re-hired by the County after a period of more than one year shall start as a new employee in all aspects related to compensation and benefits unless otherwise agreed in writing and approved by the Department Head. All individuals re-hired by the County must complete a new orientation period.

### **3-J. Employment Categories**

**FULL-TIME:** Full-time employees are defined as employees that are hired with the expectation to work a minimum 30 hour week and are budgeted for 52 weeks per year.

**PART-TIME:** Part-time employees are defined as those employees who are hired with the expectation to work less than a 30 hour week and are budgeted for 52 weeks a year.

**TEMPORARY:** Temporary employees may be assigned to either full or part-time positions. Temporary positions are defined as positions that are for a temporary duration on an as needed or project basis.

**SEASONAL:** An employee whose work assignment is limited in duration to less than two consecutive quarters during a calendar year. Seasonal employees are employed for a specific function, part-time or full-time and for a temporary or limited period of time. All seasonal employees are provided with an acknowledgement form (Appendix J) and an offer letter regarding his/her seasonal employment with the County.

**INTERN:** The County supports the concept of employing students in positions related to course work. An internship program should be mutually beneficial to both student and the County. All budgeted and approved paid internship

positions will be paid through payroll. Interns (paid or unpaid) applying with the County must follow the same employment procedures as employees except for the job posting requirements. Interns will be instructed as to expected length of internship, projects to be worked on, and be given a general new employee orientation by their respective department. Interns are expected to comply with the applicable rules and regulations contained in this Manual. In most cases, an internship will continue for one (1) semester.

**Note:** *Part-time, temporary, seasonal, and interns are ineligible for benefits including vacation, sick leave, holiday pay, health benefits. Employees who are anticipated to work more than 1000 hours per year must participate in the Illinois Municipal Retirement Fund (IMRF) unless grandfathered at 600 hours.*

**NON-EXEMPT EMPLOYEES:** An employee who works in a position that has been determined as “non-exempt” under the Fair Labor Standards Act (FLSA) and is eligible for overtime pay for hours worked over 40 in a workweek.

**EXEMPT EMPLOYEES:** An employee who works in a position that has been determined as “exempt” under the Fair Labor Standards Act (FLSA) is not eligible for overtime pay for hours worked over forty (40) in a work week.

### 3-K. Job Descriptions

The County will develop and maintain current job descriptions for all established and authorized positions. Job descriptions reflect the duties of the position, not the individuals in the position. The most current versions of each job description shall be retained in the appropriate department as well as in the County Clerk’s office.

#### **Procedures for creating or updating job descriptions:**

1. Should a new or revised job description be required within a department, the supervisor will send a written statement outlining the job requirements and minimum qualifications to the Chairman of Personnel and Salary Committee at least 15 days prior to the desired effective date of the proposed job description.
2. The Chairman of Personnel and Salary Committee, on receipt of the statement requesting a new job description, will:
  - a. Determine whether a current job description can be used, and, if so, advise the requestor to use the applicable job title
  - b. Revise the current job description to adequately describe the proposed job duties
  - c. Develop a job description, should a new one be required, and ensure that it contains the following:
    - i. Job title
    - ii. Essential functions of the job (or job duties)
    - iii. Job qualifications
    - iv. Salary range or wage rate (as applicable)

- d. Submit the job description for recommendations to the appropriate supervisor, project manager and other appropriate management staff
- e. Publish and distribute new or revised job descriptions to authorized holders of the County's wage and salary guidelines

### **3-L. Right to Privacy in the Workplace Act**

**Purpose:** The Right to Privacy in the Workplace Act was amended in 2012 (effective January 1, 2013) to include a new prohibition for an employer to request an employee's password or other related account information in order to gain access to the employee's account or social networking website. 820 ILCS 55/10(b)(1). This does not prohibit an employer from creating, maintaining, and enforcing workplace policies to govern the use of an employer's time or equipment to access the Internet, social networking sites, or electronic mail. 820 ILCS 55/10(b)(2)(A). An employer is also authorized to monitor the usage of employer's electronic equipment and employer's electronic mail, as long as employer does not require or request an employee to provide password or other account information to gain access to an account or social networking website of employee. 820 ILCS 55/10(b)(2)(B). This Act shall not be construed to limit employer's access to information about an employee or perspective employee that is in the public domain. 820 ILCS 55/10(b)(3).

**Eligibility:** All employees and all perspective employees are protected under this section and under the Right to Privacy in the Workplace Act.

#### **Guidelines**

- A. Employer shall not request, require, or demand any employee or perspective employee to provide a password or other account information in order for employer to gain access to an account or social networking website of employee or perspective employee. Social networking website shall mean an Internet-based service, not including electronic mail, which allows individuals to:
  - 1. Construct a public or semi-public profile within a bounded system, created by the service
  - 2. Create a list of other users with whom they share a connection within the system
  - 3. View and navigate their list of connections and those made by others within the system.
- B. Employer may develop, maintain, and enforce workplace policy regarding the use of employer's electronic devices in order to limit and/or monitor employee's access to the Internet, social networking websites, and electronic mail. The workplace policies shall not request or require an employee or perspective employee to provide a password or other account information that would allow employer to gain access to an account or a social networking website.
- C. Employer may obtain information available in the public domain about an employee or perspective employee.

### 3-M. Credit Privacy Act

**Purpose:** Ogle County seeks to comply with the Employee Credit Privacy Act (820 ILCS 70) in the protection of the privacy of employee credit history and to prevent discrimination based on such history. The Act became effective January 1, 2011.

**Eligibility:** All employees and applicants regardless of employment status.

#### Guidelines

A. The County shall be prohibited from inquiring about or requesting an employee's or applicant's credit history or credit report, unless such information is required for the position. A satisfactory credit history is not a valid occupational requirement unless at least one of the following is present.

1. State or federal law requires bonding or other security covering an individual holding the position.
2. The duties of the position include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more.
3. The duties of the position include signatory power over business assets of \$100 or more per transaction.
4. The position is a managerial position which involves setting the direction or control of the business.
5. The position involves access to personal or confidential information, financial information, trade secrets, or state or national security information.
6. The position meets criteria in administrative rules, if any, that the U.S. Department of Labor or the Illinois Department of Labor has promulgated to establish the circumstances in which a credit history is a valid occupational requirement.
7. The employee's or applicant's credit history is otherwise required by or exempt under federal or state law.

B. The County shall also be prohibited from failing or refusing to hire, recruit, discharge, or otherwise discriminate against an individual with respect to employment, compensation, or a term, condition, or privilege of employment because of the individual's credit history.

C. The County shall not retaliate or discriminate against an individual because the person has filed a complaint under the Employee Credit Privacy Act; testified, assisted, or participated in an investigation, proceeding or action concerning a violation of the Act, or oppose a violation of the Act.

D. The County shall not require an applicant or employee to waive any rights under the Employee Credit Privacy Act and any such waiver will be invalid and unenforceable.

E. Nothing in this section shall be construed to prohibit the County from conducting a thorough background investigation, which may include obtaining a report without information on credit history or an investigative report without information on credit history, or both as permitted under the Fair Credit Reporting Act. This information shall be used for employment purposes only.

## SECTION 4 - COMPENSATION

### 4-A. Staffing and Compensation Mission Statement

Good government starts with a professional staff. The County's philosophy embodies the following mission: The County will provide an atmosphere of sincere, people-oriented management and a quality work environment; opportunities for career development, advancement and job enrichment; opportunities for employee participation in the decision-making process; opportunities for employees to utilize their talents; and offering a compensation/fringe benefit plan which is affordable, competitive and equitable. With the intent of achieving this mission, the County operates under the following staffing and compensation goals:

- Employees will be chosen based on their knowledge, skills and ability to perform the work.
- The County is an equal opportunity employer with a diverse staff that values diversity in the work place and in the community.
- The County organization strives for adequate staffing, only employing the minimum amount of staff necessary to provide responsive and efficient service.
- The County will attempt to structure pay scales for County employees that are competitive with the regional labor market for county governments with similar tax bases and for county positions with similar responsibilities.
- The County will attempt to maintain wage parity among all County positions, both union and non-union staff.

### 4-B. Compensation Plan

Starting wages and base salaries for all non-represented positions are established by the Department Head according to job level classification plans approved and amended by the County Board from time to time. Starting wage exceptions are determined by individual Department Heads based on discretion allowed within the established pay range per job classification and approved budget.

Annual salary adjustments are determined by the Department Head subject to the departmental budget approved by the Ogle County board and the Board of Health.

### 4-C. Time Sheet Recording Policy (Exempt & Non-Exempt Employees)

The County will comply with Department of Labor (DOL) standards relative to time keeping. Accurately recording time worked is the responsibility of every employee. Federal and state laws require the County to keep an accurate record of time worked in order to calculate employee's pay and benefits.

Altering, falsifying, or tampering with time records, or recording time for another employee's time record may result in disciplinary action, up to and including, termination of employment.

It is the employee's responsibility to sign his/her time records to certify the accuracy of all time recorded. This may include utilizing electronic signatures. If there is an error in a time record, the

change should be made and initialed by both the employee and the employee's supervisor. The supervisor will review and then approve the time record before submitting it for payroll processing.

#### **4-D. Pay schedule/Payroll**

County employees are paid by check or direct deposit on the 15<sup>th</sup> and the last day of each month. There are 24 pay periods in the calendar year. When a pay day falls on a weekend or a holiday, every effort will be made to distribute payroll checks and make the appropriate transfers for direct deposits on the last workday preceding the weekend or holiday.

#### **4-E. Direct Deposit**

The County offers and encourages direct deposit of employee payroll checks. Enrollment and/or changes can be made by filling out the County's Direct Deposit Authorization Form and providing a voided check to the Treasurer's office. The voided check must contain the bank routing and account numbers for processing.

Cancelling a direct deposit deduction must be done at least seven (7) working days prior to payday.

#### **4-F. Overtime/Compensatory Time/Working Sundays**

##### ***Exempt***

Exempt employees as defined by the Fair Labor Standards Act (FLSA) are not eligible for overtime pay for hours worked beyond the normal work schedule. Exempt employees are expected to work whatever additional time as needed to complete their work. Department heads may allow for some flexible scheduling to compensate for additional hours worked.

##### ***Non-exempt***

##### Overtime

Non-exempt employees, as defined by the Fair Labor Standards Act (FLSA), shall be entitled to overtime pay. Eligible employees shall be compensated for hours worked over 40 in a work week, at a rate of one and one-half times (1 ½) their regular hourly rate.

Other policies pertaining to Overtime:

- Prior authorization from the employee's supervisor is required before working more than their scheduled daily or weekly hours.
- Non-exempt employees shall not conduct County business outside of work hours, including but not limited to work on County issued or personal electronic devices (tablets, computers, smart phones, I-Pads and like devices) unless they have received prior approval from their supervisor. Failure to obtain prior approval may result in disciplinary action, up to and including, termination.
- Hours worked include: vacation, bereavement, jury duty, holiday time, work related conferences, required training and travel time to remote work sites.

- Sick time or workers compensation time off will not count towards overtime as hours worked.
- Employees who work a normal 35 hour work week will receive straight time for hours worked between 35 and 40 hours per week.
- To the extent possible, an attempt will be made to fairly distribute overtime work among employees competent to perform the required service.

#### ***Compensatory Time (applies to non-exempt employees only)***

Compensatory time is administered on a departmental basis through guidelines set forth by the department head or a bargaining agreement in accordance with Fair Labor Standards Act (FLSA) guidelines. For departments that choose to administer compensatory time, the following guidelines will apply:

- Compensatory time is considered hours worked above 40 hours in a work week that would be paid at the overtime rate of one and a half times (1 ½) the employee's hourly rate. **Exempt employees may not receive compensatory time.**
- Compensatory time may be banked, and paid at a later date, in lieu of overtime pay at the employee's option.
- Non-bargaining unit employees may bank a maximum amount of 40 hours of compensatory time accrual per fiscal year. Compensatory time must be tracked by the department with a bi-monthly report sent to the Treasurer's office. Any remaining compensatory time not used by the end of the fiscal year will have their banked time paid out per FLSA guidelines at the current year's pay rate.
- Compensatory time usage shall be taken with pre-approval of the employee's department head or supervisor. An employee's department head or supervisor may require the employee to use accumulated compensatory time during time periods in which the department's work load is light.
- Hours coded as Straight Overtime (SOT= weekly hours worked between 35 and 40) may be banked.

#### **4-G. Deferred Compensation**

The County provides an option to any regular full-time and qualified part-time employees to invest a portion of his/her present earnings in various deferred compensation plans. This is an arrangement where a certain dollar amount can be designated by the employee to be withheld from his/her paycheck and invested for payment at a later date, usually at retirement. Under this arrangement, neither the deferred amount nor earnings on the investments are subject to current federal income taxes until such time as the employee receives payment from the plan.

Enrollment can be arranged through the Treasurer's office and is open to any individual who has achieved regular (post-orientation) employee status with the County. Contributions to the program are financed solely by the employee through payroll deductions.

Benefits received through this program are in addition to Social Security or retirement system benefits for which the participating employee could be eligible.



#### **4-H. Credit Union Savings Program**

A payroll deduction savings program is also available to full-time and qualified part-time employees through local credit unions which enables employees to deposit a portion of their payroll check directly into checking, savings, Christmas, vacation, or other sponsored accounts. Contact the Treasurer's Office for a list of participating credit unions.

#### **4-I. Payroll Deductions**

The following deductions are required by law from each employee paycheck:

- Federal and state Income Tax withholding
- Social Security (non-sworn personnel)
- Medicare
- Retirement contributions
- Other deductions authorized by law

Optional Deductions:

- Deferred compensation (i.e. 457(b))
- Payment of health and dental insurance premiums
- Supplemental Insurance Premiums
- Credit Union Savings Program(s)
- Other approved deductions

With each paycheck the County employee receives a statement of deductions and earnings, which itemizes the various deductions made, as well as appropriate cumulative totals. A record of paid time off will also appear on the paycheck stub following successful completion of related orientation periods.

**It is the employee's responsibility to maintain current payroll deduction information and submit changes in writing to the Treasurer's Office.**

#### **4-J. Wage Garnishments**

When the County receives a court-order to take deductions from an employee's paycheck, the employee will be notified. The County will act in accordance with the Federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from the employee's paycheck. The County will only comply with written directives by a signed court order.

#### **4-K. Docking Pay – Exempt Employees**

The County complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) as it applies in the State of Illinois.

The U.S. Department of Labor has advised that deductions from pay are permissible:

- When the employee is absent for one or more full days for personal reasons

- When the employee is absent for one or more full days for sickness or disability if the employer has a plan that compensates the employee for lost salary
- To offset the amount the employee receives from jury service, witness fees, or for military pay
- To impose a penalty in good faith for the violation of safety rules of major significance
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace rules of conduct
- For unpaid leave under the Family and Medical Leave Act
- During the first or last week of employment if the employee does not work a full week

## SECTION 5 - BENEFITS

### 5-A. Holidays

Established holidays (when County offices are closed) are approved by the County Board each calendar year. When an actual holiday falls on a Saturday, the established holiday will be the preceding Friday. When an actual holiday falls on a Sunday, the established holiday will be the following Monday. If an approved Holiday occurs while an employee is on an approved vacation, the employee shall receive credit for that Holiday and will not have to charge that day to a Vacation Day.

Ogle County will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the County's operations. A request for such an accommodation, including time off, must be made to your Department Head. The employee will be required to use any accrued, unused vacation or personal time to cover the requested time off.

### 5-B. Vacation Time

Vacation time is defined as paid time off by eligible full-time employees for the purpose of rest and relaxation. For efficient business operations, consideration should be given to pre-schedule vacation time whenever possible.

#### ***Vacation Allowance:***

First through second year of service	1 calendar week; 5 work days
Years three through seven	2 calendar weeks; 10 work days
Years eight through eleven	3 calendar weeks; 15 work days
Years 12 through 15	4 calendar weeks; 20 work days
Year 16	4 weeks plus one day
Year 17	4 weeks plus two days
Year 18	4 weeks plus 3 days
Year 19	4 weeks plus 4 days
Year 20+	5 weeks

#### ***Additional Vacation Policies:***

1. Vacation time shall be computed from the anniversary date of employment.
2. Choice of vacation dates shall be granted depending upon the operating requirements of each department as determined by the department head.
3. For employees moving from part-time to full-time, date of the status change is used for determining the years of service for calculating vacation. Only prior years of full time service will be counted in calculating vacation time, as long as there has been no break in service.
4. Interruptions in employment of less than one year shall entitle employees to be considered as a continuing employee in granting vacation time.
5. No vacation shall be earned during periods of unpaid leave nor any period during which an employee is absent from work for more than thirty (30) consecutive calendar days and is not on vacation or paid sick leave.
6. While on vacation, if an employee becomes ill, sick time may be substituted. Employees must notify the County as soon as possible so that leave records may be updated.

7. If a holiday falls within an approved vacation period, it will not count against the vacation allotment.
8. If an employee leaves the County, they will be paid for any unused earned vacation, computed at the rate of pay earned in the year of separation and it shall be prorated.
9. **At the discretion of each Department Head, managers' vacation time shall be the same as that agreed to in their staffs' collective bargaining agreement or otherwise agreed to in a non-collective bargaining department.**

**Vacation time cannot be carried over from one year to the next.  
Any un-used vacation time shall be forfeited.**

### ***Requesting Vacation***

Paid or unpaid vacation leave is granted at the discretion of each Department Head in the County based on the needs of the County. All requests for vacation time off should be submitted as soon as possible. If time off is taken without approval, it will be considered an unexcused absence and subject to discipline, up to and including, termination.

Vacation requests are treated on a first-come, first-serve basis. If for any reason two (2) employees working in the same area/department request the same time period off and notice has been given within said guidelines, all parties shall try to come to an amicable agreement taking into consideration employee seniority and circumstances. The County requires that adequate staffing be maintained at all times to serve our customers and reserves the right to deny use of vacation days if time off will conflict with business needs. Prior approval may also be withdrawn at any time to accommodate staffing needs of the County.

### **5-C. Sick Leave**

Full-time employees will accrue sick days at the rate of one (1) work day per month. Sick leave use is for personal illness or leave to care for an illness, injury, or medical appointment of the employee's immediate family which is defined in Illinois law for this purpose as: child, spouse, sibling, parent, parent-in-law, grandchild, grandparent or stepparent, such that the employee cannot work without risk to his/her health or to administer care to an immediate family member. Any abuse of sick leave is a serious offense and any such abuse may be subject to disciplinary action.

#### ***Additional sick leave policies:***

1. Sick leave is not advanced and may not be taken until earned.
2. Employees may accumulate up to 240 working days of sick leave. At that point, sick leave no longer accrues until the balance of days drops below the 240 maximum.
3. See Leave of Absence for other policies related to use of sick time.
4. Absences over three (3) consecutive days for an employee's personal illness may require a return to work authorization by the attending physician, before the employee will be allowed to resume duties.
5. A treating physician must indicate, in the return to work note, any restrictions the employee may have. The department head will determine whether or not accommodations can be made

and communicate that in writing to the employee. If there are no restrictions indicated, the employee may return to full-duty.

6. Vacation pay may not be substituted for sick leave unless sick time has been exhausted at which time only earned vacation time may be utilized. In these instances the department head or designee will contact the Treasurer for guidance.
7. Employees leaving County employment are not compensated for any accrued but unused sick leave.
8. Time spent recuperating from an illness that occurs while on vacation leave can be taken as sick leave. Such occurrences must be reported as soon as possible so that the employee's leave records can be updated to reflect this change. (Falsification of such evidence may result in disciplinary action, up to and including, termination.)
9. When an employee finds it necessary to be absent for personal illness, an immediate family member's illness or appointments with a doctor or dentist, the employee shall report the absence to his/her immediate supervisor prior to the regular time for reporting to work. Sick leave may not be granted unless such a report is made.
10. For purposes of this provision *"immediate family member"* is defined as the employee's spouse, civil union spouse/partner, dependent child (biological, foster or step) or any of the following family members as long as the employee is designated as the primary caregiver for the person in question: father, mother, son, daughter (including step and in-law), sister, brother, grandparent, grandchild. Absences for spouse, parent, or child (under 18) may be eligible for benefits under the Family Medical Leave Act. For absences greater than three (3) days, please contact your Supervisor.
11. In the event that an employee is unable to report for work due to illness or other emergency, they must verbally or through confirmed text message inform their supervisor as soon as possible and prior to the start of their shift. If a text confirmation is not returned, the employee must verbally contact their supervisor. Email is not an acceptable means of reporting an absence. Any employee who is absent three (3) consecutive days without contacting the Department Head or Supervisor will be considered to have resigned from County service.

#### **5-D. Personal Days**

Employees shall be provided three (3) personal days each calendar year. Employees shall request personal time off from their Department Head, giving as much advance notice as possible. Personal days cannot be carried over into the next calendar year. Personal days will be pro-rated for employees hired after January 1 of each year.

#### **5-E. Medical Insurance (Health and Dental/Optional Eye)**

The County offers a health and dental insurance plan to all full-time employees and their dependents provided the employee works thirty (30) or more hours each week. If elected, the health insurance coverage begins on the first day of the month following thirty (30) days of employment. The County and the employee share the cost of employee; spouse and dependent coverage under this plan. The proportion paid by the County and employees are determined by the Ogle County Board.

Employee contributions are deducted pre-tax unless specifically declined by the employee. The plan benefit coverage, deductibles, maximums, co-payments, and other details are subject to change.

Dental coverage is available even if health benefits are not elected. Please refer to the plan documents for details on each type of coverage, or contact the Treasurer's office with questions.

An optional eye care discount card is available at the employee's expense, as well as a flexible spending account.

The County shall maintain health insurance policies and programs that are in compliance with the Affordable Care Act (ACA).

The County must follow open enrollment periods as outlined in the various plan documents provided by insurance carriers. The following are open enrollment periods for various benefits:

<b>Benefit</b>	<b>Plan date</b>	<b>Open Enrollment Period</b>
Health Insurance Plan	August 1	November
Dental	August 1	November
Voluntary Deductions (AFLAC & Boston Mutual)		
Flexible Spending	January 1	November
Deferred Comp (457)	Any time	n/a

Enrollment applications and/or change forms should be completed in the following instances:

1. new employees beginning service with the County
2. employees seeking to add an eligible dependent
3. employees who request to drop a dependent
4. qualifying life event (i.e. marriage, divorce, birth)

Applications and/or change forms are available from the Treasurer's Office. It is the employee's responsibility to notify the Treasurer's Office of any change in dependent status by completing updated enrollment forms. In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), continuation of group health plan coverage is available according to the provisions outlined in Section 11-D.

Specific benefits of the plan are described in insurance brochures available to each employee on the County's intranet or from the Treasurer's Office.

The County shall contribute a percentage of the cost of single health insurance coverage through the County policy when the non –represented employee retires after at least meeting the minimum age and time statutory requirements of the Illinois Municipal Retirement Fund (IMRF) pension fund. This contribution shall continue until the non-represented employee reaches the age at which Medicare coverage begins. This contribution is effective for non-represented employees who retire after December 1, 2008.

Anyone hired by the County on or after 07/16/2019 will not have access to health or dental insurance upon retirement.

#### **5-F. Declining Coverage**

Employees eligible for medical insurance coverage, who have access or are covered by insurance policies separate from the County, can decline participation in the County's group insurance plans.

#### **5-G. Life Insurance**

An optional payroll deduction life insurance program is also available to full-time and qualified part-time employees. This program offers a variety of term, universal, and whole life policies at the employee's expense.

#### **5-H. Workers' Compensation**

County employees are covered under the Illinois Workers Compensation Act. The Act provides for medical care and replacement of wages if an employee sustains an injury arising out of and occurring in the course of the employee's employment with the County. Non job-related illnesses or injuries, or illnesses or injuries not related to the performance of the employee's assigned duties are not covered under the Act.

County workers are covered through the Illinois Counties Risk Management Trust program (ICRMT) which is administered by Claims One. The County pays the full amount of this coverage.

Other policies relating to Worker's Compensation:

- In the case of an emergency, call 911. The employee should go to the nearest hospital emergency room for treatment and then utilize an occupational health facility if additional treatment is necessary.
- As allowable by law, leave of absences related to Worker's Compensation will run concurrent with the provisions of the Family Medical Leave Act.
- An employee has three (3) years from the date of the accident or two (2) years from the date the injured employee last received Workers' Compensation benefits, whichever is later to file a claim.
- Worker's Compensation benefits will start on the third day of missed work as a result of an on the job injury. Day one and day two are paid utilizing the employee's paid time off benefit time. If an employee does not have benefit time, day one and two would be unpaid.
- Any work-related injury or illness (even if the employee is uncertain if the injury or illness is work-related, but suspects it might be work-related) must immediately be reported directly to the employee's supervisor. If the supervisor is not available, the department head or Treasurer must be contacted.
- Failure to immediately report an injury or illness may jeopardize the employee's eligibility for Workers' Compensation benefits.

- Upon notification, the County shall instruct the employee to report to an occupational health facility or physician for an examination or treatment. All medical evaluations by any licensed physician must be submitted to the County Treasurer.
- The County reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of a Workers' Compensation leave. This examination will be at the County's expense and the physician will submit the results to the County.
- The County may assign an injured employee to a modified duty assignment in accordance with the County's Light Duty/Return to Work Program.
- No employee shall be allowed to return to work without a statement from the treating physician approving the employee's return to work without restrictions, or with restrictions acceptable to the County.
- The County reserves the right to reassign the employee to another position at the same pay and benefits the employee received at the time of the injury.
- During periods of disability, employees are prohibited from any other employment whether paid or unpaid. Doing so may impact their benefits.
- When an employee has been released by a licensed physician to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations. For these doctor visits, the employee will be compensated at the employee's current rate of pay only for the period of time necessary for the visit, including reasonable transportation time. The County reserves the right to verify the time of the visit.
- Time taken over and above that which is necessary will be charged to the employee's available sick, personal, or other time off. If the employee does not have any available time, the employee will be compensated only to the extent required by law.

## 5-I. Disability Coverage (Short and Long Term)

### **IMRF Disability**

IMRF provides two types of disability benefits: (1) temporary, and (2) total and permanent. Temporary disability benefits are paid when a member is unable to perform the duties of any position which might reasonably be assigned by the current IMRF employer. Whenever IMRF awards disability benefits, the initial classification is temporary, regardless of the severity of the disability. Total and permanent benefits are paid after temporary disability benefits have expired and if the member is unable to engage in any gainful activity for any employer. *(Contact the County Treasurer or IMRF Directly for more details.)*

Temporary Disability Benefits are paid for a period of time equal to one-half of an employee's credited service, but not more than 30 months. For example: if an employee has one year of service, six months are payable. With five or more years of service, 30 months of benefits are payable, provided an employee is disabled that long. IMRF disability benefits are not paid for the first 30 consecutive calendar days of disability. Disability benefits begin on the 31st day following the date of disability, provided pay from the employer has stopped.

Total and Permanent Disability Benefits are payable when an employee has exhausted all temporary disability benefits, is unable to engage in any gainful activity whatsoever, and the disability is expected to result in death or be of a long and continued duration.



The entire cost of providing IMRF disability benefits, and the cost of continuing pension credits and death benefits coverage for a disabled member, is paid by the County. Employee contributions are not used to fund disability benefits.

#### Sheriff's Pension Disability

The Pension Board reviews disability requests based on doctor evaluations and nature of injury.

#### Workers' Compensation Disability

An employee or his/her survivors are eligible for Workers' Compensation benefits, if death or disability results from an occupational illness or injury. In cases of disability, Workers' Compensation will pay all reasonable medical expenses related to the injury. It will also provide a percentage of the weekly wages earned by an employee.

### **5-J. Light Duty**

Light duty may be available for employees who have duty related injuries. Nothing in this section shall preclude the County from requiring that the employee return to work on a light duty basis if a physician certifies that the employee is capable of performing such light duty.

For payroll processing purposes, an employee working in a light duty capacity needing to attend physical therapy and/or a physician overseeing his/her injury will be considered present for the entire day provided the employee has worked at least  $\frac{1}{2}$  of the workday. When a physical therapy or physician appointment is scheduled and the employee works less than  $\frac{1}{2}$  of the workday, the employee will be considered present only for the actual hours worked. The employee will then need to use available benefit time (vacation or sick time) to compensate for time not worked.

Light duty is not available for those who have non-duty related injuries. Non-duty related injuries require full duty release.

## SECTION 6 - LEAVE POLICIES

**Note:** *The County will comply with all state and federal acts relative to employment leaves of absence; including those outlined in the following sections.*

### 6-A. Jury Duty/Witness Duty

All employees shall receive their regular full pay for scheduled work absences due to jury duty up to the equivalent of an employee's workweek. Beyond that time, vacation pay may be substituted for unpaid time. Any payment an employee receives for service as a juror or witness must be returned to the Department Head (less travel expenses (mileage, tolls, parking etc.)). Check stubs for jury duty pay must be turned into payroll with the employee's timesheet as supporting documentation in order to be paid for jury duty.

Employees testifying as a witness at the request of the County or pursuant to a subpoena to matters related to their employment with the County shall also receive full pay for such time in addition to reimbursement for associated travel costs such as tolls, mileage, or parking.

No employee shall receive pay for time away from work while testifying as a witness in a case filed by that employee against the County or any court testimony not related to County business. Additionally, there will be no County reimbursement for travel costs associated with such court proceedings.

Employees called to jury duty or subpoenaed to testify in court or other proceedings should notify their supervisor or his/her designee immediately when such summons or notice is received so that proper arrangements for the employee's absence can be made.

### 6-B. Maternity/Paternity Leave

An employee may work during the later stages of pregnancy provided that working will not prove injurious to her health. The County will provide reasonable accommodations to support pregnant employees pursuant to the Illinois Human Rights Act, the American's with Disabilities Act, and the Equal Employment Opportunity Commission (EEOC).

The County offers maternity/paternity leave to employees who have been employed for at least one (1) year and who have worked at least 1250 hours during the 12-month period preceding the leave. The eligible employee may take maternity/paternity leave within 12 months of a birth, adoption, or placement of a foster child. This leave will allow a qualified employee up to 12 weeks of leave and will fulfill the County's obligations under the FMLA.

An employee utilizing maternity/paternity leave may utilize available sick time during the 12 week leave. An employee may also utilize other benefit time within the guidelines of those benefits (e.g. vacation, personal days and compensatory time). An employee may take all or part of the maternity/paternity leave without pay if benefit time is exhausted. An employee may take less than 12 weeks of leave, but may not return to work until a fit-for-duty release from their physician is received by the County as, in the case of a mother returning from maternity leave. The employer reserves the right to have an employee see the County's physician to verify ability to return to work.

The Illinois Municipal Retirement Fund (IMRF) offers disability payments for pregnancies. Employees who anticipate maternity leave should contact the Ogle County Clerk for the appropriate forms to submit to IMRF. Failure to notify IMRF may prohibit an employee from receiving disability benefits.

During maternity/paternity leave, the County will continue to share the employee's medical insurance coverage consistent with the County's Health Plan. If the employee is on unpaid family leave, arrangements will be made to collect the employee's share of medical insurance premiums on a monthly basis. To the extent that an employee is able to take paid leave, all benefits will remain the same (e.g. vacation time will be earned; insurance premium payments will be made.)

#### **6-C. Bereavement Leave**

All regular full-time and part-time employees who experience a loss in their immediate family shall receive up to three (3) consecutive days off with pay as bereavement leave to arrange and/or attend funeral activities. "Immediate Family" shall be defined as a spouse, fiancé, civil union partner, mother, father, mother-in-law, father-in-law, sister, brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, step-parents, foster parent, or any relative living in the same household with the employee.

In the event of the death of an employee's child (including a son or daughter who is biological, adopted, foster, stepchild, legal ward, or child of a person standing in loco parentis), employees that have been employed for at least 12 continuous months and have worked at least 1,250 hours within the year are eligible for two weeks (10 days) of unpaid bereavement leave to: (1) attend the funeral (or its alternative) of the child, (2) make arrangements necessitated by the death of the child, or (3) grieve the death of the child. Such leave must be taken within 60 days after the date on which the employee receives notice of the death of the child and employees must provide at least 48 hours of advance notice of an intention to take bereavement leave. Reasonable documentation may be requested by the County for such leave. An employee may elect to substitute available paid leave for unpaid bereavement leave. Bereavement leave shall run concurrently with FMLA leave, when applicable.

In the event of the death of an extended family member, a regular, full-time and part-time employee may be permitted to be absent from his/her job for one (1) workday with Department Head approval and receive regular straight-time pay. For purposes of this section, 'extended family' shall include aunts, uncles, and cousins.

Time off for attendance at a funeral for non-immediate family members and others or if additional time is needed may be granted utilizing paid time off or unpaid leave.

**At the discretion of the Department Head, managers of collective bargaining staff bereavement leave shall be reflective of the same terms and conditions as agreed in the collective bargaining agreement.**

#### **6-D. Military/Reserve Training Leave**

It is the intention of the County to follow all applicable federal and state employment laws related to military leave.

1. Any regular employee who presents official orders requiring attendance for a period of training or other active duty as a reserve member of the United States Armed Forces, including the Illinois National Guard, shall be given a leave of absence without pay, for the period required for such training or other active duty in accordance with federal Law. Employees on military leave may substitute their accrued time off for any unpaid leave and adhere to the following guidelines:
2. Employees must provide the County with at least 30 days advance written notice prior to the start of leave for military service except in cases of national emergency. Such notice must include, without limitation, a copy of the employee's orders. Upon return to the County from military service, employees must submit a statement signed by an appropriate military official indicating the time spent in military training and/or service.
3. Employees who are members of the National Guard or the US Armed Services Reserves may be entitled to leave with pay when called into service by the President of the United States as provided by law.
4. During a military leave of less than 31 days, an employee is entitled to continued group health plan coverage, under the same conditions as if the employee had continued to work. For military leaves of more than 31 days, an employee may elect to continue his/her health coverage for up to 24 months of uniformed service, but may be required to pay all or part of the premium for the continuation of coverage.

The County recognizes the importance of military service and the commitment of the National Guard members and reservists employed by the County and shall grant military leave in accordance with state and federal law.

Members of the National Guard or Reservists who have an advance schedule of monthly drills will provide that to their supervisor along with any other information which would prove helpful in scheduling for the employee's absence. The supervisor will forward the information to the department head.

Prior to departure, the employee must provide certain information to his/her supervisor:

- The name of the employee's reserve unit
- The phone number where the employee can be reached

Employees who are called to active duty are required to give immediate written notice and a copy of their orders with a projected release date from active duty to their supervisor. This paperwork will be forwarded to the Treasurer's Office.

Future Scheduling: Weekend drill and annual training exercises will qualify for Military Leave with Pay. While an employee is on military leave with pay, all benefits to the employee remain the same. The employee continues to accrue sick and annual leave and will continue to be enrolled in the County's health plan.

Employees will not be asked or required to find a replacement for their scheduled shifts when taking leave for military purposes.

#### **6-E. School Conference and Activity Leave**

Pursuant to 820 ILCS 147, School Conference and Activity Leave Act, all regular, full and part-time employees, who are parents of school children from kindergarten through twelfth (12<sup>th</sup>) grade, are eligible to use up to eight (8) hours of unpaid time off per school year, per child, to attend necessary educational conferences or activities at their children's school, if the employee is unable to meet with educators because of a work conflict; or, if the activity cannot be scheduled during non-work hours. No more than four (4) hours of school visit leave may be taken on the same day.

School Conference and Activity Leave is unpaid. Employees are not eligible for this leave until the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee except sick leave and disability leave.

Before attending a school conference or activity, the employee must provide a written request for leave at least seven (7) days in advance. In emergency situations, no more than 24 hours is required.

An employee who utilizes this leave may choose the opportunity to make up the time on a different day. An employee is not required to make up the time taken; but, if an employee does not make up the time, the employee will not be compensated for the leave. An employee who does make up the time will be paid the same rate as paid for normal working time. The County will make a good faith effort to permit an employee to make up the time; but, if no reasonable opportunity exists, the employee will not be paid for the time.

The employee must submit a completed Illinois Department of Labor School Visitation Form (Appendix J), with the required school administrator's signature, to their department head following the school visit. Failure to submit the verification document within two (2) days of the visit may subject the employee to discipline for an unexcused absence from work.

#### **6-F. Employee Blood Donation Leave**

The County will comply with provisions relative to the Employee Blood Donation Leave Act (820 ILCS 149). All regular, full-time employees may be granted one (1) hour or less of paid leave time every 56 days or more for the purpose of donating blood in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other national recognized standards.

Employees must submit a written request for leave with their supervisor in advance. Documentation of the proposed blood donation is required for approval. Documentation should be submitted by the employee to his/her supervisor with as much advance notification as possible. The medical documentation may consist of a written statement from the blood bank indicating that the employee has an appointment to donate blood.

An employee will not be required to use accumulated sick or vacation benefit time for the period used to donate or attempt to donate blood.

The employee must submit a written statement from the blood bank confirming that the employee kept their appointment and attempted to donate blood in order to be eligible for paid leave. If the employee does not keep his or her appointment with the blood bank, the employee will not be compensated for the leave. Failure to submit confirmation that the employee kept his or her appointment to donate blood, within two (2) days of the appointment date, may subject the employee to discipline for an unexcused absence from work.

The one (1) hour period may be retained by the employee if the attempt to donate blood is unsuccessful, as determined by the blood bank.

## **6-G. Voting Leave**

Employees are encouraged to vote in national, state, and local elections. If voting within the time limits of an election is a problem due to working hours, employees shall consult with their immediate supervisor to make arrangements.

## **6-H. Family Medical Leave Act**

This section briefly summarizes employee rights and regulations under the Family and Medical Leave Act. The provisions of the Family Medical Leave Act will run concurrent with Worker's Compensation and other paid or unpaid medical leaves as approved by the County.

### ***Basic Leave Entitlement***

Employees may be eligible to take up to twelve (12) weeks of unpaid family/medical leave within a rolling 12-month period and be restored to the same or an equivalent position upon return provided that the employee has worked for the County for at least twelve (12) months and worked at least 1250 hours in the last twelve (12) months. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven (7) years.

Separate periods of employment will be counted if the break in services exceeds seven years due to National Guard or reserve military service obligations or when there is a written agreement stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

### **Reasons for Basic Leave**

1. The birth of a child and in order to care for such child
2. The placement of a child with the employee for adoption or foster care
3. To care for a spouse, son, daughter, or parent ("covered" family member) with a serious health condition
4. Because of the employee's own serious health condition which renders the employee unable to perform the functions of the employee's position

Leave because of reasons one and two above must be completed within the rolling twelve (12) -month periods beginning on the date of birth or placement. In addition, spouses employed by the County who request leave because of reasons one or two or to care for an ill parent may only take a combined aggregate total of twelve (12) weeks leave for such purposes during any rolling twelve (12) -month period.

### ***Military Family Leave Entitlement***

If an employee is eligible, the employee may use the twelve (12) -week Family Medical Leave entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the active duty or call to active duty status in the National Guard or Reserves. It may also be used when a member of the regular or reserve components of the Armed Forces is deployed to any foreign country. This leave applies to a spouse, son, daughter, or parent or if the spouse, son, daughter, or parent, or "next of kin," is a member of a regular component of the Armed Forces.

Qualifying exigencies may include:

1. Attending certain military events
2. Arranging for alternative childcare
3. Addressing certain financial and legal arrangements
4. Attending certain counseling sessions
5. Addressing issues related to short-notice deployment
6. Spending time with a covered family member who is resting and recuperating
7. Attending post-deployment briefings

An employee may also be eligible for up to 26 weeks of leave to care for a covered service member during a single twelve (12)- month period. This single twelve (12)- month period begins with the first day the employee takes the leave. A covered service member includes: a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or is on the temporary disability retired list.

Employees may not be granted family medical leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted family medical leave, the employee may be subject to immediate termination.

FMLA forms can be found at <https://www.dol.gov/whd/fmla/2013rule/militaryForms.htm>.

### ***Notice of Leave***

If the family medical leave is foreseeable, the employee must give the County at least 30 days notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the

employee is expected to notify the County as soon as practicable, and absent unusual circumstances, in accordance with the County's normal leave procedures.

### ***Medical Certification-Leave for Employee's Own or a Covered Family Member's Serious Health Condition***

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within fifteen (15) days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. Any fees associated with the initial certification, are the responsibility of the employee. The County, at its expense, may require an examination by a second health care provider designated by the County, if it reasonably doubts the medical certification initially provided. If the second health care provider's opinion conflicts with the original medical certification, the County, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The County may also require medical recertification periodically during the leave and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own illness specifying that the employee is fit to perform the essential functions of the job.

### ***Certification for a Qualifying Exigency***

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty status, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military members is on active duty or call to active duty status in support of a contingency operation or when the covered family member of the regular or reserve components of the Armed Forces is deployed to any foreign country (documentation should include the dates of the active duty service). The County may also request additional information pertaining to the leave.

### ***Certification for Service Member Family Leave***

If an employee is requesting leave because of the need to care for a covered service member with a serious injury or illness, the County may require the employee to supply certification completed by an authorized health care provider of the covered service member. In addition, the County may also request additional information pertaining to the leave.

