

This meeting will be taped
Please turn off all electronic communication devices and place cell phones on vibrate

Ogle County Board Meeting Agenda
Tuesday, September 19, 2017 at 5:30 p.m.
Ogle County Boardroom - 3rd Floor - Courthouse

Call to Order:

Roll Call:

Invocation & Pledge of Allegiance: Kenney

Presentation - Jeff Scarpinato, Holmes Murphy Health Insurance, Consultant

Consent Agenda Items – by Roll Call Vote

1. Approval of August 15, 2017, Ogle County Board Meeting Minutes
2. Accept Monthly Reports – Treasurer, County Clerk & Recorder and Circuit Clerk
3. Appointments -
 - a. Lost Lake River Conservancy District – Ernest W. Richards – R-2017-0901
4. Resignations - None
5. Vacancies -
 1. Franklin Grove Fire Protection District - 1 vacancy
 2. Board of Health – 1 vacancy - Applicant must be a dentist
 3. Civic Center Authority Board - 4 vacancies
 4. Housing Authority Board
Application and Resumé deadline – Friday, September 29, 2017, at 4:30 p.m.
in the County Clerk’s Office located at 105 S. 5th St – Suite 104, Oregon, IL
 5. Board of Health - 3 vacancies
Application and Resumé deadline – Friday, November 3, 2017, 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 –
 - o Department Claims - August 2017 - \$7,018.89
 - o County Board Payments – \$158,990.87
 - o County Highway Fund – \$58,112.25
7. Communications -
 - o Sales Tax for May 2016 was \$43,532.55 and \$76,683.45
 - o Sales Tax for May 2017 was \$33,128.13 and \$72,937.40
 - o ComEd Vegetation Management

Zoning – #1-17 Text Amendment - Michael Reibel, Ogle Co. Planning & Zoning Admin. - O-2017-0901

#1-17 TEXT AMENDMENT - Michael Reibel, Ogle County Planning & Zoning Administrator under the direction of the Planning & Zoning Committee of the Ogle County Board for an Amendment to the text of the *Ogle County Amendatory Zoning Ordinance*, as follows:

1. Division 2, Section 16-2-2: Rules and Definitions; Definitions
2. Division 2, Section 16-2-2: Rules and Definitions; Definitions
3. Division 5, Section 16-5-1B: AG-1 Agricultural District; Permitted Uses

4. Division 5, Section 16-5-1C: AG-1 Agricultural District; Special Uses
5. Division 5, Section 16-5-7B: B-1 Business District; Permitted Uses
6. Division 5, Section 16-5-8C: B-2 Business Recreation District; Special Uses
7. Division 5, Section 16-5-10C: I-1 Industrial District; Special Uses
8. Division 6, Section 16-6-6D1: Accessory Buildings, Structures and Uses; Accessory building size limitations
9. Division 6, Section 16-6-16A: Supplementary District Regulations; Home Occupations, Permitted Home Occupations
10. Division 6, Section 16-6-25: Supplementary District Regulations; Regulation of Telecommunications Facilities
11. Division 6, Section 16-6-25: Supplementary District Regulations; Open Storage of Unlicensed Motor Vehicles
12. Division 8, Section 16-8-5: Sign Regulations; Prohibited Signs
13. Division 8, Section 16-8-5: Sign Regulations; Commercial and Industrial Signage
14. Division 8, Section 16-8-10D: Other Signage; Off-Premises Directional/Informational Signs
15. Division 9, Section 16-9-15; Appendices; Appendix IV

Zoning – #2-17 AMENDMENT - David C. & Amy S. Eder - O-2017-0902

#2-17 AMENDMENT - David C. & Amy S. Eder, 6553 N. Deer Path Rd., Oregon, IL for an Amendment to the Zoning District to rezone from AG-1 Agricultural District to R-1 Rural Residence District on property described as follows and owned by the petitioners: Part of the NW1/4 of the SE1/4 of Section 2 Pine Creek Township 23N, R9E of the 4th P.M., Ogle County, IL, 12.4 acres, more or less. P.I.N.: 15-02-400-017
Common Location: 809 S. Harmony Rd.

Zoning – Amendment to the Fee Schedule of the Planning & Zoning Department - R-2017-0902

Public Comment –

Reports and Recommendations of Committees –

- **Executive:**
 - Enterprise Zone Amendment - City of Amboy - O-2017-0903
 - 2018 County Holiday Schedule- R-2017-0903
 - Host Fee Amendment - R- 2017-0904
 - Clinic Lease Between Ogle County and Health Department - R- 2017-0905
- **Finance**
 - Hiring Freeze Policy - R- 2017-0906
- **Long Range Planning:**
 - Long Range Planning Invoices - R-2017-0907
 - AIA Change Order #5 - R-2017-0908
 - Proposal for Conceptual Architectural Services for Focus House - R-2017-0909
 - Jail Construction Financing Bond Authorization Ordinance - O-2017-0904
 - Project Update
- **Personnel & Salary**
 - Ogle County Personnel Policy Manual - R - 2017-0911
- **Road & Bridge Long Range Planning:**
 - 2017-2018 Ice Abrasives - R-2017-0912

Unfinished and New Business:

Chairman Comments:

Vice-Chairman Comments:

Closed Session: Pending or Probable Litigation per 5 ILCS 120/2 (c) (11)

Open Session: Approval of Closed Minutes: November 15, 2017, July 12, 2017, and August 9, 2017. (content only – subject to State’s Attorney review of Closed Minutes)

Adjournment:

Motion to adjourn until **Tuesday, October 17, 2017**, 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

Re: Notification Required under 220 ILCS 5/8-505.1

To Whom It May Concern:

ComEd intends to perform vegetation management activities on distribution circuits in your area within the next few months. The vegetation management activities are a key component of ComEd's maintenance program to ensure system electrical reliability, as vegetation contact with ComEd equipment is a leading cause of outages.

In accordance with applicable statutory requirements, ComEd is required to provide each affected municipality a map (see attached) or common addresses of the area affected by the vegetation management activities.

Please be aware that ComEd has notified any affected customers and property owners with (i) a statement of the vegetation management activities planned, (ii) the address of a website and a toll free telephone number at which a written disclosure of all dispute resolution opportunities and processes, rights, and remedies provided by the electric public utility may be obtained, (iii) a statement that the customer and the property owner may appeal the planned vegetation management activities through the electric public utility and the Illinois Commerce Commission, (iv) a toll-free telephone number through which communication may be had with a representative of the electric public utility regarding the vegetation management activities, and (v) the telephone number of the Consumer Affairs Officer of the Illinois Commerce Commission. The notice also stated that circuit maps or common addresses of the area to be affected by the vegetation management activities are on file with the local municipal or county office.