### ***Substitution of Paid Leave***

By law, family medical leave is unpaid leave. The County will substitute unpaid leave by utilizing sick time. If sick time exhausts, earned vacation will be utilized. The use of paid leave does not extend the leave period. In addition, if an employee is eligible for any additional paid leaves, such as short term or long term disability or workers' compensation, these leaves will also run concurrently with family medical leave and will not extend the leave period. When using paid leave in conjunction with family medical leave, employees must comply with the requirements of the applicable paid leave policy.



## ***Benefits during Leave***

During an approved family medical leave of absence, the County may maintain the employee's health benefits as if the employee continued to remain actively employed. If the leave is unpaid leave, the employee will be required to reimburse the County for their portion of the premium expenses. While on unpaid leave, the employee must continue to make health care premium payments to the Treasurer's Office. If the payment is more than thirty (30) days late, the employee's healthcare coverage may be dropped for the duration of the leave. Please contact the Treasurer's Office for additional FMLA policy questions.

## ***Intermittent Leave***

Leave because of a serious health condition, to care for a service member with a serious injury or illness or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. If leave is unpaid, the County will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced scheduled leave, the County may temporarily transfer the employee to an available alternate position, which better accommodates the recurring leave and which has equivalent pay and benefits. A fitness for duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties.

## ***Job Restoration***

If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits, and other terms and conditions of employment. If the employee takes leave because of the employee's own serious health condition, the employee may be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

## **6-I. Leave of Absence without Pay**

Unpaid leaves of absence may be granted by Department Heads to employees who have used their accumulated sick leave for continued sickness or disability or for other good cause shown by the employee. Whenever possible, requests are to be made giving notice of 30 days or more. Unpaid leaves of absence will be considered during times that an employee does not have time remaining in their benefit banks.

The following guidelines provide an outline for requesting a leave of absence without pay:

- A regular, full-time, non-orientation/introductory employee may request a leave of absence for good cause by completing a Leave of Absence form (see Appendix F). Good cause may include, but is not limited to, injuries which render the employee temporarily unable to perform his or her job (which exceeds the FMLA leave period), a reasonable accommodation for an

employee's disability where it does not pose an undue hardship, to travel pursuant to an employee's involvement in his/her professional organization as a high ranking member of the group, or other personal reasons. The request must be made in writing to the employee's supervisor, who will forward the request to the Department Head stating the reason(s) for the request, why the request should be granted or denied, and the date when the leave is to commence and terminate. The determination of whether the reason for the request does in fact constitute good cause is at the determination of the Department Head.

- Employees applying for a leave of absence must be aware that any position in the County is subject to elimination. Absolute assurance of reinstatement, therefore, cannot be given. Reinstatement shall always depend upon the needs of the County as determined by the Department Head in conjunction with the Personnel and Salary Committee.
- Employees seeking continuation of IMRF service credits during the leave must request approval from the Ogle County Clerk and Treasurer and the Department Head PRIOR to taking the leave of absence. Employees will be responsible for all contributions required by IMRF during this leave according to the requirements of the pension fund.
- An employee, once granted a leave of absence, shall not be entitled to the accrual of benefits for the duration of the leave. An employee may choose to continue participation in the group health and/or life insurance plans at the expense of the employee. This payment shall be made in full prior to the leave or he/she may make arrangements to pay the total premium amount by the 20th of each month while they are on leave.
- A regular employee returning from an unpaid leave of absence will have his/her anniversary date extended by the same length of time the employee was on leave without pay.
- Failure to return from a leave of absence will result in voluntary termination and repayment of the County Board's portion of insurance premiums paid by the County Board during the course of the leave.

#### **6-J. Illinois Unpaid Leave Due to Gender, Domestic and Sexual Violence (VESSA)**

##### ***Basis of Leave***

Basis of leave will provide up to twelve (12) weeks of unpaid leave from work on an intermittent or reduced work schedule basis to an Illinois employee who is a victim of gender, domestic or sexual violence (or who has a family or household member who is a victim of gender, domestic or sexual violence). Family or household member may include those related by blood or by present or prior marriage, or who share a son or daughter, to address gender, domestic or sexual violence if the employee is:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by gender, domestic or sexual violence to the employee or the employee's family or household member;
- Obtaining services from a victim services organization for the employee or the employee's family or household member
- Obtaining psychological or other counseling for the employee or the employee's family or household member;

- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future gender, domestic or sexual violence or ensure economic security; or
- Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including attending, preparing for or participating in any civil or criminal legal proceeding related to or derived from gender, domestic or sexual violence.

"Family or household member" means a spouse, party to a civil union, parent, son, daughter, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the gender, domestic or sexual violence. "Family or household member" may also include those related by blood or by present or prior marriage, or who share a son or daughter.

"Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. "Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

### ***Period of Leave***

Employee shall be entitled to a total of 12 workweeks of unpaid leave during any 12-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act.)

### ***Existing Leave***

The employee may use any paid or unpaid leave provided by the County for family or medical leave.

### ***Notice Required***

The employee shall provide the County with at least 48 hours' advance notice of the employee's intention to take the leave, unless providing such notice is not practicable.

When an unscheduled absence occurs, the County will not take any action against the employee if the employee, within a reasonable period after the absence (generally defined herein as 15 days) provides certification as shown under the next section.

## ***Certification***

The County may require the employee to provide certification to the County that:

- The employee or the employee's family or household member is a victim of gender, domestic or sexual violence; and
- The leave is for one of the purposes set forth in "Basis of Leave" above.

The employee shall provide such certification to the County within a reasonable period after the County requests certification. An employee may satisfy the above certification requirement by providing to the County a signed and dated statement of the employee, and upon obtaining such documents the employee shall provide:

- documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing gender, domestic or sexual violence and the effects of the violence;
- a police or court record; or
- other corroborating evidence.

## ***Confidentiality***

All information provided to the County, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be retained in the strictest confidence by the County, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable Federal or State law.

## ***Restoration to Position***

In general, an employee who takes leave under this policy shall be entitled, on return from such leave:

- to be restored by the County to the position of employment held by the employee when the leave commenced; or
- to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

## ***Maintenance of Health Benefits***

Except as provided under “Loss of Benefits” below, during any period that an employee takes leave under this policy, the County shall maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

### ***Loss of Benefits***

The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

However, the employee is not entitled to:

- the accrual of any seniority or employment benefits during any period of leave; or
- any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

### ***Reporting to the County***

The County may require an employee on leave under this policy to report periodically to the County on the status and intention of the employee to return to work.

### ***Failure to Return from Leave***

The County may recover the premium that the County paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if: (1) the employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired; and (2) the employee fails to return to work for a reason other than: (a) the continuation, recurrence, or onset of gender, domestic or sexual violence that entitles the employee to leave; or (b) other circumstances beyond the control of the employee.

The County may require an employee who claims that the employee is unable to return to work because of a reason described in (I) or (II) above to provide, within a reasonable period after making the claim, certification to the County that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement of clause by providing to the County:

- a sworn statement of the employee;
- documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee

has sought assistance in addressing gender, domestic or sexual violence and the effects of that violence;

- a police or court record; or
- other corroborating evidence.

### ***Nondiscrimination***

The County will not discriminate or otherwise harass or retaliate against any employee with respect to the compensation, terms, conditions or privileges of employment because the individual is or is perceived to be a victim of gender, domestic or sexual violence; attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of gender, domestic or sexual violence of which the individual or a family or household member was a victim; or requested an adjustment to a job structure, workplace facility, or work requirement, including a transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure in response to actual or threatened gender, domestic or sexual violence; or the workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit gender, domestic or sexual violence against the individual or the individual's family or household member.

### ***Reasonable Accommodations***

Within the provisions of VESSA, a reasonable accommodation will be made for a qualified employee or applicant when there are limitations resulting from circumstances that relate to being a victim of gender, domestic or sexual violence or a family or household member being a victim of gender, domestic or sexual violence. Reasonable VESSA accommodations may include adjustment to a job structure, workplace facility, or work requirement, including transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure" in response to an actual or perceived threat. assistance in documenting gender, domestic or sexual violence that occurs at the workplace or in a work-related setting. Employees are required to provide the same certification for an accommodation request as for that of a leave request.

## SECTION 7 - ADMINISTRATIVE POLICIES

### 7-A. Attendance-Notification of Absence

Employees shall report promptly at the designated starting time ready to begin their assigned duties. In the event that an employee is unable to report for work due to illness or other emergency, they must verbally or through confirmed text message inform their supervisor as soon as possible and prior to the start of their shift. If a text confirmation is not returned, the employee must verbally contact their supervisor. Email is not an acceptable means of reporting an absence. Any employee who is absent three (3) consecutive days without contacting the County will be considered to have resigned from County service.

Employees must request permission from their supervisor before leaving early. Failure to provide proper notice as described above will be considered an unreported absence, and may result in disciplinary action, up to and including termination. These policies are in place for the employee's well-being and safety as well.

Documentation may be required for any absence, regardless of length. The County requires a return to work release from a treating physician for any illness or injury lasting more than three (3) days, prior to allowing an employee to return to work. Frequent and/or excessive absences are grounds for disciplinary action, up to and including, termination.

### 7-B. Tardiness

Ogle County expects all employees to report to work on time as scheduled but recognizes that, occasionally, employees cannot avoid being tardy for work. If an employee realizes that he or she will be late for work, the employee must notify his/her supervisor as soon as possible. Chronic tardiness, however, will not be tolerated. If an employee is habitually tardy; he/she may be subject to discipline, up to and including, termination, unless otherwise noted.

### 7-C. Working Hours, Meal Periods, and Breaks

#### ***Working Hours***

The regularly scheduled working hours of full-time County Courthouse employees are 35 hours per week.

This policy establishes routine hours of work based on whether employees work in the office, field, or in other departments except as otherwise provided by a labor agreement or a written contract of employment.

Shift workers and part-time personnel shall work a schedule determined by the department head.

### ***Meal Periods (820 ILCS 140/3)***

An employee who works 7 1/2 continuous hours or more shall be provided one (1) unpaid lunch period of one hour which should be taken no later than five (5) hours after beginning work in order to be compliant with the Illinois Department of Labor. Schedules and lunch periods may be staggered to allow for continuous staffing of County offices. Employees should not work through lunch periods and need to step away from their work area when taking their lunch break. An employee's disregard for meal and rest period guidelines is handled through the disciplinary process.

### ***Regular Day***

Courthouse hours are from 8:30 A.M. to 4:30 P.M., Monday through Friday. The regular work week is 35 hours per week. A meal break shall be arranged, and shall be no more than one hour. Break time is scheduled at the discretion of the Department Head and shall not exceed twice a day for more than a total of 30 minutes per day.

### **7-D. Dress Code**

Employees are representatives of the County and, as such, have a responsibility to maintain a professional appearance. In the business setting, reasonable dress standards and good grooming help enhance the County's image. Every employee is expected to dress appropriately and all clothing should be neat, clean and in accordance with departmental policies.

A neat professional appearance is a requirement of the County. It is expected that all employees will exercise good judgment and dress appropriately for their jobs. These are the factors that should be taken into consideration when determining appropriate dress:

- The nature of the work
- Safety considerations, such as necessary precautions when working near machinery or hazardous work areas (employees will be required to wear proper safety equipment at all times, without exception for any reason)
- The nature of the public contact, if any, and the normal expectations of outside parties with whom the employee has contact with

The County recognizes the benefits of business casual dress and the positive effects it can have on productivity and employee morale by creating a more comfortable work environment. Unless dictated by a line of business uniform or bargaining agreement, business casual attire shall be worn Monday through Friday depending upon the nature of the work.

The dress code does not allow for jeans with holes, clothes with writing or revealing articles of clothing.

Department heads are responsible for monitoring and enforcing the dress code policy. If an employee's attire is questionable, the department head will hold a private discussion with the employee regarding the inappropriateness of the attire. If an obvious policy violation occurs, the employee will be sent home immediately, instructed to return dressed in more appropriate clothing,



and placed on authorized leave without pay for the period absent from work, depending on their exempt/non-exempt status.

When an employee's dress does not comply with established standards, the normal response should be to discuss the matter with the employee. If continued counseling fails to bring the desired response, the supervisor may initiate disciplinary action.

Repeated violations of the dress policy will result in disciplinary action in accordance with the County's progressive discipline policy. Discretion and professional judgment should always be exercised when dressing for casual days.

Some departments may have uniforms where the cost of such are budgeted within each department. As such, departmental policies or collective bargaining agreements related to dress code would supersede this policy.

#### **7-E. Inclement Weather**

In an effort to provide for the safety of Ogle County employees, the following procedures related to office closings shall be followed. The intent of the policy is to address how decisions will be made for the closing of County offices related to inclement weather or building security issues. This policy also addresses employee compensation during office closings.

##### Overnight Weather Events:

- In the event of a weather emergency, the Sheriff, County Engineer, Presiding Judge and County Board Chairman will jointly make the decision regarding the closing of County Offices. The decision will be made no later than 6:30 a.m.
- The decision regarding the closing of county offices will be conveyed to the listed Department Heads as quickly as possible.
- The Sheriff's Office shall notify the County Clerk, Health Department Administrator and Coroner.
- The Presiding Judge shall notify the States Attorney, Circuit Clerk, Probation Director and other judges.
- Upon notification by the Sheriff's Department, the County Clerk shall notify the County Assessor, Treasurer and Animal Control Department.
- Upon notification by the Sheriff's Department, the Health Department Administrator shall notify the Zoning Administrator and Solid Waste Department Director.
- Each Department Head or designated contact shall have the responsibility of notifying their respective staffs.
- Sheriff's Department shall be responsible for notifying the local media.
- The following media will be contacted: Rockford Televisions stations 13, 17, 23, and 39. Radio Stations WRHL (1060 AM - Rochelle) and WIXN (1460 AM - Dixon).

### Daytime Closings:

- In the event the offices need to be closed during the work day from weather conditions or a security issue, this information will be communicated to the Judicial Center and Old Court House Department Heads by the Bailiffs. The Sheriff's Department will notify the Pines Road Department Heads.
- Announcements regarding the cancellation of County Board meetings, committee meetings or other related county functions will be at the call of the Board Chairman.
- Each Department Head or designated contact shall have the responsibility of notifying their respective staffs.

### Compensation

- In the event the County Offices are closed (or closed early) for weather or security issues, non-represented employees shall receive their normal pay and will not be required to use accumulated leave time. Employees who are part of a labor contract shall follow the terms of the labor contract. Non-represented employees that are required to continue work, as part of their job descriptions, shall receive personal time equal to the number of hours the County Offices are closed, to be used during the calendar year, at the discretion of the Department Head.

### **7-F. Use of County Motor Vehicles, Equipment and Property**

County vehicles, equipment, and supplies may be used only for authorized County purposes. No County equipment or supplies may be removed from County premises for personal use.

Accidents can occur in any work environment. Employees are expected to use any County equipment or property with care. Make sure to review instructions for use before using a piece of equipment. Should County equipment be damaged it is expected that employees will immediately report the situation to a supervisor.

Intentional or negligent damage to equipment, furniture, or structures – regardless of one's state of mind – may result in disciplinary action, up to and including, termination.

### **7-G. Cell Phones and Similar Electronic Devices While Driving**

As of January 1, 2014, the State of Illinois prohibits the use of hand-held devices while driving. Talking is allowed as long as the driver is using a hands free device, such as a headset or speaker phone built into the car. Drivers violating this law are subject to State fines.

Cellular phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is County-supplied or personally owned.

While on County business, the County requires employees to abide by all state, local, and federal laws mandating the use of any cell phone or similar device while driving. An employee who uses a County-supplied device or County-supplied vehicle or equipment, is prohibited from using a hand held cell phone or similar device while driving, whether the business conducted is personal or County related.

This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to the County, elected officials, residents, contractors, volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the County; or any other County or personally related activities not named here while driving.

## **7-H. Reimbursement Procedures for Work Related Travel/M meal Expenses**

Employees traveling on business for the County will be reimbursed for reasonable out-of-pocket expenses in compliance with the Local Government Travel Expense Control Act and applicable local resolutions or ordinances, plus effective January 1, 2019, in accordance with the amended Illinois Wage Payment and Collection Act to impose an affirmative duty to reimburse employees for all necessary expenditures incurred by the employee within the employee's scope of employment and directly related to services performed by the employer. Necessary expenditures mean "all reasonable expenditures required of the employee in the discharge of employment duties and that inure to the primary benefit of the employer. It is the responsibility of each employee to understand and comply with the business expense policy prior to submitting expenses for payment. The County may not require employees to submit expenses less than 30 days after incurring them and may not require a receipt or otherwise produce a receipt or other documentation, the department must accept the employee's own signed statement in lieu of a receipt.

- Workshops, continuing education, in-service hours, conferences, etc., must have prior approval by the Department Head if the employee is to go during scheduled work hours or wants reimbursement.
- The County-owned vehicle, if applicable should be used for departmental travel whenever possible. When a personal vehicle is used, mileage reimbursement will be paid in accordance with Ogle County Vehicle Use Policy.
- The Department Head shall ensure that employees using personal vehicles shall have a valid Illinois driver's license and adequate liability insurance coverage, as required by State law and the Ogle County Motor Vehicle Driving Policy (R-2012-1012).
- While in work status, the use of safety belts is required by all employees. Smoking and the use of alcohol or illegal drugs in departmental vehicles or operating the vehicle under the influence of such are strictly prohibited.
- Compensation for time worked shall be reviewed and approved by the Department Head and shall be in accordance with Hours of Work/Time Off, of the Ogle County Personnel Policies and Benefits Manual, as amended from time to time.
- A completed Monthly Expense Sheet is required for reimbursement of all travel expenses, and must be approved by the Supervisor and/or Department Head.

- Original Agenda and the employee's signed statement of expenditure are required for Reimbursable Travel Expenses, which may include:
  - Mileage
  - Lodging expenses
  - Registration fees
  - Parking fees and tolls
  - Meals per schedule in this policy
  - If overnight, meals not included in registration fees
  - Safe arrival phone call
  - Business related cab fees/public transportation
  - Meals not covered by registration expenses are reimbursed based on actual costs incurred, the following not to exceed:
 

• Breakfast	• \$10.00
• Lunch	• \$15.00
• Dinner	• \$25.00
- Travel expenses *shall not* include the purchase of alcoholic beverages or other personal items.
- Reimbursement of other necessary travel related expenses shall be handled on a case by case basis. The employee should consult first with the Department Head, if possible, before incurring such expenses.
- As a general rule, advance payments and exceedances of the rates listed above will not be made unless extenuating circumstances exist. These requests will be considered on a case-by-case basis and require Department Head and the approval of the respective department committee chairperson.
- A Supervisor/Department Head may deny reimbursement if the employee's purchase exceeds the guidelines set by the employer's expense reimbursement policy, though the policy may not provide for *de minimis* reimbursement or no reimbursement at all. Moreover a Supervisor/Department Head may not deny reimbursement if the Supervisor/Department Head already authorized or required the particular expenditure, even if the reimbursement would otherwise violate or exceed the employer's policy. See 820 ILCS 115/9.5

## 7-I. Extra Duties

If a Non-Exempt (hourly) employee chooses to work for the County in a capacity different from his or her normal schedule, outside of normal work hours, the employee will be compensated at least his or her straight hourly rate. If the employee works more than 40 hours during the work week, in any combination of hours accumulated from either position, the employee will be paid at least time and

one half of his or her normal hourly rate for the overtime hours. The department responsible for assigning the extra duties shall also be responsible for the associated compensation and/or overtime.

## **7-J. Outside Employment**

No employee shall be employed by an employer other than the County, nor shall he or she contract for or accept anything of value in return for services, nor shall he or she otherwise be self-employed for remuneration, without the prior written approval of the employees' immediate supervisor and the department head.

An employee's request for such approval shall not be arbitrarily denied. If an employee desires to hold an outside job, including self-employment, the employee shall apply in writing to his/her immediate supervisor for approval. Such application shall include the name of the secondary employer, the nature of the outside work, and the standard work schedule of the outside work.

Each department head reserves the right to prohibit any outside employment if any of the following conditions apply or develop (this list is not all-inclusive):

- Where the nature or place of employment might bring disfavor on Ogle County
- Where secondary employment would involve the employee's appearance in County uniform involve use of County equipment, or in any manner be considered as a conflict of interest with the employee's position at the County
- Where it appears that secondary employment has an adverse effect on the employee's attendance records
- Where secondary employment impairs the employee's ability to discharge the duties and responsibilities of his/her County job
- Where an employee might be considered to be using his/her County position to influence the outside employment
- Where any outside employment could present an actual or potential conflict of interest to the County and/or its reputation or business interest

If outside employment, including self-employment, has previously been approved or permitted by the County, and if it later appears that such outside employment may constitute a conflict of interest or may be infringing upon an employee's ability to perform their assigned duties for the County, then the County reserves the right to require an employee to discontinue such outside employment, including self-employment, as a condition of continued employment by the County.

Employees may not engage in outside business activities while on duty nor may County property be used for non-County business.

Employees of the County shall not have a financial interest either directly or indirectly in any contract or business with the County (50 ILCS and 745 ILCS) (5 ILCS 420/4A-101).

Employees who engage in secondary employment shall do so only with the understanding and acceptance that their primary duty, obligation, and responsibility is to the Ogle County. County

employees may be subject to call in assignments, or overtime duty; no secondary employment may infringe upon, limit, or interfere with this obligation.

Employees must be covered by workers compensation insurance by their secondary employer. Self-employed employees who have secondary insurance benefits must provide proof of insurance to the County and the information will be kept on file. A copy of all requests for outside employment, whether approved or denied, shall be forwarded to the Department Head to be placed in the employee's personnel file.

#### **7-K. Loss of Personal Items**

The County shall not be liable for the loss or theft of any personal items brought to the workplace.

#### **7-L. Workplace Inspections**

Subject to applicable law, the County reserves the right to (a) search all County property, including all employee desks, files, workstations, and lockers; (b) make reasonable searches of employee property brought into the workplace; (c) investigate alleged violations of County policy if a County official has a reasonable, legitimate work-related suspicion of improper conduct, including, but not limited to, the following:

- Theft, removal, or damage of County or vendor property
- Workplace substance abuse
- Workplace violence
- Violation of company policies and rules
- Any other illegal activity

These inspections/investigations may be conducted during or outside of working hours, in the presence or absence of the employee, and with or without notice. Only County-authorized locks may be placed on any County property. Unauthorized locks may be removed by the County, without notice.

All employees are expected to cooperate with any County inspection/investigation. Refusing to cooperate, providing false information, or omitting information may result in disciplinary action, up to and including, termination. Additionally, if a search produces material(s) in violation of this or any other County policy, the County may take disciplinary action against the employee deemed to be in possession of the material, up to and including, termination. In addition, any illegal acts committed by employees may be reported to the appropriate law enforcement agency.

#### **7-M. Residency Requirements**

On call employees of the County must live within a 10 mile radius of the County. All other employees are encouraged to reside in the County but are not required to do so unless cited in an employment contract.



## SECTION 8 - COMMUNICATION POLICIES

### 8-A. Cell Phone Use

Personal cellular telephones and texting must be kept to a minimum unless there is an emergency during work time. Cell phone use should not impact employee productivity.

Telephone (including County-issued cellular phones), fax, and voicemail services are business tools. While at work, employees are expected to exercise the same discretion in using personal cellular phones, tablets, iPads, and other handheld electronic devices as is expected for the use of all County devices and equipment. In the remainder of this policy, these devices are collectively referred to as “handheld devices”. As a general rule, County-issued handheld devices should not be used for excessive non-business purposes.

#### ***Handheld Device Guidelines***

Excessive use of these handheld devices during the workday can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal calls during work time to no more than a few per day as needed. Flexibility will be provided in circumstances demanding immediate attention. A failure to limit personal calls may result in disciplinary action, up to and including, termination. Additionally, the sound function of handheld devices should be turned off or placed on vibrate mode during working hours. When in meetings, handheld devices should always be turned on vibrate mode unless monitoring an emergency situation. This guideline applies to all handheld devices during working hours, whether supplied by the County or personally owned.

Accessing the internet and texting should be reserved for break times. The use of blue-tooth or other types of phone headsets (not work-related) during work time is prohibited. The County will not be liable for the loss of any personal cell phone brought into the workplace.

**Unless previously authorized to do so, non-exempt employees shall not conduct any County business outside of work hours, including but not limited to, work on County issued or personal electronic devices (including but not limited to tablets, computers, smart phones, I-Pads, and like devices). Failure to obtain prior approval for overtime may result in disciplinary action, up to and including, termination.**

#### ***Cell Phones and Similar Electronic Devices While Driving***

As of January 1, 2014, the State of Illinois prohibits the use of hand-held devices while driving. Talking is allowed as long as the driver is using a hands free device, such as a headset or speakerphone built into the car. Drivers violating this law are subject to state and/or local fines and disciplinary action, up to and including, termination.

Cellular phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is County-supplied or personally owned.



While on County business, the County requires employees to abide by all state, local, and federal laws mandating the use of any cell phone or similar device while driving. An employee who uses a County supplied device or a County supplied vehicle or equipment is prohibited from using a hand held cell phone or similar device while driving, whether the business conducted is personal or County related.

This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to the County, elected officials, residents, contractors, meetings, or civic responsibilities performed for or attended in the name of the County; or any other County or personally related activities not named here while driving.

Employees may not use a handheld device in a manner that violates the County's Unlawful Harassment policy, Equal Employment Opportunity policy, or any other County policy. Employees may not use a handheld device in any way that may be seen as a form of illegal harassment or discrimination, or obscene. Employees who violate this policy are subject to discipline, up to and including, immediate termination.

## **8-B. Social Media**

The use of social media shall not occur on Ogle County equipment. Social media on personal equipment shall only occur before or after work or during a lunch break.

### ***Guidelines***

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including the employee's own or someone else's web log or blog, journal, or diary, personal web site (such as Facebook), social networking or web site, web bulletin board or a chat room, whether or not associated or affiliated with the County. Because the use of social media can lead to personal and professional legal ramifications for the employee and the County, the County expects all employees to follow these guidelines with respect to any form of electronic communication.

The same principles and guidelines found in other County policies set forth in this Personnel Manual (as more fully described below) apply equally to activities online. Ultimately, employees are solely responsible for what is posted online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind any conduct that adversely affects job performance, the performance of fellow employees, or otherwise adversely affects the protection of confidential and/or proprietary information belonging to the County (such as HIPPA requirements and the provisions of the Identity Protection Act) may result in disciplinary action, up to and including, termination of employment.

### ***Duty to Follow the Rules***

Carefully read these guidelines as well as the County's policies regarding Technology, Professional Conduct, and Harassment and Discrimination, and ensure postings are consistent with these policies.

Unlawful postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject the employee to disciplinary action, up to and including, termination of employment.

### ***Be Respectful***

Always be fair and courteous to residents, co-workers, suppliers, vendors and other organizations or individuals who work on behalf of the County. Also, keep in mind that the resolution of work-related complaints may be more effective by speaking directly with co-workers and/or management or utilizing the County's Complaint procedure, than by posting complaints to a social media outlet. Nevertheless, if a decision is made to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or County policy.

### ***Be Honest and Accurate***

Always be honest and accurate when posting information or news, and if a mistake is made, correct it quickly. Be open about any previous posts that have been altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Whenever promoting the County, make sure to disclose that you are an employee of the County. This is important to comply with truth in advertising and other related laws.

### ***Appropriate and Respectful Content***

Maintain the confidentiality of County Confidential Information (as defined in the County's confidentiality policy) and respect financial disclosure laws for information such as Social Security numbers, HIPAA protected health information, items discussed but not yet released as part of executive session proceedings, and debit/credit card numbers and the like. Do not create a link from any personal blog, website or other social networking site to a County website without identifying yourself as a County employee.

Express only personal opinions. If the County is a subject of the content you are creating, be clear and open about the fact that you are an employee and that your views do not represent those of the County, fellow employees, residents, suppliers, vendors, or other organizations or individuals working on behalf of the County. If you do publish a blog or post online related to the work you do or subjects associated with the County, make it clear that you are not speaking on behalf of the County. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Ogle County."

### ***Social Media at Work***

The use of social media should occur before or after work or during a break or lunch. Should the use of social media become an issue, it will be brought to the employee's attention and restrictions or

disciplinary action may be taken. Use may be work-related as authorized by a supervisor or consistent with the County's Communications policies. Employees may not use County email addresses to register on social networks, blogs, or other online tools utilized for personal use. Employees should not have an expectation of privacy while using County equipment. While the County would never intentionally capture and keep employee passwords to any social media accounts, information displayed on any County computer or other equipment may be viewed and/or recorded by the County.

### ***Retaliation Prohibited***

The County prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including, termination.

### **8-C. Email and Internet Usage**

County email and Internet access are intended to be used for business purposes. Email and Internet use is monitored to control costs and for risk management purposes.

Employees that have access to or use County email or the Internet are required to follow this policy. Inappropriate use of email and/or the Internet is prohibited and may result in loss of access privileges and disciplinary action, up to and including, termination.

Inappropriate use includes, but is not limited to:

- Use of the County's computers, systems, email, Internet access, etc. for personal entertainment purposes, such as accepting or transmitting chain letters, gambling, or game playing
- Additionally, using any of the County's computers, systems, email, Internet access, etc. for personal reasons that may tax the County's local and wide area network (i.e., streaming audio and video); however, excepted from this would be discussions with a union representative
- Use of the County's computers, systems, email, Internet access, etc. for personal outside business ventures (i.e., home-based business, solicitation, and/or outside group and organization communication/postings)
- Use of the County's computer, email, and Internet access systems that is threatening, derogatory, harassing, discriminatory, or offensive to any member of a protected class
- In the event that an employee receives an email in violation of this policy, the appropriate action is to delete it immediately
- Accessing any website that may violate copyright infringement rights

The County reserves the right to, and may monitor and review email messages and usage of online networks to which the County has provided access to:

- Ensure that County policy is followed
- Ensure that such email and online networks are used primarily for business purposes

- Protect the County's rights

The County reserves the right to implement additional policies and procedures regarding the use of email and any online network access. Violation of this policy or the County policies and procedures implemented and communicated to employees in the future may result in disciplinary action, up to and including, termination of employment. This policy is not intended to prohibit protected concerted activity.

#### **8-D. Computer Usage**

As with all County equipment, County computer systems, hardware, and software are intended to be used for authorized business use. Employees having access to or using the County's computer systems, hardware, and/or software, are required to follow this policy. **Inappropriate use of computer hardware and/or software is prohibited and may result in loss of access privileges and disciplinary action, up to and including, termination.**

Inappropriate use includes, but is not limited to:

- Unauthorized attempts to access another employee's email account
- Unauthorized sharing of any access codes or passwords
- Transmission of confidential or proprietary County information to unauthorized persons or organizations
- Transmission or storage of sexually explicit images, cartoons, or messages; any transmission containing ethnic slurs, racial or religious epithets, or anything that may be construed as illegal harassment or discrimination of others based on their age, sex and sexual orientation, gender identity, race, national origin, color, disability, religious beliefs or other protected classification; materials containing graphic depictions of violence; and any similarly inappropriate content
- Any illegal or unethical computer-related activities

Department Heads will have unrestricted access to information stored in the computer systems, as any information created, transmitted, or stored on County computer systems is County property. Personal passwords should not be considered a guarantee of privacy. Employees should not expect any information stored on the County's computer system to be private. From time to time, if an employee is absent, management may access an employee's computer or files for legitimate business purposes. The confidentiality of all customer information and documents stored on the County's system should be protected as outlined above as well as in Section 2-M of this Manual.

#### **Software Guidelines**

- Employees will not introduce any software onto a County computer or network without permission from the Department Supervisor and the IT Administrator
- All computer software should be used according to the license agreements and County policy. Do not copy software for home or other use
- The County reserves the right to remove any unlicensed software

#### **Network Security Guidelines**

- Employees must not disclose their password to any other person inside or outside the County. Employees also must not disclose any other information to any outside person who may enable that person to access the network.
- If an employee discovers a loophole that may enable unauthorized access to the system, the employee must immediately inform the IT Administrator or designee.
- Circumventing (“testing”) the network’s security is forbidden.
- Information should be stored on the shared drive, which is virus-protected and intermittently backed up.
- Employers are prohibited from requesting, requiring, or coercing an employee or applicant to: authenticate or access a personal online account in the presence of the employer, invite the employer to join a group affiliated with any personal online account of the employee or applicant, or join an online account established by the employer.

### ***Use of Credit Cards on the Internet***

Before making any purchases on the internet, employees who are authorized to use County credit cards shall ensure that they are using a secured site.

### ***Freedom of Information Act***

Under the Freedom of Information Act, communications may be considered public records and, therefore, subject to disclosure absent a specific exemption. Employees must forward requests for information or public records to a FOIA Officer.

### ***Document Retention***

1. Act. The Illinois Local Records Act (50 ILCS 205/1 et seq.) governs the retention and disposition of public records, regardless of physical form. Often the content of messages may constitute a formal, public record and must be retained according to established retention schedules; however, some e-mail messages are informal, temporary communications that do not qualify as “public records” (e.g. personal email, junk mail, invitations, etc.). Employees have the same responsibilities for e-mail messages as they do for any other public record and must distinguish between official, public records and informal, non-record information. Electronic communications which are considered public records must be preserved in either reproduced paper format or electronic format. If the employee prints out an official public record from the County’s electronic communication system and retains the record in hard copy, the electronic copy may be deleted immediately.
2. Public Records. Under the Illinois Local Records Act, “public record” means “any book, paper, map, photograph, digitized electronic material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein.” 50 ILCS 205/3.

Factors to consider and determine if a document (whether electronic or not) is a public record:

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- a. Was the document created or received in connection with the transaction of public business? E-mails or letters received or sent that were of a personal nature may be deleted but all others shall be retained.
- b. Is it official documentary material? For example, does the e-mail contain a draft letter versus the final letter? Drafts may be deleted if a final version is prepared.
- c. Is the document subject to disclosure under the Freedom of Information Act? If so, it is likely an official document to be retained.
- d. Does the document result from some action or transaction that clearly relates to the official work of Ogle County? For example, if it relates to the creation of policy or procedures regarding public employment matters, the correspondence must be retained.
- e. Is the material "appropriate for preservation by such agency or officer; or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein?" This eliminates the necessity of keeping documents which do not relate to the official actions of the County. If action is taken or a lack of action is based upon the contents of an e-mail, the e-mail must be retained.
- f. Does the document have any historical significance? What is the importance of the document? Does keeping or discarding the document further the goal of the Act - the "efficient and economical management of local records?" If yes, retain the e-mail.
- g. Is this a final document? For instance, many e-mail documents rapidly become stale and do not reflect "function, policies, decision, procedures, etc.," when a matter is finalized. Therefore, the County can simply keep the final document and delete prior drafts. However, a closer question exists relative to e-mail exchanges where the parties are sending communications to prepare the final document.
- h. Internal documents created by Employees on work-related topics which do not facilitate action such as transmittal notes, notifications, announcements, and the like may be discarded.
- i. Documents containing drafts, notes or interoffice memoranda that are not retained by the County in the ordinary course of business may be discarded. Carbon copies of e-mails may be discarded where the sender or primary recipient retains a copy of the message along with any attachments thereto.

If the decision to discard is unclear after considering the above guidelines, then consult the FOIA officer.

3. Electronic Communications ("E-Mail"). All non-public record e-mails should be deleted as soon as they have fulfilled their purpose. If an e-mail message is determined to be a public record, it shall be retained in the appropriate file or saved to a specific named folder to avoid the possibility of automatic deletion.

## SECTION 9 - STANDARDS OF CONDUCT

It shall be the duty of employees to maintain high standards of cooperation, efficiency, and integrity in their work with the County. The following references are purely guidelines and the County reserves the right to discipline employees based on what it deems to be appropriate in any given situation. Unless otherwise set forth under a written contract of employment, employees of the County are “at-will” and can be discharged, demoted, suspended, or otherwise disciplined without cause at any time at the sole discretion of the County.

These guidelines do not form a contract of employment nor should employees have any expectation that such guidelines form a contract. In addition, these guidelines are not all inclusive of what conduct will result in discipline. The decision of what disciplinary action will be taken rests solely with the management of the County and is made on a case-by-case basis.

### 9-A. Disciplinary Action

Some general guidelines for which an employee may be disciplined include, but are not limited to:

- Violation of any lawful or official regulation, ordinance, law, order, rule, or policy in this manual
- Reporting to work under the influence of intoxicants or non-prescription/illegal drug(s), or using such substances while on County property. Failure to report to a supervisor the use of any legal/authorized prescription drug(s) which may affect the employee's ability to perform necessary job duties
- Absence without leave; failure to report to a supervisor when absent
- Excessive or chronic absenteeism and/or tardiness, or being wasteful with working time which may result in poor productivity and projects not being completed on time
- Causing damage to public property or being wasteful of County supplies through negligence or willful misconduct, or failure to take reasonable care of County material or property
- Immoral, unethical, or disgraceful actions or any other personal conduct likely to impact the efficiency of the County service or bring the County into disrepute, while on or off duty
- Commission of a felony or gross misdemeanor while on or off-duty
- Misappropriation of County funds
- Use of County vehicles, equipment, supplies, or tools for personal use or unauthorized purposes
- Making false statements, failing to provide requested information, or falsification of any records when applying for employment
- Falsification of personnel and/or County work records including, time worked records or time off records
- During work hours, the solicitation (by form or electronically), selling, or distribution of any donation, gift, service, product, information, or other item of value not authorized by the County; accepting fees, gifts, or other items of value in connection with work performed on County time or as a representative of the County

These examples of prohibited conduct should not be interpreted as being the sole reasons for disciplinary actions or discharge of an employee.

## **9-B. Progressive Discipline Policy**

Disciplinary actions may take, but are not limited to, the following forms:

- Verbal Warning
- Written Reprimand
- Suspension with or without pay
- Discharge

The degree of discipline administered will depend on the severity of the infraction and shall be in accordance with any applicable policies and procedures as well as local, state or federal laws and regulations. Immediate supervisors may have the authority to issue verbal warnings or written reprimands to supervised employees. Any other disciplinary action must be approved by the Department Head. However, nothing herein should be construed in any way to limit the County's right to summarily discharge or suspend an employee for serious offenses.

## **9-C. Complaint Procedure Policy**

Disciplinary action, as outlined above, may be appealed to the Personnel Policy and Salary Committee within ten (10) calendar days of the disciplinary action. The decision made by this committee shall be final.

## **9-D. Performance Evaluation**

To ensure that all employees perform their jobs to the best of their abilities, the County feels that it is important to recognize its employees for good performance and to offer appropriate suggestions when improvement is thought to be necessary. Consistent with this goal, all employees should have their performance evaluated continuously by their supervisor.

Employees may also receive periodic written appraisals/reviews of their performance. Written performance appraisals of each employee's performance should be done on an annual basis. All written reviews will be based on overall performance in relation to job responsibilities and will also take into account conduct, attitude, record of attendance, and tardiness. This annual review is also an opportunity to establish plans to improve areas of performance that need development or discuss training that might be needed to enhance performance. Individual and team performance is a significant consideration when determining training, compensation, promotion, job assignments, and long-range planning. Annual reviews also allow the employee and supervisor a chance to develop future goals, objectives, and a plan to achieve them.



## SECTION 10 - SAFETY AND SECURITY

### 10-A. Safety Policy

The County is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

The County will maintain safety and health practices consistent with the needs of its workers. Any suspected unsafe conditions and all injuries that occur on the job must be reported to a supervisor immediately. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

It shall be the policy of the County to provide a clean, safe, and business-like work environment for employees. Employees are expected to do their part for safety by observing all safety rules and regulations, keeping their work areas clean and organized, and by wearing all required safety equipment.

### 10-B. Safety Committee

The Safety Committee has representation from each department that includes employees in high exposure or hazardous positions. This committee meets on a quarterly basis and reviews incidents, safety procedures and plans, and safety programs for the County. The Committee is also tasked with special safety-related projects from time to time and is chaired by an appointed County Board member.

### 10-C. On the Job Illness or Injury Reporting Procedures

Employees injured during working hours shall report the injury immediately to their supervisor. Minor injuries may be treated with emergency first-aid kits which are available in each department. Depending upon the seriousness of the emergency, the employee may be referred to the nearest appropriate medical facility. Please see County facility bulletin boards for the location of the County's occupational health provider.

Employees shall report all accidents and injuries to their supervisor as soon as possible and no later than 24 hours following the incident. Failure to do so may be grounds for disciplinary action. An investigation of all incidents and injuries will be conducted by the supervisor and will be reported to the County's Insurance Officer. In addition to these safety regulations, the County requires employees and supervisory personnel to follow the guidelines established in each department in regard to safety rules and procedures.

The supervisor will present a written report of the incident to the County's Insurance Officer within two (2) working days or within 48 hours of their notification. In the case of a death, the County's insurance officer must be contacted within eight (8) hours. **Post accident drug screening as outlined in section 2-O #9 will be required.**

To ensure an accurate gathering of the fact, the injured employee and/or any witnesses may be required to verbally, or in written form, state the facts to those individuals investigating the incident. Employees are required to fully cooperate with any investigation, but must be aware that facts obtained may be used in any disciplinary action taken later.