We recognize that our vegetation management activities sometimes create concern by your residents because trees near our electrical wires are significantly trimmed or sometimes require removal. Qualified line-clearance workers contracted by ComEd will be performing the tree pruning work. Supervisors and General Foremen will be in close contact with the crews, ensuring that the work is performed properly. Additionally, we are strong advocates of proactive efforts to ensure that only appropriate vegetation is planted near our facilities, and our easement and leases usually specify vegetation restrictions. Trees that grow greater than 20 feet, for example maple, elm, and blue spruce, should never be planted under or near distribution power lines. At full height, these trees could contact lines and cause a power outage or create a safety issue. On the other hand, trees and bushes that grow to heights less than 20 feet, for example dogwoods or crabapples, can often be planted near distribution power lines.

For more information about vegetation maintenance along power lines and ComEd's "Right Tree, Right Place" program, please visit: <http://www.ComEd.com/Trees>

Please direct any resident with questions or concerns to contact us at 1 (800) Edison-1

Sincerely,

Katie Runyan
Sr. Vegetation Management Project Manager
Vegetation Management Department

See the attached maps of the following circuits with upcoming vegetation activities and notification log: L12430 and B531

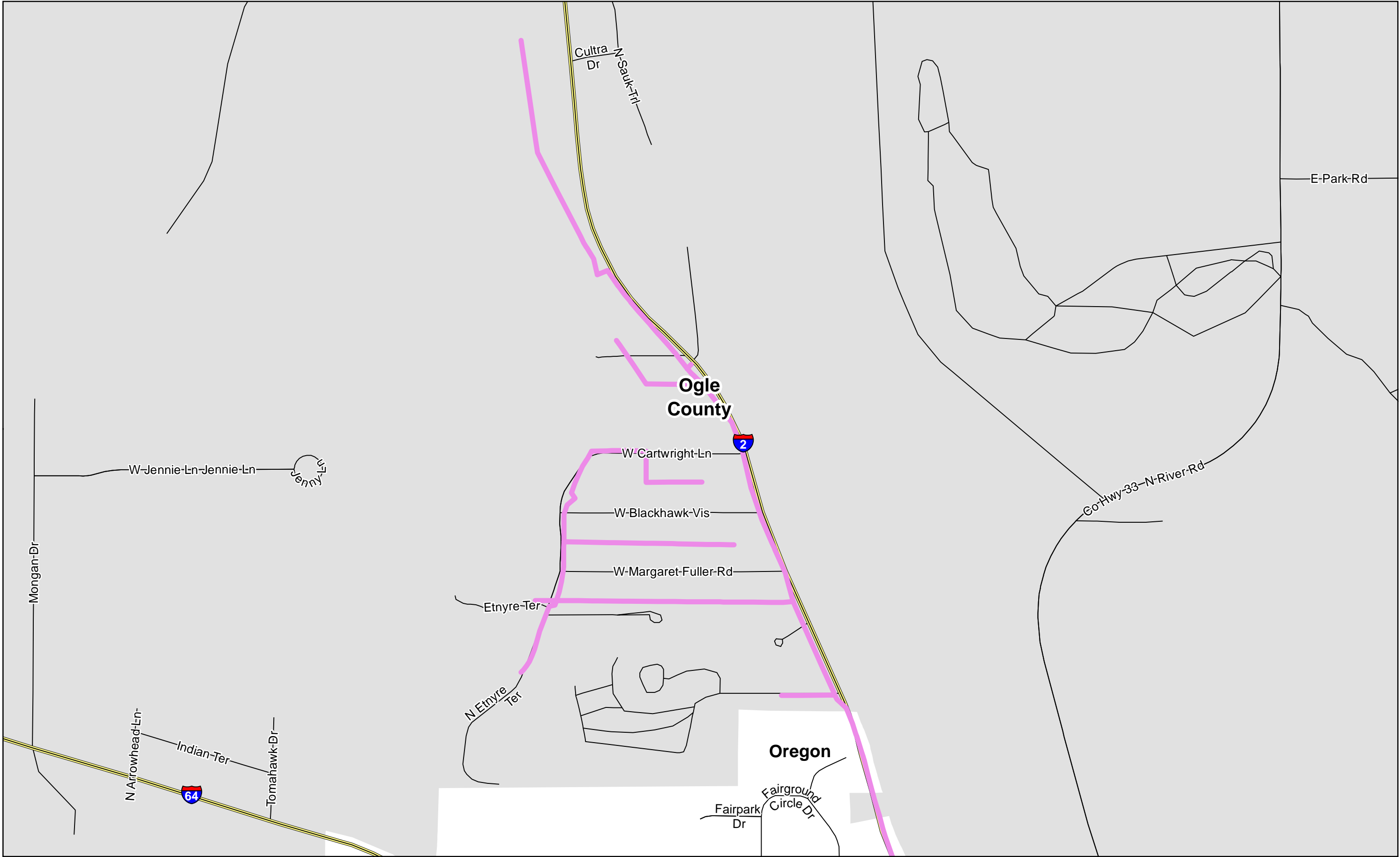
34 kv Notification Log

	Line #	L12430	
Date	Address		Town
9/7/2017	310 s green ave		polo il
9/7/2017	306 n green ave		polo il
9/7/2017	106 E savanna st		polo il
9/7/2017	404 N franklin ave		polo il
9/7/2017	406 N franklin ave		polo il
9/7/2017	412 N franklin ave		polo il
9/7/2017	504 N franklin ave		polo il
9/7/2017	206 E elkhorn st		polo il
9/7/2017	706 adams ave		polo il
9/7/2017	710 adams ave		polo il
9/7/2017	712 adams ave		polo il
9/7/2017	112 hillside dr		polo il
9/7/2017	116 hillside dr		polo il
9/7/2017	118 hillside dr		polo il
9/7/2017	10924 W haldane rd		polo il
9/7/2017	11484 W haldane rd		polo il
9/7/2017	11836 W haldane rd		polo il
9/7/2017	12283 W haldane rd		polo il
9/7/2017	12324 clark st		forreston il
9/7/2017	408 E pine st		forreston il
9/7/2017	405 S walnut st		forreston il

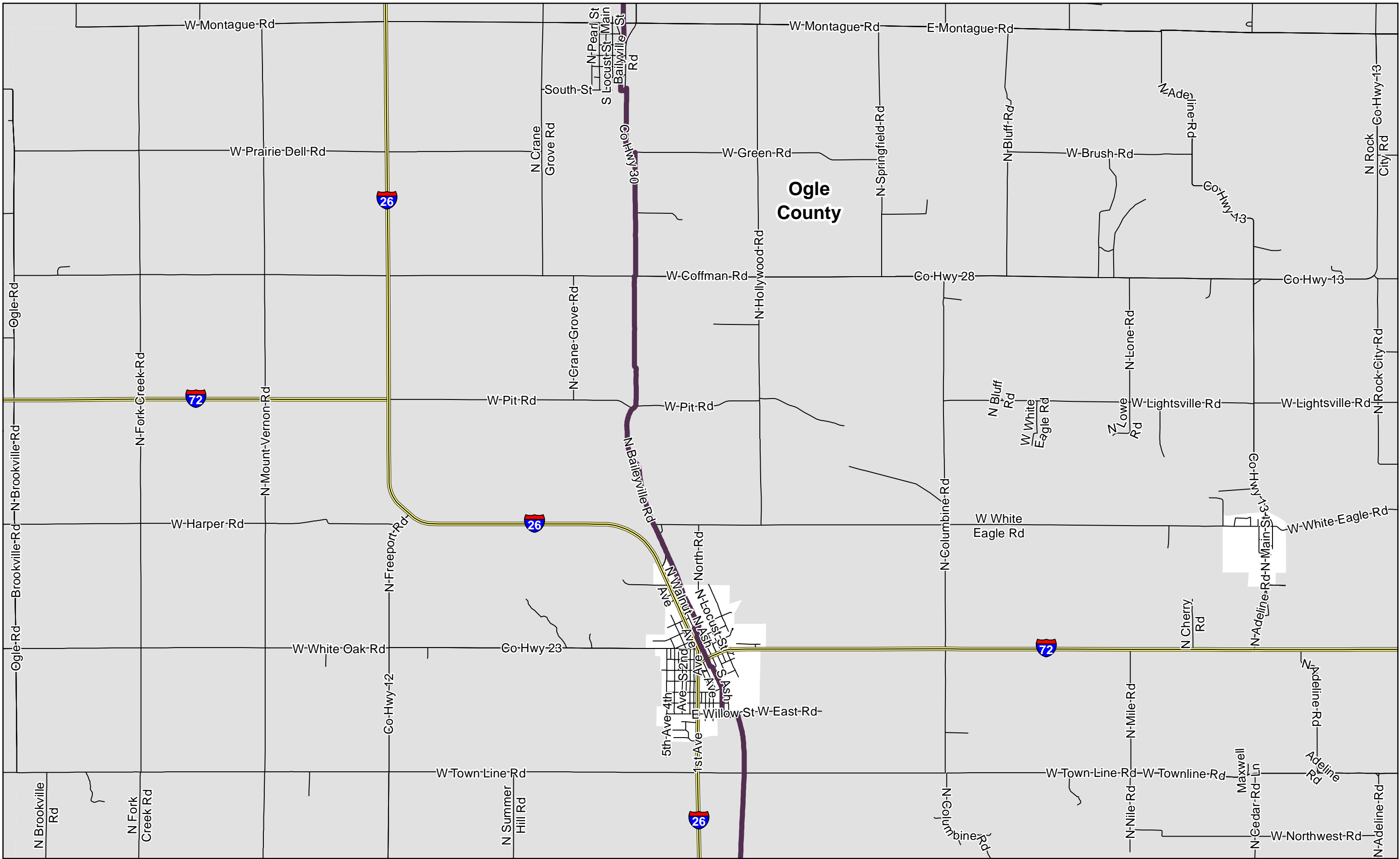


Legend

 B531



Note: This information is proprietary and confidential.



Legend

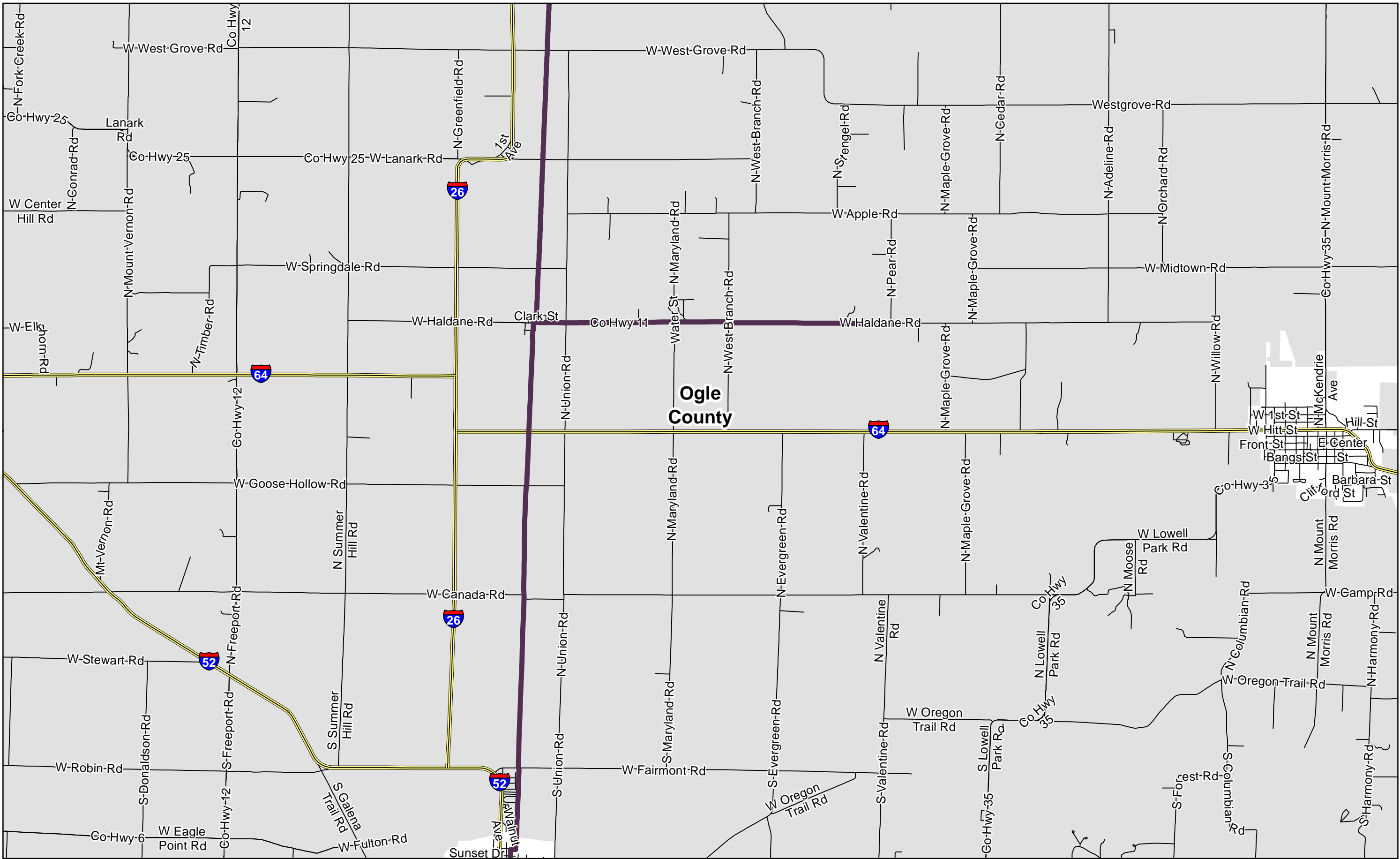
— L12430

Note: This information is proprietary and confidential.