During the period of disability, the injured employee shall not be employed in any other manner, with or without monetary compensation. Any person who is employed in violation of this paragraph forfeits the continuing compensation from the County from the time such employment begins and is subject to disciplinary action. Any salary compensation due the injured employee from Workers Compensation or any salary due them from any type of insurance which may be carried by the County on behalf of the employee will be retained by the County at the point other employment began. Any disabled employee receiving compensation under this provision shall not be entitled to any benefits for which they would qualify because of their disability under the provisions of the Illinois Pension Code as amended.

An employee who intentionally misrepresents any injury or facts concerning an incident may be subject to disciplinary action, up to and including, termination.

An employee who is seeking time off for a temporary or work related medical condition is required to use his/her earned paid time off in lieu of taking it as an unpaid leave of absence.

#### **10-D. Workplace Violence**

The County has “zero tolerance” for violence in the workplace and is strongly committed to providing a safe environment for working and conducting business. The purpose of this policy is to minimize the risk of personal injury to employees and damage to the County and personal property.

The County specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, the County expects and encourages employees to exercise reasonable judgment in identifying potentially dangerous situations.

Threats, threatening language, or any other acts of aggression or violence made towards or by any County employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking, or any other hostile, aggressive, injurious or destructive action. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto County premises.

Employees are encouraged to dial 911 in the event of a dangerous situation and should notify a supervisor who will also advise the Ogle County Sheriff immediately.

#### **10-E. Prohibition of Lethal and Non-Lethal Weapons**

*(Does not apply to sworn deputies)*

The County forbids the possession of lethal weapons, including but not limited to, guns and knives, on County property. The County also forbids the possession of non-lethal weapons including, but not

limited to, mace, pepper spray, and stun guns on County property. This policy applies to all employees and visitors to County offices and facilities. Employees found in violation of this policy are subject to disciplinary action, up to and including, termination of employment.

County employees that work in the field may carry pepper spray for encounters with unfriendly animals as a means to protect themselves.

Employees, elected officials, volunteers, and visitors to County facilities who have obtained a Concealed Carry License (CCL) shall not carry a firearm on their person while on County property. Employees, elected officials, volunteers, and visitors may travel to and from work or to County property and facilities in their personal vehicles with their firearm according to the Act, but such firearms must be stored out of sight in their locked vehicle. This is referred to as the "Parking Lot Rule." In addition, employees may not travel in County-owned vehicles with their firearm.

#### **10-F. Illinois Firearm Concealed Carry Act**

**Purpose:** In the interest of protecting the safety of employees and citizens of Ogle County and in recognition of the Illinois Firearm Concealed Carry Act (430 ILCS 66), the Ogle County Board adopts the following policy:

**Definition:** The word "employee" in this policy shall mean classifications including but not limited to, classified employees, unclassified employees, contractual employees, members of any boards or commissions approved by county officials or functioning on county property, volunteers working on behalf of the county or any elected or appointed Ogle County Official. This definition shall not include law enforcement officials specifically authorized to carry a firearm or any other employee authorized by statute.

#### **Prohibit To Bear**

- I. Employees of Ogle County are prohibited from carrying firearms in any county owned or leased building on any county premise, at any county work location, in any county vehicle, at a county controlled site, or at any time or in an area that is associated with county employment while the employee is acting within the course and scope of his or her employment.
- J. Employees shall be aware of the following list of prohibited areas described in the statute. Employees who bring a weapon into one of these prohibited areas while acting within the course and scope of his or her employment will be subject to disciplinary action including, but not limited to, termination by the County.

#### **Prohibited Areas**

1. Any building, real property, and parking area under the control of a public or private elementary or secondary school.

2. Any building, real property, and parking area under the control of a pre-school or child care facility, including any room or portion of a building under the control of a pre-school or child care facility. Nothing in this paragraph shall prevent the operator of a child care facility in a family home from owning or possessing a firearm in the home or license under this Act, if no child under child care at the home is present in the home or the firearm in the home is stored in a locked container when a child under child care at the home is present in the home.
3. Any building, parking area, or portion of a building under the control of an officer of the executive or legislative branch of government, provided that nothing in this paragraph shall prohibit a licensee from carrying a concealed firearm onto the real property, bikeway, or trail in a park regulated by the Department of Natural Resources or any other designated public hunting area or building where firearm possession is permitted as established by the Department of Natural Resources under Section 1.8 of the Wildlife Code.
4. Any building designated for matters before a circuit court, appellate court, or the Supreme Court, or any building or portion of a building under the control of the Supreme Court.
5. Any building or portion of a building under the control of a unit of local government.
6. Any building, real property, and parking area under the control of an adult or juvenile detention or correctional institution, prison, or jail.
7. Any building, real property, and parking area under the control of a public or private hospital or hospital affiliate, mental health facility, or nursing home.
8. Any bus, train, or form of transportation paid for in whole or in part with public funds, and any building, real property, and parking area under the control of a public transportation facility paid for in whole or in part with public funds.
9. Any building, real property, and parking area under the control of an establishment that serves alcohol on its premises, if more than 50% of the establishment's gross receipts within the prior 3 months are from the sale of alcohol. The owner of an establishment who knowingly fails to prohibit concealed firearms on its premises as provided in this paragraph or who knowingly makes a false statement or record to avoid the prohibition on concealed firearms under this paragraph is subject to the penalty under subsection (c-5) of Section 10-1 of the Liquor Control Act of 1934.
10. Any public gathering or special event conducted on property open to the public that requires the issuance of a permit from the unit of local government, provided this prohibition shall not apply to a licensee who must walk through a public gathering in order to access his or her residence, place of business, or vehicle.
11. Any building or real property that has been issued a Special Event Retailer's license as defined in Section 1-3.17.1 of the Liquor Control Act during the time designated for the sale of alcohol by the Special Event Retailer's license, or a Special use permit license as defined in

subsection (q) of Section 5-1 of the Liquor Control Act during the time designated for the sale of alcohol by the Special use permit license.

12. Any public playground.
13. Any public park, athletic area, or athletic facility under the control of a municipality or park district, provided nothing in this Section shall prohibit a licensee from carrying a concealed firearm while on a trail or bikeway if only a portion of the trail or bikeway includes a public park.
14. Any real property under the control of the Cook County Forest Preserve District.
15. Any building, classroom, laboratory, medical clinic, hospital, artistic venue, athletic venue, entertainment venue, officially recognized university-related organization property, whether owned or leased, and any real property, including parking areas, sidewalks, and common areas under the control of a public or private community college, college, or university.
16. Any building, real property, or parking area under the control of a gaming facility licensed under the Riverboat Gambling Act or the Illinois Horse Racing Act of 1975, including an inter-track wagering location licensee.
17. Any stadium, arena, or the real property or parking area under the control of a stadium, arena, or any collegiate or professional sporting event.
18. Any building, real property, or parking area under the control of a public library.
19. Any building, real property, or parking area under the control of an airport.
20. Any building, real property, or parking area under the control of an amusement park.
21. Any building, real property, or parking area under the control of a zoo or museum.
22. Any street, driveway, parking area, property, building, or facility, owned, leased, controlled, or used by a nuclear energy, storage, weapons, or development site or facility regulated by the federal Nuclear Regulatory Commission. The licensee shall not under any circumstance store a firearm or ammunition in his or her vehicle or in a compartment or container within a vehicle located anywhere in or on the street, driveway, parking area, property, building, or facility described in this paragraph.
23. Any area where firearms are prohibited under federal law.

### **Safekeeping of Weapon**

- A. Employees of Ogle County are prohibited from bringing a firearm onto a county owned or leased parking lot, even it is kept in his or her own vehicle, except for employees who possess a valid license to carry a concealed weapon.
- B. A county employee with a valid license to carry a concealed weapon who chooses to carry a concealed weapon while driving to and from work and park in a county owned or leased parking lot, must secure his or her weapon in his or her own locked vehicle, either in a locked compartment within the vehicle or in the trunk before he or she acts in the course and scope of his or her employment.

### **Violations**

- A. Any county employee who violates this policy shall be considered as acting outside the course and scope of his or her duties and will be subject to disciplinary action up to and including termination by the county.
- B. Ogle County will not defend or indemnify an employee who carries or discharges personal weapons on the job.

**Mandatory Signage:** The Illinois State Police has approved the signage specification pursuant to the Firearm Concealed Carry Act. The County, as an owner of the above statutorily prohibited areas must clearly and conspicuously post the Illinois State Police approved sign, in accordance with 430 ILCS 66/1, at the entrance of the building, premises or real property. Signs must be the design approved by the Illinois State Police. The size shall be 4 inches by 6 inches. The County may post a larger sign if it feels it is necessary or required.

**Dissemination of Policy:** Each office or department of Ogle County shall be responsible for reviewing said policy with each employee. Each employee must sign an acknowledgement form indicating the employee has reviewed a copy of said policy. This acknowledgement form shall be kept in the employees' personnel file. All new hires will receive instruction on this policy as part of his orientation.

## SECTION 11 - EMPLOYEE SEPARATION

### 11-A. Types of Separation

Employee separation is an inevitable part of organizational life. The following definitions and procedures are instituted in order to minimize the disruption of turnover for all concerned parties. Department Heads and the Treasurer's Office can assist in providing a smooth transition.

Proper notice, fulfillment of notice period and return of County property shall be the responsibility of each employee in order to remain "in good standing" and therefore, eligible for potential re-employment.

Service Retirement: Is a voluntary termination after an employee has satisfied both the age and length of employment requirements of the IMRF pension system.

Disability Retirement: Is a voluntary termination necessitated by an injury or illness which renders the employee incapable of performing the essential job duties of their position. Pension systems have specific application processes for applying for a disability pension.

Employee-Initiated Resignation: Is a voluntary termination given by the worker for any reason other than retirement.

Discharge: Is an involuntary termination of an employee which is initiated by the County.

Reduction in Force (RIF) or Layoff: Is the discharge of an employee(s) by the County for lack of work, lack of funds, other working condition changes or restructuring as determined by the County. The County shall strive to provide employees with advance notification prior to layoff.

#### ***Notice Period***

As a professional courtesy, and to aid the transitional process, the following notice periods are appreciated

Non Supervisory – two weeks

Supervisory – two to four weeks

Department head – four or more weeks

Notice period is understood to mean that the resigning employee will work during this time to aid in the transition of duties to another. Vacation time may not be taken during the notice period. If for any reason the supervisor or department head feels the worker is not contributing positively to the workplace, the two (2) week period may be cut short and the person's resignation will be accepted immediately.

Death of an Employee: Upon the death of a full-time employee, the County shall pay the legal heirs compensation based upon benefits accrued and for hours worked during the pay period the employee passed away.

## **11-B. Exit Interview**

To the extent possible, the Department Head will conduct an exit interview with separated employees on the employee's last day of work. Terminating employees are expected to return uniforms, specific department issuances, ID cards, and/or other County issued property. The exit interview will be kept in confidence by the Department Head after review by the Chairman of the County Personnel Committee.

## **11-C. Final Pay**

An employee shall receive pay for work performed through their separation date reduced by any prior, authorized deductions. Any other payments they have earned in accordance with these policies and applicable employment laws will be paid in the pay period on which the separation date falls. Benefits accrue through the final pay period.

## **11-D. Consolidated Omnibus Budget Reconciliation Act (COBRA)**

If a qualifying event occurs, employees may elect to continue health insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) for up to eighteen (18) months (in some cases, up to 29 or 36 months) at 102% of normal monthly health insurance premiums.

The County adheres to all the requirements of COBRA. Should employees lose their health care coverage under the County's health care plan as a result of a qualifying event, employees and employee's spouses and dependent children will be given the opportunity to continue to purchase coverage as a group member for the legally-specified period of time following the loss of coverage.

Although employees' right to elect continuation coverage begins upon the occurrence of a qualifying event, coverage is not automatic. Employees and employees' spouses and dependents must make an affirmative election of coverage before coverage will begin. An election notice will be sent after the plan administrator receives notice of a qualifying event. An election is considered to have been made on the date the employee sends in the election notice or a letter indicating an election is being made. Ogle County's Third Party Administrator will give the employee notice of his/her right to elect continuation of coverage within fourteen (14) days after being notified that the employee has incurred a qualifying event. The employee will have a minimum of 60 days to elect COBRA coverage. The election period will end no sooner than 60 days of the later of: 1) the date coverage is lost or 2) the date that notice to the employee is sent.

Employees or their beneficiaries electing COBRA coverage are required to pay 102% of the premium (normal plan cost plus a 2% administrative charge). Premiums may be increased once every twelve (12) months if the cost of the plan increases. Premiums may be increased after eighteen (18) months to 150% of the plan's total cost of coverage for qualified beneficiaries with disabilities receiving 29 months of coverage.

## **11-E. Unemployment Compensation**

The County is a covered employer under the Illinois Unemployment Compensation Law. Unemployment compensation benefits are designed to provide a partial replacement of wages to eligible employees during short periods of involuntary unemployment. For further information, contact the local Illinois Department of Employment Securities Office.



## **11-F. Retirement Benefits**

IMRF is a program providing for the payment of retirement, disability, and death benefits to state and municipal employees. Pursuant to state statute, participating employees contribute to IMRF on a pre-tax basis on total annual earnings.

If a member terminates service without retiring, accumulated IMRF contributions are refundable upon request. Employer contributions are not refundable under any circumstances. Employees hired before January 1, 2011 are vested with a minimum of eight years of service under the plan and are considered Tier I Benefits. Employees hired on or after January 1, 2011 qualify under Tier II benefits which increases the retirement age and changes the vesting requirements to ten (10) years of service. A detailed listing of all Tier 1 and Tier 2 benefits is available through IMRF.

Annual benefit statements are provided by IMRF to participating members. Employees may request an estimate of benefits from IMRF at any time to obtain an approximate projected retirement benefit amount.

## **11-G. Retirement Funds**

The required tax contribution to Social Security is established by the U.S. Congress. All employees except police officers and firefighters are covered by Social Security. By Federal law, police officers and firefighters hired after April, 1986 are required to pay Medicare tax.

## APPENDIX A - Personnel Policy Manual Acknowledgement

I hereby acknowledge receipt of the Ogle County Personnel Policy Manual. I agree and represent that I will read this Manual in its entirety and agree that if there is any policy or provision that I do not understand, I will seek clarification from my supervisor or Department Head.

I understand that this Manual is only a reference guide and is not intended to create nor does create an employment contract, either express or implied, on the part of the County. I understand that the policies, benefits, and rules contained in this manual can be changed or discontinued at any time, with or without advance notice. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the County Board has the ability to adopt any revisions to the policies in this Handbook, including departmental supplements.

I understand that my employment with the County is “at-will” unless provided otherwise by a written agreement signed by an authorized member of management (including a collective bargaining agreement).

In the event of a conflict between any section of this Manual and the provisions of a collective bargaining agreement or plan document, the collective bargaining agreement or plan document would govern in all cases.

I understand and will comply with all policies within this Manual and acknowledge that violating any policy within this Manual or any other County policy, rule, or guideline will subject me to disciplinary action, up to and including, termination.

If any part of this Manual is found to be unconstitutional, the remainder shall be valid.

Employee Name\_\_\_\_\_

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_

Witness Signature\_\_\_\_\_

Witness Title\_\_\_\_\_

## APPENDIX B - Complaint Form

Please fill out completely and be specific. Use additional pages if necessary. List date(s) of occurrence(s) as well as any witness(es) to the occurrence(s). Turn the completed form into your supervisor or Department Head as applicable.

Nature of Complaint:

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Employee Name\_\_\_\_\_

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_

Witness Signature\_\_\_\_\_

Witness Title\_\_\_\_\_

## APPENDIX C - Consent to Drug & Alcohol Screening

(CDL & Non-CDL Employees)

I hereby voluntarily consent to submit to drug, **marijuana** and/or alcohol screening or testing by a physician, clinic, laboratory, or medical facility chosen by Ogle County (the "County") at the County's expense. I hereby consent to the physician, clinic, laboratory, or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood, and other similar substance. I also authorize the physician, clinic, laboratory, or medical facility to disclose his, her or its findings, conclusions and opinions regarding the drug and/or alcohol screening or testing to a County official or a designated representative.

I hereby further consent to the County contacting my physician or pharmacist to verify my reported use of legal drugs in accordance with the County's Drug & Alcohol Policy and authorize my physician or pharmacist to provide all information requested by the County regarding my use of such drugs, including without limitation the possible effects of such use on my performance of job functions.

**I also acknowledge receiving, reading, and understanding the County's CDL & Non-CDL Drug & Alcohol policies.** I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the County the use of legal drugs as required by this policy, may result in disciplinary action, up to and including, termination.

Employee Name\_\_\_\_\_

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_

Witness Signature\_\_\_\_\_

Witness Title\_\_\_\_\_

**APPENDIX D -  
Internet, Email, Computer Use and Technology Acknowledgement**

I hereby acknowledge that I have received and read the County's technology policies in the Personnel Policy Manual. I understand that my use of the County email and internet system constitutes my consent to all the terms and conditions of the policies. I understand that the email system and all information transmitted by, received or stored in the system are the property of the County and is only to be used for business purposes.

I further acknowledge that I have no expectation of privacy in the connection with the use of the internet and email system or with the transmission, receipt, or storage of information in that system.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness Signature \_\_\_\_\_

Witness Title \_\_\_\_\_

**APPENDIX E -  
Request for Leave of Absence without Pay**

Name\_\_\_\_\_

Title/Position\_\_\_\_\_

Department\_\_\_\_\_

Period for which the leave is requested (provide actual service dates):

From\_\_\_\_\_ to \_\_\_\_\_

Purpose of leave (be specific):\_\_\_\_\_

\_\_\_\_\_

Please describe how we can contact you during your absence.

\_\_\_\_\_

I understand that all positions in the County are subject to elimination. Absolute assurance of reinstatement cannot be given by the County. I understand further that once granted this leave, I am not entitled to accrual of the benefits for the duration of the leave and that continuation of any group health or life insurance plans will be at my expense. I also understand that my anniversary date may be extended at the discretion of the Department Head by the same length of time I am on a leave of absence without pay.

Employee Name\_\_\_\_\_

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_

Witness Signature\_\_\_\_\_

Witness Title\_\_\_\_\_

**APPENDIX F -  
Sworn Statement for Taking Leave Under VESSA**

I, \_\_\_\_\_, swear that I am taking leave under the **Illinois Unpaid Leave Due to Gender, Domestic, or Sexual Violence** and that either I am a victim of domestic or sexual violence or have a family or household member who is a victim of domestic or sexual violence.

Employee Name\_\_\_\_\_

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_

Witness Signature\_\_\_\_\_

Witness Title\_\_\_\_\_

## APPENDIX G - School Visitation Form



### IL DEPARTMENT OF LABOR

Fair Labor Standards Division  
Compliance Processing Section  
160 North LaSalle, Suite C-1300  
Chicago, IL 60601-3150  
Tel # (312) 793-2804  
Fax #: (312) 814-1210

### School Visitation Form

For Office Use Only

Please print or type all information.

<b>Illinois School Visitation Rights Act (820 ILCS 147/30)</b>			
This form is suggested to document and verify leave taken under the above Act. This leave is for an employee to "attend necessary educational or behavioral" conferences at the school attended by his or her child. <sup>1</sup>			
<b>Employer Information</b>			
Name of Employer: _____			
<b>Employee Information</b>			
Name of Employee: _____			
_____			
<b>School Information</b>			
Date of School Conference: _____			
Exact Time Conference Began: _____			
Exact Time Conference Ended: _____			
Name of School: _____			
School Address: _____			
City: _____		State: _____	Zip Code: _____
School Administrator's Name: _____			
School Telephone Number: (     ) _____			
School Administrator Signature: _____			

<sup>1</sup> Under the Act, "child" includes biological, adopted, foster, stepchild of the employee and/or a legal ward of the employee.



## APPENDIX H - Harassment & Bullying Prevention Policy Acknowledgement

Ogle County is committed to maintaining a discrimination and harassment-free work environment. We will not tolerate unlawful harassment of our employees by anyone, including any supervisor, co-worker, or third party.

***Please read the following information regarding harassment:***

1. Federal and state laws prohibit harassment based on sex, sexual orientation, national origin, religious preference, race, age, color, or veteran status.
2. Harassment is any verbal conduct, physical conduct, visual, print or electronic communications or data that belittles or shows hostility or aversion toward an individual because of sex, race, religion, color, national origin, age, veteran status or disability, or any other status protected by law.
3. Harassment creates an intimidating, hostile or offensive work environment, unreasonably interferes with an individual's work performance, and can adversely affect an individual's employment opportunities.
4. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal conduct, physical conduct or visual, print or electronic communications or data of a sexual nature including:
  - a. Physical conduct that is sexual in nature;
  - b. Sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience;
  - c. Repeated unwelcome requests for a date or romantic relationship;
  - d. Displaying pictures, posters, calendars, graffiti, objects, promotional or reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic;
  - e. Tangible employment action is when submission to conduct is required or implied as term or condition of employment or is basis for employment action;
  - f. A hostile work environment results from unwelcome conduct, generally of a sexual nature, that interferes with an individual's work performance or creates an intimidating, hostile or offensive workplace. It is the impact of a person's actions, not their intent, which creates hostile work environment.
5. It is considered harassment if a reasonable person would be offended, and if it is severe and pervasive. What may not be offensive to you may offend someone else. A third party can be offended by sexual conduct or others' communication.
6. All inquiries or complaints will be investigated promptly, thoroughly and as confidentially as possible for the protection of all involved employees.
7. There will be no retaliation against any employee who makes a good faith report, even if, after an investigation, it appears there has been no violation.
8. If an investigation confirms that harassment in violation of this policy has occurred, the company will take appropriate corrective action, including discipline up to and including termination of employment.
9. Persons who violate this policy also are subject to civil damages or criminal penalties.

I agree that I will immediately contact my supervisor or, if I would feel more comfortable doing so, the Department Head, if I am subjected to or witness any of the following actions: Harassment because of race, religion, ancestry, citizenship status, color, sex, sexual orientation, age, national origin, veteran or military status; sexual harassment or any type of unwelcome conduct, whether verbal, physical or visual; quid pro quo; and/or a hostile work environment.

I agree that I have thoroughly read the above information about harassment. I understand that I am responsible for observing the policies and procedures this document describes. I further understand that violation of the above policies can result in termination of employment and/or civil damages or criminal penalties. I agree to discuss with my supervisor or Department Head any areas of this document which are not clear or are of concern to me about my employment.

---

Employee Name (print)

---

Employee Signature

---

Date

---

Department Head (print)

---

Department Head Signature

---

Date

---

Representative (print)

---

Representative Signature

---

Date

**APPENDIX I -**  
**Seasonal Employee Information and Acknowledgement Form**

This form provides information regarding short-term seasonal employment with the Ogle County.

The County in no way guarantees that you will be re-employed by the County after your current term of employment ends.

If you wish to be considered for another seasonal job with the County in subsequent years, you must submit a new employment application and comply with all County hiring requirements.

If, after the completion of the hiring process, the County chooses to re-employ you for future seasonal employment, you will in no way receive additional benefits due to your prior seasonal employment with the County.

This information form is not an express or implied contract of employment and does not create any rights in nature of an employment contract. Employment with the County is at-will and can be terminated, with or without cause, and with or without notice, at any time at the option of the County.

I acknowledge having received, read, and understood the contents of the Seasonal Employee Information and Acknowledgment Form.

Employee Name\_\_\_\_\_

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_

Witness Signature\_\_\_\_\_

Witness Title\_\_\_\_\_

**APPENDIX J -  
Employer Notification of Outside Employment**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Department

I hereby provide the following details regarding my outside employment pursuant to the Outside Employment Policy (be specific):

\_\_\_\_\_

If at any time it appears that such outside employment may constitute a conflict of interest or may be infringing my ability to perform my assigned duties for the County, then the County reserves the right to require me to discontinue such outside employment, including self-employment, as a condition of continued employment by the County.

I understand that I must be covered by workers compensation insurance by my second employer and must provide proof of insurance to the County.

Employee Name\_\_\_\_\_

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_

Witness Signature\_\_\_\_\_

Witness Title\_\_\_\_\_

**\*\*Attach proof of insurance to this form\*\***

**APPENDIX K -  
Internal Candidate Application Form**

Ogle County - Current Employee Only

**INTERNAL CANDIDATE APPLICATION**

Position applying for: \_\_\_\_\_

Employee name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Current department: \_\_\_\_\_ Job title: \_\_\_\_\_

Start date with County: \_\_\_\_\_

Does your manager/supervisor know you are applying for this position? ☐ yes ☐ no

Please briefly describe your current duties and how your work experience makes you a candidate for the job you are applying for:

What education, experience, skills and abilities do you possess which qualify you for the career opportunity you are applying for.

Position applying for: \_\_\_\_\_

Employee name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Have you had any corrective written or verbal performance evaluations within the last year?  
☐ yes ☐ no

If yes, please explain:

Do you have a valid driver's license? ☐ yes ☐ no (answer only if the position applied for requires driving as an essential function of the job).

**I hereby acknowledge that I have read and understand the above statements.**

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

## APPENDIX L - Exit Interview Form

NAME:
JOB TITLE:
DIVISION / UNIT:
START DATE WITH ORGANIZATION:
START DATE IN POSITION:
SEPARATION DATE:
TOTAL LENGTH OF SERVICE:
OTHER POSITIONS HELD WITH ORGANIZATION:

1.	Please describe the primary reason(s) you are leaving your current position.

2.	Did dissatisfaction with any of the following factors influence your decision to leave?	YES	NO
	Type of work		
	Working conditions (setting, schedule, travel, flexibility)		
	Pay		
	Supervisor		
	Location		
	Cost of living in area		
	Commute		

3.	Please rate the following aspects of the job you are vacating. Use the 1 – 5 scale below.					
		<b>1</b> Poor	<b>2</b>	<b>3</b> Average	<b>4</b>	<b>5</b> Excellent
	Type of work performed					
	Fairness of workload					
	Salary					
	Working conditions					
	Tools and equipment provided					
	Training received					
	Co-workers					
	Supervision received					
	Level of input in decisions that affected you					

4.	Please rate the following aspects of the organization overall. Use the 1 – 5 scale below.					
		<b>1</b> Poor	<b>2</b>	<b>3</b> Average	<b>4</b>	<b>5</b> Excellent
	Recruitment process					
	New employee orientation					
	Training opportunities					
	Career development opportunities					
	Employee morale					
	Fair treatment of employees					
	Recognition for a job well done					
	Support of work-life balance					
	Cooperation within the agency					
	Communication between management and employees					
	Performance and development planning and evaluation					
	Interest and investment in employees					
	Commitment to customer service					
	Concern with quality and excellence					
	Administrative policies/procedures					

5.	Please rate your supervisor on the following factors. Use the 1 – 5 scale below.					
		<b>1</b> Never	<b>2</b> Seldom	<b>3</b> Often	<b>4</b> Usually	<b>5</b> Always
	Gave usable performance feedback					
	Recognized accomplishments					
	Clearly communicated expectations					
	Treated you fairly and respectfully					
	Coached, trained, & developed you					
	Provided leadership					
	Encouraged teamwork & cooperation					
	Resolved concerns promptly					
	Listened to suggestions & feedback					
	Kept employees informed					
	Supported work-life balance					
	Provided appropriate & challenging assignments					

6.	If you accepted another job, please complete the following.	
	Name of new employer	
	Location of position	
	Title of position	
	Nature of work of position	
	Salary of position	

	What the new position and/or organization offers that we do not.	
--	--	--

Additional questions you may wish to ask:

What led you to accept your current position with our organization?

Were your expectations of the job and this organization met? If not, why?

What, if anything, do you wish you had known before you took the job?

How well were your talents and skills used in the completion of projects?

Was your career path and future with our organization made clear to you?

What were the positive aspects about your job, manager, and/or the organization that caused you to stay as long as you did?

What do you consider to be the biggest challenge this organization now faces and needs to overcome?

In your opinion, what were the top three barriers to productivity in your job or work unit?

What would you suggest to management to make our organization a better place to work?

What advice would you give your replacement?

Would you recommend this organization to others as a place to work? Why or why not?

Would you consider re-employment?

What, if anything, could have been done to prevent you from leaving?

Do you have any objection to our sharing your comments with management?

Did you find your new job, or were you recruited?

Did you witness any violations of laws or policies?

Were you a victim of any type of harassment?

Were you asked to do anything unethical?

Do you have any other comments or suggestions?

---

Signature

Date



## APPENDIX M - Expense Reimbursement Form

Employee Name: \_\_\_\_\_ Month: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Reason for expense must be approved in advance by the Department Head.*

*Expenses must comply with current Ogle County and Departmental policies and procedures.*

Date	Reason for Expense	Description of Expense (if mileage, list# of miles traveled and rate per mile)	Cost
Total Due to Employee			

Verification of valid Driver's License: \_\_\_\_\_ and Insurance: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX N - County Motor Vehicle Driving Policy (R-2012-1012)

### **I. PURPOSE**

To assure that employee drivers of the County of Ogle maintain a current valid Illinois driver's license and operate vehicles in a safe and lawful manner in compliance with the laws of the State of Illinois while performing their duties as an employee of Ogle County.

### **II. DEFINITIONS**

The term "employee driver(s)" shall mean any and all paid or unpaid employees, applicants for employment, elected officials, volunteers and other persons who may be required or permitted to operate any motor vehicle while performing that person's duties on behalf of the County.

### **III. DRIVER'S LICENSES**

- A. Each employee driver of the County shall at all times maintain a current valid Illinois driver's license. Any employee driver failing to maintain a current valid operators license or automobile insurance as required by the State of Illinois shall be prohibited from operating any motor vehicle while performing any duties on behalf of the County.
- B. Any employee driver whose driver's license is suspended, revoked or otherwise invalid is immediately prohibited from operating any vehicle while performing that person's duties on behalf of the County. Each employee driver shall immediately notify his/her immediate supervisor or Department Head if his/her driver's license has been suspended, revoked or become invalid in any way. Each employee driver is responsible for knowing the status of his/her driver's license.
- C. In order to ensure compliance with the foregoing requirements, each employee driver shall annually provide to their respective supervisor or Department Head, a copy of his/her driver's license. Department Heads and Elected Officials shall maintain a current copy of their driver's license in their personnel file.
- D. Once per year, the Department Head shall request a copy of a Driving Record Abstract (DRA) from the Illinois Secretary of State, Driver Services Department for each employee driver. A DRA shall also be requested for applicants for positions which may be required or permitted to operate a motor vehicle as part of their job. It shall further be the responsibility of Department Head to review each DRA for every employee driver at least one time per calendar year.

### **IV. DUTY TO OPERATE SAFELY AND LEGALLY**

Each employee driver is required to operate motor vehicles in a safe and legal manner whether on or off duty with the County. This includes the use of seatbelts by all employee drivers and their passengers at all times required by law and compliance with any restrictions on the employee driver's operators license. Any employee who is found guilty or pays a bond forfeiture on an offense for which points may be charged under the Illinois Administrative Code, Title 92, part 1040 et.al. shall immediately report that fact to their Department Head.. This requirement shall apply to all offenses described above regardless

of whether the offense is committed while the employee driver is on or off duty with the County.

## **V. OPERATION OF A VEHICLE UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL DRUGS**

Employee drivers must comply with the policies and procedures outlined in the current version of the Ogle County Personnel Policies and Benefits, Section V, entitled "Drug Free Workplace."

## **VI. ACCIDENT REPORTS**

An employee driver involved in a motor vehicle accident while performing duties on behalf of the County shall cooperate in the filing of all law enforcement reports required by law and, in addition, shall immediately inform his/her supervisor and complete a full and accurate report on the form prescribed by the County.

## **VII. DISCIPLINE**

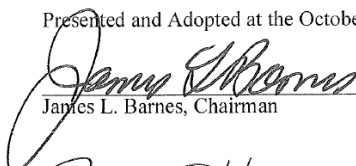
The failure to comply with any of the foregoing requirements, a conviction or payment of a bond forfeiture as described above and/or the imposition of a driving prohibition as described above may result in disciplinary action including, but not limited to, placement on restricted duty, administrative leave, suspension or termination.

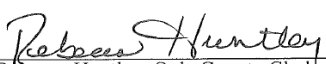
I have read and understand the content of this policy.

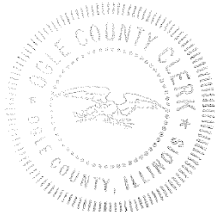
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Presented and Adopted at the October 16, 2012 Ogle County Board Meeting.

  
James L. Barnes, Chairman

  
Rebecca Huntley, Ogle County Clerk



## **APPENDIX O - County Credit Card Policy (R-2013-0807)**

### **PURPOSE**

The purpose of the Ogle County Credit Card policy is to:

- Assure sufficient controls of Ogle County expenditures by the Ogle County Board
- Provide efficient and alternative means of payment for approved expenses
- Prevent inappropriate credit card expenditures in conducting Ogle County business

### **AUTHORIZATION POLICY**

If possible, the preferred method of payment for purchases by Ogle County Departments is by a check drawn from the appropriate line item of a departmental budget. Ogle County credit card issuance must be approved by each departmental oversight committee and the Finance Committee. Department Heads are responsible for all cards issued to their department, and the use of those cards by their employees. All purchases by credit card must comply with all Federal, State and County statutes, rules and policies.

The use of credit cards shall be closely monitored by each Department's oversight committee and/or the Finance committee. If it is determined by the oversight committee and/or Finance Committee that the credit card usage exhibits consistent, repetitive credit card policy violations, the Ogle County Finance Committee may discontinue credit card privileges for said Department.

### **CONTROLS AND PROCEDURES**

Departments wishing to obtain a credit card will provide a written request for credit card on the Ogle County Credit Card Request Form (Attachment A) to their departmental oversight committee for review and approval. The request will then be forwarded to the Finance Committee for final approval. Only credit cards in the name of Ogle County will be issued. All rebates earned with credit card use shall remain with the Department responsible for such use and shall only be credited to the credit card balance due. When applying for a card, the Department Head will establish the single transaction and monthly transaction limits for each card. Upon approval of the request by the department oversight committee and Finance Committee, the Chair of the Finance Committee and the County Treasurer will complete and sign the necessary application for credit.

The Department Head will determine which employees will be allowed to use the Department credit card, and all transactions must be approved by the Department Head. A Department Head may at anytime, without notice to the employee, cancel use authorization. NO credit card will allow for "cash advances". Cardholders should make every effort to ensure that purchases do NOT include sales tax. Tax-exempt certificates are available through the County Clerk's office.

All original receipts must be obtained by the person using the card, and presented to the Department Head for reconciliation of the billing on the Ogle County Credit Card Log Sheet (see Attachment B). The log sheet must note names of persons involved in purchase, a precise explanation for, or description of, the purchase, and date of purchase. When using a credit card for meals, the purpose of the meeting, who attended the meeting, and location of the meeting shall be indicated on the Credit Card Log Sheet. Receipts handed in MUST be provided with date,

name of establishment and itemized detail of items purchased.

The Department Head will submit all documents with the monthly statement to their oversight committee for review and approval along with regular monthly Departmental bills. Upon request, the documents will also be forwarded to the Finance Committee for review.

The Department Head will cancel any lost cards immediately, and notify the Treasurer or the Chair of the Finance Committee. Credit cards will be used for business purposes only. Personal use is strictly prohibited, and will be subject to disciplinary measures. Any ineligible expense charged to a credit card will be the responsibility of the Department Head or the employee making that charge. No fees or interest charged by a card company because of late payment due to untimely submission of records to the Department's oversight committee will be paid. Unless there are extenuating circumstances, the Department Head will be responsible for those fees if they appear on the statement. Late fees or interest charged by a card company because of late payment due to committee inaction or non-approval of properly documented purchases will be the responsibility of the Finance Committee.


#### INELIGIBLE USES

The credit cards may NOT be used for:

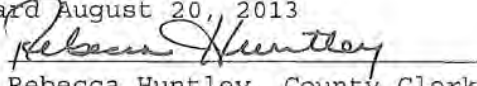
- Personal purchases
- Alcohol
- Cash advances
- Gas for personal vehicles
- Meal expenses which are included in a training or seminar
- Meal expenses which exceed the per diem rate as noted in the Travel policy

Splitting a single purchase into multiple transactions to avoid the transaction dollar limit is a violation of the use of a credit card. There will be a warning for the first offense. The card will be revoked for a second offense. Multiple transactions from the same vendor can be legitimate if purchases are separate items.

Adopted by the Ogle County Board August 20, 2013



Kim P. Gouker, Chairman



Rebecca Huntley, County Clerk

## **Attachment A**

### **Ogle County Credit Card Request Form**

This form is to be used by the Department Head to request issuance of Ogle County government credit cards for themselves or their employees. The form shall first be submitted to the respective departmental oversight committee for review and approval, and then to the Finance Committee for final approval. Upon approval by the Finance Committee, the Chairman of that committee and the Ogle County Treasurer shall complete any additional applications or requirements by the credit card issuing company. Additional forms may need to be completed by the Department Head or employee.

**Department Name on Card:** \_\_\_\_\_

**Department Head or Employee Name:** \_\_\_\_\_

**Monthly Credit Card Limit:** \_\_\_\_\_

**Single Transaction Limit:** \_\_\_\_\_

**Employee Signature & Date:** \_\_\_\_\_

**Department Head Signature & Date:** \_\_\_\_\_

**Oversight Committee Chairman Signature:** \_\_\_\_\_

**Oversight Committee Approval Date:** \_\_\_\_\_

**Finance Committee Chairman Signature:** \_\_\_\_\_

**Finance Committee Approval Date:** \_\_\_\_\_

**Attachment B**  
**OGLE COUNTY CREDIT CARD LOG SHEET**

Please log the following items each time you use the credit card and submit receipts with this form each month:

**BE SURE TO SPECIFY TO THE VENDOR THAT WE ARE TAX EXEMPT.**

**Department:** \_\_\_\_\_

**Credit Card**

**Company Name:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_

**Card Account #(last 4 digits):** \_\_\_\_\_

**Billing** \_\_\_\_\_ **Month:** \_\_\_\_\_

<u>DATE</u>	<u>COMPANY</u>	<u>ITEM(S) CHARGED and Purpose of Expense(s)</u> <u>(if meals purchased, list purpose of meeting, location, and</u> <u>those attending who were provided meals)</u>	<u>TYPE OF ORDER:</u> <u>I - Internet</u> <u>P- Phone</u> <u>S-Store</u>	<u>Budget</u> <u>Category or</u> <u>Line # (Dept.</u> <u>Head)</u>	<u>TOTAL</u> <u>AMOUNT</u>	<u>INITIALS</u>
				<b><u>Total:</u></b>	<b>\$</b>	







**Personnel and Salary Committee**  
**Tentative Minutes**  
(Remote Attendance due to COVID-19 Crisis)  
**April 13, 2021**

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 9:00 a.m. Present via audio: Corbitt, McKinney, Droege, and Typer. Present: Kenney and Heuer. Others via audio: County Clerk and Recorder Laura J. Cook and Director of Court Services Cindy Bergstrom. Absent: none.
2. Approval of Minutes – March 9, 2021 - Motion by Corbitt to approve the minutes as presented, 2<sup>nd</sup> by Droege. Roll call: Yes – Heuer, Corbitt, Droege, McKinney, Typer, and Kenney. Motion carried.
3. Public Comment: None
4. New Business
  - Sikich Report:  
Chairman Kenney states the committee received the March 2021 usage report from Sikich.
  - Personnel Policy and Procedure Manual:  
Heuer states Draft #9 of the Personnel Policy Manual has been completed and will distributed to committee members and department heads via-email. Kenney makes the motion to send this to the Executive Committee for review and presentation to County Board in May, 2<sup>nd</sup> by McKinney. Roll Call: Yes – Heuer, Corbitt, Droege, McKinney, Typer, and Kenney. Motion carried.
5. Old Business
  - Performance Review Format for Appointed Dept. Heads: None
  - County Department Head Salary/Stipends: None
  - Confusion over lost vacation time – Probation and FOCUS House: Kenney states this issue has been resolved.
6. Closed Session: None
7. Adjournment: With no further business, Chairman Kenney adjourned. Time: 9:22 a.m.

Respectfully submitted,  
Laura J. Cook  
Ogle County Clerk and Recorder



Ogle County

**Personnel Policy Manual**

Draft #9 – April 13, 2021

**Revised: ~~September 19, 2017~~**  
**Printed: ~~October 25, 2017~~**

Resolution 2017-0911

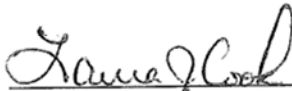
**Personnel Policies and Benefits for Ogle County**

WHEREAS, it is necessary to conduct County business in an orderly fashion and to comply with Federal and State law in the area of personnel practices, certain procedures should be adhered to:

THEREFORE, be it resolved by the County Board of Ogle County, Illinois, that the following personnel policies and benefits adopted for all County employees, unless specifically covered by a union contract.

Presented and Adopted by the Ogle County Board on September 19, 2017.