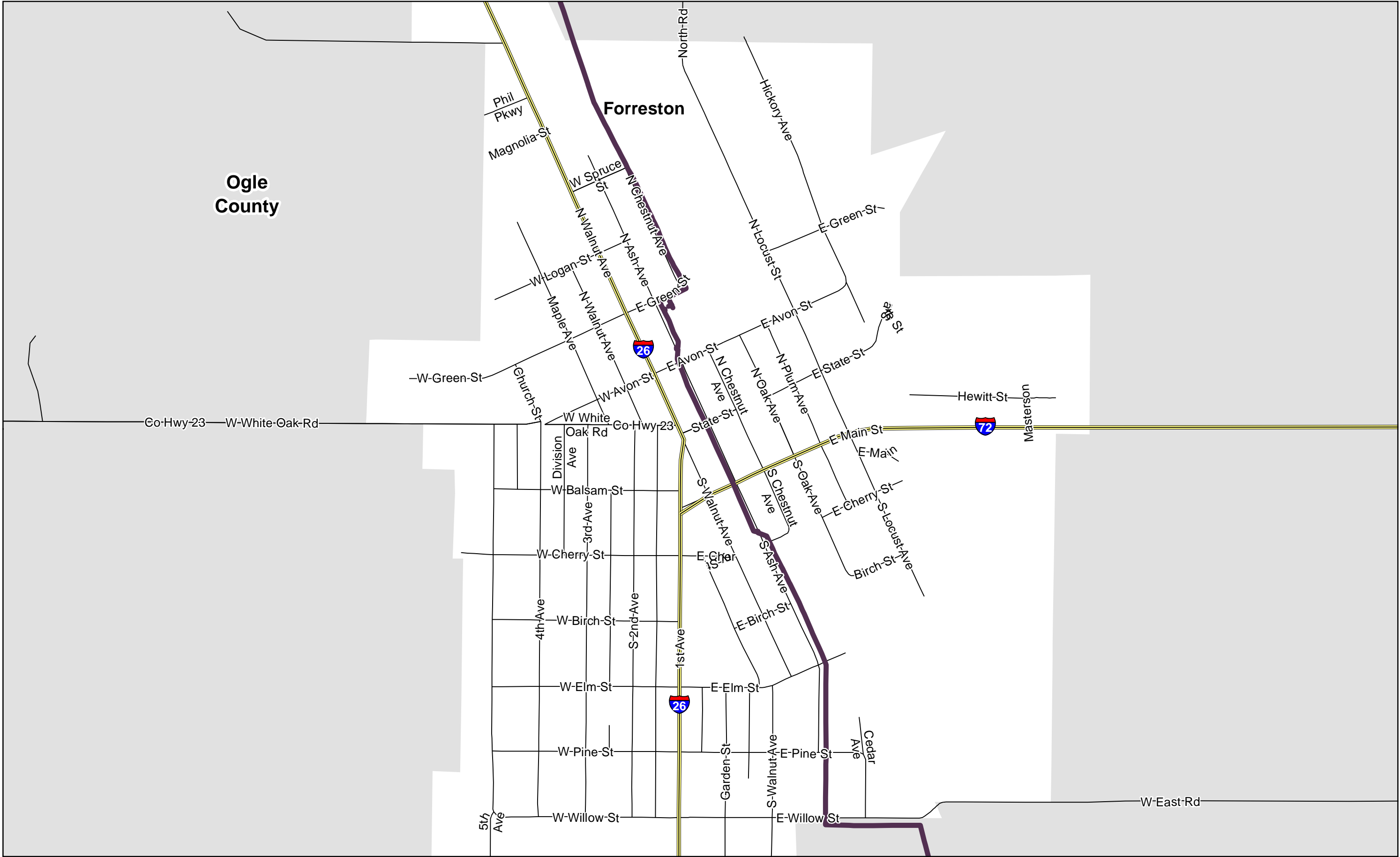


Legend

— L12430




Note: This information is proprietary and confidential.

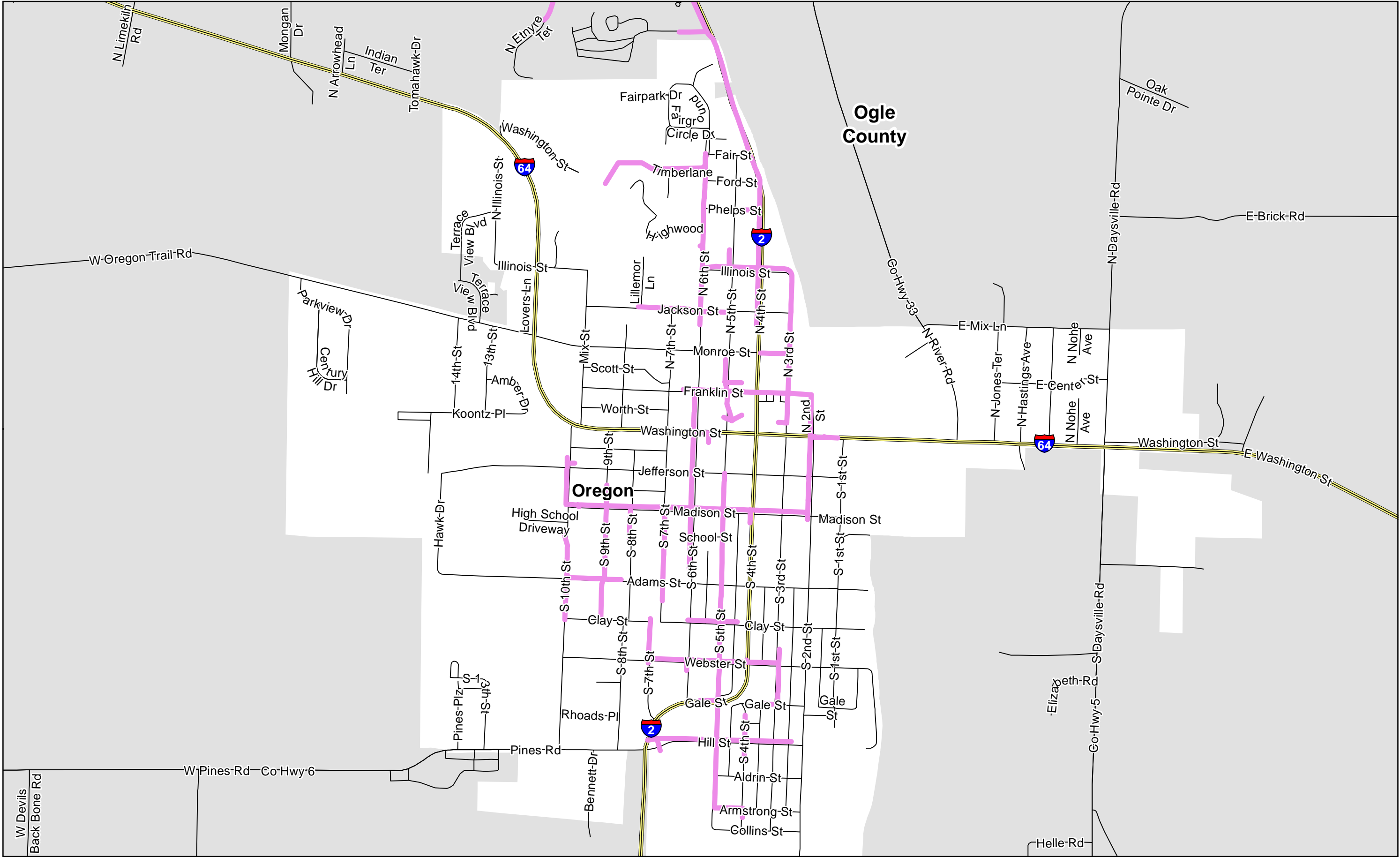


Legend
— L12430

Note: This information is proprietary and confidential.



Legend
 B531

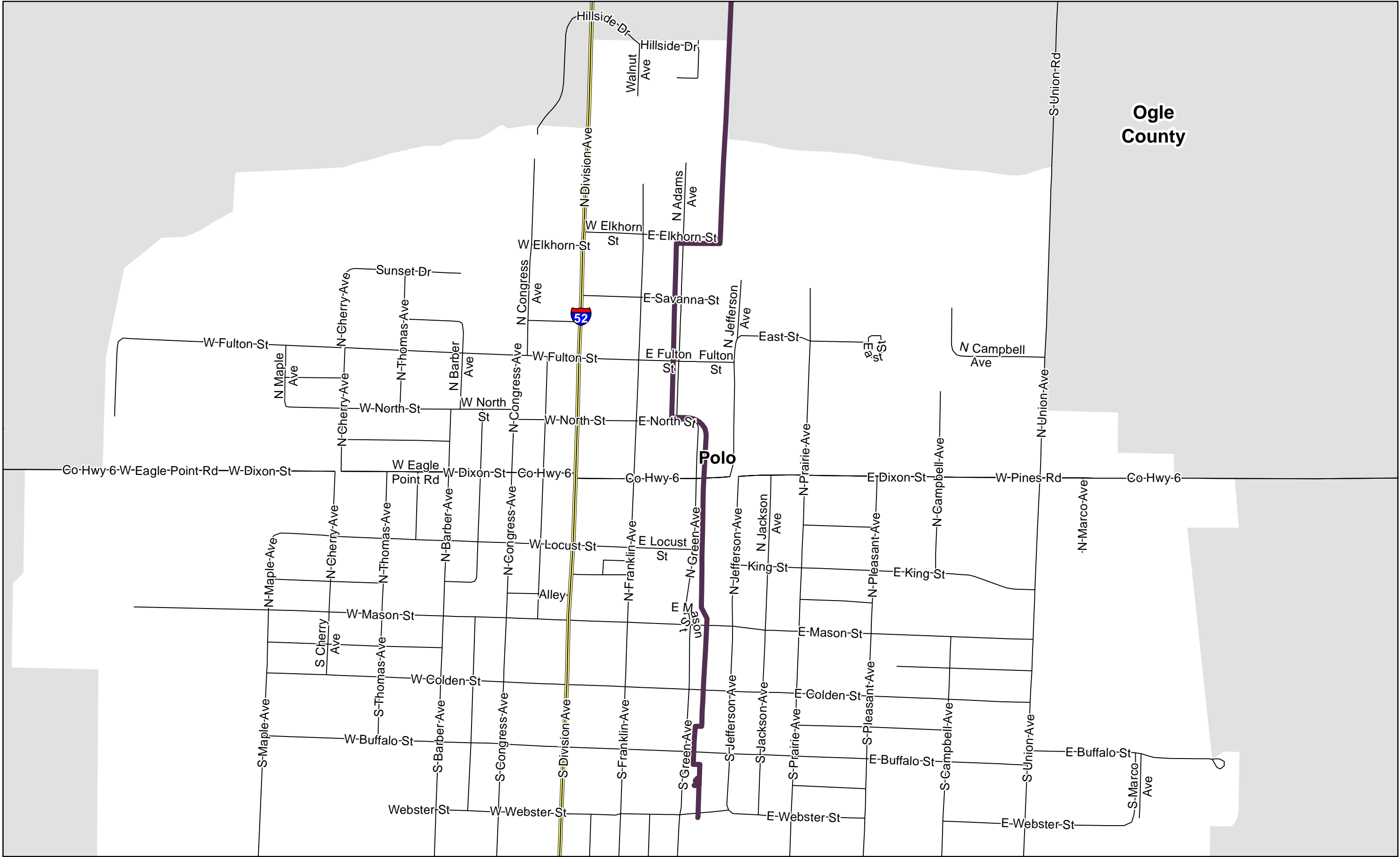


Note: This information is proprietary and confidential.



Legend

— L12430



Ogle County

Polo

Note: This information is proprietary and confidential.

**County Facilities Committee
Tentative Minutes
September 12, 2017**

1. Call Meeting to Order: Chairwoman Heuer called the meeting to order at 1:00 p.m. Present: Fritz, Griffin, Kenney, Oltmanns, Reising and Typer. Others: Janes (arrived at 1:17), Finfrock (arrived at 1:21) and Colson. Absent: Sheriff Brian VanVickle.
2. Approval of Minutes – August 8, 2017: Motion by Kenney to approve the minutes as presented, 2nd by Reising. Motion carried.
3. Public Comment: None
4. Facilities Discussion: Heuer stated Sheriff is absent due to a Department of Corrections on-site visit and the bills will be taken to the Finance Committee.
5. Monthly Bills
 - Review of Credit Card Billing: None
 - Review of Department Billing: None
 - Review of Budget: Heuer stated expenses are at 76% and in good shape. The utility lines are getting close and the new budget was submitted to Finance.
6. Facilities & Grounds Maintenance & Scheduling: None
7. Software Update: Heuer stated they are looking into a new maintenance software with a trial run on the EOC building and will have the capability of integrating all buildings later. It is already within the current system in place.
8. Judicial Center Lighting Discussion: Heuer stated lights in the Probation clerical area and one office will be replaced and on individual switches. The Judicial Center foyer will also be done all at one time since the security equipment will need to be removed to do the project.
9. LRP/IT Update:
 - EOC Progress: Mid-October is the tentative move date for Probation and Health Departments. Griffin stated it is going very well; clean-up has started. Typer asked about an Open House; Griffin thought possibly November. Kenney asked about the signage; he would like to see something nice. Heuer asked the Committee to think about it and they will discuss it next month. She would like to reuse the current sign. Colson recommended Ogle County Services Center; discussion continued. Sign will also contain the departments at the location.
 - Tower Construction: Construction on the base will be starting soon; steel is in delivery route.
 - Phone Service: Still having an issue with 2 numbers that are fax numbers.
10. Old Business
 - Additional Screen in County Board Room: Heuer stated Sheriff has a portable monitor from EOC that will be brought in; there will be nothing permanently mounted. New microphone has been installed at the podium; discussion was held regarding the operation and quality of it. Heuer suggested they have a tutorial on how to use the microphones. Reising stated he noticed an improvement.
 - Hours on Old Courthouse Doors: None
 - Soldier and Sailor Monument Discussion: Heuer stated they have received 2 bids; Janes stated the issue is in the marble slabs. They have physically moved and need to be realigned and sealed. He hopes the base is still good.