Attest:

  
\_\_\_\_\_  
Laura J. Cook  
Ogle County Clerk



  
\_\_\_\_\_  
Kim P. Gouker  
Chairman, Ogle County Board



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## Welcome Statement

Dear Valued Employee:

Ogle County prides itself on its tradition of hiring and retaining personnel of the highest caliber. You are a part of one of the most professional and progressive, full-service counties in the region, dedicated to ethical and fiscally responsible governance.

This Personnel Policy Manual does not articulate every nuance of every issue that an employee and employer may face. Its intent is to provide you with a general knowledge of the County's policies and procedures as related to your employment. It should be used as a reference whenever needed. Throughout the document, references and websites for many federal and state regulations have been provided to assist you in additional research or clarification.

After reading this manual, you may still have questions about a particular provision. If so, please communicate these questions to your supervisor. If you have any suggestions on improving a policy, feel free to submit them to your supervisor.

Ogle County takes pride in its history of exceptional employee relations. We hope and expect you will experience that the key to our success lies in the core of our team philosophy. Join with us in working toward mutual goals and the mission of good government.

On behalf of the Ogle County Chairman and Board, thank you for being a part of our work family and for your service to the County. We are proud to have you here and anticipate your success.

## Introduction

Ogle County seeks to employ and retain staff whose individual competence, values and dependability are equal to the jobs they are expected to perform. To secure and keep such a staff, Ogle County aims to provide fair salaries, benefits and working conditions. It strives to treat each employee with dignity and respect. All County policies that affect working conditions are designed and established to assist in achieving that goal.

Every employee must remember that Ogle County is a tax-supported entity and the citizens of Ogle County paying those taxes should receive the best possible quality and highest standard of service possible. Public employees should act in a professional manner, using good judgment and courtesy at all times, and should avoid any type of behavior that would even appear illegal or unethical. Employees should carry out their work efficiently, honestly and with the intention of keeping good relationships with co-workers and the public.

Ogle County employment practices operate under the legal doctrine known as “employment at will.” Within state and federal employment law, Ogle County has the right to terminate an employee at any time and for any reason, with or without notice, except that Ogle County will comply with all state and federal legal requirements requiring notice and an opportunity to be heard in the event of discipline or dismissal. Ogle County will attempt to ensure that employee terminations are not made in an arbitrary or capricious manner. **This manual and the personnel policies referenced do not constitute an express or implied a contract, agreement, promise or guarantee of employment or continued employment. The manual is for informational purposes only and is not a contract. Ogle County also reserves the right to change these policies at any time and without prior notice to employees.**

Circumstances may arise in which Ogle County determines that changes are required in the personnel policies. Ogle County reserves the right, at any time, to modify, rescind or supplement these policies. As policies are updated, employees will receive current changes and acknowledge receipt thereof in writing. All policies contained herein or which may be added in the future do not constitute a contract, either express or implied. As guidelines, these policies should not be considered as guaranteeing employment rights or insuring continuation of employment for any employee.

These personnel policies are intended to provide guidelines for employment. An attempt has been made to cover matters related to employment, employee benefits and services available to assist employees in performing their duties and responsibilities.

Departments with a collective bargaining agreement shall abide by their own contract, and may refer to items in the Ogle County Personnel Policies and Benefits for employees not covered by the agreement. If a collective bargaining agreement does not cover a specific topic included in the Ogle County Personnel Policies and Benefits, the County's policy is to serve as the default guideline.

The Employee Manual shall be given to each present and every new employee of the County at the time of their employment. The manual shall remain the property of the County. The manual shall have an acknowledgment receipt, which must be signed by all affected employees.

## History

What is now Ogle County was once a part of the Northwest Territory.

In 1809 the Territory of Illinois was formed and included Wisconsin and Peninsular Michigan. In 1818 Illinois, in its present boundaries, became the 21st State to join the Union.

Ogle County was formed in 1836 from a part of Jo Daviess County.

The name, Ogle, was suggested by Thos. Ford in memory of Capt. Joseph Ogle who distinguished himself for his courage and coolness in the early days of the State's history.

The first session of the Ogle County Commissioner' Court was held at Oregon on January 3, 1837, and Oregon was chosen to be the County Seat.

Because there was so much dissension, efforts were made to divide the County and on February 27, 1839, the Legislature approved an act creating Lee County out of the southern half of Ogle county, with Dixon as its County Seat.

In December 1839, the County Board ordered the town of Oregon to be called Florence; in 1843, however, it was renamed Oregon.

Names of other towns were once different than those used today. Rochelle was once called Lane; Byron, Bloomington; Polo, Buffalo Grove and St. Mary's. Plans for a courthouse were adopted on December 4, 1838, and in 1841 the building was completed – only to be burned before it could be occupied.

The **old** courthouse was completed for occupancy in 1891 at a total cost of \$106,951.46 for building and equipment. **It now serves as the County's administrative center.**

On November 6, 1849, the electorate voted for township organization and the Commissioner' Court appointed three men to divide the county into towns. Their report, filed February 5, 1850 named nineteen townships, comprising an area of 757 sq. mi. The first special meeting of the Board of Supervisors was held November 11, 1850.

In 1972, in compliance with the State Legislature's decision on reapportionment, Ogle County held its first election to elect County Board members.

The county was divided into four districts, with six members from each district. This replaced the system whereby the township supervisors served as the County Board. A supervisor may also be a County Board member but not necessarily.

The 1998 estimated census shows a County population of 50,511. There are presently approximately 30,539 registered voters.

Three State parks are located in Ogle County.

The White Pines State Park is located on the Pines Road between Polo and Oregon.

Lowden Memorial Park is one mile north of Oregon on the east side of Rock River.

Lorado Taft's famous Blackhawk statue and the Northern Illinois University Field Campus are located in the Lowden Memorial Park.

Castle Rock State Park is located on Illinois Route 2 south of Oregon.

Lowden-Miller State Forest is located 5 miles South of Oregon on South Lowden Road.

Weld Park, located in Marion Township, was given to the County to maintain as a County Park. Sinnissippi Farms southeast of Oregon in Oregon/Nashua Township is the home of former Governor Frank O. Lowden.

The Lowden Boy Scout Camp and Camp Medill McCormick for Girl Scouts are located in Ogle County. In 1962 the Ogle County Historical Society opened a museum in the Ruby Nash home in Oregon. This is open to the public on weekends during the summer months.

Renovation of the interior of the Courthouse was completed in 1984 at a cost of \$1,500,000.00. The Courthouse was renovated again in July of 2009, with the discovery of "Memorial Hall" on the third floor.

The Ogle County Judicial Center was built in 2005 and dedicated on August 20, 2005. The Judicial Center houses the Probation Department, State's Attorney Office, Circuit Clerk's Office and all courts for Ogle County.

The Ogle County Public Safety Complex which houses the Sheriff, Coroner and 9-1-1 Departments was completed in 2015.

The Emergency Operations Center (EOC) facility in Rochelle that houses a satellite office of the Ogle County Health Department and Ogle County Probation Department was remodeled in 2017.

## Notice/Disclaimer

These personnel policies have been enacted by Ogle County in order to further the following goals:

1. To provide a uniform system of personnel administration throughout the County.
2. To ensure that recruitment, selection, placement, promotion, retention, and separation of County employees are based upon employees' qualifications and are in compliance with federal and state laws.
3. To develop a personnel program that will make a career in county government attractive to persons who possess the ability, integrity, and dedication to public service.
4. To assist in the development of sound management practices and procedures, and to make effective consistent use of human resources throughout the County.
5. To promote communication among all supervisors and employees.
6. To ensure, protect, and clarify the rights and responsibilities of employees.

These policies shall apply to all County employees **except** elected officials, boards, and commissions, volunteers, and independent contractors.

For employees who are represented by a personnel services contract or a collective bargaining agreement, this Manual will only apply if that agreement is silent to that topic. In the event of conflict between these rules or state or federal law, the terms and conditions of that contract, rule, or law shall prevail. In all other cases, these policies and procedures shall apply. In the event of an amendment to any ordinance, rule, or law incorporated in this document or upon which these provisions rely, these rules shall be deemed amended in conformance with those changes.

This Manual does not intend to be all encompassing. The County specifically reserves the right to repeal, modify, or amend these policies at any time, with or without notice. All other previously issued policies are hereby rescinded and superseded by this Policy Manual. None of these provisions shall be deemed to create a vested contractual right for any employee, nor to limit the power of the County Board Chairman or County Officials, to repeal or modify these rules. The policies are not to be interpreted as promises of specific treatment. To the extent that an occurrence arises which is not governed by any of the policies or procedures set forth herein, the County Board Chairman may exercise his/her discretion to resolve the matter.

**Please note that neither the existence of any of these policies, nor anything contained in this Manual is intended to create or shall create an employment contract or contractual commitment, either expressed or implied. Unless otherwise provided in a written contract of employment, employees of Ogle County are employed “at will” and can be dismissed at any time, with or without notice, and with or without cause.**

## **SECTION 1 - OVERVIEW**

### **1-A. Ogle County Government Structure**

Ogle County government is an elected board with an internally elected county board chairman and vice-chairman. Internal government operations are supervised by elected and appointed department heads.

### **1-B. Hours**

Old Courthouse, Judicial Center and Ogle County Annex  
Monday – Friday 8:30 A.M. - 4:30 P.M.

Highway Department  
Monday – Friday 7:00 A.M. - 3:30 P.M.

Safety Complex  
Monday – Friday 8:00 A.M – 4:00 P.M.



## SECTION 2 - GOVERNING PRINCIPLES OF EMPLOYMENT

### 2-A. At Will Employment

Ogle County is considered an “at-will” employer unless it conflicts with an applicable collective bargaining agreement, then the collective bargaining agreement language prevails. This means that either the employee or the County may terminate employment at any time, for any reason or no reason, with or without cause.

### 2-B. Equal Employment Opportunity

The County is an equal opportunity employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, gender identity, genetic information, pregnancy, or any other characteristics protected by applicable federal, state, or local laws. The County is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

The County will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy may lead to discipline, up to and including termination.

The County will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the County’s operations.

### 2-C. Americans with Disabilities Act/Pregnancy Accommodations

As part of its commitment to equal employment opportunity for all employees, the County will engage in the interactive process to ensure that every reasonable effort is made to provide reasonable accommodation for qualified employees or applicants with disabilities, or medical conditions or other common conditions related to pregnancy or childbirth, including the use of auxiliary aids and services as requested by individuals, to enable them to perform the essential functions of their positions. The County will make every effort to ensure that employees or applicants who have a temporary or permanent disability or medical conditions or other common conditions related to pregnancy or childbirth are treated without discrimination in accordance with the law.

Any employee with a disabling condition that limits his or her ability to perform the essential functions of a job, or a medical condition or other common condition related to pregnancy or childbirth, is encouraged to notify a direct supervisor of the disabling condition as soon as it’s known. The County can only act on the basis of information provided by employees. Through an interactive process, and in compliance with the Americans with Disabilities Act (ADA) and the Illinois Human Rights Act (IHRA), The

County may ask the employee to submit a statement from a treating physician describing the nature of the disabling condition or the pregnancy-related or childbirth-related condition, the limitations it imposes on the employee's ability to perform his or her job duties and the length of time the physician believes the disability or the pregnancy-related or childbirth-related condition will last. Please note that if the employee is requesting a long term accommodation of a disability or a pregnancy-related or childbirth-related condition, The County may ask the employee to provide periodic updates from the physician certifying that the condition is still in effect.

The County will make every effort to accommodate the employee's disability or pregnancy-related or childbirth-related condition based on the information provided by the treating physician. Accommodations may vary depending on the employee's job duties and skills, the needs of the business at the time of the request and the nature of the employee's disability or pregnancy-related or childbirth-related condition. The County has the right to deny a request for accommodation if it causes a direct threat to workplace safety or poses an undue hardship.

If you have any questions about your rights under this policy you should bring them to a direct supervisor who will work to provide answers.

#### **2-D. Lactation Accommodation**

The County will be in compliance with the Nursing Mothers in the Workplace Act found at chapter 820 of the Illinois compiled statutes sections 260/1 et seq.

Each employee is entitled to a reasonable amount of break time to express breast milk for the employee's infant child and the County may not reduce an employee's compensation for time used to express breast milk for the employee's infant child or nurse a baby. If possible, this time should run concurrently with the employee's break time that is already provided. The County will provide an appropriate and private location for such activity and that a break time need only be provided for up to one year after the child's birth. See also ILCS 260 updated by HB 1595. Please contact a direct supervisor for additional information regarding lactation accommodation.

#### **2-E. Open Door Policy**

The County values the input of our employees and is committed to maintaining a work environment in which everyone can communicate openly and without fear of retaliation or discrimination. Employees are encouraged to discuss openly with their supervisors any work issues or suggestions that may arise in the course of their employment. This means that employees can reach out to their supervisor for feedback, brainstorming ideas, or problem-solving techniques.

Employees should reach out to supervisory staff with concerns or suggestions. Since supervisors have the most specific knowledge of conditions surrounding an employee's

work, they should be able to address any issues raised more quickly than someone who would need to be provided with background and other information.

If questions or concerns remain after speaking with a supervisor, or if an employee feels uncomfortable speaking directly with their supervisor, the next level of supervision should be contacted. Employees may continue this discussion process by following the chain of command.\*

\*The reporting process described in this policy does not apply in situations where other specific instructions are outlined — like those in the EEO and Reporting Harassment or Discrimination. In such cases, all employees should follow the procedures provided in those policies.

## **2-F. Policy against Workplace Harassment and Bullying**

It is County policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, actual or perceived race, creed, color, religion, national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, gender identity, genetic information, pregnancy, or any additional protected class. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual that is based upon a person's protected status as outlined above. The County will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, or kidding, teasing, or practical jokes directed to a person based on his or her protected status.

Harassing conduct also includes, but is not limited to the following:

1. Epithets, innuendoes, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, disability, or any other legally protected category;
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of an individual's protected classification that is placed on walls, bulletin boards, or elsewhere on the employer's premises or circulated in the workplace.

### ***Hostile Work Environment***

A hostile environment can result from the unwelcome conduct of supervisors, co-workers, customers, contractors, or anyone else with whom the victim interacts on the

job, and the unwelcome conduct renders the workplace atmosphere intimidating, hostile, or offensive. Examples of behaviors that may contribute to an unlawful hostile environment include:

1. Discussing sexual activities
2. Telling off-color jokes concerning race, sex, disability, or other protected bases
3. Unnecessary touching
4. Commenting on physical attributes
5. Displaying sexually suggestive or racially insensitive pictures
6. Using demeaning or inappropriate terms or epithets
7. Using indecent gestures
8. Using crude language
9. Sabotaging the victim's work
10. Engaging in hostile physical conduct

If an employee feels that they have been subjected to conduct which violates this policy, they should follow the County's policy for reporting harassment, bullying and/or discrimination allegations as described in this Section. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy may result in corrective action, up to and including, termination. All complaints may be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the County will not allow any form of retaliation against individuals who report unwelcome conduct of management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to corrective action, up to and including, termination.

### ***Sexual Harassment***

It is County policy to prohibit harassment of any employee by any other employee, the public, or a vendor on the basis of sex or gender. The purpose of this policy is to ensure that all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, or posters, sending sexually explicit emails and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct can also include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about an employee's or someone else's sex life or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive enough to create an unprofessional and hostile working environment. This includes the use of County equipment and/or systems to transmit or receive offensive material, statements, or pictures.

Discrimination and discriminatory harassment does not include actions that are in accordance with established rules, principles, or standards, including:

1. Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the Illinois Department of Human Rights guidelines.
2. Bona fide requests or demands by a supervisor that an employee improve his/her work quality or output, that the employee report to the job site on time, that the employee comply with County or departmental rules or regulations, or any other appropriate work-related communication between supervisor and employee.

## **2-G. Workplace Bullying**

The County defines bullying as “repeated inappropriate behavior, direct or indirect, verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work, outside of work and/or in the course of employment, whether it be in person or via electronic means such as email, text messages and/or social media”. These types of behaviors can negatively affect the County’s productivity, employee morale, and resident satisfaction. Therefore, the County will not tolerate bullying behavior. Employees found in violation of this policy may be subject to disciplinary action, up to and including, termination.

Examples of bullying may include, but are not limited to:

1. Verbal Bullying: Slandering, ridiculing or maligning a person and/or his/her family or acquaintances; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person’s work area or property.
3. Gesture Bullying: Non-verbal threatening gestures; glances which can convey threatening messages.
4. Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

Although not all-inclusive, the following examples may constitute or contribute to evidence of bullying in the workplace:

1. Persistent singling out of one person
2. Using verbal or obscene gestures
3. Personal insults and use of offensive nicknames; public humiliation in any form
4. Constant criticism on matters unrelated or minimally related to the person’s job performance or description
5. Intentionally ignoring/interrupting an individual at meetings
6. Persistent, public reprimands

7. Spreading rumors and gossip regarding individuals
8. Encouraging others to disregard a supervisor's instructions

Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Bullying may be intentional or unintentional. However, the intention of the alleged bully is irrelevant and will not be given consideration when evaluating the situation. It is the effect of the behavior upon the individual, which will be given consideration.

### ***Reporting Harassment, Bullying and/or Discrimination Allegations***

1. If an employee feels that they have been the victim of harassment, bullying and/or discrimination, they should inform the harasser that his/her actions are unwelcome and offensive. The employee is encouraged to document all incidents of harassment in order to facilitate the most comprehensive investigation possible.
2. The next step will be to report the incident to an immediate supervisor as soon as possible and in accordance with the procedures set forth herein. In addition, any employee who learns of or is a witness to harassment, bullying, or discrimination is strongly encouraged to report it pursuant to this policy.
  - a. If the alleged offender is the employee's co-worker, the employee should report the incident to either their supervisor or Department Head.
  - b. If the alleged offender is the supervisor, the employee should report the incident directly to the Department Head.
  - c. If the alleged offender is the Department Head, the employee should report the incident directly to the Chairman of the Personnel and Salary Committee.
  - d. If the alleged offender is a member of the Personnel and Salary Committee, the employee should report the incident directly to the County Board Chairman.
3. Any employee who is not comfortable with reporting violations of this policy to a supervisor may bypass the chain of command and make the report to a higher ranking supervisor the Chairman of the Personnel and Salary Committee or the County Board Chairman.
4. The County has a written complaint form (See Appendix B) available to employees who believe that they have been subjected to harassment and/or discrimination. Employees are encouraged to use the complaint form and submit it to the appropriate official when reporting the incident, including any and all pertinent documents and facts. Use of this written complaint form is encouraged but is not mandatory. The employee is expected to cooperate fully with the investigative process.

5. Supervisors receiving information regarding an alleged violation of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.
  - a. Continually monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, harassment, and/or retaliation
  - b. Take prompt, appropriate action to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation
  - c. Stop any observed acts that may be considered harassment and taking steps to intervene
  - d. Ensure subordinates understand their responsibility under this policy
  - e. Ensure that members who make complaints or oppose any lawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible
  - f. When reporting incidents, please do so in writing by describing the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day
  - g. Failure to carry out these responsibilities may be grounds for discipline
6. To facilitate a thorough and fair investigation of the alleged incident, it is strongly encouraged that all reports of harassment and/or discrimination be made as soon as possible, but preferably within seven (7) days.
  - a. Upon receipt, an investigation will be initiated to consider appropriate resolution alternatives based on the facts uncovered, and swiftly resolve the matter. The receiving official shall inform the complainant and accused of the progress of the investigation if it is not resolved within seven (7) days.
  - b. All reports of harassment, bullying, and/or discrimination shall be taken seriously and fully investigated. There can be no guarantee of complete confidentiality, but to the extent possible, the investigation and the identity of the parties and persons cooperating in the investigation will be kept in strict confidence with only those on a need to know basis involved.
  - c. All parties involved will be expected to keep all comments and personal opinions confidential. Full cooperation from all parties involved is required during the investigation. Failure to fully cooperate with such investigation may subject the employee to disciplinary action, up to and including termination of employment.
  - d. All persons accused of harassment, bullying, and/or discrimination are considered innocent until proven otherwise.
7. Within seven days of initiating an investigation, the receiving official shall give notification to the Chairman of the Personnel and Salary Committee. The written report will be maintained for the period established in the County's records retention schedule or as required by law.

8. Employees who are found guilty of harassment, bullying, and/or discrimination shall be subject to corrective or disciplinary action, up to and including, termination depending on the circumstances. If upon the completion of an investigation, the alleged offender is found innocent or the allegations are unsubstantiated, then no record of the incident shall appear in their personnel file.

## **2-H. Policy against Retaliation**

The County prohibits retaliation against any individual who reports or files a charge of discrimination or harassment. Retaliation is treating a person differently or engaging in acts or reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will be subject to disciplinary action, up to and including, termination.

The County prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including, termination.

If the complainant is found to have been acting maliciously with the intention of intimidating or retaliating against the alleged offender, the accuser may be subject to disciplinary action, up to and including, termination.

## **2-I. Immigration Law Compliance**

Federal law requires all employees to present documentation confirming their identity and eligibility to work in the United States. New employees and re-hires must complete the I-9 Employment Eligibility Verification Form and provide the necessary identification documentation no later than three business days from their start date. Failure to present the necessary identification will result in termination.

## **2-J. Genetic Information Nondiscrimination Act of 2008 (GINA)**

The Genetic Information Non-discrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an employee or family member of the employee, except as specifically allowed by this law. To comply with this law, we ask that employees do not provide any genetic information when responding to any requests for medical information. "Genetic information" as defined by GINA includes an individual's family medical history, the results of an individual's or family member's genetic tests, whether or not the employee or a family member sought or received genetic services, or obtained genetic information of a fetus carried by the employee or a family member or, whether the employee or a family member are receiving or have received assistive reproductive services.

## **2-K. Ethics in the Workplace**



In accordance with the Hatch Act (5 U.S.C. §§ 7321-7326) it is the County's desire to foster governmental efficiency, ensure that employees can perform their jobs without being pressured to support specific County or other political candidates, and to ensure that regulations are not interpreted favorably for supporters of candidates for political office.

### ***Political Activity***

Employees of the County may not engage in political activities at any time on County owned property, or while on duty, while they may be identified as an employee of the County by any means such as uniform, insignia, and motor vehicle, or in any other manner. Political activities include, but are not limited to, running as a candidate for public office, soliciting or receiving funds for a political party or candidate for public office, soliciting votes for such party or candidate, attending political rallies, circulating petitions, distributing political literature, or encouraging others to do any of the above.

For purposes of this section "while on duty" includes those hours an employee is scheduled to work and are working or representing the County.

This section should not be construed to prohibit any employee or group of employees individually or collectively from expressing honest opinions and convictions or from engaging in political activities permitted by the Hatch Act and from supporting candidates of their choice.

No employee shall be disciplined or rewarded by reason of his/her political affiliation, personal political contributions, or political beliefs by the County.

### ***Conflicts of Interest***

The County has established guidelines for ethical standards of conduct which shall govern County employees in the performance of County business and the duties of their respective jobs. This policy is intended to provide positive direction to County employees in order to prevent potential conflicts of interest.

1. Acceptance of Gratuities: In accordance with the Gift Ban Act, no County employee shall, through his or her position with the County, intentionally solicit or accept any gift from any prohibited source as defined under the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/5 et al.
2. Decision Making: An employee should not make a unilateral decision, about his or her outside employment. Employees are required to consult with their Department Head or the County Treasurer if there is any doubt about a potential issue with a conflict of interest with their outside employment, outside interests, or a business they own.
3. Confidential Information: No County employee shall disclose or use, without authorization, confidential information concerning property or affairs of the

County to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the County.

4. Financial Interest: No County employee shall have a financial interest or personal interest in any legislation coming before the County Board or participate in discussion with or give an official opinion to the County Board unless the employee discloses on the record of the Board the nature and extent of such interest.
5. Gifts of Nominal Value: Complimentary promotional gifts of a nominal value of \$20 or less such as: pens, pencils, memo pads etc. are not subject to this policy.

## **2-L. Civil Unions/Same Sex Marriages**

The Illinois Civil Union Act provides the same rights and responsibilities to Civil Union partners as spouses. A Civil Union may be legally entered into through a state licensing and certification process. Unless otherwise preempted by federal law, self-funded benefit plans must treat Civil Union partners the same as spouses offering medical, dental, vision, life, and disability plans.

## **2-M. Confidentiality**

Confidentiality is extremely important in order to maintain the public and community's trust. All County employees shall refrain from and check with a supervisor prior to responding to any requests for employee PIN numbers, log-on credentials, social security numbers, and similar sensitive information by anyone outside the organization.

## **2-N. Smoke-Free Illinois Act (410 ILCS 82/)**

The Smoke-Free Illinois Act requires that public places and places of employment must be completely smoke-free inside and within 15 feet from entrances, exits, windows that open, and ventilation intakes. In the interest of promoting health and safety, the County's smoke-free policy applies to all County facilities (including vehicles), all County employees, and all residents and vendors who visit County facilities. Smoking is permitted only in designated smoking areas. The use of smoking materials refers to the lighting and smoking of cigarettes, cigars, pipes, and or other similar items such as electronic cigarettes, "vaping" devices, and chewing tobacco.

To comply with act 095-0017, smoking is prohibited on the identified County Properties of: the entire block on which the Old Courthouse is located; the entire block commonly referred to as 103 Jefferson Street (including all outbuildings and unattached office and workspaces), the property at 106 S. 5<sup>th</sup> Street (Judicial Center) and the property at 907, 909, 911 and 913 Pines Road Annex, and all Focus House locations.

Smoking at the Ogle County Highway Complex is not allowed within 15 feet of any building, doorway or window area.

Employees who smoke and wish to stop are encouraged to seek assistance. Information can be obtained at the Ogle County Health Department.

Supervisors are responsible for enforcing the smoke-free policy. Generally, any smoking breaks must be taken as part of the two allowed breaks offered per day to all employees. Smoking breaks shall not be in addition to these two breaks. An employee's disregard for the smoke-free policy is handled through the disciplinary process.

## **2-O. Drug and Alcohol-Free Workplace – Ogle County Employees (30 ILCS 580/1, et seq.)**

~~(The policy for alcohol and drug testing CDL employees can be found in its entirety in Appendix D.)~~

To help ensure a safe, healthy, and productive work environment for our employees and others, and to protect County property and to ensure efficient operations, the County has adopted a policy of maintaining a workplace free of **controlled substances**, drugs, and alcohol. This policy applies to all employees and other individuals who perform work for the County. **Any infraction of the Drug and Alcohol - Free Workplace Policy must be reported to an employee's supervisor or an appropriate manager for a course of action.**

1. A drug-free workplace prohibits the unlawful or unauthorized use, **presence of**, abuse, solicitation, theft, possession, transfer, purchase, manufacture, dispensing, sale, or distribution of controlled substances, drug paraphernalia, **marijuana** and alcohol. This includes the misuse or abuse of prescription, over-the-counter, and licensed drugs.
2. Employees and other individuals who work for the County are also prohibited from reporting to work or working while they are using or under the influence of alcohol, any controlled substance **or marijuana** (refer to Section 2, Prescription, Over-the-Counter, and Licensed Drug Use). The workplace is defined as entry upon or presence on County property, any work site throughout the County, including the parking lot, driveway, or any other County premises or work sites. This includes County vehicles and any private vehicles **being used for County business or** parked on any County premises.

### **Cannabis (Marijuana)**

**The County recognizes that certain states and municipalities allow the use of cannabis and/or medicinal cannabis. Illinois' medical cannabis law permits an individual with a qualifying debilitating medical condition to register as a medical cannabis patient and avoid civil and criminal penalties under state law for certain medical uses of cannabis. Likewise, recreational cannabis law in Illinois permits an adult (21 years of age or older) to use cannabis and avoid civil and criminal penalties under state law. However, in accordance with Illinois and federal law and in order to maintain a safe, efficient and effective workforce, employees may not use or possess cannabis on County property, working on County time or while operating County equipment (including vehicles). The County also prohibits**

employees from reporting to work under the influence of, or in any way impaired by cannabis; as determined in the County's sole discretion to the fullest extent permitted by applicable law. When an employee is under doctor's care and is taking prescribed medication that may produce harmful side effects, employees shall notify their supervisor prior to work.

3. Post-accident or reasonable suspicion testing ordered by the Department Head will be done in a good faith effort. Determination that the employee is considered under the influence or impaired by marijuana before disciplinary action is taken. An employee will have 7 working days specific to that department's schedule to respond to a positive marijuana drug test because of an allegation of on-the-job impairment, or involvement in an accident before disciplinary action is taken.
4. Determination that the employee is considered under the influence or impaired by marijuana will be made before disciplinary action is taken. An employee will have 7 working days specific to that department's schedule to respond to a positive marijuana drug test because of an allegation of on-the-job impairment, or involvement in an accident before disciplinary action is taken.
5. The County seeks to retain valuable employees and maintain productivity and customer service by identifying personal problems at early stages and motivating employees to seek assistance for these problems. However, it is each employee's responsibility to seek assistance before a substance abuse problem affects judgment, performance, or behavior.

Employees who request or voluntarily agree to participate in a federal or state approved rehabilitation program to correct an alcohol and/or substance abuse problem, may be given a two-time opportunity to do so, with pending disciplinary action being suspended provided the employee maintains satisfactory participation and progress and ultimately completes the program. The County must be notified when an employee enters such a program.

6. Costs for services may be covered under the employee's health insurance, and this shall be the extent of the County's cost liability for the employee to participate in an assistance or rehabilitation program. Costs that are not covered by the employee's insurance will be the employee's responsibility.

7. Reasonable Suspicion

The County has the sole discretion to decide when and under what circumstances an employee is fit for work.

Testing on the basis of reasonable suspicion may include, but is not limited to: 1) observation of an employee acting or appearing in a manner which suggests drug, marijuana or alcohol use, such as, behavior, appearance, judgment, coordination job performance, and/or disorientation, significant or repeated lapses of concentration, emotional outburst, substantial mood changes, the smell

of alcohol on the employee's breath, etc.: 2) instances where the County observes or received credible information that the employee is using or has symptoms of drugs, marijuana and/or alcohol use; and/or 3) other facts which support a reasonable belief that the employee is using or has symptoms of drug, marijuana and/or alcohol use in violation of this policy.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management and a union rep (if appropriate) must escort the employee. The employee's supervisor will make arrangements for the employee to be transported home. Refusal to consent to testing and cooperate in testing will be considered insubordination and grounds for termination of employment.

If an employee has a confirmed positive test as a result of the annual or bi-annual physical examination, the employee will be placed on unpaid leave working days specific to that department's schedule.

8. An employee convicted of violating a criminal drug statute while in the workplace must inform his/her direct supervisor of such conviction (including pleas of "No Contest") within five (5) working days of the conviction as required by the Federal Drug-Free Workplace Act of 1988. Failure to inform the County subjects the employee to disciplinary action, up to and including, termination for the first offense. The County reserves the right, at its discretion, to offer employees convicted of violating a criminal drug statute in the workplace, participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered and accepted, the employee must satisfactorily participate in the program as a condition of continued employment. Any testing required by the County will be done in a good faith effort.
9. Required Testing: The County may require employees to submit to drug/alcohol testing at a time and place designated by the County, under the following circumstances:

#### Pre-Employment

All applicants must pass a drug test before beginning work (post offer pre-employment). Refusal to submit to testing will result in disqualification of further employment consideration.

#### Post Accident

Employees are subject to testing when they cause or contribute to accidents that seriously damage a County vehicle, machinery, equipment, or property and/or result in an injury to themselves or another employee requiring off-site medical attention where the accident or injury may have been caused by or related to an employee's use of drugs, marijuana, or alcohol. In any of these instances, the investigation and subsequent testing must take place within two (2) hours

following the accident, if not sooner. Under no circumstances will the employee be allowed to drive himself/herself to the testing facility.

All employees have an obligation to comply and support this policy. Any employee who is aware of a violation of the policy should report it to his/her immediate supervisor or any manager. Every effort will be made to preserve the confidentiality of the source of a report. All reports will be taken seriously. Persons submitting false reports are subject to discipline up to and including immediate termination.

10. An employee may contest a positive determination that the employee is considered under the influence or impaired by marijuana before the County takes disciplinary action. Employees have seven days to respond to a positive marijuana drug test result because of an allegation of on-the-job impairment, or involvement in an accident, before the County takes disciplinary action.
11. The County may be required to notify the grantor of any federally issued grant within ten (10) days of receiving actual or constructive notice of conviction of any employee who performs work in relation to the subject federal grant. Within thirty (30) days after receiving notice of conviction, the County shall take action against the employee so convicted by either imposing appropriate discipline, up to and including, termination, if so warranted, or requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by an appropriate governmental agency.
12. The County maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. Employees are encouraged to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any County employee, including themselves.

This policy is not intended to cover, and should not be regarded as covering, every possible situation that could occur. It does, however, put forth the County's intent and a foundation from which to work. Unique and/or unusual circumstances that do come up will be dealt with on an individual basis.

## **2-P. CDL Drug & Alcohol Policy**

The Federal Highway Administration (FHA) has issued rules, effective to Ogle County on January 1, 1996, mandating employers to install an alcohol and drug testing program for individuals involved in the safety sensitive functions of driving, waiting to be dispatched, inspecting or conditioning, loading or unloading, repairing or servicing or providing front line supervision or training of these activities for commercial motor

vehicles. These employees are in positions that require the possession of a Commercial Drivers License (CDL).

The term “driver” means any person who operates a County commercial motor vehicle (gross vehicle weight rating of 26,001 or more pounds). This includes, but is not limited to: full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers and independent owner-operator contractors who are either directly employed by or under lease to the County or who operates a commercial motor vehicle at the direction of or with the consent of the County. Also for required pre-employment/pre-duty alcohol and drug testing the term “driver” includes any person applying for a position with the County that includes the driving of a commercial motor vehicle.

The overall goal of this policy is to ensure a drug-free and alcohol-free transportation environment and to reduce accidents, injuries and fatalities.

#### A. PROHIBITIONS

Ogle County subscribes to the principle of a drug free work force and work place. Under an existing County policy, it is unlawful manufacture, sale, distribution, dispensation, possession, transportation or use of a controlled substance or alcohol in a vehicle, or other locations where the driver is to perform work.

##### ***Prohibitions include:***

Applicants for and Probationary Employees in a CDL Position. The County will maintain a pre-employment screening program designed to prevent the hiring of a new employee or the assigning of an employee currently in a non-driving position, to a CDL position, who uses or is found to be in possession of illegal any drug or who engages in prohibited alcohol-related conduct.

##### ***Prohibited Alcohol-Related Conduct for CDL Drivers***

A CDL driver shall not operate a County commercial motor vehicle or perform a related safety-sensitive function if he/she has engaged in any form of alcohol-related conduct listed below.

- Using alcohol on the job;
- Being in possession of alcohol while on duty or operating a commercial motor vehicle;
- Having a prohibited blood alcohol concentration while performing a safety sensitive function;
- Having used alcohol during the four (4) hours before going on duty;
- Using alcohol within eight (8) hours following an accident requiring a breath-alcohol test, or until tested;
- Refusing to submit to a required alcohol test.

## ***Drug Prohibitions for CDL Drivers***

A CDL driver shall not operate a County commercial motor vehicle or perform a related safety-sensitive function if the driver has engaged in any of the following prohibited drug activities.

- Being a current user of any unauthorized Section 1 drugs (from the Schedule of Controlled Substances of the Drug Enforcement Administration), or amphetamines, narcotics, opiates, hallucinogenic substances, depressants, stimulants; or other habit forming drug while on or off duty;
- Reporting for duty while impaired from any prescribed therapeutic drug or controlled substance usage;
- Being in possession of any unauthorized controlled substance;
- Using a legally prescribed controlled substance without advising a supervisor;
- Inquiring of the treating physician and being advised that the prescribed substance does not adversely affect the drivers ability to safely operate a commercial motor vehicle;
- Notifying the immediate supervisor of the use of any prescribed therapeutic drug, identifying the drug being used, its effects and the prescribed duration of such use.

Federal Highway Administration Rules (FHA) require all CDL drivers to submit and successfully pass breath alcohol testing and/or urine drug testing under any of six different employment situations. A refusal to submit to or complete a screening test will be considered as a positive test result.

1. Pre-employment Testing: Applicants for a position involving CDL driving tasks, and current employees assigned for the first time to a safety-sensitive position as a CDL driver, are required to submit to alcohol and drug testing and pass both tests with negative test results before operating for the first time a County commercial motor vehicle.
2. Post-Accident Testing: FHA rules mandate alcohol and drug testing of employees involved in an accident if there is either a fatality (even if the driver is not cited with a moving violation), or if the driver receives a citation for a moving traffic violation arising out of the accident. Under the County's Alcohol and Substance Abuse Policy, post-accident testing will also be required of an employee involved in an accident where there are injuries requiring treatment at a medical facility, or the vehicle is disabled or removed from service. Testing is to be completed as soon as possible following the accident
  - a. If a required post-accident alcohol test is not administered within two (2) hours following the accident, the County must prepare and maintain a record stating the reason the test was not promptly administered. If after eight (8) hours following the accident the alcohol test still has not been conducted there shall be no further attempts to administer the test and a



complete record made of why it was not accomplished. The driver required to be tested is prohibited from consuming any alcohol for at least eight (8) hours following an accident or until after the breath alcohol test.

- b. A required post-accident drug test shall be conducted within 32 hours after the accident. If the drug test is not administered within this time limit the County shall prepare and maintain on file a record stating the reasons the test was not completed.
  - c. A driver who is seriously injured in an accident and cannot submit to the required test(s) within the prescribed time limits shall provide the necessary authorization for the County to obtain the medical records and reports that would indicate if alcohol or a controlled substance was in the driver's system and the level present.
  - d. The refusal of a driver to be tested or, if seriously injured, to authorize the release of his/her medical records following an accident involving either a fatality, or the driver receiving a citation for a moving traffic violation, shall be considered as a positive test result.
3. Random Testing: Alcohol and drug testing will be conducted periodically throughout the year (at least four times per year) on a random unannounced basis.

The County will submit all drivers' names to a random selection system. The random selection system provides an equal chance for each driver to be selected each time random selection occurs. Random selections will be reasonably spread throughout the year. The Municipality Consortium will drug test 50 percent of the average number of driver positions in each calendar year or at a rate established by the Department of Transportation (DOT) for the given year. The Municipality Consortium will select 25 percent of the average number of driver positions in each calendar year for random alcohol testing, or at the rate established by the DOT for the given year. Random selection, by its very nature, may result in the same drivers being selected more than once in a calendar year. Alternatively, some drivers may never be selected for random testing.

If a driver is selected at random, for either drug or alcohol testing, a departmental supervisor the Assistant to the County Manager will notify the driver. Once notified, every action the driver takes should immediately lead to being tested. If the driver engages in conduct that does not lead to testing as soon as possible after notification, such conduct may be considered a refusal to test.

4. Reasonable Suspicion Testing: Any driver; following a supervisors specific observations of a CDL driver's behavior, appearance, speech or body odor; may be required to submit to alcohol or drug test (possession of alcohol does not meet the requirements for a reasonable suspicion test). If after two hours the test has not been given the County must document the reasons for the delay. If the test is not administered within eight (8) hours following the observation, the test shall not be conducted. A signed written record should be made by the

supervisor stating the observations that led to the driver being sent for a controlled substance reasonable suspicion test within twenty-four (24) hours of the observation or before the results of the test are released.

5. Return-to-Work Testing: If a driver has tested positive on an alcohol or drug test, or has engaged in any prohibited drug or alcohol-related conduct under this policy, the driver shall be immediately removed from performing the safety-sensitive work functions of a CDL driver. Besides complying with other requirements specified in this policy, a removed driver with a valid CDL, before resuming the operation of a commercial motor vehicle for any employer, must undergo an alcohol test and/or a drug test. In order to resume operation of a commercial motor vehicle, the driver must test with a Blood Alcohol Concentration (BAC) below 0.02 and have a negative drug test result. The provision of a return-to-work test shall not be interpreted as an implied guarantee that a removed driver will have continued County employment.
6. Follow-up Testing: An employee returned to work after the satisfactory completion of treatment required by the SAP shall also be subject to following-up testing during the first 12 months following his/her return to work. The returned driver shall be subject to a minimum of six (6) tests during this period. In addition to being a member of the random selection pool. The County may require the returned employee to undergo additional alcohol and controlled substance testing for up to 60 months following the date of return to work.

## B. ALCOHOL TESTING

The County will conduct alcohol testing in accordance with FHA rules. These rules require that the alcohol test to be used is a breath test. This test shall be done on an Evidential Breath Testing (EBT) device approved by the National Highway Traffic Safety Administration (NHTSA). The prescribed EBT must be a model capable of printing out the results, date, time, a sequential test number and name and serial number of the EBT. All alcohol tests must be conducted by a Breath Alcohol Technician (BAT). A screening test is conducted first. Any result less than 0.02 blood alcohol concentration is considered a negative test. If the blood alcohol concentration is 0.02 or greater, a second confirmation test must be performed not less than 15 minutes or more than 20 minutes after the screening test.