- Judicial Center Parking Lot: Project has started and will be completed before Autumn on Parade.

11. New Business: Typer gave an update on the Eagle Scout projects at Weld Park; stage and retaining wall projects are complete.

Colson would like to see data on the geothermal system in the Courthouse before deciding what the new jail would be. He doesn't know if it was a successful savings; Griffin stated it is hard to get true statistics since the Courthouse is connected to the current jail.

Heuer stated the Health Department is a stand-alone department and will need a lease for the EOC building due to grant requirements. The lease needs to be in place prior to them moving; Typer questioned the current lease. Heuer stated Executive Committee will be handling the current lease. Consensus of Committee to move the proposed lease agreement onto the Executive Committee.

12. Closed Session: None

13. Adjournment: With no further business, Chairwoman Heuer adjourned the meeting. Time: 1:55 p.m.

Respectfully submitted,
Tiffany O'Brien

**County IT/GIS Committee
Tentative Minutes
September 12, 2017**

1. Call Meeting to Order: Chairwoman Whalen called the meeting to order at 8:00 a.m. Present: Finfrock, Griffin, Heuer and Nordman (arrived at 8:05). Others: Zoning Administrator Mike Reibel, Sheriff Brian VanVickle, Assessor Jim Harrison, IT Manager Larry Callant and GIS Coordinator Kris Gilbert.
2. Approval of Minutes – August 8, 2017: Motion by Finfrock to approve the minutes as presented, 2nd by Griffin. Motion carried.
3. Approval of Bills
 - IT: Motion by Griffin to approve the bills totaling \$3,476.16, 2nd by Finfrock. Callant went through the bills. Motion carried.
 - GIS: Motion by Finfrock to approve the bills totaling \$112.59, 2nd by Heuer. Gilbert went through the bills. Motion carried.
4. Public Comment: None
5. Department Reports
 - IT: None
 - GIS: None
6. Old Business
 - Job Description, IT Support Assistant: Whalen asked Callant the status; Callant stated he will meet with Kenney this month and will include Griffin on it also. Whalen emailed a couple job descriptions to the Committee that she found on the State website; gives ideas for creating the job description.
7. New Business
 - Software & Hardware Expenses: Whalen stated she emailed reports out that she has been gathering from the Treasurer. It is a list of general funds that are being used to support hardware and software. Whalen would like the Committee to go through them; she stated her objective is to centrally locate the funds that are being used from general funds to get an overall picture of what it is costing the County for technology. Discussion continued; Griffin stated it needs to be with the departments not brought into an IT account so that you have a true cost of what it takes to run the departments. Nordman asked for the items to be split out between hardware and software so that each one is separated. Nordman is seeking how much time Callant is allocating into each department; VanVickle stated 95% of Callant's time is probably in the Sheriff's office because that is where most of the technology lies. Whalen stated that is exactly what they are looking for. Nordman stated other departments have new services coming online and they don't go through us it just states we have to provide service from IT. Heuer stated it is charged back to the department; Nordman stated not Callant's hours though and that is what we need to get a handle on. Nordman stated most come with a year of support however after that year we need to maintain it and we need to learn how to live beyond that. Discussion was held how another position is justified and where would the funding come from. Whalen stated we will discuss this next month; Finfrock stated some kind of help for Callant needs to be included in the budget. Committee requested Callant submit an accumulative number of hours he works.
 - Inventory State Property Protocol: Whalen stated the handout was emailed the Committee; Callant stated he was accused of taking a computer from the Health Department and putting it in a recycling

pile. Callant stated he has no idea how it got there. Callant stated these computers belong to the State; anything with a State tag on it never leaves that department. Callant requires a written document that states what is to be done with an old computer; he has accountability on all equipment that he purchases or works on.

8. Open Discussion – GIS Role with County Board/County Offices: Whalen emailed a document that came from the Finance Committee containing a list of general funds that have gone into GIS. Gilbert stated she sent Coffman some revisions for that document. Whalen stated they will discuss this when they have an updated document.

Gilbert stated she was contacted by a gentleman about requesting data from GIS; he didn't like the answer. Gilbert has been busy with the recording fees project so she hasn't gotten back to this gentleman. Gilbert stated they do swap data with other entities if their project contains Ogle County related items.

Whalen questioned who should be reporting from the GIS Partnership; Finfrock as the Chair or Gilbert. Gilbert stated Finfrock doesn't know exactly what takes place on a daily basis; he attends quarterly meetings. Finfrock agreed with Gilbert. Whalen stated she wants to make sure everything is open and everyone knows what is being talked about. Gilbert stated she was shocked no one knew how the GIS Partnership functioned; Partnership has been in existence for 15 years and she has been here for 10 years. Gilbert stated in August she was cut off from the bank statements and not allowed to transfer funds without even being told; it has since been corrected. Gilbert discussed the GIS Fee Fund account and usage. Gilbert has documentation on the recording fees from surrounding counties. Gilbert stated the next time aerials are done; the account balance will drop drastically. Whalen asked if there is normally a cost for the services she provides to County Departments; yes if it outside of the membership limits but at a discounted rate compared to the general public. Whalen asked if there is something in the agreement with the County that there are no fees charged. Whalen stated she is asking because GIS is looking to increase revenues; maybe the departments should be charged for the services you charge other members. Discussion was held regarding the departments that are not under the General Fund and their membership status. Griffin stated he is learning a lot out of this Committee, we really need to be in a learning mode this year and sometimes you can't change things right away. It is very important to continue to learn what we have in front of us before we even try to change or modify anything. Callant asked if the Finance Committee is removing the IT funding out from underneath Finance and to the IT Committee; Whalen stated it has been discussed but no decisions made. She will bring it back up to Finance.

9. Adjournment: Motion by Finfrock to adjourn, 2nd by Griffin. Motion carried. Time: 8:52 a.m.

Respectfully submitted,
Tiffany O'Brien

Following is my attempt to document the current status of the GIS fee allocation.

The GIS Recording Fees are collected based on County Board action taken to establish the fees and subsequently to increase them. The increase was based on a fee study.

1. The County collects a \$15 recording fee which is split as follows.
 - \$1 Recorder’s GIS Fund (not referenced again in this discussion)
 - \$14 GIS Fee Fund
 - \$12 of \$14 is transferred to GIS Committee Fund – The GIS Partnership

From my reading of statute and Board resolutions I find no mention of any requirement to transfer from the GIS Fee Fund. The fees were enacted by the County Board and there is no other mention of controlling authority which leads me to conclude that the Board is the controlling authority. Whereas some of the other fees that are authorized and imposed by the County statutorily note a different controlling authority. Thus it would follow that any split revision or transfer of these fees is at the Board’s discretion.

The statute and Board resolutions both stipulate that those revenues are to be used for GIS purposes. That would generally revert back to the Board to specify what they consider a GIS purpose.

When the GIS program started Curtis Cook approved bills for the GIS partnership payments as well as transfers and payments from the GIS Committee fund. Last year the GIS partnership gave Kris Gilbert the authority to authorize bill payment. Since then Kris has also been approving the transfers and payments from the GIS Fee Fund.

From the records I was able to locate the County General Fund paid \$275,253 between 2001 & 2004 to seed GIS.

	General Fund Contributions	
2001	\$	64,545.00
2002	\$	83,000.00
2003	\$	66,387.00
2004	\$	61,321.00
Total	\$	275,253.00

Since 2004 Ogle County’s “Fair Share” has been paid from the GIS Fee fund. In 2004 that amount was \$20,000 and it has been \$16,080 from 2005 to present. Additionally GIS Fee Fund paid \$43,244.84 for part of Larry’s salary and benefits in 2010. The ESRI software fees have been paid since 2008 (except in 2010) too. That cost has run about \$12,669 annually since 2011.

Below is a chart showing GIS Fee Fund balances and referenced expenditures.

GIS Fee Fund		Salary	ESRI	Fair Share
	11/30 Balance			
*2003	\$ 91,943.99			
2004	\$ 105,355.06			\$ 20,000.00
2005	\$ 126,397.00			\$ 16,080.00
2006	\$ 120,969.47		\$ 908.49	\$ 16,080.00
2007	\$ 133,925.23			\$ 16,080.00
2008	\$ 142,936.90		\$ 7,619.45	\$ 16,080.00
2009	\$ 146,504.80		\$ 8,482.19	\$ 16,080.00
2010	\$ 87,231.50	43,244.84		\$ 16,080.00
2011	\$ 103,713.75		\$ 12,680.07	\$ 16,080.00
2012	\$ 75,532.86		\$ 12,669.00	\$ 16,080.00
2013	\$ 66,494.40		\$ 12,669.00	\$ 16,080.00
2014	\$ 51,768.12		\$ 12,669.00	\$ 16,080.00
2015	\$ 37,825.37		\$ 12,669.00	\$ 16,080.00
2016	\$ 31,575.49		\$ 12,469.00	\$ 16,080.00
7/31/2017	\$ 7,382.35		\$ 9,908.00	\$ 16,080.00

*Started with New World in 2003. Records prior to 2003 are only on paper in archives or destroyed.

Note the GIS Fee Fund balance has dropped just about every year. If that trend continues there will not be enough remaining revenue to continue make all the current payments in the near future.

GIS Committee Fund					Photo & Related Total
	11/30 Balance	Photo & Contour	Mapping	Contractual	
*2003	\$ 101,360.79	\$ 112,981.62	\$102,867.68	\$ 28,500.00	\$ 244,349.30
2004	\$ 155,419.20	\$ 39,968.70	\$ 96,950.14	\$ 30,919.68	\$ 167,838.52
2005	\$ 163,380.30	\$ 61,743.40	\$ 2,568.00	\$ 1,700.00	\$ 66,011.40
2006	\$ 263,371.28			\$ 7,413.70	\$ 7,413.70
2007	\$ 298,739.62	\$ 21,672.51		\$ 8,103.92	\$ 29,776.43
2008	\$ 350,269.77	\$ 14,325.50			\$ 14,325.50
2009	\$ 357,038.52	\$ 6,603.62		\$ 84,766.61	\$ 91,370.23
2010	\$ 361,711.41			\$ 83,311.00	\$ 83,311.00
2011	\$ 404,044.19				\$ -
2012	\$ 462,190.64				\$ -
2013	\$ 553,189.23	\$ 362.51			\$ 362.51
2014	\$ 475,052.25	\$ 107,331.54			\$ 107,331.54
2015	\$ 484,157.29	\$ 2,500.00			\$ 2,500.00
2016	\$ 495,286.47				\$ -
7/31/2017	\$ 513,254.45				\$ -

Above is a chart showing GIS Committee Fund (GIS Partnership) balances and photography and mapping related expenditures. In trying to isolate the cost of each update to the photography I found the descriptions entered to be too vague to make an accurate breakout without pulling invoices.

The County's annual "Fair Share" is \$16,080 leaving all the remaining members contributing a total of between \$15,000 & \$21,000 annually for their "Fair Share". Subscriptions and map sales are not part of those numbers. The County then transfers an additional \$76,000 to over \$150,000 annually (\$12 of \$14) based on recorded documents. Plus the County supplies the base parcel map that is supplemented by an export of tax data which includes name, address, assessment, and other tax info from the County's tax software. Office space, accounting, payroll etc. are also supplied by the County.

As an offset Kris is a backup for Larry on IT issues.

The GIS Committee fund is appropriated in Ogle County's budget document even though the Partnership controls the GIS Committee fund.

The GIS Management Committee and County Board may want to look at the fee allocation and overall contributions to determine if any changes are desired. This would also be applicable if the recording fee is increased. Since there is a new GIS/IT committee please also review if any change is needed to the bill payment and transfer approval process.

RE: Computers/ State property

Donald Griffin

Sent: Wednesday, September 06, 2017 7:56 AM

To: Kim Whalen; Kyle Auman

Kyle,

Can you please give me a call on this and the EOC?
815 440 0505

Thanks

Don

From: Kim Whalen

Sent: Tuesday, September 05, 2017 6:54 PM

To: Kyle Auman

Cc: Donald Griffin; Kim Whalen

Subject: RE: Computers/ State property

I agree completely.

Kim

From: Kyle Auman

Sent: Tuesday, September 05, 2017 9:48 AM

To: Kim Whalen

Subject: RE: Computers/ State property

Kim,

We have located the computers. The server was taken to the EOC without my knowledge and used for camera's. I am sure that this is ok for the time being. I would prefer to know when items that are purchased with health fund dollars are leaving my department.

Thanks,

Kyle Auman

Public Health Administrator

Ogle County Health Department

Office: 815-562-6976 ext 247

Cell: 815-222-0935

Fax: 815-732-7458

From: Kim Whalen

Sent: Monday, September 04, 2017 4:20 PM

To: Kyle Auman <kauman@Oglecounty.org>

Cc: Kim Whalen <kwhalen@Oglecounty.org>

Subject: RE: Computers/ State property

Kyle,

Was this equipment located?

Kim

From: Kyle Auman

Sent: Tuesday, August 22, 2017 5:52 PM

To: Larry Callant

Cc: Amy Bardell; Debby Solorzano; Kathy Lee; Kim Whalen

Subject: Computers/ State property

Larry,

It has come to my attention that Cornerstone computers may have been moved out of OCHD. There computers with a tag on the front that are property of the state. We do not own these computers and may not dispose of them. One of them was found in the center office with a batch of items to be recycled.