1. If a driver during a breath alcohol test fails to provide an adequate amount of breath or the driver alleges an inability to provide adequate breath he/she shall after a second attempt be immediately referred for a medical evaluation by an employer selected physician. The driver will be evaluated for a medical condition which prohibits the driver from providing the adequate amount of breath. If the driver's inability to complete the test is verified it will not be recorded as a refusal to test. If a medical condition is not verified it will constitute a refusal to test. The driver shall be placed out of service until this determination is made.

2. Although it is not the prescribed method of alcohol testing under the FHA rules, a blood alcohol test may be used under two circumstances. First, when an EBT device is not available for either the original screening test or any required confirmation test in incidents of post-accident or reasonable suspicion. Secondly, when an employee attempts and fails to provide an adequate amount of breath for the EBT test.
3. A copy of an alcohol test result is maintained by the BAT, a copy is given to the employee and another copy is forwarded to the County. The BAT will immediately notify the County of a driver's confirmed positive test result.

### C. DRUG TESTING

The testing required to be conducted by the County in accordance with FHA rules for drugs shall be an analysis of a driver's urine sample. The analysis will be performed through Ingalls Memorial Hospital. The drugs to be analyzed for are: Marijuana (THC metabolite), Cocaine, Amphetamines, Opiates (including heroin), and Phencyclidine (PCP). The testing is a two-stage process. First, a screening test is conducted. If there is a positive result on the screening test for one or more of the above drugs, then a confirmation test is conducted for each identified drug. The confirmation test consists of a gas chromatography/mass spectrometry (GC/MS) analysis.

1. All urine samples shall be split-samples. The "sample" shall consist of at least 30 ml. of urine and the "split sample" shall be at least 15 ml. of urine. If the result of the primary test is positive, the driver may request, within 72 hours of being notified of the positive test result, that the Medical Review Officer (MRO) have the "split sample" tested by a different DHHS-certified laboratory. If the result of the test of the "split sample" fails to confirm the presence of the drugs found in the "primary sample" the test shall be canceled. If the "split sample" confirms the "primary sample," the test will be considered positive. The employee shall remain out of service pending the result of a "split sample" analysis.
2. If a driver during the specimen collection fails to produce the required volume of the specimen, the driver will be required to drink up to twenty-four (24) oz. of fluids and wait for up to two (2) hours to produce the required specimen. If after this second attempt the driver fails to produce the required specimen he/she shall be immediately referred for a medical evaluation by an employer selected physician. The driver will be evaluated for a medical condition which prohibits the driver from providing the required specimen. If the driver's inability to complete the test is medically verified, it will not be recorded as a refusal to test. If a medical condition restricting the driver from participating in the test is not verified it will constitute refusal to test. The driver shall be placed out of service until this determination is made.

### D. CONSEQUENCES FOR A DRIVER WITH A POSITIVE CONFIRMATION TEST RESULT

Any driver who engages in prohibited conduct outlined in this policy will be provided with the names, addresses and telephone numbers of qualified substance abuse professionals (SAPS). If the driver desires to become re-qualified, the driver must be evaluated by a SAP at his or her own cost and submit to any treatment the SAP prescribes. Some treatment plans may be covered by employee insurance, but it is incumbent on the employee pursue insurance coverage of treatments. Following evaluation and treatment, if any, in order to become re-qualified, the driver must submit to and successfully complete a return-to-duty drug/and/or alcohol test. Follow-up testing is separate from and in addition to Ogle County's reasonable suspicion, post-accident and random testing procedures. Ogle County does not guarantee or promise a position to the driver should he/she regain qualified status.

1. Confirmed Breath Alcohol Test Result between 0.02 and 0.04. A driver with a blood alcohol concentration result between 0.02 and 0.04 shall be removed from driving a County commercial motor vehicle for 24 hours or until he/she tests below 0.02.
2. Confirmed Breath Alcohol Test Result of 0.04 or More. A driver with a blood alcohol concentration of 0.04 or more, or a driver who has been found to have engaged in prohibited alcohol-related conduct, shall be immediately removed from driving a County commercial motor vehicle. The removed driver cannot resume the operation of a commercial motor vehicle for any employer until evaluated by a Substance Abuse Professional (SAP), and complies with and completes any SAP recommended treatment, and has a BAC of less than 0.02 on a return-to-duty alcohol test.
3. Confirmed Urine Drug Test. A driver who has a positive result on a drug test shall be contacted by a physician from Ingalls for an interview. The driver testing positive will be given an opportunity to discuss the test results with the physician. At that time the employee must provide documentation of a valid legal prescription for the controlled substance for which the driver tested positive. The physician will confirm a test result with the County without consulting with the driver if the driver declines the interview or fails to contact the physician within five (5) days of written notification. A removed driver cannot resume the operation of a commercial motor vehicle for any employer until he/she is evaluated by a Substance Abuse Professional (SAP), and complies with and completes any SAP recommended treatment, and has a negative result on a return-to-work drug test.
4. Other Consequences of a Confirmed Positive Test Result.
  - a. In addition to being removed from service and evaluated for possible treatment, a removed driver will also be subject to any federal or state regulatory authority and/or disqualification provided under the State of Illinois Commercial Driver License Program. If having a CDL is an

essential function of an employee's job, losing the ability to drive will lead to an employee being laid-off without pay, and possibly terminated.

- b. A removed driver may be subject to criminal charges for illegal drug and alcohol activities, or disciplinary action for the violation of other County rules and regulations not covered by this policy. These violations will be reviewed on a case-by-case basis.
- c. The continued employment of a removed driver for a confirmed positive test result will be governed by the provisions of the Ogle County's Alcohol and Substance Abuse policy.

#### E. REFUSAL TO TEST

A driver refusing to submit to a test specified under this policy, or found not to have a medical condition which prohibited the driver from completing a test, shall be considered as having tested positive. The driver shall then be suspended from work until such time as he/she is evaluated by a Substance Abuse Professional (SAP) and complies with and completes any SAP recommended rehabilitation and has a negative result on a return-to-work drug and/or alcohol test.

#### F. CONFIDENTIALITY OF RECORDS

All alcohol and drug test results and refusals to test records are maintained under strict confidentiality by the County, the drug testing laboratory, the MRO and, where applicable, the substance abuse professional.

1. Driver Entitled to Information. A driver is entitled, upon a written request to obtain copies of any records pertaining to his/her use of alcohol and/or drugs including any records pertaining to conducted tests. The employee's access to the records shall not be contingent upon payment for the records.
2. Conditions Under Which the County is Mandated to Release Records. The County is obligated to disclose information under the following circumstances:
  - a. To the employee upon written request
  - b. When requested by any federal regulatory authority
  - c. When requested by the National Transportation Safety Board as part of an accident investigation
  - d. To a subsequent employer pursuant the written consent of a former CDL employee
  - e. To the decision maker in a lawsuit, grievance, or other proceeding drug test, or from the County's determination that the driver engaged in conduct prohibited by this policy

#### G. PRIOR CDL EMPLOYER TESTING RECORDS

An applicant for a position with the County involving the operation of a commercial motor vehicle who has had previous CDL driving experience with another employer must provide the County with a signed written consent form for the release of the applicant's prior test records. Such records shall include all alcohol tests with a concentration result of 0.04 or greater, all positive controlled substance test results, and all refusals to be tested for the preceding two (2) years.

1. It is preferable that test records from prior CDL employers be received before the hiring of an applicant and operation of a County commercial motor vehicle for the first time. If this is not possible, the County must receive this information no later than fourteen (14) days after the first day of employment. If this information is not received by the 14th day, this probationary driver will not be allowed to continue to perform safety-sensitive work functions.
2. If the information received from a prior employer shows that the probationary driver had a positive test result or had refused to take a test the County shall immediately remove the driver from service. If such information should be received, the County will need the results of the substance abuse professional's evaluation, a verification that any SAP required treatment was completed, and the results of the return-to-work alcohol and/or drug test.
3. The probationary driver cannot legally operate a commercial motor vehicle for any employer without complying with all of these requirements. The County will not retain a probationary driver who is found to be prohibited from operating a commercial motor vehicle.

#### H. SUPERVISORY TRAINING

The County will ensure those supervisors who are designated to determine whether or not reasonable suspicion exists to require testing under DOT; receive at least 60 minutes each of training on recognizing alcohol misuse, and recognizing controlled substances use. The training shall cover the physical behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances and shall be in compliance with the County's risk management guidelines.

#### 2-Q. **Over-the-Counter, Prescription, and Licensed Drug Use**

Employees who use an over-the-counter or prescription drug that may cause adverse side effects (i.e., drowsiness or impaired reflexes or reaction time) or are a Registered Qualified user of Cannabis under the Compassionate Use of Medicinal Cannabis Pilot Program (while such program is active and lawful) are required to inform their supervisor that they are taking such medication/substance on the advice of a physician's diagnosis if it prevents them from performing the essential functions of the job, or presents a threat of imminent harm to other employees or the public. Employees are responsible for informing their supervisor of the possible effects of the drug on work

performance and expected duration of use. If the usage of such medication poses a safety risk for the employee or others, the employee may not work until a release is obtained from the employee's treating physician. Any use of a controlled substance shall fall under this policy.

## **2-R. Whistleblower Act**

The County strives to conduct its business with the utmost integrity and in strict accordance with all applicable federal, state, and local laws. Accordingly, employees are encouraged to immediately or as soon as practical, report any improper actions, including violations of federal, state, or local laws, committed by County employees or its officials to the Ogle County State's Attorney.

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline, up to and including, termination. Employees making good faith complaints or reports that are covered by this policy shall not be subjected to retaliation. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Ogle County State's Attorney. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

The goal of this whistleblower policy is to keep the confidentiality of the employee and protect said employee against retaliation. Where possible, the confidentiality of the employee will be maintained unless the employee's identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

Improper actions are actions undertaken by any employee in the performance of his or her official duties which include, but are not limited to, actions that:

- are in violation of any federal, state, or local laws
- constitute an abuse of authority
- create a substantial and specific danger to the public health or safety of the County, its residents, employees and guests
- grossly waste public funds

Improper actions do not include common personnel actions, such as the processing of grievances, decisions regarding hiring, promotion, firing, and other discipline, or alleged violations of labor (collective bargaining) agreements, employment contracts, or policies or procedures set forth in the County's Personnel Policy Manual.

All reports of illegal and dishonest activities or actions that may be in violation of this policy will be promptly submitted to the Ogle County State's Attorney in order to allow for an investigation into the matter and to recommend and coordinate any corrective or

disciplinary action that may be taken against persons violating this policy. All investigations into any conduct that has allegedly violated this policy shall be conducted in a timely manner and without unnecessary delay.



## SECTION 3 - EMPLOYMENT POLICIES

### 3-A. Internal Postings

*(Application form attached as Appendix L)*

If there is a vacancy in a full or part-time position which the County decides to fill, a notice of such vacancy will be posted on bulletin boards at the County and the County intranet. During the posting period, the County may temporarily fill the position. Even though a job opening has been posted, the County retains the final right to determine whether or not the opening should be filled, and by whom.

### 3-B. Applications for Employment

All applicants for County employment (internal/external) shall complete and sign the appropriate application for employment. Any employee interested in applying for the vacancy must submit an internal candidate application (see Appendix L). External applicants will be asked to supply additional information relating to past employment, education, experience, training, references, and qualifications, where applicable. An applicant or employee shall be considered only on the basis of their qualifications as required by the position they seek or hold relative to experience, training, physical fitness, abilities, skills, knowledge, and their personal character and integrity.

Applicants must provide evidence of identity and employment eligibility. New employees will be advised as to the proper documents, which must be provided to the County.

**Interviewers cannot:**

- Request or require wage or salary history from an applicant as a condition of being interviewed, considered for a job, or hired;
- Request or inquire that an applicant disclose their wage or salary history as a condition of employment;
- Screen job applicants based on their current or prior wages or salary histories by requiring that the history satisfy a minimum or maximum level; and
- Seek a job applicant's wage or salary history from any current or former employer.

It is unlawful to require an employee to sign a contract or waiver that would prohibit them from disclosing or discussing information about their wages or salary to anyone else, unless the employee has job responsibilities that gives the access to other employees' wages or salary information for disclosing such information.

### 3-C. Background Checks

Reference, criminal background, **drug screening**, and credit checks (as applicable) shall be conducted on every job applicant, regardless of the position and shall be conducted

according to appropriate federal, state, and County regulations. This process is conducted post offer/pre-employment to verify the accuracy of the local information provided by the applicant. The only information that can be collected is that pertaining to the quality and quantity of work performed by the applicant, the applicant's attendance record, education, and other work-related issues. A written record summarizing such reviews shall be retained in the employee's personnel file.

### **3-D. Nepotism (applies to employees hired after October 1, 2017)**

The employment of family can cause various problems, including charges of favoritism, conflicts of interest, family discord and scheduling conflicts that work to the disadvantage of the County, its employees & elected officials. Therefore, it is the policy of Ogle County not to hire family members, as defined below.

If two full-time employees in the same department or an employee and an elected official become family, regardless if there is a supervisory/subordinate relationship, one of the two must transfer departments, if a position for which he or she is qualified is available. If no position is available, one employee must either voluntarily quit or terminate his/her employment within thirty (30) days of the date in which the two became a family. The choice regarding which employee shall leave, shall be made by the employees. If there is an unwillingness to make a decision, the Department Head will make a determination that best suits the County's needs.

If such a situation exists prior to the official date of this policy, those individuals affected will be allowed to remain in their current positions until such time that a supervisory/subordinate relationship arises at which time the above referenced thirty (30) day factor will apply.

For purposes of this policy the term "immediate family member" is defined as the employee's spouse, civil union spouse/partner, dependent child (biological, foster or step) or any of the following family members: father, mother, son, daughter (including step and in-law), sister, brother, grandparent, grandchild and any other member of the employee's household.

### **3-E. New Employee Orientation and Training**

A new employee shall receive an orientation by the appropriate Department Head or designee and their respective department. The orientations shall consist of an overview of the County's organization, rules, regulations, benefits, job description, and general procedures. Supervisors or their designees are responsible for orienting new employees to departmental guidelines and procedures specific or unique to their department.

### **3-F. Employee Orientation Period**

All new County employees are hired on an introductory basis which extends for a period of one year. This orientation period may be extended for an additional 3 months if, in the

opinion of the department head, an extension is necessary to provide more training time and fully evaluate the employee for appointment as a regular employee. Except as provided for in a Collective Bargaining Agreement, the employment status remains “at will” before, during, and after the successful or unsuccessful conclusion of the orientation period.

The purpose of the orientation period is to determine if the employee can satisfactorily perform their job duties. Department heads shall give employees in orientation written or oral status evaluations at the end of their initial third and sixth months of employment. During an employee’s orientation period, the employee may be suspended, laid off, or terminated at the sole discretion of the County. Any absences during the orientation period will automatically extend probation by a time period equal to the amount of time not worked.

Benefit time for eligible employees in orientation will be pro-rated based on their start date in the calendar year. Employees in orientation will accrue vacation and sick leave in the same manner as regular employees, however, paid vacation may not be authorized during the first 3 months of employment unless negotiated during the time of offer.

During the orientation period, employees will be eligible for approved cost of living increases. The newly appointed regular employee may be eligible for a merit step increase at the end of their orientation period. Successful completion of the orientation period does not guarantee continued employment for any specific period of time or otherwise create an employment contract with the County.

### **3-G. Employee Personnel Records**

The County has established procedures and responsibilities for the maintenance of personnel records in accordance with the Personnel Records Review Act (820 ILCS40).

A personnel file will be established for each employee. All personnel files shall be maintained by the Department Head in either a paper or electronic format. All files will be secured under lock and key and/or electronically.

Employees are responsible for and must promptly advise the County of any changes in:

- Name and/or marital status
- Address and/or telephone number
- Number of eligible dependents
- W-4 deductions

All pertinent information and forms will be contained in the personnel file, including, but not limited to:

- Employee application
- Job description and specification information
- Job performance ratings and evaluations
- Education/training information
- Personnel action forms
- Administration correspondence

Medical, workers compensation, and benefit records will be maintained in a separate file. I-9 forms will also be maintained separately from individual personnel files.

Procedures for the release and accessibility of information and assessment of employee personnel files are as follows:

1. Right of access to personnel files is granted to current employees, those on leave subject to recall, and those who have terminated their employment within the preceding year
2. An employee must make a request for personnel file review in writing to the Chairman of the Personnel Committee or Department Head
3. Records will be reviewed at a place designated by the County during working hours
4. An employee is entitled to a copy of any personnel materials inspected
5. Information contained in employee personnel files shall not be released or disclosed without the employee's written consent, except to persons with a lawful right or need to know

This policy is periodically reviewed to ensure compatibility with current accepted personnel procedures and laws. These records are maintained during the tenure of the employee and for at least seven (7) years following termination of employment.

### **3-H. Transfer of Position (Lateral, Promotions, Temporary Assignments)**

County Employees are encouraged to apply for positions in which they believe they are qualified. Generally, employees are expected to serve in their current position for at least one (1) year and have successfully completed orientation before being considered for a promotion or transfer. This may not apply to a status change of a part-time employee moving to full-time. Selection of an employee for a promotion is based on several evaluation criteria including past work record, education, and knowledge of the job duties of the position for which they are applying.

If the employee accepts a promotion or transfer to a different department, it will be the responsibility of the two (2) affected departments along with the employee, to reach agreement on an effective date of the change.

Promotions and transfers do not change the employee's date of hire. If a person accepts a promotion or transfer, there is a six (6) month orientation period. If the position to which an employee transfers carries salary or benefits different from those of the previous position, the benefits of the new position apply on a pro-rated basis, depending on the date within the calendar year of such change. Any exceptions must be stated in writing and be authorized by the department head and the Chairman of the Personnel Policy and Salary Committee.

### **3-I. Re-Employment**

An employee who resigns in good standing may be eligible for re-hire at a future time provided an opening is available and their qualifications for that position are satisfactory. Persons interested in being re-hired should file an employment application with the Department Head. The individual's application will proceed through the regular hiring process with other applicants and subject to any post offer, pre-employment background checks.

Any employee who is re-hired by the County after a period of more than one year shall start as a new employee in all aspects related to compensation and benefits unless otherwise agreed in writing and approved by the Department Head. All individuals re-hired by the County must complete a new orientation period.

### **3-J. Employment Categories**

**FULL-TIME:** Full-time employees are defined as employees that are hired with the expectation to work a minimum 30 hour week and are budgeted for 52 weeks per year.

**PART-TIME:** Part-time employees are defined as those employees who are hired with the expectation to work less than a 30 hour week and are budgeted for 52 weeks a year.

**TEMPORARY:** Temporary employees may be assigned to either full or part-time positions. Temporary positions are defined as positions that are for a temporary duration on an as needed or project basis.

**SEASONAL:** An employee whose work assignment is limited in duration to less than two consecutive quarters during a calendar year. Seasonal employees are employed for a specific function, part-time or full-time and for a temporary or limited period of time. All seasonal employees are provided with an acknowledgement form (Appendix J) and an offer letter regarding his/her seasonal employment with the County.

**INTERN:** The County supports the concept of employing students in positions related to course work. An internship program should be mutually beneficial to both student and the County. All budgeted and approved paid internship

positions will be paid through payroll. Interns (paid or unpaid) applying with the County must follow the same employment procedures as employees except for the job posting requirements. Interns will be instructed as to expected length of internship, projects to be worked on, and be given a general new employee orientation by their respective department. Interns are expected to comply with the applicable rules and regulations contained in this Manual. In most cases, an internship will continue for one (1) semester.

**Note:** *Part-time, temporary, seasonal, and interns are ineligible for benefits including vacation, sick leave, holiday pay, health benefits. Employees who are anticipated to work more than 1000 hours per year must participate in the Illinois Municipal Retirement Fund (IMRF) unless grandfathered at 600 hours.*

**NON-EXEMPT EMPLOYEES:** An employee who works in a position that has been determined as “non-exempt” under the Fair Labor Standards Act (FLSA) and is eligible for overtime pay for hours worked over 40 in a workweek.

**EXEMPT EMPLOYEES:** An employee who works in a position that has been determined as “exempt” under the Fair Labor Standards Act (FLSA) is not eligible for overtime pay for hours worked over forty (40) in a work week.

### 3-K. Job Descriptions

The County will develop and maintain current job descriptions for all established and authorized positions. Job descriptions reflect the duties of the position, not the individuals in the position. The most current versions of each job description shall be retained in the appropriate department as well as in the County Clerk’s office.

#### **Procedures for creating or updating job descriptions:**

1. Should a new or revised job description be required within a department, the supervisor will send a written statement outlining the job requirements and minimum qualifications to the Chairman of Personnel and Salary Committee at least 15 days prior to the desired effective date of the proposed job description.
2. The Chairman of Personnel and Salary Committee, on receipt of the statement requesting a new job description, will:
  - a. Determine whether a current job description can be used, and, if so, advise the requestor to use the applicable job title
  - b. Revise the current job description to adequately describe the proposed job duties
  - c. Develop a job description, should a new one be required, and ensure that it contains the following:
    - i. Job title
    - ii. Essential functions of the job (or job duties)
    - iii. Job qualifications
    - iv. Salary range or wage rate (as applicable)

- d. Submit the job description for recommendations to the appropriate supervisor, project manager and other appropriate management staff
- e. Publish and distribute new or revised job descriptions to authorized holders of the County's wage and salary guidelines

### **3-L. Right to Privacy in the Workplace Act**

**Purpose:** The Right to Privacy in the Workplace Act was amended in 2012 (effective January 1, 2013) to include a new prohibition for an employer to request an employee's password or other related account information in order to gain access to the employee's account or social networking website. 820 ILCS 55/10(b)(1). This does not prohibit an employer from creating, maintaining, and enforcing workplace policies to govern the use of an employer's time or equipment to access the Internet, social networking sites, or electronic mail. 820 ILCS 55/10(b)(2)(A). An employer is also authorized to monitor the usage of employer's electronic equipment and employer's electronic mail, as long as employer does not require or request an employee to provide password or other account information to gain access to an account or social networking website of employee. 820 ILCS 55/10(b)(2)(B). This Act shall not be construed to limit employer's access to information about an employee or perspective employee that is in the public domain. 820 ILCS 55/10(b)(3).

**Eligibility:** All employees and all perspective employees are protected under this section and under the Right to Privacy in the Workplace Act.

#### **Guidelines**

- A. Employer shall not request, require, or demand any employee or perspective employee to provide a password or other account information in order for employer to gain access to an account or social networking website of employee or perspective employee. Social networking website shall mean an Internet-based service, not including electronic mail, which allows individuals to:
  - 1. Construct a public or semi-public profile within a bounded system, created by the service
  - 2. Create a list of other users with whom they share a connection within the system
  - 3. View and navigate their list of connections and those made by others within the system.
- B. Employer may develop, maintain, and enforce workplace policy regarding the use of employer's electronic devices in order to limit and/or monitor employee's access to the Internet, social networking websites, and electronic mail. The workplace policies shall not request or require an employee or perspective employee to provide a password or other account information that would allow employer to gain access to an account or a social networking website.
- C. Employer may obtain information available in the public domain about an employee or perspective employee.

### 3-M. Credit Privacy Act

**Purpose:** Ogle County seeks to comply with the Employee Credit Privacy Act (820 ILCS 70) in the protection of the privacy of employee credit history and to prevent discrimination based on such history. The Act became effective January 1, 2011.

**Eligibility:** All employees and applicants regardless of employment status.

#### Guidelines

A. The County shall be prohibited from inquiring about or requesting an employee's or applicant's credit history or credit report, unless such information is required for the position. A satisfactory credit history is not a valid occupational requirement unless at least one of the following is present.

1. State or federal law requires bonding or other security covering an individual holding the position.
2. The duties of the position include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more.
3. The duties of the position include signatory power over business assets of \$100 or more per transaction.
4. The position is a managerial position which involves setting the direction or control of the business.
5. The position involves access to personal or confidential information, financial information, trade secrets, or state or national security information.
6. The position meets criteria in administrative rules, if any, that the U.S. Department of Labor or the Illinois Department of Labor has promulgated to establish the circumstances in which a credit history is a valid occupational requirement.
7. The employee's or applicant's credit history is otherwise required by or exempt under federal or state law.

B. The County shall also be prohibited from failing or refusing to hire, recruit, discharge, or otherwise discriminate against an individual with respect to employment, compensation, or a term, condition, or privilege of employment because of the individual's credit history.

C. The County shall not retaliate or discriminate against an individual because the person has filed a complaint under the Employee Credit Privacy Act; testified, assisted, or participated in an investigation, proceeding or action concerning a violation of the Act, or oppose a violation of the Act.

D. The County shall not require an applicant or employee to waive any rights under the Employee Credit Privacy Act and any such waiver will be invalid and unenforceable.



E. Nothing in this section shall be construed to prohibit the County from conducting a thorough background investigation, which may include obtaining a report without information on credit history or an investigative report without information on credit history, or both as permitted under the Fair Credit Reporting Act. This information shall be used for employment purposes only.

## SECTION 4 - COMPENSATION

### 4-A. Staffing and Compensation Mission Statement

Good government starts with a professional staff. The County's philosophy embodies the following mission: The County will provide an atmosphere of sincere, people-oriented management and a quality work environment; opportunities for career development, advancement and job enrichment; opportunities for employee participation in the decision-making process; opportunities for employees to utilize their talents; and offering a compensation/fringe benefit plan which is affordable, competitive and equitable. With the intent of achieving this mission, the County operates under the following staffing and compensation goals:

- Employees will be chosen based on their knowledge, skills and ability to perform the work.
- The County is an equal opportunity employer with a diverse staff that values diversity in the work place and in the community.
- The County organization strives for adequate staffing, only employing the minimum amount of staff necessary to provide responsive and efficient service.
- The County will attempt to structure pay scales for County employees that are competitive with the regional labor market for county governments with similar tax bases and for county positions with similar responsibilities.
- The County will attempt to maintain wage parity among all County positions, both union and non-union staff.

### 4-B. Compensation Plan

Starting wages and base salaries for all non-represented positions are established by the Department Head according to job level classification plans approved and amended by the County Board from time to time. Starting wage exceptions are determined by individual Department Heads based on discretion allowed within the established pay range per job classification and approved budget.

Annual salary adjustments are determined by the Department Head subject to the departmental budget approved by the Ogle County board and the Board of Health.

### 4-C. Time Sheet Recording Policy (Exempt & Non-Exempt Employees)

The County will comply with Department of Labor (DOL) standards relative to time keeping. Accurately recording time worked is the responsibility of every employee. Federal and state laws require the County to keep an accurate record of time worked in order to calculate employee's pay and benefits.

Altering, falsifying, or tampering with time records, or recording time for another employee's time record may result in disciplinary action, up to and including, termination of employment.

It is the employee's responsibility to sign his/her time records to certify the accuracy of all time recorded. This may include utilizing electronic signatures. If there is an error in a time record, the

change should be made and initialed by both the employee and the employee's supervisor. The supervisor will review and then approve the time record before submitting it for payroll processing.

#### **4-D. Pay schedule/Payroll**

County employees are paid by check or direct deposit on the 15<sup>th</sup> and the last day of each month. There are 24 pay periods in the calendar year. When a pay day falls on a weekend or a holiday, every effort will be made to distribute payroll checks and make the appropriate transfers for direct deposits on the last workday preceding the weekend or holiday.

#### **4-E. Direct Deposit**

The County offers and encourages direct deposit of employee payroll checks. Enrollment and/or changes can be made by filling out the County's Direct Deposit Authorization Form and providing a voided check to the Treasurer's office. The voided check must contain the bank routing and account numbers for processing.

Cancelling a direct deposit deduction must be done at least seven (7) working days prior to payday.

#### **4-F. Overtime/Compensatory Time/Working Sundays**

##### ***Exempt***

Exempt employees as defined by the Fair Labor Standards Act (FLSA) are not eligible for overtime pay for hours worked beyond the normal work schedule. Exempt employees are expected to work whatever additional time as needed to complete their work. Department heads may allow for some flexible scheduling to compensate for additional hours worked.

##### ***Non-exempt***

##### Overtime

Non-exempt employees, as defined by the Fair Labor Standards Act (FLSA), shall be entitled to overtime pay. Eligible employees shall be compensated for hours worked over 40 in a work week, at a rate of one and one-half times (1 ½) their regular hourly rate.

Other policies pertaining to Overtime:

- Prior authorization from the employee's supervisor is required before working more than their scheduled daily or weekly hours.
- Non-exempt employees shall not conduct County business outside of work hours, including but not limited to work on County issued or personal electronic devices (tablets, computers, smart phones, I-Pads and like devices) unless they have received prior approval from their supervisor. Failure to obtain prior approval may result in disciplinary action, up to and including, termination.
- Hours worked include: vacation, bereavement, jury duty, holiday time, work related conferences, required training and travel time to remote work sites.

- Sick time or workers compensation time off will not count towards overtime as hours worked.
- Employees who work a normal 35 hour work week will receive straight time for hours worked between 35 and 40 hours per week.
- To the extent possible, an attempt will be made to fairly distribute overtime work among employees competent to perform the required service.

### ***Compensatory Time (applies to non-exempt employees only)***

Compensatory time is administered on a departmental basis through guidelines set forth by the department head or a bargaining agreement in accordance with Fair Labor Standards Act (FLSA) guidelines. For departments that choose to administer compensatory time, the following guidelines will apply:

- Compensatory time is considered hours worked above 40 hours in a work week that would be paid at the overtime rate of one and a half times (1 ½) the employee's hourly rate. **Exempt employees may not receive compensatory time.**
- Compensatory time may be banked, and paid at a later date, in lieu of overtime pay at the employee's option.
- Non-bargaining unit employees may bank a maximum amount of 40 hours of compensatory time accrual per fiscal year. Compensatory time must be tracked by the department with a bi-monthly report sent to the Treasurer's office. Any remaining compensatory time not used by the end of the fiscal year will have their banked time paid out per FLSA guidelines at the current year's pay rate.
- Compensatory time usage shall be taken with pre-approval of the employee's department head or supervisor. An employee's department head or supervisor may require the employee to use accumulated compensatory time during time periods in which the department's work load is light.
- Hours coded as Straight Overtime (SOT= weekly hours worked between 35 and 40) may be banked.

### **4-G. Deferred Compensation**

The County provides an option to any regular full-time and qualified part-time employees to invest a portion of his/her present earnings in various deferred compensation plans. This is an arrangement where a certain dollar amount can be designated by the employee to be withheld from his/her paycheck and invested for payment at a later date, usually at retirement. Under this arrangement, neither the deferred amount nor earnings on the investments are subject to current federal income taxes until such time as the employee receives payment from the plan.

Enrollment can be arranged through the Treasurer's office and is open to any individual who has achieved regular (post-orientation) employee status with the County. Contributions to the program are financed solely by the employee through payroll deductions.

Benefits received through this program are in addition to Social Security or retirement system benefits for which the participating employee could be eligible.

#### **4-H. Credit Union Savings Program**

A payroll deduction savings program is also available to full-time and qualified part-time employees through local credit unions which enables employees to deposit a portion of their payroll check directly into checking, savings, Christmas, vacation, or other sponsored accounts. Contact the Treasurer's Office for a list of participating credit unions.

#### **4-I. Payroll Deductions**

The following deductions are required by law from each employee paycheck:

- Federal and state Income Tax withholding
- Social Security (non-sworn personnel)
- Medicare
- Retirement contributions
- Other deductions authorized by law

Optional Deductions:

- Deferred compensation (i.e. 457(b))
- Payment of health and dental insurance premiums
- Supplemental Insurance Premiums
- Credit Union Savings Program(s)
- Other approved deductions

With each paycheck the County employee receives a statement of deductions and earnings, which itemizes the various deductions made, as well as appropriate cumulative totals. A record of paid time off will also appear on the paycheck stub following successful completion of related orientation periods.

**It is the employee's responsibility to maintain current payroll deduction information and submit changes in writing to the Treasurer's Office.**

#### **4-J. Wage Garnishments**

When the County receives a court-order to take deductions from an employee's paycheck, the employee will be notified. The County will act in accordance with the Federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from the employee's paycheck. The County will only comply with written directives by a signed court order.

#### **4-K. Docking Pay – Exempt Employees**

The County complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) as it applies in the State of Illinois.

The U.S. Department of Labor has advised that deductions from pay are permissible:

- When the employee is absent for one or more full days for personal reasons

- When the employee is absent for one or more full days for sickness or disability if the employer has a plan that compensates the employee for lost salary
- To offset the amount the employee receives from jury service, witness fees, or for military pay
- To impose a penalty in good faith for the violation of safety rules of major significance
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace rules of conduct
- For unpaid leave under the Family and Medical Leave Act
- During the first or last week of employment if the employee does not work a full week

## SECTION 5 - BENEFITS

### 5-A. Holidays

Established holidays (when County offices are closed) are approved by the County Board each calendar year. When an actual holiday falls on a Saturday, the established holiday will be the preceding Friday. When an actual holiday falls on a Sunday, the established holiday will be the following Monday. If an approved Holiday occurs while an employee is on an approved vacation, the employee shall receive credit for that Holiday and will not have to charge that day to a Vacation Day.

Ogle County will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the County's operations. A request for such an accommodation, including time off, must be made to your Department Head. The employee will be required to use any accrued, unused vacation or personal time to cover the requested time off.

### 5-B. Vacation Time

Vacation time is defined as paid time off by eligible full-time employees for the purpose of rest and relaxation. For efficient business operations, consideration should be given to pre-schedule vacation time whenever possible.

#### ***Vacation Allowance:***

First through second year of service	1 calendar week; 5 work days
Years three through seven	2 calendar weeks; 10 work days
Years eight through eleven	3 calendar weeks; 15 work days
Years 12 through 15	4 calendar weeks; 20 work days
Year 16	4 weeks plus one day
Year 17	4 weeks plus two days
Year 18	4 weeks plus 3 days
Year 19	4 weeks plus 4 days
Year 20+	5 weeks

#### ***Additional Vacation Policies:***

1. Vacation time shall be computed from the anniversary date of employment.
2. Choice of vacation dates shall be granted depending upon the operating requirements of each department as determined by the department head.
3. For employees moving from part-time to full-time, date of the status change is used for determining the years of service for calculating vacation. Only prior years of full time service will be counted in calculating vacation time, as long as there has been no break in service.
4. Interruptions in employment of less than one year shall entitle employees to be considered as a continuing employee in granting vacation time.
5. No vacation shall be earned during periods of unpaid leave nor any period during which an employee is absent from work for more than thirty (30) consecutive calendar days and is not on vacation or paid sick leave.
6. While on vacation, if an employee becomes ill, sick time may be substituted. Employees must notify the County as soon as possible so that leave records may be updated.

7. If a holiday falls within an approved vacation period, it will not count against the vacation allotment.
8. If an employee leaves the County, they will be paid for any unused earned vacation, computed at the rate of pay earned in the year of separation and it shall be prorated.
9. **At the discretion of each Department Head, managers' vacation time shall be the same as that agreed to in their staffs' collective bargaining agreement or otherwise agreed to in a non-collective bargaining department.**

**Vacation time cannot be carried over from one year to the next.  
Any un-used vacation time shall be forfeited.**

### ***Requesting Vacation***

Paid or unpaid vacation leave is granted at the discretion of each Department Head in the County based on the needs of the County. All requests for vacation time off should be submitted as soon as possible. If time off is taken without approval, it will be considered an unexcused absence and subject to discipline, up to and including, termination.

Vacation requests are treated on a first-come, first-serve basis. If for any reason two (2) employees working in the same area/department request the same time period off and notice has been given within said guidelines, all parties shall try to come to an amicable agreement taking into consideration employee seniority and circumstances. The County requires that adequate staffing be maintained at all times to serve our customers and reserves the right to deny use of vacation days if time off will conflict with business needs. Prior approval may also be withdrawn at any time to accommodate staffing needs of the County.

### **5-C. Sick Leave**

Full-time employees will accrue sick days at the rate of one (1) work day per month. Sick leave use is for personal illness or leave to care for an illness, injury, or medical appointment of the employee's immediate family which is defined in Illinois law for this purpose as: child, spouse, sibling, parent, parent-in-law, grandchild, grandparent or stepparent, such that the employee cannot work without risk to his/her health or to administer care to an immediate family member. Any abuse of sick leave is a serious offense and any such abuse may be subject to disciplinary action.

#### ***Additional sick leave policies:***

1. Sick leave is not advanced and may not be taken until earned.
2. Employees may accumulate up to 240 working days of sick leave. At that point, sick leave no longer accrues until the balance of days drops below the 240 maximum.
3. See Leave of Absence for other policies related to use of sick time.
4. Absences over three (3) consecutive days for an employee's personal illness may require a return to work authorization by the attending physician, before the employee will be allowed to resume duties.
5. A treating physician must indicate, in the return to work note, any restrictions the employee may have. The department head will determine whether or not accommodations can be made



and communicate that in writing to the employee. If there are no restrictions indicated, the employee may return to full-duty.

6. Vacation pay may not be substituted for sick leave unless sick time has been exhausted at which time only earned vacation time may be utilized. In these instances the department head or designee will contact the Treasurer for guidance.
7. Employees leaving County employment are not compensated for any accrued but unused sick leave.
8. Time spent recuperating from an illness that occurs while on vacation leave can be taken as sick leave. Such occurrences must be reported as soon as possible so that the employee's leave records can be updated to reflect this change. (Falsification of such evidence may result in disciplinary action, up to and including, termination.)
9. When an employee finds it necessary to be absent for personal illness, an immediate family member's illness or appointments with a doctor or dentist, the employee shall report the absence to his/her immediate supervisor prior to the regular time for reporting to work. Sick leave may not be granted unless such a report is made.
10. For purposes of this provision *"immediate family member"* is defined as the employee's spouse, civil union spouse/partner, dependent child (biological, foster or step) or any of the following family members as long as the employee is designated as the primary caregiver for the person in question: father, mother, son, daughter (including step and in-law), sister, brother, grandparent, grandchild. Absences for spouse, parent, or child (under 18) may be eligible for benefits under the Family Medical Leave Act. For absences greater than three (3) days, please contact your Supervisor.
11. In the event that an employee is unable to report for work due to illness or other emergency, they must verbally or through confirmed text message inform their supervisor as soon as possible and prior to the start of their shift. If a text confirmation is not returned, the employee must verbally contact their supervisor. Email is not an acceptable means of reporting an absence. Any employee who is absent three (3) consecutive days without contacting the Department Head or Supervisor will be considered to have resigned from County service.

#### **5-D. Personal Days**

Employees shall be provided three (3) personal days each calendar year. Employees shall request personal time off from their Department Head, giving as much advance notice as possible. Personal days cannot be carried over into the next calendar year. Personal days will be pro-rated for employees hired after January 1 of each year.

#### **5-E. Medical Insurance (Health and Dental/Optional Eye)**

The County offers a health and dental insurance plan to all full-time employees and their dependents provided the employee works thirty (30) or more hours each week. If elected, the health insurance coverage begins on the first day of the month following thirty (30) days of employment. The County and the employee share the cost of employee; spouse and dependent coverage under this plan. The proportion paid by the County and employees are determined by the Ogle County Board.

Employee contributions are deducted pre-tax unless specifically declined by the employee. The plan benefit coverage, deductibles, maximums, co-payments, and other details are subject to change.

Dental coverage is available even if health benefits are not elected. Please refer to the plan documents for details on each type of coverage, or contact the Treasurer's office with questions.

An optional eye care discount card is available at the employee's expense, as well as a flexible spending account.

The County shall maintain health insurance policies and programs that are in compliance with the Affordable Care Act (ACA).

The County must follow open enrollment periods as outlined in the various plan documents provided by insurance carriers. The following are open enrollment periods for various benefits:

<b>Benefit</b>	<b>Plan date</b>	<b>Open Enrollment Period</b>
Health Insurance Plan	August 1	November
Dental	August 1	November
Voluntary Deductions (AFLAC & Boston Mutual)		
Flexible Spending	January 1	November
Deferred Comp (457)	Any time	n/a

Enrollment applications and/or change forms should be completed in the following instances:

1. new employees beginning service with the County
2. employees seeking to add an eligible dependent
3. employees who request to drop a dependent
4. qualifying life event (i.e. marriage, divorce, birth)

Applications and/or change forms are available from the Treasurer's Office. It is the employee's responsibility to notify the Treasurer's Office of any change in dependent status by completing updated enrollment forms. In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), continuation of group health plan coverage is available according to the provisions outlined in Section 11-D.

Specific benefits of the plan are described in insurance brochures available to each employee on the County's intranet or from the Treasurer's Office.

The County shall contribute a percentage of the cost of single health insurance coverage through the County policy when the non –represented employee retires after at least meeting the minimum age and time statutory requirements of the Illinois Municipal Retirement Fund (IMRF) pension fund. This contribution shall continue until the non-represented employee reaches the age at which Medicare coverage begins. This contribution is effective for non-represented employees who retire after December 1, 2008.

Anyone hired by the County on or after 07/16/2019 will not have access to health or dental insurance upon retirement.

### **5-F. Declining Coverage**

Employees eligible for medical insurance coverage, who have access or are covered by insurance policies separate from the County, can decline participation in the County's group insurance plans.

### **5-G. Life Insurance**

An optional payroll deduction life insurance program is also available to full-time and qualified part-time employees. This program offers a variety of term, universal, and whole life policies at the employee's expense.

### **5-H. Workers' Compensation**

County employees are covered under the Illinois Workers Compensation Act. The Act provides for medical care and replacement of wages if an employee sustains an injury arising out of and occurring in the course of the employee's employment with the County. Non job-related illnesses or injuries, or illnesses or injuries not related to the performance of the employee's assigned duties are not covered under the Act.

County workers are covered through the Illinois Counties Risk Management Trust program (ICRMT) which is administered by Claims One. The County pays the full amount of this coverage.

Other policies relating to Worker's Compensation:

- In the case of an emergency, call 911. The employee should go to the nearest hospital emergency room for treatment and then utilize an occupational health facility if additional treatment is necessary.
- As allowable by law, leave of absences related to Worker's Compensation will run concurrent with the provisions of the Family Medical Leave Act.
- An employee has three (3) years from the date of the accident or two (2) years from the date the injured employee last received Workers' Compensation benefits, whichever is later to file a claim.
- Worker's Compensation benefits will start on the third day of missed work as a result of an on the job injury. Day one and day two are paid utilizing the employee's paid time off benefit time. If an employee does not have benefit time, day one and two would be unpaid.
- Any work-related injury or illness (even if the employee is uncertain if the injury or illness is work-related, but suspects it might be work-related) must immediately be reported directly to the employee's supervisor. If the supervisor is not available, the department head or Treasurer must be contacted.
- Failure to immediately report an injury or illness may jeopardize the employee's eligibility for Workers' Compensation benefits.

- Upon notification, the County shall instruct the employee to report to an occupational health facility or physician for an examination or treatment. All medical evaluations by any licensed physician must be submitted to the County Treasurer.
- The County reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of a Workers' Compensation leave. This examination will be at the County's expense and the physician will submit the results to the County.
- The County may assign an injured employee to a modified duty assignment in accordance with the County's Light Duty/Return to Work Program.
- No employee shall be allowed to return to work without a statement from the treating physician approving the employee's return to work without restrictions, or with restrictions acceptable to the County.
- The County reserves the right to reassign the employee to another position at the same pay and benefits the employee received at the time of the injury.
- During periods of disability, employees are prohibited from any other employment whether paid or unpaid. Doing so may impact their benefits.
- When an employee has been released by a licensed physician to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations. For these doctor visits, the employee will be compensated at the employee's current rate of pay only for the period of time necessary for the visit, including reasonable transportation time. The County reserves the right to verify the time of the visit.
- Time taken over and above that which is necessary will be charged to the employee's available sick, personal, or other time off. If the employee does not have any available time, the employee will be compensated only to the extent required by law.

## 5-I. Disability Coverage (Short and Long Term)

### **IMRF Disability**

IMRF provides two types of disability benefits: (1) temporary, and (2) total and permanent. Temporary disability benefits are paid when a member is unable to perform the duties of any position which might reasonably be assigned by the current IMRF employer. Whenever IMRF awards disability benefits, the initial classification is temporary, regardless of the severity of the disability. Total and permanent benefits are paid after temporary disability benefits have expired and if the member is unable to engage in any gainful activity for any employer. *(Contact the County Treasurer or IMRF Directly for more details.)*

Temporary Disability Benefits are paid for a period of time equal to one-half of an employee's credited service, but not more than 30 months. For example: if an employee has one year of service, six months are payable. With five or more years of service, 30 months of benefits are payable, provided an employee is disabled that long. IMRF disability benefits are not paid for the first 30 consecutive calendar days of disability. Disability benefits begin on the 31st day following the date of disability, provided pay from the employer has stopped.

Total and Permanent Disability Benefits are payable when an employee has exhausted all temporary disability benefits, is unable to engage in any gainful activity whatsoever, and the disability is expected to result in death or be of a long and continued duration.

The entire cost of providing IMRF disability benefits, and the cost of continuing pension credits and death benefits coverage for a disabled member, is paid by the County. Employee contributions are not used to fund disability benefits.

#### Sheriff's Pension Disability

The Pension Board reviews disability requests based on doctor evaluations and nature of injury.

#### Workers' Compensation Disability

An employee or his/her survivors are eligible for Workers' Compensation benefits, if death or disability results from an occupational illness or injury. In cases of disability, Workers' Compensation will pay all reasonable medical expenses related to the injury. It will also provide a percentage of the weekly wages earned by an employee.

### **5-J. Light Duty**

Light duty may be available for employees who have duty related injuries. Nothing in this section shall preclude the County from requiring that the employee return to work on a light duty basis if a physician certifies that the employee is capable of performing such light duty.

For payroll processing purposes, an employee working in a light duty capacity needing to attend physical therapy and/or a physician overseeing his/her injury will be considered present for the entire day provided the employee has worked at least  $\frac{1}{2}$  of the workday. When a physical therapy or physician appointment is scheduled and the employee works less than  $\frac{1}{2}$  of the workday, the employee will be considered present only for the actual hours worked. The employee will then need to use available benefit time (vacation or sick time) to compensate for time not worked.

Light duty is not available for those who have non-duty related injuries. Non-duty related injuries require full duty release.

## SECTION 6 - LEAVE POLICIES

**Note:** *The County will comply with all state and federal acts relative to employment leaves of absence; including those outlined in the following sections.*

### 6-A. Jury Duty/Witness Duty

All employees shall receive their regular full pay for scheduled work absences due to jury duty up to the equivalent of an employee's workweek. Beyond that time, vacation pay may be substituted for unpaid time. Any payment an employee receives for service as a juror or witness must be returned to the Department Head (less travel expenses (mileage, tolls, parking etc.)). Check stubs for jury duty pay must be turned into payroll with the employee's timesheet as supporting documentation in order to be paid for jury duty.

Employees testifying as a witness at the request of the County or pursuant to a subpoena to matters related to their employment with the County shall also receive full pay for such time in addition to reimbursement for associated travel costs such as tolls, mileage, or parking.

No employee shall receive pay for time away from work while testifying as a witness in a case filed by that employee against the County or any court testimony not related to County business. Additionally, there will be no County reimbursement for travel costs associated with such court proceedings.

Employees called to jury duty or subpoenaed to testify in court or other proceedings should notify their supervisor or his/her designee immediately when such summons or notice is received so that proper arrangements for the employee's absence can be made.

### 6-B. Maternity/Paternity Leave

An employee may work during the later stages of pregnancy provided that working will not prove injurious to her health. The County will provide reasonable accommodations to support pregnant employees pursuant to the Illinois Human Rights Act, the American's with Disabilities Act, and the Equal Employment Opportunity Commission (EEOC).

The County offers maternity/paternity leave to employees who have been employed for at least one (1) year and who have worked at least 1250 hours during the 12-month period preceding the leave. The eligible employee may take maternity/paternity leave within 12 months of a birth, adoption, or placement of a foster child. This leave will allow a qualified employee up to 12 weeks of leave and will fulfill the County's obligations under the FMLA.

An employee utilizing maternity/paternity leave may utilize available sick time during the 12 week leave. An employee may also utilize other benefit time within the guidelines of those benefits (e.g. vacation, personal days and compensatory time). An employee may take all or part of the maternity/paternity leave without pay if benefit time is exhausted. An employee may take less than 12 weeks of leave, but may not return to work until a fit-for-duty release from their physician is received by the County as, in the case of a mother returning from maternity leave. The employer reserves the right to have an employee see the County's physician to verify ability to return to work.

The Illinois Municipal Retirement Fund (IMRF) offers disability payments for pregnancies. Employees who anticipate maternity leave should contact the Ogle County Clerk for the appropriate forms to submit to IMRF. Failure to notify IMRF may prohibit an employee from receiving disability benefits.

During maternity/paternity leave, the County will continue to share the employee's medical insurance coverage consistent with the County's Health Plan. If the employee is on unpaid family leave, arrangements will be made to collect the employee's share of medical insurance premiums on a monthly basis. To the extent that an employee is able to take paid leave, all benefits will remain the same (e.g. vacation time will be earned; insurance premium payments will be made.)

#### **6-C. Bereavement Leave**

All regular full-time and part-time employees who experience a loss in their immediate family shall receive up to three (3) consecutive days off with pay as bereavement leave to arrange and/or attend funeral activities. "Immediate Family" shall be defined as a spouse, fiancé, civil union partner, mother, father, mother-in-law, father-in-law, sister, brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, step-parents, foster parent, or any relative living in the same household with the employee.

In the event of the death of an employee's child (including a son or daughter who is biological, adopted, foster, stepchild, legal ward, or child of a person standing in loco parentis), employees that have been employed for at least 12 continuous months and have worked at least 1,250 hours within the year are eligible for two weeks (10 days) of unpaid bereavement leave to: (1) attend the funeral (or its alternative) of the child, (2) make arrangements necessitated by the death of the child, or (3) grieve the death of the child. Such leave must be taken within 60 days after the date on which the employee receives notice of the death of the child and employees must provide at least 48 hours of advance notice of an intention to take bereavement leave. Reasonable documentation may be requested by the County for such leave. An employee may elect to substitute available paid leave for unpaid bereavement leave. Bereavement leave shall run concurrently with FMLA leave, when applicable.

In the event of the death of an extended family member, a regular, full-time and part-time employee may be permitted to be absent from his/her job for one (1) workday with Department Head approval and receive regular straight-time pay. For purposes of this section, 'extended family' shall include aunts, uncles, and cousins.

Time off for attendance at a funeral for non-immediate family members and others or if additional time is needed may be granted utilizing paid time off or unpaid leave.

**At the discretion of the Department Head, managers of collective bargaining staff bereavement leave shall be reflective of the same terms and conditions as agreed in the collective bargaining agreement.**

#### **6-D. Military/Reserve Training Leave**

It is the intention of the County to follow all applicable federal and state employment laws related to military leave.

1. Any regular employee who presents official orders requiring attendance for a period of training or other active duty as a reserve member of the United States Armed Forces, including the Illinois National Guard, shall be given a leave of absence without pay, for the period required for such training or other active duty in accordance with federal Law. Employees on military leave may substitute their accrued time off for any unpaid leave and adhere to the following guidelines:
2. Employees must provide the County with at least 30 days advance written notice prior to the start of leave for military service except in cases of national emergency. Such notice must include, without limitation, a copy of the employee's orders. Upon return to the County from military service, employees must submit a statement signed by an appropriate military official indicating the time spent in military training and/or service.
3. Employees who are members of the National Guard or the US Armed Services Reserves may be entitled to leave with pay when called into service by the President of the United States as provided by law.
4. During a military leave of less than 31 days, an employee is entitled to continued group health plan coverage, under the same conditions as if the employee had continued to work. For military leaves of more than 31 days, an employee may elect to continue his/her health coverage for up to 24 months of uniformed service, but may be required to pay all or part of the premium for the continuation of coverage.

The County recognizes the importance of military service and the commitment of the National Guard members and reservists employed by the County and shall grant military leave in accordance with state and federal law.

Members of the National Guard or Reservists who have an advance schedule of monthly drills will provide that to their supervisor along with any other information which would prove helpful in scheduling for the employee's absence. The supervisor will forward the information to the department head.

Prior to departure, the employee must provide certain information to his/her supervisor:

- The name of the employee's reserve unit
- The phone number where the employee can be reached

Employees who are called to active duty are required to give immediate written notice and a copy of their orders with a projected release date from active duty to their supervisor. This paperwork will be forwarded to the Treasurer's Office.

Future Scheduling: Weekend drill and annual training exercises will qualify for Military Leave with Pay. While an employee is on military leave with pay, all benefits to the employee remain the same. The employee continues to accrue sick and annual leave and will continue to be enrolled in the County's health plan.



Employees will not be asked or required to find a replacement for their scheduled shifts when taking leave for military purposes.

#### **6-E. School Conference and Activity Leave**

Pursuant to 820 ILCS 147, School Conference and Activity Leave Act, all regular, full and part-time employees, who are parents of school children from kindergarten through twelfth (12<sup>th</sup>) grade, are eligible to use up to eight (8) hours of unpaid time off per school year, per child, to attend necessary educational conferences or activities at their children's school, if the employee is unable to meet with educators because of a work conflict; or, if the activity cannot be scheduled during non-work hours. No more than four (4) hours of school visit leave may be taken on the same day.

School Conference and Activity Leave is unpaid. Employees are not eligible for this leave until the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee except sick leave and disability leave.

Before attending a school conference or activity, the employee must provide a written request for leave at least seven (7) days in advance. In emergency situations, no more than 24 hours is required.

An employee who utilizes this leave may choose the opportunity to make up the time on a different day. An employee is not required to make up the time taken; but, if an employee does not make up the time, the employee will not be compensated for the leave. An employee who does make up the time will be paid the same rate as paid for normal working time. The County will make a good faith effort to permit an employee to make up the time; but, if no reasonable opportunity exists, the employee will not be paid for the time.

The employee must submit a completed Illinois Department of Labor School Visitation Form (Appendix J), with the required school administrator's signature, to their department head following the school visit. Failure to submit the verification document within two (2) days of the visit may subject the employee to discipline for an unexcused absence from work.

#### **6-F. Employee Blood Donation Leave**

The County will comply with provisions relative to the Employee Blood Donation Leave Act (820 ILCS 149). All regular, full-time employees may be granted one (1) hour or less of paid leave time every 56 days or more for the purpose of donating blood in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other national recognized standards.

Employees must submit a written request for leave with their supervisor in advance. Documentation of the proposed blood donation is required for approval. Documentation should be submitted by the employee to his/her supervisor with as much advance notification as possible. The medical documentation may consist of a written statement from the blood bank indicating that the employee has an appointment to donate blood.

An employee will not be required to use accumulated sick or vacation benefit time for the period used to donate or attempt to donate blood.

The employee must submit a written statement from the blood bank confirming that the employee kept their appointment and attempted to donate blood in order to be eligible for paid leave. If the employee does not keep his or her appointment with the blood bank, the employee will not be compensated for the leave. Failure to submit confirmation that the employee kept his or her appointment to donate blood, within two (2) days of the appointment date, may subject the employee to discipline for an unexcused absence from work.

The one (1) hour period may be retained by the employee if the attempt to donate blood is unsuccessful, as determined by the blood bank.

#### **6-G. Voting Leave**

Employees are encouraged to vote in national, state, and local elections. If voting within the time limits of an election is a problem due to working hours, employees shall consult with their immediate supervisor to make arrangements.

#### **6-H. Family Medical Leave Act**

This section briefly summarizes employee rights and regulations under the Family and Medical Leave Act. The provisions of the Family Medical Leave Act will run concurrent with Worker's Compensation and other paid or unpaid medical leaves as approved by the County.

##### ***Basic Leave Entitlement***

Employees may be eligible to take up to twelve (12) weeks of unpaid family/medical leave within a rolling 12-month period and be restored to the same or an equivalent position upon return provided that the employee has worked for the County for at least twelve (12) months and worked at least 1250 hours in the last twelve (12) months. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven (7) years.

Separate periods of employment will be counted if the break in services exceeds seven years due to National Guard or reserve military service obligations or when there is a written agreement stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

##### **Reasons for Basic Leave**

1. The birth of a child and in order to care for such child
2. The placement of a child with the employee for adoption or foster care
3. To care for a spouse, son, daughter, or parent ("covered" family member) with a serious health condition
4. Because of the employee's own serious health condition which renders the employee unable to perform the functions of the employee's position

Leave because of reasons one and two above must be completed within the rolling twelve (12) -month periods beginning on the date of birth or placement. In addition, spouses employed by the County who request leave because of reasons one or two or to care for an ill parent may only take a combined aggregate total of twelve (12) weeks leave for such purposes during any rolling twelve (12) -month period.

### ***Military Family Leave Entitlement***

If an employee is eligible, the employee may use the twelve (12) -week Family Medical Leave entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the active duty or call to active duty status in the National Guard or Reserves. It may also be used when a member of the regular or reserve components of the Armed Forces is deployed to any foreign country. This leave applies to a spouse, son, daughter, or parent or if the spouse, son, daughter, or parent, or "next of kin," is a member of a regular component of the Armed Forces.

Qualifying exigencies may include:

1. Attending certain military events
2. Arranging for alternative childcare
3. Addressing certain financial and legal arrangements
4. Attending certain counseling sessions
5. Addressing issues related to short-notice deployment
6. Spending time with a covered family member who is resting and recuperating
7. Attending post-deployment briefings

An employee may also be eligible for up to 26 weeks of leave to care for a covered service member during a single twelve (12)- month period. This single twelve (12)- month period begins with the first day the employee takes the leave. A covered service member includes: a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or is on the temporary disability retired list.

Employees may not be granted family medical leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted family medical leave, the employee may be subject to immediate termination.

FMLA forms can be found at <https://www.dol.gov/whd/fmla/2013rule/militaryForms.htm>.

### ***Notice of Leave***

If the family medical leave is foreseeable, the employee must give the County at least 30 days notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the

employee is expected to notify the County as soon as practicable, and absent unusual circumstances, in accordance with the County's normal leave procedures.

### ***Medical Certification-Leave for Employee's Own or a Covered Family Member's Serious Health Condition***

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within fifteen (15) days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. Any fees associated with the initial certification, are the responsibility of the employee. The County, at its expense, may require an examination by a second health care provider designated by the County, if it reasonably doubts the medical certification initially provided. If the second health care provider's opinion conflicts with the original medical certification, the County, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The County may also require medical recertification periodically during the leave and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own illness specifying that the employee is fit to perform the essential functions of the job.

### ***Certification for a Qualifying Exigency***

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty status, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty status in support of a contingency operation or when the covered family member of the regular or reserve components of the Armed Forces is deployed to any foreign country (documentation should include the dates of the active duty service). The County may also request additional information pertaining to the leave.

### ***Certification for Service Member Family Leave***

If an employee is requesting leave because of the need to care for a covered service member with a serious injury or illness, the County may require the employee to supply certification completed by an authorized health care provider of the covered service member. In addition, the County may also request additional information pertaining to the leave.

### ***Substitution of Paid Leave***

By law, family medical leave is unpaid leave. The County will substitute unpaid leave by utilizing sick time. If sick time exhausts, earned vacation will be utilized. The use of paid leave does not extend the leave period. In addition, if an employee is eligible for any additional paid leaves, such as short term or long term disability or workers' compensation, these leaves will also run concurrently with family medical leave and will not extend the leave period. When using paid leave in conjunction with family medical leave, employees must comply with the requirements of the applicable paid leave policy.

## ***Benefits during Leave***

During an approved family medical leave of absence, the County may maintain the employee's health benefits as if the employee continued to remain actively employed. If the leave is unpaid leave, the employee will be required to reimburse the County for their portion of the premium expenses. While on unpaid leave, the employee must continue to make health care premium payments to the Treasurer's Office. If the payment is more than thirty (30) days late, the employee's healthcare coverage may be dropped for the duration of the leave. Please contact the Treasurer's Office for additional FMLA policy questions.

## ***Intermittent Leave***

Leave because of a serious health condition, to care for a service member with a serious injury or illness or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. If leave is unpaid, the County will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced scheduled leave, the County may temporarily transfer the employee to an available alternate position, which better accommodates the recurring leave and which has equivalent pay and benefits. A fitness for duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties.

## ***Job Restoration***

If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits, and other terms and conditions of employment. If the employee takes leave because of the employee's own serious health condition, the employee may be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

## **6-I. Leave of Absence without Pay**

Unpaid leaves of absence may be granted by Department Heads to employees who have used their accumulated sick leave for continued sickness or disability or for other good cause shown by the employee. Whenever possible, requests are to be made giving notice of 30 days or more. Unpaid leaves of absence will be considered during times that an employee does not have time remaining in their benefit banks.

The following guidelines provide an outline for requesting a leave of absence without pay:

- A regular, full-time, non-orientation/introductory employee may request a leave of absence for good cause by completing a Leave of Absence form (see Appendix F). Good cause may include, but is not limited to, injuries which render the employee temporarily unable to perform his or her job (which exceeds the FMLA leave period), a reasonable accommodation for an

employee's disability where it does not pose an undue hardship, to travel pursuant to an employee's involvement in his/her professional organization as a high ranking member of the group, or other personal reasons. The request must be made in writing to the employee's supervisor, who will forward the request to the Department Head stating the reason(s) for the request, why the request should be granted or denied, and the date when the leave is to commence and terminate. The determination of whether the reason for the request does in fact constitute good cause is at the determination of the Department Head.

- Employees applying for a leave of absence must be aware that any position in the County is subject to elimination. Absolute assurance of reinstatement, therefore, cannot be given. Reinstatement shall always depend upon the needs of the County as determined by the Department Head in conjunction with the Personnel and Salary Committee.
- Employees seeking continuation of IMRF service credits during the leave must request approval from the Ogle County Clerk and Treasurer and the Department Head PRIOR to taking the leave of absence. Employees will be responsible for all contributions required by IMRF during this leave according to the requirements of the pension fund.
- An employee, once granted a leave of absence, shall not be entitled to the accrual of benefits for the duration of the leave. An employee may choose to continue participation in the group health and/or life insurance plans at the expense of the employee. This payment shall be made in full prior to the leave or he/she may make arrangements to pay the total premium amount by the 20th of each month while they are on leave.
- A regular employee returning from an unpaid leave of absence will have his/her anniversary date extended by the same length of time the employee was on leave without pay.
- Failure to return from a leave of absence will result in voluntary termination and repayment of the County Board's portion of insurance premiums paid by the County Board during the course of the leave.

#### **6-J. Illinois Unpaid Leave Due to Gender, Domestic and Sexual Violence (VESSA)**

##### ***Basis of Leave***

Basis of leave will provide up to twelve (12) weeks of unpaid leave from work on an intermittent or reduced work schedule basis to an Illinois employee who is a victim of gender, domestic or sexual violence (or who has a family or household member who is a victim of gender, domestic or sexual violence). Family or household member may include those related by blood or by present or prior marriage, or who share a son or daughter, to address gender, domestic or sexual violence if the employee is:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by gender, domestic or sexual violence to the employee or the employee's family or household member;
- Obtaining services from a victim services organization for the employee or the employee's family or household member
- Obtaining psychological or other counseling for the employee or the employee's family or household member;

- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future gender, domestic or sexual violence or ensure economic security; or
- Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including attending, preparing for or participating in any civil or criminal legal proceeding related to or derived from gender, domestic or sexual violence.

"Family or household member" means a spouse, party to a civil union, parent, son, daughter, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the gender, domestic or sexual violence. "Family or household member" may also include those related by blood or by present or prior marriage, or who share a son or daughter.

"Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. "Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

### ***Period of Leave***

Employee shall be entitled to a total of 12 workweeks of unpaid leave during any 12-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act.)

### ***Existing Leave***

The employee may use any paid or unpaid leave provided by the County for family or medical leave.

### ***Notice Required***

The employee shall provide the County with at least 48 hours' advance notice of the employee's intention to take the leave, unless providing such notice is not practicable.

When an unscheduled absence occurs, the County will not take any action against the employee if the employee, within a reasonable period after the absence (generally defined herein as 15 days) provides certification as shown under the next section.

## ***Certification***

The County may require the employee to provide certification to the County that:

- The employee or the employee's family or household member is a victim of gender, domestic or sexual violence; and
- The leave is for one of the purposes set forth in "Basis of Leave" above.

The employee shall provide such certification to the County within a reasonable period after the County requests certification. An employee may satisfy the above certification requirement by providing to the County a signed and dated statement of the employee, and upon obtaining such documents the employee shall provide:

- documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing gender, domestic or sexual violence and the effects of the violence;
- a police or court record; or
- other corroborating evidence.

## ***Confidentiality***

All information provided to the County, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be retained in the strictest confidence by the County, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable Federal or State law.

## ***Restoration to Position***

In general, an employee who takes leave under this policy shall be entitled, on return from such leave:

- to be restored by the County to the position of employment held by the employee when the leave commenced; or
- to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

## ***Maintenance of Health Benefits***



Except as provided under “Loss of Benefits” below, during any period that an employee takes leave under this policy, the County shall maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

### ***Loss of Benefits***

The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

However, the employee is not entitled to:

- the accrual of any seniority or employment benefits during any period of leave; or
- any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

### ***Reporting to the County***

The County may require an employee on leave under this policy to report periodically to the County on the status and intention of the employee to return to work.

### ***Failure to Return from Leave***

The County may recover the premium that the County paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if: (1) the employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired; and (2) the employee fails to return to work for a reason other than: (a) the continuation, recurrence, or onset of gender, domestic or sexual violence that entitles the employee to leave; or (b) other circumstances beyond the control of the employee.

The County may require an employee who claims that the employee is unable to return to work because of a reason described in (I) or (II) above to provide, within a reasonable period after making the claim, certification to the County that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement of clause by providing to the County:

- a sworn statement of the employee;
- documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee

has sought assistance in addressing gender, domestic or sexual violence and the effects of that violence;

- a police or court record; or
- other corroborating evidence.

### ***Nondiscrimination***

The County will not discriminate or otherwise harass or retaliate against any employee with respect to the compensation, terms, conditions or privileges of employment because the individual is or is perceived to be a victim of gender, domestic or sexual violence; attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of gender, domestic or sexual violence of which the individual or a family or household member was a victim; or requested an adjustment to a job structure, workplace facility, or work requirement, including a transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure in response to actual or threatened gender, domestic or sexual violence; or the workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit gender, domestic or sexual violence against the individual or the individual's family or household member.

### ***Reasonable Accommodations***

Within the provisions of VESSA, a reasonable accommodation will be made for a qualified employee or applicant when there are limitations resulting from circumstances that relate to being a victim of gender, domestic or sexual violence or a family or household member being a victim of gender, domestic or sexual violence. Reasonable VESSA accommodations may include adjustment to a job structure, workplace facility, or work requirement, including transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure" in response to an actual or perceived threat. assistance in documenting gender, domestic or sexual violence that occurs at the workplace or in a work-related setting. Employees are required to provide the same certification for an accommodation request as for that of a leave request.

## SECTION 7 - ADMINISTRATIVE POLICIES

### 7-A. Attendance-Notification of Absence

Employees shall report promptly at the designated starting time ready to begin their assigned duties. In the event that an employee is unable to report for work due to illness or other emergency, they must verbally or through confirmed text message inform their supervisor as soon as possible and prior to the start of their shift. If a text confirmation is not returned, the employee must verbally contact their supervisor. Email is not an acceptable means of reporting an absence. Any employee who is absent three (3) consecutive days without contacting the County will be considered to have resigned from County service.

Employees must request permission from their supervisor before leaving early. Failure to provide proper notice as described above will be considered an unreported absence, and may result in disciplinary action, up to and including termination. These policies are in place for the employee's well-being and safety as well.

Documentation may be required for any absence, regardless of length. The County requires a return to work release from a treating physician for any illness or injury lasting more than three (3) days, prior to allowing an employee to return to work. Frequent and/or excessive absences are grounds for disciplinary action, up to and including, termination.

### 7-B. Tardiness

Ogle County expects all employees to report to work on time as scheduled but recognizes that, occasionally, employees cannot avoid being tardy for work. If an employee realizes that he or she will be late for work, the employee must notify his/her supervisor as soon as possible. Chronic tardiness, however, will not be tolerated. If an employee is habitually tardy; he/she may be subject to discipline, up to and including, termination, unless otherwise noted.

### 7-C. Working Hours, Meal Periods, and Breaks

#### ***Working Hours***

The regularly scheduled working hours of full-time County Courthouse employees are 35 hours per week.

This policy establishes routine hours of work based on whether employees work in the office, field, or in other departments except as otherwise provided by a labor agreement or a written contract of employment.

Shift workers and part-time personnel shall work a schedule determined by the department head.

### ***Meal Periods (820 ILCS 140/3)***

An employee who works 7 1/2 continuous hours or more shall be provided one (1) unpaid lunch period of one hour which should be taken no later than five (5) hours after beginning work in order to be compliant with the Illinois Department of Labor. Schedules and lunch periods may be staggered to allow for continuous staffing of County offices. Employees should not work through lunch periods and need to step away from their work area when taking their lunch break. An employee's disregard for meal and rest period guidelines is handled through the disciplinary process.

### ***Regular Day***

Courthouse hours are from 8:30 A.M. to 4:30 P.M., Monday through Friday. The regular work week is 35 hours per week. A meal break shall be arranged, and shall be no more than one hour. Break time is scheduled at the discretion of the Department Head and shall not exceed twice a day for more than a total of 30 minutes per day.

### **7-D. Dress Code**

Employees are representatives of the County and, as such, have a responsibility to maintain a professional appearance. In the business setting, reasonable dress standards and good grooming help enhance the County's image. Every employee is expected to dress appropriately and all clothing should be neat, clean and in accordance with departmental policies.

A neat professional appearance is a requirement of the County. It is expected that all employees will exercise good judgment and dress appropriately for their jobs. These are the factors that should be taken into consideration when determining appropriate dress:

- The nature of the work
- Safety considerations, such as necessary precautions when working near machinery or hazardous work areas (employees will be required to wear proper safety equipment at all times, without exception for any reason)
- The nature of the public contact, if any, and the normal expectations of outside parties with whom the employee has contact with

The County recognizes the benefits of business casual dress and the positive effects it can have on productivity and employee morale by creating a more comfortable work environment. Unless dictated by a line of business uniform or bargaining agreement, business casual attire shall be worn Monday through Friday depending upon the nature of the work.

The dress code does not allow for jeans with holes, clothes with writing or revealing articles of clothing.

Department heads are responsible for monitoring and enforcing the dress code policy. If an employee's attire is questionable, the department head will hold a private discussion with the employee regarding the inappropriateness of the attire. If an obvious policy violation occurs, the employee will be sent home immediately, instructed to return dressed in more appropriate clothing,

and placed on authorized leave without pay for the period absent from work, depending on their exempt/non-exempt status.

When an employee's dress does not comply with established standards, the normal response should be to discuss the matter with the employee. If continued counseling fails to bring the desired response, the supervisor may initiate disciplinary action.

Repeated violations of the dress policy will result in disciplinary action in accordance with the County's progressive discipline policy. Discretion and professional judgment should always be exercised when dressing for casual days.

Some departments may have uniforms where the cost of such are budgeted within each department. As such, departmental policies or collective bargaining agreements related to dress code would supersede this policy.

#### **7-E. Inclement Weather**

In an effort to provide for the safety of Ogle County employees, the following procedures related to office closings shall be followed. The intent of the policy is to address how decisions will be made for the closing of County offices related to inclement weather or building security issues. This policy also addresses employee compensation during office closings.

##### Overnight Weather Events:

- In the event of a weather emergency, the Sheriff, County Engineer, Presiding Judge and County Board Chairman will jointly make the decision regarding the closing of County Offices. The decision will be made no later than 6:30 a.m.
- The decision regarding the closing of county offices will be conveyed to the listed Department Heads as quickly as possible.
- The Sheriff's Office shall notify the County Clerk, Health Department Administrator and Coroner.
- The Presiding Judge shall notify the States Attorney, Circuit Clerk, Probation Director and other judges.
- Upon notification by the Sheriff's Department, the County Clerk shall notify the County Assessor, Treasurer and Animal Control Department.
- Upon notification by the Sheriff's Department, the Health Department Administrator shall notify the Zoning Administrator and Solid Waste Department Director.
- Each Department Head or designated contact shall have the responsibility of notifying their respective staffs.
- Sheriff's Department shall be responsible for notifying the local media.
- The following media will be contacted: Rockford Televisions stations 13, 17, 23, and 39. Radio Stations WRHL (1060 AM - Rochelle) and WIXN (1460 AM - Dixon).

### Daytime Closings:

- In the event the offices need to be closed during the work day from weather conditions or a security issue, this information will be communicated to the Judicial Center and Old Court House Department Heads by the Bailiffs. The Sheriff's Department will notify the Pines Road Department Heads.
- Announcements regarding the cancellation of County Board meetings, committee meetings or other related county functions will be at the call of the Board Chairman.
- Each Department Head or designated contact shall have the responsibility of notifying their respective staffs.

### Compensation

- In the event the County Offices are closed (or closed early) for weather or security issues, non-represented employees shall receive their normal pay and will not be required to use accumulated leave time. Employees who are part of a labor contract shall follow the terms of the labor contract. Non-represented employees that are required to continue work, as part of their job descriptions, shall receive personal time equal to the number of hours the County Offices are closed, to be used during the calendar year, at the discretion of the Department Head.

### **7-F. Use of County Motor Vehicles, Equipment and Property**

County vehicles, equipment, and supplies may be used only for authorized County purposes. No County equipment or supplies may be removed from County premises for personal use.

Accidents can occur in any work environment. Employees are expected to use any County equipment or property with care. Make sure to review instructions for use before using a piece of equipment. Should County equipment be damaged it is expected that employees will immediately report the situation to a supervisor.

Intentional or negligent damage to equipment, furniture, or structures – regardless of one's state of mind – may result in disciplinary action, up to and including, termination.

### **7-G. Cell Phones and Similar Electronic Devices While Driving**

As of January 1, 2014, the State of Illinois prohibits the use of hand-held devices while driving. Talking is allowed as long as the driver is using a hands free device, such as a headset or speaker phone built into the car. Drivers violating this law are subject to State fines.

Cellular phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is County-supplied or personally owned.

While on County business, the County requires employees to abide by all state, local, and federal laws mandating the use of any cell phone or similar device while driving. An employee who uses a County-supplied device or County-supplied vehicle or equipment, is prohibited from using a hand held cell phone or similar device while driving, whether the business conducted is personal or County related.

This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to the County, elected officials, residents, contractors, volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the County; or any other County or personally related activities not named here while driving.

## **7-H. Reimbursement Procedures for Work Related Travel/M meal Expenses**

Employees traveling on business for the County will be reimbursed for reasonable out-of-pocket expenses in compliance with the Local Government Travel Expense Control Act and applicable local resolutions or ordinances, plus effective January 1, 2019, in accordance with the amended Illinois Wage Payment and Collection Act to impose an affirmative duty to reimburse employees for all necessary expenditures incurred by the employee within the employee's scope of employment and directly related to services performed by the employer. Necessary expenditures mean "all reasonable expenditures required of the employee in the discharge of employment duties and that inure to the primary benefit of the employer. It is the responsibility of each employee to understand and comply with the business expense policy prior to submitting expenses for payment. The County may not require employees to submit expenses less than 30 days after incurring them and may not require a receipt or otherwise produce a receipt or other documentation, the department must accept the employee's own signed statement in lieu of a receipt.

- Workshops, continuing education, in-service hours, conferences, etc., must have prior approval by the Department Head if the employee is to go during scheduled work hours or wants reimbursement.
- The County-owned vehicle, if applicable should be used for departmental travel whenever possible. When a personal vehicle is used, mileage reimbursement will be paid in accordance with Ogle County Vehicle Use Policy.
- The Department Head shall ensure that employees using personal vehicles shall have a valid Illinois driver's license and adequate liability insurance coverage, as required by State law and the Ogle County Motor Vehicle Driving Policy (R-2012-1012).
- While in work status, the use of safety belts is required by all employees. Smoking and the use of alcohol or illegal drugs in departmental vehicles or operating the vehicle under the influence of such are strictly prohibited.
- Compensation for time worked shall be reviewed and approved by the Department Head and shall be in accordance with Hours of Work/Time Off, of the Ogle County Personnel Policies and Benefits Manual, as amended from time to time.
- A completed Monthly Expense Sheet is required for reimbursement of all travel expenses, and must be approved by the Supervisor and/or Department Head.

- Original Agenda and the employee's signed statement of expenditure are required for Reimbursable Travel Expenses, which may include:
  - Mileage
  - Lodging expenses
  - Registration fees
  - Parking fees and tolls
  - Meals per schedule in this policy
  - If overnight, meals not included in registration fees
  - Safe arrival phone call
  - Business related cab fees/public transportation
  - Meals not covered by registration expenses are reimbursed based on actual costs incurred, the following not to exceed:
 

• Breakfast	• \$10.00
• Lunch	• \$15.00
• Dinner	• \$25.00
- Travel expenses *shall not* include the purchase of alcoholic beverages or other personal items.
- Reimbursement of other necessary travel related expenses shall be handled on a case by case basis. The employee should consult first with the Department Head, if possible, before incurring such expenses.
- As a general rule, advance payments and exceedances of the rates listed above will not be made unless extenuating circumstances exist. These requests will be considered on a case-by-case basis and require Department Head and the approval of the respective department committee chairperson.
- A Supervisor/Department Head may deny reimbursement if the employee's purchase exceeds the guidelines set by the employer's expense reimbursement policy, though the policy may not provide for *de minimis* reimbursement or no reimbursement at all. Moreover a Supervisor/Department Head may not deny reimbursement if the Supervisor/Department Head already authorized or required the particular expenditure, even if the reimbursement would otherwise violate or exceed the employer's policy. See 820 ILCS 115/9.5

## 7-I. Extra Duties

If a Non-Exempt (hourly) employee chooses to work for the County in a capacity different from his or her normal schedule, outside of normal work hours, the employee will be compensated at least his or her straight hourly rate. If the employee works more than 40 hours during the work week, in any combination of hours accumulated from either position, the employee will be paid at least time and



one half of his or her normal hourly rate for the overtime hours. The department responsible for assigning the extra duties shall also be responsible for the associated compensation and/or overtime.

## **7-J. Outside Employment**

No employee shall be employed by an employer other than the County, nor shall he or she contract for or accept anything of value in return for services, nor shall he or she otherwise be self-employed for remuneration, without the prior written approval of the employees' immediate supervisor and the department head.

An employee's request for such approval shall not be arbitrarily denied. If an employee desires to hold an outside job, including self-employment, the employee shall apply in writing to his/her immediate supervisor for approval. Such application shall include the name of the secondary employer, the nature of the outside work, and the standard work schedule of the outside work.

Each department head reserves the right to prohibit any outside employment if any of the following conditions apply or develop (this list is not all-inclusive):

- Where the nature or place of employment might bring disfavor on Ogle County
- Where secondary employment would involve the employee's appearance in County uniform involve use of County equipment, or in any manner be considered as a conflict of interest with the employee's position at the County
- Where it appears that secondary employment has an adverse effect on the employee's attendance records
- Where secondary employment impairs the employee's ability to discharge the duties and responsibilities of his/her County job
- Where an employee might be considered to be using his/her County position to influence the outside employment
- Where any outside employment could present an actual or potential conflict of interest to the County and/or its reputation or business interest

If outside employment, including self-employment, has previously been approved or permitted by the County, and if it later appears that such outside employment may constitute a conflict of interest or may be infringing upon an employee's ability to perform their assigned duties for the County, then the County reserves the right to require an employee to discontinue such outside employment, including self-employment, as a condition of continued employment by the County.

Employees may not engage in outside business activities while on duty nor may County property be used for non-County business.

Employees of the County shall not have a financial interest either directly or indirectly in any contract or business with the County (50 ILCS and 745 ILCS) (5 ILCS 420/4A-101).

Employees who engage in secondary employment shall do so only with the understanding and acceptance that their primary duty, obligation, and responsibility is to the Ogle County. County

employees may be subject to call in assignments, or overtime duty; no secondary employment may infringe upon, limit, or interfere with this obligation.

Employees must be covered by workers compensation insurance by their secondary employer. Self-employed employees who have secondary insurance benefits must provide proof of insurance to the County and the information will be kept on file. A copy of all requests for outside employment, whether approved or denied, shall be forwarded to the Department Head to be placed in the employee's personnel file.

#### **7-K. Loss of Personal Items**

The County shall not be liable for the loss or theft of any personal items brought to the workplace.

#### **7-L. Workplace Inspections**

Subject to applicable law, the County reserves the right to (a) search all County property, including all employee desks, files, workstations, and lockers; (b) make reasonable searches of employee property brought into the workplace; (c) investigate alleged violations of County policy if a County official has a reasonable, legitimate work-related suspicion of improper conduct, including, but not limited to, the following:

- Theft, removal, or damage of County or vendor property
- Workplace substance abuse
- Workplace violence
- Violation of company policies and rules
- Any other illegal activity

These inspections/investigations may be conducted during or outside of working hours, in the presence or absence of the employee, and with or without notice. Only County-authorized locks may be placed on any County property. Unauthorized locks may be removed by the County, without notice.

All employees are expected to cooperate with any County inspection/investigation. Refusing to cooperate, providing false information, or omitting information may result in disciplinary action, up to and including, termination. Additionally, if a search produces material(s) in violation of this or any other County policy, the County may take disciplinary action against the employee deemed to be in possession of the material, up to and including, termination. In addition, any illegal acts committed by employees may be reported to the appropriate law enforcement agency.

#### **7-M. Residency Requirements**

On call employees of the County must live within a 10 mile radius of the County. All other employees are encouraged to reside in the County but are not required to do so unless cited in an employment contract.



## SECTION 8 - COMMUNICATION POLICIES

### 8-A. Cell Phone Use

Personal cellular telephones and texting must be kept to a minimum unless there is an emergency during work time. Cell phone use should not impact employee productivity.

Telephone (including County-issued cellular phones), fax, and voicemail services are business tools. While at work, employees are expected to exercise the same discretion in using personal cellular phones, tablets, iPads, and other handheld electronic devices as is expected for the use of all County devices and equipment. In the remainder of this policy, these devices are collectively referred to as "handheld devices". As a general rule, County-issued handheld devices should not be used for excessive non-business purposes.

#### ***Handheld Device Guidelines***

Excessive use of these handheld devices during the workday can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal calls during work time to no more than a few per day as needed. Flexibility will be provided in circumstances demanding immediate attention. A failure to limit personal calls may result in disciplinary action, up to and including, termination. Additionally, the sound function of handheld devices should be turned off or placed on vibrate mode during working hours. When in meetings, handheld devices should always be turned on vibrate mode unless monitoring an emergency situation. This guideline applies to all handheld devices during working hours, whether supplied by the County or personally owned.

Accessing the internet and texting should be reserved for break times. The use of blue-tooth or other types of phone headsets (not work-related) during work time is prohibited. The County will not be liable for the loss of any personal cell phone brought into the workplace.

**Unless previously authorized to do so, non-exempt employees shall not conduct any County business outside of work hours, including but not limited to, work on County issued or personal electronic devices (including but not limited to tablets, computers, smart phones, I-Pads, and like devices). Failure to obtain prior approval for overtime may result in disciplinary action, up to and including, termination.**

#### ***Cell Phones and Similar Electronic Devices While Driving***

As of January 1, 2014, the State of Illinois prohibits the use of hand-held devices while driving. Talking is allowed as long as the driver is using a hands free device, such as a headset or speakerphone built into the car. Drivers violating this law are subject to state and/or local fines and disciplinary action, up to and including, termination.

Cellular phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is County-supplied or personally owned.

While on County business, the County requires employees to abide by all state, local, and federal laws mandating the use of any cell phone or similar device while driving. An employee who uses a County supplied device or a County supplied vehicle or equipment is prohibited from using a hand held cell phone or similar device while driving, whether the business conducted is personal or County related.

This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to the County, elected officials, residents, contractors, meetings, or civic responsibilities performed for or attended in the name of the County; or any other County or personally related activities not named here while driving.

Employees may not use a handheld device in a manner that violates the County's Unlawful Harassment policy, Equal Employment Opportunity policy, or any other County policy. Employees may not use a handheld device in any way that may be seen as a form of illegal harassment or discrimination, or obscene. Employees who violate this policy are subject to discipline, up to and including, immediate termination.

## **8-B. Social Media**

The use of social media shall not occur on Ogle County equipment. Social media on personal equipment shall only occur before or after work or during a lunch break.

### ***Guidelines***

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including the employee's own or someone else's web log or blog, journal, or diary, personal web site (such as Facebook), social networking or web site, web bulletin board or a chat room, whether or not associated or affiliated with the County. Because the use of social media can lead to personal and professional legal ramifications for the employee and the County, the County expects all employees to follow these guidelines with respect to any form of electronic communication.

The same principles and guidelines found in other County policies set forth in this Personnel Manual (as more fully described below) apply equally to activities online. Ultimately, employees are solely responsible for what is posted online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind any conduct that adversely affects job performance, the performance of fellow employees, or otherwise adversely affects the protection of confidential and/or proprietary information belonging to the County (such as HIPPA requirements and the provisions of the Identity Protection Act) may result in disciplinary action, up to and including, termination of employment.

### ***Duty to Follow the Rules***

Carefully read these guidelines as well as the County's policies regarding Technology, Professional Conduct, and Harassment and Discrimination, and ensure postings are consistent with these policies.

Unlawful postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject the employee to disciplinary action, up to and including, termination of employment.

### ***Be Respectful***

Always be fair and courteous to residents, co-workers, suppliers, vendors and other organizations or individuals who work on behalf of the County. Also, keep in mind that the resolution of work-related complaints may be more effective by speaking directly with co-workers and/or management or utilizing the County's Complaint procedure, than by posting complaints to a social media outlet. Nevertheless, if a decision is made to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or County policy.

### ***Be Honest and Accurate***

Always be honest and accurate when posting information or news, and if a mistake is made, correct it quickly. Be open about any previous posts that have been altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Whenever promoting the County, make sure to disclose that you are an employee of the County. This is important to comply with truth in advertising and other related laws.

### ***Appropriate and Respectful Content***

Maintain the confidentiality of County Confidential Information (as defined in the County's confidentiality policy) and respect financial disclosure laws for information such as Social Security numbers, HIPAA protected health information, items discussed but not yet released as part of executive session proceedings, and debit/credit card numbers and the like. Do not create a link from any personal blog, website or other social networking site to a County website without identifying yourself as a County employee.

Express only personal opinions. If the County is a subject of the content you are creating, be clear and open about the fact that you are an employee and that your views do not represent those of the County, fellow employees, residents, suppliers, vendors, or other organizations or individuals working on behalf of the County. If you do publish a blog or post online related to the work you do or subjects associated with the County, make it clear that you are not speaking on behalf of the County. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Ogle County."

### ***Social Media at Work***

The use of social media should occur before or after work or during a break or lunch. Should the use of social media become an issue, it will be brought to the employee's attention and restrictions or

disciplinary action may be taken. Use may be work-related as authorized by a supervisor or consistent with the County's Communications policies. Employees may not use County email addresses to register on social networks, blogs, or other online tools utilized for personal use. Employees should not have an expectation of privacy while using County equipment. While the County would never intentionally capture and keep employee passwords to any social media accounts, information displayed on any County computer or other equipment may be viewed and/or recorded by the County.

### ***Retaliation Prohibited***

The County prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including, termination.

### **8-C. Email and Internet Usage**

County email and Internet access are intended to be used for business purposes. Email and Internet use is monitored to control costs and for risk management purposes.

Employees that have access to or use County email or the Internet are required to follow this policy. Inappropriate use of email and/or the Internet is prohibited and may result in loss of access privileges and disciplinary action, up to and including, termination.

Inappropriate use includes, but is not limited to:

- Use of the County's computers, systems, email, Internet access, etc. for personal entertainment purposes, such as accepting or transmitting chain letters, gambling, or game playing
- Additionally, using any of the County's computers, systems, email, Internet access, etc. for personal reasons that may tax the County's local and wide area network (i.e., streaming audio and video); however, excepted from this would be discussions with a union representative
- Use of the County's computers, systems, email, Internet access, etc. for personal outside business ventures (i.e., home-based business, solicitation, and/or outside group and organization communication/postings)
- Use of the County's computer, email, and Internet access systems that is threatening, derogatory, harassing, discriminatory, or offensive to any member of a protected class
- In the event that an employee receives an email in violation of this policy, the appropriate action is to delete it immediately
- Accessing any website that may violate copyright infringement rights

The County reserves the right to, and may monitor and review email messages and usage of online networks to which the County has provided access to:

- Ensure that County policy is followed
- Ensure that such email and online networks are used primarily for business purposes

- Protect the County's rights

The County reserves the right to implement additional policies and procedures regarding the use of email and any online network access. Violation of this policy or the County policies and procedures implemented and communicated to employees in the future may result in disciplinary action, up to and including, termination of employment. This policy is not intended to prohibit protected concerted activity.

#### **8-D. Computer Usage**

As with all County equipment, County computer systems, hardware, and software are intended to be used for authorized business use. Employees having access to or using the County's computer systems, hardware, and/or software, are required to follow this policy. **Inappropriate use of computer hardware and/or software is prohibited and may result in loss of access privileges and disciplinary action, up to and including, termination.**

Inappropriate use includes, but is not limited to:

- Unauthorized attempts to access another employee's email account
- Unauthorized sharing of any access codes or passwords
- Transmission of confidential or proprietary County information to unauthorized persons or organizations
- Transmission or storage of sexually explicit images, cartoons, or messages; any transmission containing ethnic slurs, racial or religious epithets, or anything that may be construed as illegal harassment or discrimination of others based on their age, sex and sexual orientation, gender identity, race, national origin, color, disability, religious beliefs or other protected classification; materials containing graphic depictions of violence; and any similarly inappropriate content
- Any illegal or unethical computer-related activities

Department Heads will have unrestricted access to information stored in the computer systems, as any information created, transmitted, or stored on County computer systems is County property. Personal passwords should not be considered a guarantee of privacy. Employees should not expect any information stored on the County's computer system to be private. From time to time, if an employee is absent, management may access an employee's computer or files for legitimate business purposes. The confidentiality of all customer information and documents stored on the County's system should be protected as outlined above as well as in Section 2-M of this Manual.

#### ***Software Guidelines***

- Employees will not introduce any software onto a County computer or network without permission from the Department Supervisor and the IT Administrator
- All computer software should be used according to the license agreements and County policy. Do not copy software for home or other use
- The County reserves the right to remove any unlicensed software

#### ***Network Security Guidelines***



- Employees must not disclose their password to any other person inside or outside the County. Employees also must not disclose any other information to any outside person who may enable that person to access the network.
- If an employee discovers a loophole that may enable unauthorized access to the system, the employee must immediately inform the IT Administrator or designee.
- Circumventing (“testing”) the network’s security is forbidden.
- Information should be stored on the shared drive, which is virus-protected and intermittently backed up.
- Employers are prohibited from requesting, requiring, or coercing an employee or applicant to: authenticate or access a personal online account in the presence of the employer, invite the employer to join a group affiliated with any personal online account of the employee or applicant, or join an online account established by the employer.

### ***Use of Credit Cards on the Internet***

Before making any purchases on the internet, employees who are authorized to use County credit cards shall ensure that they are using a secured site.

### ***Freedom of Information Act***

Under the Freedom of Information Act, communications may be considered public records and, therefore, subject to disclosure absent a specific exemption. Employees must forward requests for information or public records to a FOIA Officer.

### ***Document Retention***

1. Act. The Illinois Local Records Act (50 ILCS 205/1 et seq.) governs the retention and disposition of public records, regardless of physical form. Often the content of messages may constitute a formal, public record and must be retained according to established retention schedules; however, some e-mail messages are informal, temporary communications that do not qualify as “public records” (e.g. personal email, junk mail, invitations, etc.). Employees have the same responsibilities for e-mail messages as they do for any other public record and must distinguish between official, public records and informal, non-record information. Electronic communications which are considered public records must be preserved in either reproduced paper format or electronic format. If the employee prints out an official public record from the County’s electronic communication system and retains the record in hard copy, the electronic copy may be deleted immediately.
2. Public Records. Under the Illinois Local Records Act, “public record” means “any book, paper, map, photograph, digitized electronic material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein.” 50 ILCS 205/3.

Factors to consider and determine if a document (whether electronic or not) is a public record:

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- a. Was the document created or received in connection with the transaction of public business? E-mails or letters received or sent that were of a personal nature may be deleted but all others shall be retained.
- b. Is it official documentary material? For example, does the e-mail contain a draft letter versus the final letter? Drafts may be deleted if a final version is prepared.
- c. Is the document subject to disclosure under the Freedom of Information Act? If so, it is likely an official document to be retained.
- d. Does the document result from some action or transaction that clearly relates to the official work of Ogle County? For example, if it relates to the creation of policy or procedures regarding public employment matters, the correspondence must be retained.
- e. Is the material "appropriate for preservation by such agency or officer; or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein?" This eliminates the necessity of keeping documents which do not relate to the official actions of the County. If action is taken or a lack of action is based upon the contents of an e-mail, the e-mail must be retained.
- f. Does the document have any historical significance? What is the importance of the document? Does keeping or discarding the document further the goal of the Act - the "efficient and economical management of local records?" If yes, retain the e-mail.
- g. Is this a final document? For instance, many e-mail documents rapidly become stale and do not reflect "function, policies, decision, procedures, etc.," when a matter is finalized. Therefore, the County can simply keep the final document and delete prior drafts. However, a closer question exists relative to e-mail exchanges where the parties are sending communications to prepare the final document.
- h. Internal documents created by Employees on work-related topics which do not facilitate action such as transmittal notes, notifications, announcements, and the like may be discarded.
- i. Documents containing drafts, notes or interoffice memoranda that are not retained by the County in the ordinary course of business may be discarded. Carbon copies of e-mails may be discarded where the sender or primary recipient retains a copy of the message along with any attachments thereto.

If the decision to discard is unclear after considering the above guidelines, then consult the FOIA officer.

3. Electronic Communications ("E-Mail"). All non-public record e-mails should be deleted as soon as they have fulfilled their purpose. If an e-mail message is determined to be a public record, it shall be retained in the appropriate file or saved to a specific named folder to avoid the possibility of automatic deletion.

## SECTION 9 - STANDARDS OF CONDUCT

It shall be the duty of employees to maintain high standards of cooperation, efficiency, and integrity in their work with the County. The following references are purely guidelines and the County reserves the right to discipline employees based on what it deems to be appropriate in any given situation. Unless otherwise set forth under a written contract of employment, employees of the County are “at-will” and can be discharged, demoted, suspended, or otherwise disciplined without cause at any time at the sole discretion of the County.

These guidelines do not form a contract of employment nor should employees have any expectation that such guidelines form a contract. In addition, these guidelines are not all inclusive of what conduct will result in discipline. The decision of what disciplinary action will be taken rests solely with the management of the County and is made on a case-by-case basis.

### 9-A. Disciplinary Action

Some general guidelines for which an employee may be disciplined include, but are not limited to:

- Violation of any lawful or official regulation, ordinance, law, order, rule, or policy in this manual
- Reporting to work under the influence of intoxicants or non-prescription/illegal drug(s), or using such substances while on County property. Failure to report to a supervisor the use of any legal/authorized prescription drug(s) which may affect the employee’s ability to perform necessary job duties
- Absence without leave; failure to report to a supervisor when absent
- Excessive or chronic absenteeism and/or tardiness, or being wasteful with working time which may result in poor productivity and projects not being completed on time
- Causing damage to public property or being wasteful of County supplies through negligence or willful misconduct, or failure to take reasonable care of County material or property
- Immoral, unethical, or disgraceful actions or any other personal conduct likely to impact the efficiency of the County service or bring the County into disrepute, while on or off duty
- Commission of a felony or gross misdemeanor while on or off-duty
- Misappropriation of County funds
- Use of County vehicles, equipment, supplies, or tools for personal use or unauthorized purposes
- Making false statements, failing to provide requested information, or falsification of any records when applying for employment
- Falsification of personnel and/or County work records including, time worked records or time off records
- During work hours, the solicitation (by form or electronically), selling, or distribution of any donation, gift, service, product, information, or other item of value not authorized by the County; accepting fees, gifts, or other items of value in connection with work performed on County time or as a representative of the County

These examples of prohibited conduct should not be interpreted as being the sole reasons for disciplinary actions or discharge of an employee.

## **9-B. Progressive Discipline Policy**

Disciplinary actions may take, but are not limited to, the following forms:

- Verbal Warning
- Written Reprimand
- Suspension with or without pay
- Discharge

The degree of discipline administered will depend on the severity of the infraction and shall be in accordance with any applicable policies and procedures as well as local, state or federal laws and regulations. Immediate supervisors may have the authority to issue verbal warnings or written reprimands to supervised employees. Any other disciplinary action must be approved by the Department Head. However, nothing herein should be construed in any way to limit the County's right to summarily discharge or suspend an employee for serious offenses.

## **9-C. Complaint Procedure Policy**

Disciplinary action, as outlined above, may be appealed to the Personnel Policy and Salary Committee within ten (10) calendar days of the disciplinary action. The decision made by this committee shall be final.

## **9-D. Performance Evaluation**

To ensure that all employees perform their jobs to the best of their abilities, the County feels that it is important to recognize its employees for good performance and to offer appropriate suggestions when improvement is thought to be necessary. Consistent with this goal, all employees should have their performance evaluated continuously by their supervisor.

Employees may also receive periodic written appraisals/reviews of their performance. Written performance appraisals of each employee's performance should be done on an annual basis. All written reviews will be based on overall performance in relation to job responsibilities and will also take into account conduct, attitude, record of attendance, and tardiness. This annual review is also an opportunity to establish plans to improve areas of performance that need development or discuss training that might be needed to enhance performance. Individual and team performance is a significant consideration when determining training, compensation, promotion, job assignments, and long-range planning. Annual reviews also allow the employee and supervisor a chance to develop future goals, objectives, and a plan to achieve them.

## SECTION 10 - SAFETY AND SECURITY

### 10-A. Safety Policy

The County is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

The County will maintain safety and health practices consistent with the needs of its workers. Any suspected unsafe conditions and all injuries that occur on the job must be reported to a supervisor immediately. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

It shall be the policy of the County to provide a clean, safe, and business-like work environment for employees. Employees are expected to do their part for safety by observing all safety rules and regulations, keeping their work areas clean and organized, and by wearing all required safety equipment.

### 10-B. Safety Committee

The Safety Committee has representation from each department that includes employees in high exposure or hazardous positions. This committee meets on a quarterly basis and reviews incidents, safety procedures and plans, and safety programs for the County. The Committee is also tasked with special safety-related projects from time to time and is chaired by an appointed County Board member.

### 10-C. On the Job Illness or Injury Reporting Procedures

Employees injured during working hours shall report the injury immediately to their supervisor. Minor injuries may be treated with emergency first-aid kits which are available in each department. Depending upon the seriousness of the emergency, the employee may be referred to the nearest appropriate medical facility. Please see County facility bulletin boards for the location of the County's occupational health provider.

Employees shall report all accidents and injuries to their supervisor as soon as possible and no later than 24 hours following the incident. Failure to do so may be grounds for disciplinary action. An investigation of all incidents and injuries will be conducted by the supervisor and will be reported to the County's Insurance Officer. In addition to these safety regulations, the County requires employees and supervisory personnel to follow the guidelines established in each department in regard to safety rules and procedures.

The supervisor will present a written report of the incident to the County's Insurance Officer within two (2) working days or within 48 hours of their notification. In the case of a death, the County's insurance officer must be contacted within eight (8) hours. **Post accident drug screening as outlined in section 2-O #9 will be required.**

To ensure an accurate gathering of the fact, the injured employee and/or any witnesses may be required to verbally, or in written form, state the facts to those individuals investigating the incident. Employees are required to fully cooperate with any investigation, but must be aware that facts obtained may be used in any disciplinary action taken later.

During the period of disability, the injured employee shall not be employed in any other manner, with or without monetary compensation. Any person who is employed in violation of this paragraph forfeits the continuing compensation from the County from the time such employment begins and is subject to disciplinary action. Any salary compensation due the injured employee from Workers Compensation or any salary due them from any type of insurance which may be carried by the County on behalf of the employee will be retained by the County at the point other employment began. Any disabled employee receiving compensation under this provision shall not be entitled to any benefits for which they would qualify because of their disability under the provisions of the Illinois Pension Code as amended.

An employee who intentionally misrepresents any injury or facts concerning an incident may be subject to disciplinary action, up to and including, termination.

An employee who is seeking time off for a temporary or work related medical condition is required to use his/her earned paid time off in lieu of taking it as an unpaid leave of absence.

#### **10-D. Workplace Violence**

The County has “zero tolerance” for violence in the workplace and is strongly committed to providing a safe environment for working and conducting business. The purpose of this policy is to minimize the risk of personal injury to employees and damage to the County and personal property.

The County specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, the County expects and encourages employees to exercise reasonable judgment in identifying potentially dangerous situations.

Threats, threatening language, or any other acts of aggression or violence made towards or by any County employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking, or any other hostile, aggressive, injurious or destructive action. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto County premises.

Employees are encouraged to dial 911 in the event of a dangerous situation and should notify a supervisor who will also advise the Ogle County Sheriff immediately.

#### **10-E. Prohibition of Lethal and Non-Lethal Weapons**

*(Does not apply to sworn deputies)*

The County forbids the possession of lethal weapons, including but not limited to, guns and knives, on County property. The County also forbids the possession of non-lethal weapons including, but not

limited to, mace, pepper spray, and stun guns on County property. This policy applies to all employees and visitors to County offices and facilities. Employees found in violation of this policy are subject to disciplinary action, up to and including, termination of employment.

County employees that work in the field may carry pepper spray for encounters with unfriendly animals as a means to protect themselves.

Employees, elected officials, volunteers, and visitors to County facilities who have obtained a Concealed Carry License (CCL) shall not carry a firearm on their person while on County property. Employees, elected officials, volunteers, and visitors may travel to and from work or to County property and facilities in their personal vehicles with their firearm according to the Act, but such firearms must be stored out of sight in their locked vehicle. This is referred to as the "Parking Lot Rule." In addition, employees may not travel in County-owned vehicles with their firearm.

#### **10-F. Illinois Firearm Concealed Carry Act**

**Purpose:** In the interest of protecting the safety of employees and citizens of Ogle County and in recognition of the Illinois Firearm Concealed Carry Act (430 ILCS 66), the Ogle County Board adopts the following policy:

**Definition:** The word "employee" in this policy shall mean classifications including but not limited to, classified employees, unclassified employees, contractual employees, members of any boards or commissions approved by county officials or functioning on county property, volunteers working on behalf of the county or any elected or appointed Ogle County Official. This definition shall not include law enforcement officials specifically authorized to carry a firearm or any other employee authorized by statute.

#### **Prohibit To Bear**

- I. Employees of Ogle County are prohibited from carrying firearms in any county owned or leased building on any county premise, at any county work location, in any county vehicle, at a county controlled site, or at any time or in an area that is associated with county employment while the employee is acting within the course and scope of his or her employment.
- J. Employees shall be aware of the following list of prohibited areas described in the statute. Employees who bring a weapon into one of these prohibited areas while acting within the course and scope of his or her employment will be subject to disciplinary action including, but not limited to, termination by the County.

#### **Prohibited Areas**

- 1. Any building, real property, and parking area under the control of a public or private elementary or secondary school.

2. Any building, real property, and parking area under the control of a pre-school or child care facility, including any room or portion of a building under the control of a pre-school or child care facility. Nothing in this paragraph shall prevent the operator of a child care facility in a family home from owning or possessing a firearm in the home or license under this Act, if no child under child care at the home is present in the home or the firearm in the home is stored in a locked container when a child under child care at the home is present in the home.
3. Any building, parking area, or portion of a building under the control of an officer of the executive or legislative branch of government, provided that nothing in this paragraph shall prohibit a licensee from carrying a concealed firearm onto the real property, bikeway, or trail in a park regulated by the Department of Natural Resources or any other designated public hunting area or building where firearm possession is permitted as established by the Department of Natural Resources under Section 1.8 of the Wildlife Code.
4. Any building designated for matters before a circuit court, appellate court, or the Supreme Court, or any building or portion of a building under the control of the Supreme Court.
5. Any building or portion of a building under the control of a unit of local government.
6. Any building, real property, and parking area under the control of an adult or juvenile detention or correctional institution, prison, or jail.
7. Any building, real property, and parking area under the control of a public or private hospital or hospital affiliate, mental health facility, or nursing home.
8. Any bus, train, or form of transportation paid for in whole or in part with public funds, and any building, real property, and parking area under the control of a public transportation facility paid for in whole or in part with public funds.
9. Any building, real property, and parking area under the control of an establishment that serves alcohol on its premises, if more than 50% of the establishment's gross receipts within the prior 3 months are from the sale of alcohol. The owner of an establishment who knowingly fails to prohibit concealed firearms on its premises as provided in this paragraph or who knowingly makes a false statement or record to avoid the prohibition on concealed firearms under this paragraph is subject to the penalty under subsection (c-5) of Section 10-1 of the Liquor Control Act of 1934.
10. Any public gathering or special event conducted on property open to the public that requires the issuance of a permit from the unit of local government, provided this prohibition shall not apply to a licensee who must walk through a public gathering in order to access his or her residence, place of business, or vehicle.
11. Any building or real property that has been issued a Special Event Retailer's license as defined in Section 1-3.17.1 of the Liquor Control Act during the time designated for the sale of alcohol by the Special Event Retailer's license, or a Special use permit license as defined in



subsection (q) of Section 5-1 of the Liquor Control Act during the time designated for the sale of alcohol by the Special use permit license.

12. Any public playground.
13. Any public park, athletic area, or athletic facility under the control of a municipality or park district, provided nothing in this Section shall prohibit a licensee from carrying a concealed firearm while on a trail or bikeway if only a portion of the trail or bikeway includes a public park.
14. Any real property under the control of the Cook County Forest Preserve District.
15. Any building, classroom, laboratory, medical clinic, hospital, artistic venue, athletic venue, entertainment venue, officially recognized university-related organization property, whether owned or leased, and any real property, including parking areas, sidewalks, and common areas under the control of a public or private community college, college, or university.
16. Any building, real property, or parking area under the control of a gaming facility licensed under the Riverboat Gambling Act or the Illinois Horse Racing Act of 1975, including an inter-track wagering location licensee.
17. Any stadium, arena, or the real property or parking area under the control of a stadium, arena, or any collegiate or professional sporting event.
18. Any building, real property, or parking area under the control of a public library.
19. Any building, real property, or parking area under the control of an airport.
20. Any building, real property, or parking area under the control of an amusement park.
21. Any building, real property, or parking area under the control of a zoo or museum.
22. Any street, driveway, parking area, property, building, or facility, owned, leased, controlled, or used by a nuclear energy, storage, weapons, or development site or facility regulated by the federal Nuclear Regulatory Commission. The licensee shall not under any circumstance store a firearm or ammunition in his or her vehicle or in a compartment or container within a vehicle located anywhere in or on the street, driveway, parking area, property, building, or facility described in this paragraph.
23. Any area where firearms are prohibited under federal law.

### **Safekeeping of Weapon**

- A. Employees of Ogle County are prohibited from bringing a firearm onto a county owned or leased parking lot, even it is kept in his or her own vehicle, except for employees who possess a valid license to carry a concealed weapon.
- B. A county employee with a valid license to carry a concealed weapon who chooses to carry a concealed weapon while driving to and from work and park in a county owned or leased parking lot, must secure his or her weapon in his or her own locked vehicle, either in a locked compartment within the vehicle or in the trunk before he or she acts in the course and scope of his or her employment.

### **Violations**

- A. Any county employee who violates this policy shall be considered as acting outside the course and scope of his or her duties and will be subject to disciplinary action up to and including termination by the county.
- B. Ogle County will not defend or indemnify an employee who carries or discharges personal weapons on the job.

**Mandatory Signage:** The Illinois State Police has approved the signage specification pursuant to the Firearm Concealed Carry Act. The County, as an owner of the above statutorily prohibited areas must clearly and conspicuously post the Illinois State Police approved sign, in accordance with 430 ILCS 66/1, at the entrance of the building, premises or real property. Signs must be the design approved by the Illinois State Police. The size shall be 4 inches by 6 inches. The County may post a larger sign if it feels it is necessary or required.

**Dissemination of Policy:** Each office or department of Ogle County shall be responsible for reviewing said policy with each employee. Each employee must sign an acknowledgement form indicating the employee has reviewed a copy of said policy. This acknowledgement form shall be kept in the employees' personnel file. All new hires will receive instruction on this policy as part of his orientation.

## SECTION 11 - EMPLOYEE SEPARATION

### 11-A. Types of Separation

Employee separation is an inevitable part of organizational life. The following definitions and procedures are instituted in order to minimize the disruption of turnover for all concerned parties. Department Heads and the Treasurer's Office can assist in providing a smooth transition.

Proper notice, fulfillment of notice period and return of County property shall be the responsibility of each employee in order to remain "in good standing" and therefore, eligible for potential re-employment.

Service Retirement: Is a voluntary termination after an employee has satisfied both the age and length of employment requirements of the IMRF pension system.

Disability Retirement: Is a voluntary termination necessitated by an injury or illness which renders the employee incapable of performing the essential job duties of their position. Pension systems have specific application processes for applying for a disability pension.

Employee-Initiated Resignation: Is a voluntary termination given by the worker for any reason other than retirement.

Discharge: Is an involuntary termination of an employee which is initiated by the County.

Reduction in Force (RIF) or Layoff: Is the discharge of an employee(s) by the County for lack of work, lack of funds, other working condition changes or restructuring as determined by the County. The County shall strive to provide employees with advance notification prior to layoff.

#### ***Notice Period***

As a professional courtesy, and to aid the transitional process, the following notice periods are appreciated

Non Supervisory – two weeks

Supervisory – two to four weeks

Department head – four or more weeks

Notice period is understood to mean that the resigning employee will work during this time to aid in the transition of duties to another. Vacation time may not be taken during the notice period. If for any reason the supervisor or department head feels the worker is not contributing positively to the workplace, the two (2) week period may be cut short and the person's resignation will be accepted immediately.

Death of an Employee: Upon the death of a full-time employee, the County shall pay the legal heirs compensation based upon benefits accrued and for hours worked during the pay period the employee passed away.

## **11-B. Exit Interview**

To the extent possible, the Department Head will conduct an exit interview with separated employees on the employee's last day of work. Terminating employees are expected to return uniforms, specific department issuances, ID cards, and/or other County issued property. The exit interview will be kept in confidence by the Department Head after review by the Chairman of the County Personnel Committee.

## **11-C. Final Pay**

An employee shall receive pay for work performed through their separation date reduced by any prior, authorized deductions. Any other payments they have earned in accordance with these policies and applicable employment laws will be paid in the pay period on which the separation date falls. Benefits accrue through the final pay period.

## **11-D. Consolidated Omnibus Budget Reconciliation Act (COBRA)**

If a qualifying event occurs, employees may elect to continue health insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) for up to eighteen (18) months (in some cases, up to 29 or 36 months) at 102% of normal monthly health insurance premiums.

The County adheres to all the requirements of COBRA. Should employees lose their health care coverage under the County's health care plan as a result of a qualifying event, employees and employee's spouses and dependent children will be given the opportunity to continue to purchase coverage as a group member for the legally-specified period of time following the loss of coverage.

Although employees' right to elect continuation coverage begins upon the occurrence of a qualifying event, coverage is not automatic. Employees and employees' spouses and dependents must make an affirmative election of coverage before coverage will begin. An election notice will be sent after the plan administrator receives notice of a qualifying event. An election is considered to have been made on the date the employee sends in the election notice or a letter indicating an election is being made. Ogle County's Third Party Administrator will give the employee notice of his/her right to elect continuation of coverage within fourteen (14) days after being notified that the employee has incurred a qualifying event. The employee will have a minimum of 60 days to elect COBRA coverage. The election period will end no sooner than 60 days of the later of: 1) the date coverage is lost or 2) the date that notice to the employee is sent.

Employees or their beneficiaries electing COBRA coverage are required to pay 102% of the premium (normal plan cost plus a 2% administrative charge). Premiums may be increased once every twelve (12) months if the cost of the plan increases. Premiums may be increased after eighteen (18) months to 150% of the plan's total cost of coverage for qualified beneficiaries with disabilities receiving 29 months of coverage.

## **11-E. Unemployment Compensation**

The County is a covered employer under the Illinois Unemployment Compensation Law. Unemployment compensation benefits are designed to provide a partial replacement of wages to eligible employees during short periods of involuntary unemployment. For further information, contact the local Illinois Department of Employment Securities Office.

## **11-F. Retirement Benefits**

IMRF is a program providing for the payment of retirement, disability, and death benefits to state and municipal employees. Pursuant to state statute, participating employees contribute to IMRF on a pre-tax basis on total annual earnings.

If a member terminates service without retiring, accumulated IMRF contributions are refundable upon request. Employer contributions are not refundable under any circumstances. Employees hired before January 1, 2011 are vested with a minimum of eight years of service under the plan and are considered Tier I Benefits. Employees hired on or after January 1, 2011 qualify under Tier II benefits which increases the retirement age and changes the vesting requirements to ten (10) years of service. A detailed listing of all Tier 1 and Tier 2 benefits is available through IMRF.

Annual benefit statements are provided by IMRF to participating members. Employees may request an estimate of benefits from IMRF at any time to obtain an approximate projected retirement benefit amount.

## **11-G. Retirement Funds**

The required tax contribution to Social Security is established by the U.S. Congress. All employees except police officers and firefighters are covered by Social Security. By Federal law, police officers and firefighters hired after April, 1986 are required to pay Medicare tax.

## APPENDIX A - Personnel Policy Manual Acknowledgement

I hereby acknowledge receipt of the Ogle County Personnel Policy Manual. I agree and represent that I will read this Manual in its entirety and agree that if there is any policy or provision that I do not understand, I will seek clarification from my supervisor or Department Head.

I understand that this Manual is only a reference guide and is not intended to create nor does create an employment contract, either express or implied, on the part of the County. I understand that the policies, benefits, and rules contained in this manual can be changed or discontinued at any time, with or without advance notice. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the County Board has the ability to adopt any revisions to the policies in this Handbook, including departmental supplements.

I understand that my employment with the County is “at-will” unless provided otherwise by a written agreement signed by an authorized member of management (including a collective bargaining agreement).

In the event of a conflict between any section of this Manual and the provisions of a collective bargaining agreement or plan document, the collective bargaining agreement or plan document would govern in all cases.

I understand and will comply with all policies within this Manual and acknowledge that violating any policy within this Manual or any other County policy, rule, or guideline will subject me to disciplinary action, up to and including, termination.

If any part of this Manual is found to be unconstitutional, the remainder shall be valid.

Employee Name\_\_\_\_\_

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_

Witness Signature\_\_\_\_\_

Witness Title\_\_\_\_\_

## APPENDIX B - Complaint Form

Please fill out completely and be specific. Use additional pages if necessary. List date(s) of occurrence(s) as well as any witness(es) to the occurrence(s). Turn the completed form into your supervisor or Department Head as applicable.

Nature of Complaint:

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Employee Name\_\_\_\_\_

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_

Witness Signature\_\_\_\_\_

Witness Title\_\_\_\_\_

## APPENDIX C - Consent to Drug & Alcohol Screening

(CDL & Non-CDL Employees)

I hereby voluntarily consent to submit to drug, **marijuana** and/or alcohol screening or testing by a physician, clinic, laboratory, or medical facility chosen by Ogle County (the "County") at the County's expense. I hereby consent to the physician, clinic, laboratory, or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood, and other similar substance. I also authorize the physician, clinic, laboratory, or medical facility to disclose his, her or its findings, conclusions and opinions regarding the drug and/or alcohol screening or testing to a County official or a designated representative.

I hereby further consent to the County contacting my physician or pharmacist to verify my reported use of legal drugs in accordance with the County's Drug & Alcohol Policy and authorize my physician or pharmacist to provide all information requested by the County regarding my use of such drugs, including without limitation the possible effects of such use on my performance of job functions.

**I also acknowledge receiving, reading, and understanding the County's CDL & Non-CDL Drug & Alcohol policies.** I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the County the use of legal drugs as required by this policy, may result in disciplinary action, up to and including, termination.

Employee Name\_\_\_\_\_

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_

Witness Signature\_\_\_\_\_

Witness Title\_\_\_\_\_



**APPENDIX D -**  
**Internet, Email, Computer Use and Technology Acknowledgement**

I hereby acknowledge that I have received and read the County's technology policies in the Personnel Policy Manual. I understand that my use of the County email and internet system constitutes my consent to all the terms and conditions of the policies. I understand that the email system and all information transmitted by, received or stored in the system are the property of the County and is only to be used for business purposes.

I further acknowledge that I have no expectation of privacy in the connection with the use of the internet and email system or with the transmission, receipt, or storage of information in that system.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness Signature \_\_\_\_\_

Witness Title \_\_\_\_\_

**APPENDIX E -  
Request for Leave of Absence without Pay**

Name\_\_\_\_\_

Title/Position\_\_\_\_\_

Department\_\_\_\_\_

Period for which the leave is requested (provide actual service dates):

From\_\_\_\_\_ to \_\_\_\_\_

Purpose of leave (be specific):\_\_\_\_\_

\_\_\_\_\_

Please describe how we can contact you during your absence.

\_\_\_\_\_

I understand that all positions in the County are subject to elimination. Absolute assurance of reinstatement cannot be given by the County. I understand further that once granted this leave, I am not entitled to accrual of the benefits for the duration of the leave and that continuation of any group health or life insurance plans will be at my expense. I also understand that my anniversary date may be extended at the discretion of the Department Head by the same length of time I am on a leave of absence without pay.

Employee Name\_\_\_\_\_

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_

Witness Signature\_\_\_\_\_

Witness Title\_\_\_\_\_

**APPENDIX F -  
Sworn Statement for Taking Leave Under VESSA**

I, \_\_\_\_\_, swear that I am taking leave under the **Illinois Unpaid Leave Due to Gender, Domestic, or Sexual Violence** and that either I am a victim of domestic or sexual violence or have a family or household member who is a victim of domestic or sexual violence.

Employee Name\_\_\_\_\_

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_

Witness Signature\_\_\_\_\_

Witness Title\_\_\_\_\_

## APPENDIX G - School Visitation Form



### IL DEPARTMENT OF LABOR

Fair Labor Standards Division  
Compliance Processing Section  
160 North LaSalle, Suite C-1300  
Chicago, IL 60601-3150  
Tel # (312) 793-2804  
Fax #: (312) 814-1210

### School Visitation Form

For Office Use Only

Please print or type all information.

Illinois School Visitation Rights Act (820 ILCS 147/30)			
This form is suggested to document and verify leave taken under the above Act. This leave is for an employee to "attend necessary educational or behavioral" conferences at the school attended by his or her child. <sup>1</sup>			
Employer Information			
Name of Employer:			
Employee Information			
Name of Employee:			
School Information			
Date of School Conference:			
Exact Time Conference Began:			
Exact Time Conference Ended:			
Name of School:			
School Address:			
City:	State:	Zip Code:	
School Administrator's Name:			
School Telephone Number:	(     )		
School Administrator Signature:			

<sup>1</sup> Under the Act, "child" includes biological, adopted, foster, stepchild of the employee and/or a legal ward of the employee.

## APPENDIX H - Harassment & Bullying Prevention Policy Acknowledgement

Ogle County is committed to maintaining a discrimination and harassment-free work environment. We will not tolerate unlawful harassment of our employees by anyone, including any supervisor, co-worker, or third party.

***Please read the following information regarding harassment:***

1. Federal and state laws prohibit harassment based on sex, sexual orientation, national origin, religious preference, race, age, color, or veteran status.
2. Harassment is any verbal conduct, physical conduct, visual, print or electronic communications or data that belittles or shows hostility or aversion toward an individual because of sex, race, religion, color, national origin, age, veteran status or disability, or any other status protected by law.
3. Harassment creates an intimidating, hostile or offensive work environment, unreasonably interferes with an individual's work performance, and can adversely affect an individual's employment opportunities.
4. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal conduct, physical conduct or visual, print or electronic communications or data of a sexual nature including:
  - a. Physical conduct that is sexual in nature;
  - b. Sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience;
  - c. Repeated unwelcome requests for a date or romantic relationship;
  - d. Displaying pictures, posters, calendars, graffiti, objects, promotional or reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic;
  - e. Tangible employment action is when submission to conduct is required or implied as term or condition of employment or is basis for employment action;
  - f. A hostile work environment results from unwelcome conduct, generally of a sexual nature, that interferes with an individual's work performance or creates an intimidating, hostile or offensive workplace. It is the impact of a person's actions, not their intent, which creates hostile work environment.
5. It is considered harassment if a reasonable person would be offended, and if it is severe and pervasive. What may not be offensive to you may offend someone else. A third party can be offended by sexual conduct or others' communication.
6. All inquiries or complaints will be investigated promptly, thoroughly and as confidentially as possible for the protection of all involved employees.
7. There will be no retaliation against any employee who makes a good faith report, even if, after an investigation, it appears there has been no violation.
8. If an investigation confirms that harassment in violation of this policy has occurred, the company will take appropriate corrective action, including discipline up to and including termination of employment.
9. Persons who violate this policy also are subject to civil damages or criminal penalties.

I agree that I will immediately contact my supervisor or, if I would feel more comfortable doing so, the Department Head, if I am subjected to or witness any of the following actions: Harassment because of race, religion, ancestry, citizenship status, color, sex, sexual orientation, age, national origin, veteran or military status; sexual harassment or any type of unwelcome conduct, whether verbal, physical or visual; quid pro quo; and/or a hostile work environment.

I agree that I have thoroughly read the above information about harassment. I understand that I am responsible for observing the policies and procedures this document describes. I further understand that violation of the above policies can result in termination of employment and/or civil damages or criminal penalties. I agree to discuss with my supervisor or Department Head any areas of this document which are not clear or are of concern to me about my employment.

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head (print)

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative (print)

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date

**APPENDIX I -  
Seasonal Employee Information and Acknowledgement Form**

This form provides information regarding short-term seasonal employment with the Ogle County.

The County in no way guarantees that you will be re-employed by the County after your current term of employment ends.

If you wish to be considered for another seasonal job with the County in subsequent years, you must submit a new employment application and comply with all County hiring requirements.

If, after the completion of the hiring process, the County chooses to re-employ you for future seasonal employment, you will in no way receive additional benefits due to your prior seasonal employment with the County.

This information form is not an express or implied contract of employment and does not create any rights in nature of an employment contract. Employment with the County is at-will and can be terminated, with or without cause, and with or without notice, at any time at the option of the County.

I acknowledge having received, read, and understood the contents of the Seasonal Employee Information and Acknowledgment Form.

Employee Name\_\_\_\_\_

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_

Witness Signature\_\_\_\_\_

Witness Title\_\_\_\_\_

**APPENDIX J -  
Employer Notification of Outside Employment**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Department

I hereby provide the following details regarding my outside employment pursuant to the Outside Employment Policy (be specific):

\_\_\_\_\_

If at any time it appears that such outside employment may constitute a conflict of interest or may be infringing my ability to perform my assigned duties for the County, then the County reserves the right to require me to discontinue such outside employment, including self-employment, as a condition of continued employment by the County.

I understand that I must be covered by workers compensation insurance by my second employer and must provide proof of insurance to the County.

Employee Name\_\_\_\_\_

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_

Witness Signature\_\_\_\_\_

Witness Title\_\_\_\_\_

**\*\*Attach proof of insurance to this form\*\***



**APPENDIX K -  
Internal Candidate Application Form**

Ogle County - Current Employee Only

**INTERNAL CANDIDATE APPLICATION**

Position applying for: \_\_\_\_\_

Employee name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Current department: \_\_\_\_\_ Job title: \_\_\_\_\_

Start date with County: \_\_\_\_\_

Does your manager/supervisor know you are applying for this position? ☐ yes ☐ no

Please briefly describe your current duties and how your work experience makes you a candidate for the job you are applying for:

What education, experience, skills and abilities do you possess which qualify you for the career opportunity you are applying for.

Position applying for: \_\_\_\_\_

Employee name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Have you had any corrective written or verbal performance evaluations within the last year?  
☐ yes ☐ no

If yes, please explain:

Do you have a valid driver's license? ☐ yes ☐ no (answer only if the position applied for requires driving as an essential function of the job).

**I hereby acknowledge that I have read and understand the above statements.**

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

## APPENDIX L - Exit Interview Form

NAME:
JOB TITLE:
DIVISION / UNIT:
START DATE WITH ORGANIZATION:
START DATE IN POSITION:
SEPARATION DATE:
TOTAL LENGTH OF SERVICE:
OTHER POSITIONS HELD WITH ORGANIZATION:

1.	Please describe the primary reason(s) you are leaving your current position.

2.	Did dissatisfaction with any of the following factors influence your decision to leave?	YES	NO
	Type of work		
	Working conditions (setting, schedule, travel, flexibility)		
	Pay		
	Supervisor		
	Location		
	Cost of living in area		
	Commute		

3.	Please rate the following aspects of the job you are vacating. Use the 1 – 5 scale below.					
		1 Poor	2	3 Average	4	5 Excellent
	Type of work performed					
	Fairness of workload					
	Salary					
	Working conditions					
	Tools and equipment provided					
	Training received					
	Co-workers					
	Supervision received					
	Level of input in decisions that affected you					

4.	Please rate the following aspects of the organization overall. Use the 1 – 5 scale below.					
		<b>1</b> Poor	<b>2</b>	<b>3</b> Average	<b>4</b>	<b>5</b> Excellent
	Recruitment process					
	New employee orientation					
	Training opportunities					
	Career development opportunities					
	Employee morale					
	Fair treatment of employees					
	Recognition for a job well done					
	Support of work-life balance					
	Cooperation within the agency					
	Communication between management and employees					
	Performance and development planning and evaluation					
	Interest and investment in employees					
	Commitment to customer service					
	Concern with quality and excellence					
	Administrative policies/procedures					

5.	Please rate your supervisor on the following factors. Use the 1 – 5 scale below.					
		<b>1</b> Never	<b>2</b> Seldom	<b>3</b> Often	<b>4</b> Usually	<b>5</b> Always
	Gave usable performance feedback					
	Recognized accomplishments					
	Clearly communicated expectations					
	Treated you fairly and respectfully					
	Coached, trained, & developed you					
	Provided leadership					
	Encouraged teamwork & cooperation					
	Resolved concerns promptly					
	Listened to suggestions & feedback					
	Kept employees informed					
	Supported work-life balance					
	Provided appropriate & challenging assignments					

6.	If you accepted another job, please complete the following.	
	Name of new employer	
	Location of position	
	Title of position	
	Nature of work of position	
	Salary of position	

	What the new position and/or organization offers that we do not.	
--	--	--

Additional questions you may wish to ask:

What led you to accept your current position with our organization?

Were your expectations of the job and this organization met? If not, why?

What, if anything, do you wish you had known before you took the job?

How well were your talents and skills used in the completion of projects?

Was your career path and future with our organization made clear to you?

What were the positive aspects about your job, manager, and/or the organization that caused you to stay as long as you did?

What do you consider to be the biggest challenge this organization now faces and needs to overcome?

In your opinion, what were the top three barriers to productivity in your job or work unit?

What would you suggest to management to make our organization a better place to work?

What advice would you give your replacement?

Would you recommend this organization to others as a place to work? Why or why not?

Would you consider re-employment?

What, if anything, could have been done to prevent you from leaving?

Do you have any objection to our sharing your comments with management?

Did you find your new job, or were you recruited?

Did you witness any violations of laws or policies?

Were you a victim of any type of harassment?

Were you asked to do anything unethical?

Do you have any other comments or suggestions?

---

Signature

Date

## APPENDIX M - Expense Reimbursement Form

Employee Name: \_\_\_\_\_ Month: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Reason for expense must be approved in advance by the Department Head.*

*Expenses must comply with current Ogle County and Departmental policies and procedures.*

Date	Reason for Expense	Description of Expense (if mileage, list# of miles traveled and rate per mile)	Cost
Total Due to Employee			

Verification of valid Driver's License: \_\_\_\_\_ and Insurance: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX N - County Motor Vehicle Driving Policy (R-2012-1012)

### **I. PURPOSE**

To assure that employee drivers of the County of Ogle maintain a current valid Illinois driver's license and operate vehicles in a safe and lawful manner in compliance with the laws of the State of Illinois while performing their duties as an employee of Ogle County.

### **II. DEFINITIONS**

The term "employee driver(s)" shall mean any and all paid or unpaid employees, applicants for employment, elected officials, volunteers and other persons who may be required or permitted to operate any motor vehicle while performing that person's duties on behalf of the County.

### **III. DRIVER'S LICENSES**

- A. Each employee driver of the County shall at all times maintain a current valid Illinois driver's license. Any employee driver failing to maintain a current valid operators license or automobile insurance as required by the State of Illinois shall be prohibited from operating any motor vehicle while performing any duties on behalf of the County.
- B. Any employee driver whose driver's license is suspended, revoked or otherwise invalid is immediately prohibited from operating any vehicle while performing that person's duties on behalf of the County. Each employee driver shall immediately notify his/her immediate supervisor or Department Head if his/her driver's license has been suspended, revoked or become invalid in any way. Each employee driver is responsible for knowing the status of his/her driver's license.
- C. In order to ensure compliance with the foregoing requirements, each employee driver shall annually provide to their respective supervisor or Department Head, a copy of his/her driver's license. Department Heads and Elected Officials shall maintain a current copy of their driver's license in their personnel file.
- D. Once per year, the Department Head shall request a copy of a Driving Record Abstract (DRA) from the Illinois Secretary of State, Driver Services Department for each employee driver. A DRA shall also be requested for applicants for positions which may be required or permitted to operate a motor vehicle as part of their job. It shall further be the responsibility of Department Head to review each DRA for every employee driver at least one time per calendar year.

### **IV. DUTY TO OPERATE SAFELY AND LEGALLY**

Each employee driver is required to operate motor vehicles in a safe and legal manner whether on or off duty with the County. This includes the use of seatbelts by all employee drivers and their passengers at all times required by law and compliance with any restrictions on the employee driver's operators license. Any employee who is found guilty or pays a bond forfeiture on an offense for which points may be charged under the Illinois Administrative Code, Title 92, part 1040 et.al. shall immediately report that fact to their Department Head.. This requirement shall apply to all offenses described above regardless

of whether the offense is committed while the employee driver is on or off duty with the County.

## **V. OPERATION OF A VEHICLE UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL DRUGS**

Employee drivers must comply with the policies and procedures outlined in the current version of the Ogle County Personnel Policies and Benefits, Section V, entitled "Drug Free Workplace."

## **VI. ACCIDENT REPORTS**

An employee driver involved in a motor vehicle accident while performing duties on behalf of the County shall cooperate in the filing of all law enforcement reports required by law and, in addition, shall immediately inform his/her supervisor and complete a full and accurate report on the form prescribed by the County.

## **VII. DISCIPLINE**

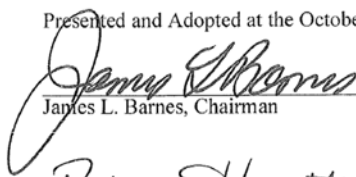
The failure to comply with any of the foregoing requirements, a conviction or payment of a bond forfeiture as described above and/or the imposition of a driving prohibition as described above may result in disciplinary action including, but not limited to, placement on restricted duty, administrative leave, suspension or termination.


I have read and understand the content of this policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Presented and Adopted at the October 16, 2012 Ogle County Board Meeting.

  
James L. Barnes, Chairman

  
Rebecca Huntley, Ogle County Clerk



## **APPENDIX O - County Credit Card Policy (R-2013-0807)**

### **PURPOSE**

The purpose of the Ogle County Credit Card policy is to:

- Assure sufficient controls of Ogle County expenditures by the Ogle County Board
- Provide efficient and alternative means of payment for approved expenses
- Prevent inappropriate credit card expenditures in conducting Ogle County business

### **AUTHORIZATION POLICY**

If possible, the preferred method of payment for purchases by Ogle County Departments is by a check drawn from the appropriate line item of a departmental budget. Ogle County credit card issuance must be approved by each departmental oversight committee and the Finance Committee. Department Heads are responsible for all cards issued to their department, and the use of those cards by their employees. All purchases by credit card must comply with all Federal, State and County statutes, rules and policies.

The use of credit cards shall be closely monitored by each Department's oversight committee and/or the Finance committee. If it is determined by the oversight committee and/or Finance Committee that the credit card usage exhibits consistent, repetitive credit card policy violations, the Ogle County Finance Committee may discontinue credit card privileges for said Department.

### **CONTROLS AND PROCEDURES**

Departments wishing to obtain a credit card will provide a written request for credit card on the Ogle County Credit Card Request Form (Attachment A) to their departmental oversight committee for review and approval. The request will then be forwarded to the Finance Committee for final approval. Only credit cards in the name of Ogle County will be issued. All rebates earned with credit card use shall remain with the Department responsible for such use and shall only be credited to the credit card balance due. When applying for a card, the Department Head will establish the single transaction and monthly transaction limits for each card. Upon approval of the request by the department oversight committee and Finance Committee, the Chair of the Finance Committee and the County Treasurer will complete and sign the necessary application for credit.

The Department Head will determine which employees will be allowed to use the Department credit card, and all transactions must be approved by the Department Head. A Department Head may at anytime, without notice to the employee, cancel use authorization. NO credit card will allow for "cash advances". Cardholders should make every effort to ensure that purchases do NOT include sales tax. Tax-exempt certificates are available through the County Clerk's office.

All original receipts must be obtained by the person using the card, and presented to the Department Head for reconciliation of the billing on the Ogle County Credit Card Log Sheet (see Attachment B). The log sheet must note names of persons involved in purchase, a precise explanation for, or description of, the purchase, and date of purchase. When using a credit card for meals, the purpose of the meeting, who attended the meeting, and location of the meeting shall be indicated on the Credit Card Log Sheet. Receipts handed in MUST be provided with date,



name of establishment and itemized detail of items purchased.

The Department Head will submit all documents with the monthly statement to their oversight committee for review and approval along with regular monthly Departmental bills. Upon request, the documents will also be forwarded to the Finance Committee for review.

The Department Head will cancel any lost cards immediately, and notify the Treasurer or the Chair of the Finance Committee. Credit cards will be used for business purposes only. Personal use is strictly prohibited, and will be subject to disciplinary measures. Any ineligible expense charged to a credit card will be the responsibility of the Department Head or the employee making that charge. No fees or interest charged by a card company because of late payment due to untimely submission of records to the Department's oversight committee will be paid. Unless there are extenuating circumstances, the Department Head will be responsible for those fees if they appear on the statement. Late fees or interest charged by a card company because of late payment due to committee inaction or non-approval of properly documented purchases will be the responsibility of the Finance Committee.

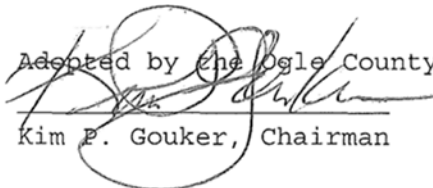
#### INELIGIBLE USES

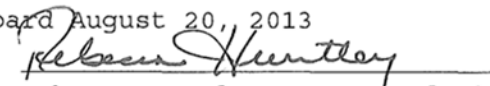
The credit cards may NOT be used for:

- Personal purchases
- Alcohol
- Cash advances
- Gas for personal vehicles
- Meal expenses which are included in a training or seminar
- Meal expenses which exceed the per diem rate as noted in the Travel policy

Splitting a single purchase into multiple transactions to avoid the transaction dollar limit is a violation of the use of a credit card. There will be a warning for the first offense. The card will be revoked for a second offense. Multiple transactions from the same vendor can be legitimate if purchases are separate items.

Adopted by the Ogle County Board August 20, 2013

 Kim P. Gouker, Chairman

 Rebecca Huntley, County Clerk

## **Attachment A**

### **Ogle County Credit Card Request Form**

This form is to be used by the Department Head to request issuance of Ogle County government credit cards for themselves or their employees. The form shall first be submitted to the respective departmental oversight committee for review and approval, and then to the Finance Committee for final approval. Upon approval by the Finance Committee, the Chairman of that committee and the Ogle County Treasurer shall complete any additional applications or requirements by the credit card issuing company. Additional forms may need to be completed by the Department Head or employee.

**Department Name on Card:** \_\_\_\_\_

**Department Head or Employee Name:** \_\_\_\_\_

**Monthly Credit Card Limit:** \_\_\_\_\_

**Single Transaction Limit:** \_\_\_\_\_

**Employee Signature & Date:** \_\_\_\_\_

**Department Head Signature & Date:** \_\_\_\_\_

**Oversight Committee Chairman Signature:** \_\_\_\_\_

**Oversight Committee Approval Date:** \_\_\_\_\_

**Finance Committee Chairman Signature:** \_\_\_\_\_

**Finance Committee Approval Date:** \_\_\_\_\_

**Attachment B**  
**OGLE COUNTY CREDIT CARD LOG SHEET**

Please log the following items each time you use the credit card and submit receipts with this form each month:

**BE SURE TO SPECIFY TO THE VENDOR THAT WE ARE TAX EXEMPT.**

**Department:** \_\_\_\_\_

**Credit Card**

**Company Name:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_

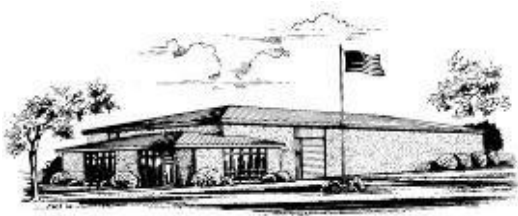
**Card Account #(last 4 digits):** \_\_\_\_\_

**Billing** \_\_\_\_\_ **Month:** \_\_\_\_\_

<u>DATE</u>	<u>COMPANY</u>	<u>ITEM(S) CHARGED and Purpose of Expense(s)</u> (if meals purchased, list purpose of meeting, location, and those attending who were provided meals)	<u>TYPE OF ORDER:</u> I - Internet P - Phone S - Store	<u>Budget</u> <u>Category or</u> <u>Line # (Dept.</u> <u>Head)</u>	<u>TOTAL</u> <u>AMOUNT</u>	<u>INITIALS</u>
				<b><u>Total:</u></b>	<b><u>\$</u></b>	







## **Ogle County Highway Department**

### **Road & Bridge Committee**

### **Meeting Minutes**

April 13, 2021

- I. Meeting called to order at 8:01 AM by Chairman Hopkins. Meeting held virtually over a Zoom conference.  
Members present: Stan Asp, Dorothy Bowers (8:02), Lloyd Droege (8:05), Rick Fritz, Lyle Hopkins and Bruce McKinney.  
Others present: Jeremy Ciesiel (County Engineer), Chairman Finfrock
- II. Approval of Minutes
  - A. Reviewed March 9, 2021 Road & Bridge Minutes.
    1. Motion to approve minutes by – McKinney
    2. Motion seconded by – Asp
    3. Vote-Aye: Asp, Fritz, McKinney & Hopkins. Nay: None.  
Absent: Bowers, Droege & Williams
- III. Reviewed Bills and Payroll
  - A. Motion to approve Highway Dept bills and payrolls by – McKinney
  - B. Motion seconded by – Bowers
  - C. Vote-Aye: Asp, Bowers, Fritz, McKinney & Hopkins.  
Nay: None. Absent: Droege & Williams
- IV. Review & Award of Bids received April 9, 2021
  - A. Flag Road Overlay (Section 20-00329-00-RS)
    1. Motion to award low bid submitted by Martin & Company Excavating, subject to no protests being filed by – Bowers
    2. Motion Seconded by – Fritz
    3. Discussion: Overlay between Lee County line and Daysville Rd.
    4. Vote - Aye: Asp, Bowers, Droege, Fritz, McKinney & Hopkins.  
Nay: None. Absent: Williams
  - B. Flag Rd Culvert Structural Upgrade (Section 20-00335-00-BR)
    1. Motion to award low bid submitted by Martin & Company Excavating, subject to no protests being filed by – Bowers
    2. Motion Seconded by – Asp
    3. Discussion: Concrete slab on culvert near Prairie Rd.
    4. Vote - Aye: Asp, Bowers, Droege, Fritz, McKinney & Hopkins.  
Nay: None. Absent: Williams.
  - C. Maple Grove Rd Culvert (Section 19-16120-00-BR)
    1. Motion to award low bid submitted by Martin & Company Excavating, subject to no protests being filed by – Bowers
    2. Motion Seconded by – Asp
    3. Discussion: Mt. Morris Twp structure south of IL Route 64.

Road & Bridge Committee Minutes  
April 13, 2021

4. Vote-Aye: Asp, Bowers, Droege, Fritz, McKinney & Hopkins.  
Nay: None. Absent: Williams.
- D. 2021 County Seal Coat (Section 21-00000-02-GM)
  1. Motion to award low bid submitted by Steffens 3-D Construction, subject to no protests being filed by - Bowers
  2. Motion Seconded by – McKinney
  3. Discussion: Seal coating of various County highways.
  4. Vote-Aye: Asp, Bowers, Droege, Fritz, McKinney & Hopkins.  
Nay: None. Absent: Williams.
- E. 2021 Township Seal Coat (Section 21-XX000-XX-GM)
  1. Concurrence on low bids by Road Commissioners.
  2. Motion to award to low bidders, subject to no protests being filed by – Bowers
  3. Motion Seconded by – Asp
  4. Discussion: Seal coating of various township and village routes.
  5. Vote- Asp, Bowers, Droege, Fritz, McKinney & Hopkins.  
Nay: None. Absent: Williams.
- F. Oregon-Nashua Township Paving (Section 21-26000-00-GM)
  1. Concurrence on low bids by Road Commissioner.
  2. Motion to award low bid submitted by Martin & Company Excavating, subject to no protests being filed by – Bowers
  3. Motion Seconded by – Asp
  4. Discussion: Oregon Trail Rd overlay west of the City of Oregon.
  5. Vote-Aye: Asp, Bowers, Droege, Fritz, McKinney & Hopkins.  
Nay: None. Absent: Williams.
- G. Flaggs Township Paving (Section 21-06000-01-GM)
  1. Concurrence on low bids by Road Commissioner.
  2. Motion to award low bid submitted by Martin & Company Excavating, subject to no protests being filed by – Fritz
  3. Motion Seconded by – Bowers
  4. Discussion: Deer Creek Subdivision overlay.
  5. Vote-Aye: Asp, Bowers, Droege, Fritz, McKinney & Hopkins.  
Nay: None. Absent: None.
- H. Flaggs Township Micro Surfacing (Section 21-06000-02-GM)
  1. Concurrence on low bids by Road Commissioner.
  2. Motion to award low bid submitted by Struck & Irwin Paving, Inc., subject to no protests being filed by – Bowers
  3. Motion Seconded by – Fritz
  4. Discussion: Droege asked about the wide range of bid prices. County Engineer stated that the County has experience with all three bidders and all are capable of performing the work, but was unable to say why one bid was higher than another.
  5. Vote-Aye: Asp, Bowers, Droege, Fritz, McKinney & Hopkins.  
Nay: None. Absent: Williams.

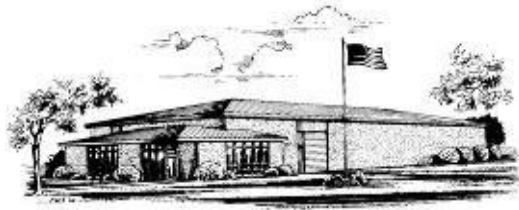
Road & Bridge Committee Minutes  
April 13, 2021

- I. Rockvale Township Paving (Section 21-21000-00-GM)
  1. Concurrence on low bids by Road Commissioner.
  2. Motion to award low bid submitted by Martin & Company Excavating, subject to no protests being filed by – Fritz
  3. Motion Seconded by – Bowers
  4. Discussion: Town Hall Rd and Silver Creek Rd overlay.
  5. Vote-Aye: Asp, Bowers, Droege, Fritz, McKinney & Hopkins.  
Nay: None. Absent: Williams.
- V. Petitions and Resolutions
  - A. Award & Appropriation Resolution for the Flagg Rd Overlay Project, (Section 20-00329-00-RS); \$539,000.00 from the County Motor Fuel Tax Fund
    1. Motion to approve resolution by – Bowers
    2. Motion seconded by – Asp
    3. Discussion: None.
    4. Vote-Aye: Asp, Bowers, Droege, Fritz, McKinney & Hopkins.  
Nay: None. Absent: Williams.
  - B. Award & Appropriation Resolution for the Flagg Rd Culvert Structural Upgrade, (Section 20-00335-00-BR); \$106,000.00 from the County Aid to Bridge Fund
    1. Motion to approve resolution by – Bowers.
    2. Motion seconded by – McKinney
    3. Discussion: None.
    4. Vote-Aye: Asp, Bowers, Droege, Fritz, McKinney & Hopkins.  
Nay: None. Absent: Williams.
  - C. Award & Appropriation Resolution for the Maple Grove Rd Culvert Replacement, (Section 19-16120-00-BR); \$68,000.00 from the County Aid to Bridge Fund for the County portion.
    1. Motion to approve resolution by – Bowers.
    2. Motion seconded by – Fritz.
    3. Discussion: County Engineer clarified that this project is to replace the second structure south of IL Route 64. The first structure south of IL Route 64 was replaced in 2014.
    4. Vote-Aye: Asp, Bowers, Droege, Fritz, McKinney & Hopkins.  
Nay: None. Absent: Williams.
  - D. Award & Appropriation Resolution for the 2021 County Seal Coat, (Section 21-00000-02-GM); \$180,000.00 from the County Motor Fuel Tax Fund and \$265,000.00 from the County Federal Aid Matching Fund.
    1. Motion to approve resolution by – Fritz
    2. Motion seconded by – Bowers
    3. Discussion: None.
    4. Vote-Aye: Asp, Bowers, Droege, Fritz, McKinney & Hopkins.  
Nay: None. Absent: Williams.



Road & Bridge Committee Minutes  
April 13, 2021

- E. Preliminary Engineering Agreement with Willett, Hofmann & Associates, Inc. for performing the 2021 Bridge Inspections.
  - 1. Motion to approve by – Bowers.
  - 2. Motion seconded by – McKinney.
  - 3. Discussion: None.
  - 4. Vote-Aye: Asp, Bowers, Droege, Fritz, McKinney & Hopkins.  
Nay: None. Absent: Williams.
- VI. Business & Communications
  - A. Unfinished Business
    - 1. COVID-19 Update: No positive test results or quarantines since last meeting.
    - 2. Project Status Report (see attached).
    - 3. Used Equipment Sale: The County Engineer discussed several options for online auction services. The items of concern were fees, reserves and exposure. It was decided that notice of the online auction should also be put in the local paper. Proceeds from the auction will be deposited in the County Highway Fund for use in the purchase of replacement equipment.
  - B. New Business
    - 1. I.A.C.E. Legislative Committee update given.
    - 2. I.A.C.E. Policy Committee update given.
    - 3. City of Byron UTV/Side by Side: The City of Byron has been receiving petitions regarding off road vehicles within the City. Due to the number of residents in unincorporated areas surrounding Byron, the City has reached out via mail to start discussion with other local agencies and law enforcement in the area. Current state statute states that roads must have a posted speed limit of 35 mph or less for non-highway vehicles to be considered. This eliminates the County Highways in the area as well as IL Route 72 and IL Route 2 outside of the city limits. The County Engineer stated that any action will ultimately need to go through the County Board.  
Fritz asked if the County Highway Department has been similarly approached by the Village of Davis Junction regarding the same topic. The County Engineer has not received any correspondence from the Village.
    - 4. Spring Road Posting weight restrictions were removed on April 5<sup>th</sup>. The postings were up for 4 weeks in 2021.
    - 5. Next Meeting – **Tuesday, May 11, 2021, @ 8:00 AM,**  
Lettings: (Lettings to be held on 5/7/2021)  
Leaf River Twp Paving
- VII. Public Comment – None.
- VIII. Meeting adjourned at 8:54 A.M. by Chairman Hopkins.  
Minutes submitted by Jeremy A. Ciesiel, PE



## Ogle County Highway Department

### Road & Bridge Committee

#### Project Status

### April 2021 Project Status

1. 2020/21 Structure Repairs – Various Roads (19-00323-01-BR) (Contr: Martin & Co)
  - a. Lowell Park Rd bridge complete.
  - b. Mt. Morris Rd bridge painting completed.
  - c. Mt. Morris Rd bridge concrete repair to take place in 2021.
  - d. Work complete: ~\$125,600. Remaining work: ~\$8,100.
2. Maple Grove Rd Culvert Replacement (Section 19-16120-00-BR) (Contr: TBD)
  - a. Project included in April letting
  - b. Work completed: \$0. Remaining work: \$TBD.
3. Kennedy Hill Rd Gutter Improvement (Section 21-00338-00-CG) (Contr: Stenstrom Exc.)
  - a. Contracts being executed.
  - b. Work completed: \$0. Remaining work: \$123,530.00
4. Flagg Rd Culvert Structural Upgrade (Section 20-00335-00-BR) (Contr: TBD)
  - a. Project included in April letting
  - b. Work completed: \$0. Remaining work: \$TBD.
5. Meridian Rd Culvert Extensions (Section 20-00336-00-BR) (Contr: O'Brien Civil Works)
  - a. Contracts being executed.
  - b. Work completed: \$0. Remaining work: \$26,050.
6. Meridian Rd Overlay (Section 17-00317-00-RS) (Contr: William Charles Construction)
  - a. Contracts being executed.
  - b. Work completed: \$0. Remaining work: \$892,032.
7. Flagg Rd Overlay (Section 20-00329-00-RS) (Contr: TBD)
  - a. Project included in April letting
  - b. Work completed: \$0. Remaining work: \$TBD.
8. Highway Department Salt Shed Paving (Contr: Martin & Company Excavating)
  - a. Contracts being executed.
  - b. Work completed: \$0. Remaining work: \$49,049.
9. County Seal Coat (Section 21-00000-02-GM) (Contr: TBD)
  - a. Project included in April letting
  - b. Work completed: \$0. Remaining work: \$TBD.
10. Township/Village Seal Coat (Section 21-XX000-00-GM) (Contr: TBD)
  - a. Project included in April letting
  - b. Work completed: \$0. Remaining work: \$TBD.
11. County Crack Sealing (Sec 21-00000-04-GM) (Contr: Denler, Inc.)
  - a. Work to be completed by May 28, 2021.
  - b. Work Completed: \$0. Remaining work: \$98,000
12. Flagg Twp Paving – Deer Creek Estates (Section 21-06000-01-GM) (Contr: TBD)
  - a. Project included in April letting
  - b. Work completed: \$0. Remaining work: \$TBD.
13. Rockvale Twp Paving – Town Hall Rd & Silver Creek Rd (Section 21-21000-00-GM)
  - a. Project included in April letting
  - b. Work completed: \$0. Remaining work: \$TBD.

Road & Bridge Committee Agenda  
April 11, 2021

14. Oregon-Nashua Twp Paving – Oregon Trail Rd (Section 21-26000-00-GM)
  - a. Project included in April letting
  - b. Work completed: \$0. Remaining work: \$TBD.
15. Leaf River Twp Paving – Mt. Morris Rd (Section 21-10XXX-00-FP)
  - a. Working on plans & specifications. Will be on May 2021 letting.
16. Flagg Twp Microsurfacing – Skare Rd (Section 21-06000-02-GM) (Contr: TBD)
  - a. Project included in April letting
  - b. Work completed: \$0. Remaining work: \$TBD.
17. County Striping (Contractor: America's Parking Remarketing)
  - a. Contracts being executed.
  - b. Work completed: \$0. Remaining work: \$50,137
18. Various County Pipe Culverts & Grading (Day Labor) – (Supplier: Metal Culverts)
  - a. Pipe letting in February 2021. Accepted bid: ~\$33,600.
19. County Patching (Day Labor)
20. 2021/2022 Bridge Inspections
  - a. Preliminary Engineering Agreement presented in March 2021.

Total work under contract: \$1,406,098

Total contracted work completed: \$125,600

Remaining 2021 contracted work: \$1,280,498

State's Attorney – Court Services – FOCUS House and Judiciary & Circuit Clerk  
Committee  
Tentative Minutes  
(Remote Attendance due to COVID-19 Crisis)  
April 13, 2021

1. Call Meeting to Order: Chairwoman Corbitt called the meeting to order at 11:04 a.m.  
Present via audio: Corbitt, Smith and Typer. Others via audio: Director of Court Services Cindy Bergstrom, Chief Judge Hanson, Circuit Clerk Kim Stahl, Focus House Director Brenda Mason. Present: Droege and Finfrock. Others Present: State's Attorney Mike Rock. Absent: Oltmanns
2. Approval of Minutes – March 9, 2021: Motion by Finfrock to approve the minutes, 2<sup>nd</sup> by Droege. Roll call: Yes –Finfrock, Smith, Droege, Typer and Corbitt. Motion carried.
3. Public Comment: Smith congratulates Marty Typer who will be the Village President of Stillman Valley. You will be missed on the County Board. Typer states is has been a pleasure working with the County Board members. Corbitt empathizes the same well wishes.
4. Monthly Invoices:
  - Judiciary: Motion by Billeter to approve Judiciary bills for \$689.02, 2<sup>nd</sup> by Smith. Roll call: Yes –Finfrock, Smith, Droege, Typer and Corbitt. Motion carried.
  - Public Defender: Motion by Finfrock to approve Public Defender bills for \$4,260.52, 2<sup>nd</sup> by Droege. Roll call: Yes – Finfrock, Smith, Droege, Typer and Corbitt. Motion carried.
  - Circuit Clerk: Motion by Typer to approve bills for \$368.08, 2<sup>nd</sup> by Billeter. Roll call: Yes – Finfrock, Smith, Droege, Typer and Corbitt. Motion carried.
  - State's Attorney: Motion by Smith to approve the bills totaling \$2,944.11, 2<sup>nd</sup> by Droege. Roll call: Yes – Finfrock, Billeter, Droege, Typer and Corbitt. Motion carried.
  - Probation: Motion by Finfrock to approve the bills totaling \$3,105.00, 2<sup>nd</sup> by Smith. Roll call: Yes – Finfrock, Billeter, Droege, Typer and Corbitt. Motion carried.
  - FOCUS House: Motion by Smith to approve the bills for \$6,692.70, 2<sup>nd</sup> by Typer. Corbitt asks Focus House Director Brenda Mason about the small Verizon bills. Mason states she did send an e-mail to Wendy Smice last month to cancel the service. Mason will follow-up on this. Mason also cancelled the Frontier service. Roll call: Yes – Finfrock, Smith, Droege, Typer and Corbitt. Motion carried.
5. Department Reports:
  - Judiciary - Corbitt states Chief Judge Hanson had a prior commitment this morning but did report his budget looks good.
  - Public Defender – Public Defender Kathleen Isley states everything is going well and working with the various departments within the building. Isley reports the budget is doing well.
  - Circuit Clerk – Corbitt says the Circuit Clerk is not present today but did leave a report: Credit Collection Partners has collected about \$27,000.00 in fines.
  - State's Attorney - State's Attorney Mike Rock informs the budget is on target but the office equipment line item is at 99%. Should not need anything else from that line item. Rock gives the committee an update on cases. No staff updates to report. Rock has been in communication with the various law enforcement agencies asking them to charge the

person up front. Rock states the State's Attorney's Office is available 24 hours and has the contact information. Rock says Allison Huntley is handling the Domestic Violence and will be presenting at Shining Star.

- Probation - Director of Court Services Cindy Bergstrom gives an update on possible future detention bills. Bergstrom states they are fully staffed.
  - Focus House - Focus House Director Brenda Mason updates the committee on specific salary line items. Mason states they have received a lot of referrals. Mason will be re-opening the Alternative to Suspension Program in August. The Annual Spaghetti Supper is tomorrow. They received about \$4,500 in sponsorships, which was new this year.
6. Closed Session: Corbitt states there will be no interviews held due to COVID. However, the Fire Protection Districts, and Lost Lake RCD applicants are seeking re-appointment. Corbitt did talk to Randy Ocken, Chairman of the ZBA in regards to the appointments of Randy Anderson and Bob Urish. Ocken spoke very highly of Anderson and Urish. He also reported that Anderson had previously served on the ZBA. Smith would like to interview Randy Anderson in Closed Session. Corbitt announces the following recommendations for appointment/re-appointment to the full County Board:
- ✓ Leaf River FPD – Sandra K. Simms – Finfrock makes the motion to accept the recommendation, 2<sup>nd</sup> by Typer. Roll call: Yes – Finfrock, Smith, Droege, Typer and Corbitt. Motion carried.
  - ✓ Forreston FPD – Richard L. Runte – Typer makes the motion to accept the recommendation, 2<sup>nd</sup> by Finfrock. Roll call: Yes – Finfrock, Smith, Droege, Typer and Corbitt. Motion carried.
  - ✓ Lost Lake RCD – Hal R. Warren – Finfrock makes the motion to accept the recommendation, 2<sup>nd</sup> by Billeter. Roll call: Yes – Finfrock, Smith, Droege, Typer and Corbitt. Motion carried.
  - ✓ Lynn-Scott-Rock FPD – Rodney E. Hayenga – Smith makes the motion to accept the recommendation, 2<sup>nd</sup> by Finfrock. Roll call: Yes – Finfrock, Smith, Droege, Typer and Corbitt. Motion carried.
  - ✓ Oregon FPD – Richard G. Rhodes – Finfrock makes the motion to accept the recommendation, 2<sup>nd</sup> by Typer. Roll call: Yes – Finfrock, Smith, Droege, Typer and Corbitt. Motion carried.
  - ✓ Zoning Board of Appeals (Alt #2) – Randy C. Anderson – no recommendation – will reschedule for an interview.
  - ✓ Zoning Board of Appeals (Alt #1) – Robert B. Urish – Finfrock makes the motion to accept the recommendation, 2<sup>nd</sup> by Smith. Roll call: Yes – Finfrock, Smith, Droege, Typer and Corbitt. Motion carried.
  - ✓ Zoning Board of Appeals – Randy Ocken – Smith makes the motion to accept the recommendation, 2<sup>nd</sup> by Billeter. Roll call: Yes – Finfrock, Smith, Droege, Typer and Corbitt. Motion carried.
7. New Business: Typer thanks everyone and it has been an honor to be a part of the County Board.
8. Old Business: None
9. Adjournment: With no further business, Chairman Corbitt adjourned. Time 11:31 a.m.

Respectfully submitted,  
Laura J. Cook  
Ogle County Clerk and Recorder



SUPERVISOR OF ASSESSMENTS AND  
PLANNING & ZONING COMMITTEE  
of the  
OGLE COUNTY BOARD

**SUPERVISOR OF ASSESSMENTS AND  
PLANNING & ZONING COMMITTEE REPORT  
APRIL 13, 2021**

The regular monthly meeting of the Supervisor of Assessments and Planning & Zoning Committee of the Ogle County Board was held on Tuesday, April 13, 2021 at 10:00 A.M.

The Order of Business is as follows:

1. ROLL CALL AND DECLARATION OF A QUORUM

Chairman Fritz called the meeting to order at 10:01 A.M. This was a Zoom call in meeting. Roll call indicated seven members of the Committee were present: Asp, Hopkins, Janes, McKinney, Youman, Smith, and Fritz were present.

2. READING AND APPROVAL OF REPORT OF MARCH 9, 2021 MEETING AS MINUTES

Mr. Fritz asked for a motion regarding the report of the March 9, 2021 regular meeting. Mr. Janes made a motion to approve the report as presented. Seconded by Mr. Youman. The motion carried by a 7-0 roll call vote.

3. REVIEW AND APPROVAL OF CLOSED MINUTES PER 5 ILCS 120/2 © (21) (IF NEEDED)

- Approval of Closed Minutes (if needed)

There were no closed minutes for approval.

SUPERVISOR OF ASSESSMENTS PORTION OF MEETING:

Mr. Kane was not present and provided a report to the Committee prior to the meeting.

4. CONSIDERATION OF MONTHLY BILLS OF SUPERVISOR OF ASSESSMENTS, AND ACTION

Mr. Fritz presented the monthly bills of the Supervisor of Assessments. Mr. Smith made a motion to approve the payment of the bills as presented. Seconded by Mr. Youman. The motion to approve carried by a 7-0 roll call vote.

5. OLD BUSINESS
6. NEW BUSINESS

PLANNING & ZONING PORTION OF MEETING:

7. CONSIDERATION OF MONTHLY BILLS OF PLANNING & ZONING DEPARTMENT, AND ACTION

Mr. Adams presented the monthly bills of the Planning & Zoning Department for two claims for consideration in the amount of \$836.34. Mr. Adams stated the largest claim is for a pin locator we purchased for assisting people with their projects. Mr. Smith made a motion to approve the payment of the bills as presented. Seconded by Mr. Youman. The motion to approve carried by a 7-0 roll call vote.

8. OLD BUSINESS (CONSIDERATION AND POSSIBLE ACTION)

**#007-20 TEXT AMENDMENT** – Review of recommended changes made by the Zoning Board of Appeals on September 24, 2020.

Mr. Adams reviewed the petition with the Committee. Mr. Youman made a motion to return #007-20 Text Amendment as presented by the Solar Committee to the ZBA to gather public comment input not to rewrite the petition. Seconded by Mr. Smith. Mr. Youman stated the ZBA should not make sweeping changes to a petition that was presented by a County Board appointed committee. They can hear public input but cannot rewrite the petition. Discussion ensued. The motion to approve carried via roll call vote 6 to 1.

**Kimley-Horn & Associates engineering estimate for #20-18SU (Sauger 2 Solar, LLC)**

Location: Oregon Trail Rd. Owner: Bauer

Mr. Adams reviewed the proposed estimate. Discussion ensued regarding the labor rates, equipment rental estimates, and how the job is described in units. Mr. Youman volunteered to contact them and get clarification on these questions. Mr. Youman made a motion to table this until next month. Seconded by Mr. Smith. Motion carries via roll call vote.

9. NEW BUSINESS (CONSIDERATION AND POSSIBLE ACTION)

**Discussion and possible action regarding IL Senate Bill IL SB1602 regarding siting authority for wind and solar commercial installations.**

Mr. Adams reviewed the synopsis and proposed resolution provided to the Committee prior to the meeting. Mr. Youman made a motion to pass this resolution onto the Executive Committee. Seconded by Mr. Smith. Discussion ensued regarding the importance in maintaining local control for siting authority. Motion carries via roll call vote 4 to 3.

10. MOBILE HOME APPLICATIONS (CONSIDERATION AND POSSIBLE ACTION)

There were no mobile home applications for consideration.

11. SUBDIVISION PLATS (CONSIDERATION AND POSSIBLE ACTION)

There were no subdivision plats for consideration.

12. REFERRAL OF NEW PETITIONS TO THE ZONING BOARD OF APPEALS FOR PUBLIC HEARING

There were no referrals for April.

13. OTHER BUSINESS (CONSIDERATION AND POSSIBLE ACTION)

**March 2021 and YTD Statistic reports**

Mr. Adams reviewed the reports and stated despite the increase of material costs things are moving along.

Mr. Adams stated we were asked for information regarding the frequency of the special use requests for dwellings for family members of land owners. In the past 15 years, there have been 15 requests, with two withdrawn and one never constructed. Of the 12 left, they are all still owned or in a trust by the same family who filed the petition. These types of requests do not appear to be overused.

14. PUBLIC COMMENT

Ron Kern stated Senate Bill 1602 is sponsored by energy companies. The Governor currently has an advisory panel looking into renewable energy and incentives. When the report is complete, they would present legislation for consideration so the feeling in Springfield is that Bill 1602 will not be approved.

Mr. Adams stated due to changing circumstances in my personal life, I will be resigning from my position and my last day will be Friday, April 16<sup>th</sup>.

15. ADJOURN

Meeting was adjourned at 10:58