We are also missing out server, any idea what might have happened to it?

Kyle Auman

Public Health Administrator

Ogle County Health Department

Office: 815-562-6976 ext 247

Cell: 815-222-0935

Fax: 815-732-7458

Ogle County -

Department
Data from

Date Time

	General Fund - 7/31/17		Office
	Performance	Software Maintenance -	Maintenance
	County Clerk/Record	Adopted 2017	
01	4714	15,050.-	
10	Elections 4714	33,700.-	
<hr/>			
	Building/Grounds -		
	4710	90,000.-	Hardware/Software
	4715	5,000.-	Maintenance (Computer)
<hr/>			
	Treasurer		(Software)
	4714	15,790.-	Maintenance
	4724	900.-	Office Equip. Maintenance
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	Regional Supt of Schools		
	4724	600.-	Office Equip Maintenance
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pg 9	Judiciary + Jury		
	4724	3500.-	Office Equip. Maintenance
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	Circuit Clerk		
	4724	800.-	Office Equip. Maintenance
<hr/>			
	Probation		
	4724	11,000.-	Office Equip. Maintenance
<hr/>			
pg 10	Assessment		
	4714	12,863.-	Software Maintenance
	4724	250.-	Office Equip. Maintenance
<hr/>			
	Zoning		
	4724	1700.-	Office equip. maintenance
<hr/>			
pg 8	Sheriff		
	4710	1000.-	Comp. H/S
	4715	24,000.-	Maintenance
	4724	7000.-	Office Equip. Maint.

total 223,153.-

Patient (Last, First, M.I.)

Attending Physician

Room No.

Adm. No.



Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/15 - 11/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 06 - Judiciary & Jury										
Account 4720 - Office Equipment										
1568 - RK DIXON	1372421	Lease Agreement & Overages/Copiers (9/15/15 thru 10/14/15)	Paid by Check # 150275		01/11/2016	01/19/2016	01/19/2016		01/19/2016	233.32
1568 - RK DIXON	1381754	Lease Agreement/Copiers (11/15/15 through 12/14/15)	Paid by Check # 150275		01/11/2016	01/19/2016	01/19/2016		01/19/2016	184.38
1568 - RK DIXON	1413847	Lease Agreement & Overages/Copiers (12/15/15 thru 1/14/16)	Paid by Check # 150275		01/11/2016	01/19/2016	01/19/2016		01/19/2016	273.02
1568 - RK DIXON	1419834	Lease Agreement/Copiers (1/15/16 thru 2/14/16)	Paid by Check # 150275		01/11/2016	01/19/2016	01/19/2016		01/19/2016	184.38
1568 - RK DIXON	1433939	Lease Agreement - February - March, 2016	Paid by Check # 150409		02/05/2016	02/16/2016	02/16/2016		02/16/2016	184.38
1568 - RK DIXON	1467766	Lease Agreement/Copy Machines (4/2016 - 5/2016)	Paid by Check # 150562		03/04/2016	03/16/2016	03/16/2016		03/16/2016	184.38
1568 - RK DIXON	1465375	Lease Agreement (MAR2016-APR2016) and Overages	Paid by Check # 150882		05/06/2016	05/17/2016	05/17/2016		05/17/2016	239.25
1568 - RK DIXON	1490146	Lease Agreement (May, 2016 through June, 2016)	Paid by Check # 150882		05/06/2016	05/17/2016	05/17/2016		05/17/2016	184.38
1568 - RK DIXON	1506953	Lease Agreement/Copiers (6/15/2016 through 7/14/2016)	Paid by Check # 151037		06/10/2016	06/21/2016	06/21/2016		06/21/2016	184.38
1544 - PITNEY BOWES INC.	1000934016	Rent Copy Machine April - June, 2016	Paid by Check # 151167		07/08/2016	07/19/2016	07/19/2016		07/19/2016	252.00
1568 - RK DIXON	1526839	Lease Agreement/Copiers (July through August, 2016)	Paid by Check # 151174		07/08/2016	07/19/2016	07/19/2016		07/19/2016	184.38
1568 - RK DIXON	1542389	Lease Agreement/Copy Machines (August - September, 2016)	Paid by Check # 151311		08/05/2016	08/16/2016	08/16/2016		08/16/2016	184.38
1568 - RK DIXON	1561872	Lease Agreement (Copiers/Judges) - 9/15/2016 through 10/14/2016	Paid by Check # 151463		09/08/2016	09/20/2016	09/20/2016		09/20/2016	184.38



Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/15 - 11/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 06 - Judiciary & Jury										
Account 4720 - Office Equipment										
1568 - RK DIXON	1575948	Lease Agreement (Copiers/Judges) - 10/15/2016 through 11/15/2016	Paid by Check # 151463		09/08/2016	09/20/2016	09/20/2016		09/20/2016	184.38
5034 - CLAYTON L. LINDSEY	892	Reimbursement for purchase of desk for Judg Lindsey	Paid by Check # 151723		11/04/2016	11/15/2016	11/15/2016		11/15/2016	987.00
5046 - DE LAGE LANDEN FINANCIAL SERVICES, INC.	52210828	Lease Agreement&Installation Fee(Copiers/Judges) - November, 2016	Paid by Check # 151814		11/21/2016	11/21/2016	11/21/2016		11/23/2016	295.00
								Account 4720 - Office Equipment Totals	Invoice Transactions 16	<u>\$4,123.39</u>
								Department 06 - Judiciary & Jury Totals	Invoice Transactions 16	<u>\$4,123.39</u>
Department 10 - Assessment										
Account 4720 - Office Equipment										
1568 - RK DIXON	1419839	copier, printers	Paid by Check # 150275		01/08/2016	01/19/2016	01/19/2016		01/19/2016	205.69
1568 - RK DIXON	2016-00000330	copier, printers	Paid by Check # 150409		02/05/2016	02/16/2016	02/16/2016		02/16/2016	587.29
1568 - RK DIXON	1454950	copier, printers	Paid by Check # 150562		03/03/2016	03/16/2016	03/16/2016		03/16/2016	205.69
1568 - RK DIXON	1467771	copier, printers	Paid by Check # 150743		04/08/2016	04/19/2016	04/19/2016		04/19/2016	205.69
1568 - RK DIXON	1490151	Copier/Printers	Paid by Check # 150882		05/05/2016	05/17/2016	05/17/2016		05/17/2016	205.69
1568 - RK DIXON	2016-00000982	copier, printers	Paid by Check # 151037		06/08/2016	06/21/2016	06/21/2016		06/21/2016	205.69
1568 - RK DIXON	1526844	Copier-Printers	Paid by Check # 151174		07/08/2016	07/19/2016	07/19/2016		07/19/2016	205.69
1568 - RK DIXON	1542394	Copier/Printers	Paid by Check # 151311		08/05/2016	08/16/2016	08/16/2016		08/16/2016	205.69
1568 - RK DIXON	1561821	Copier/printers	Paid by Check # 151463		09/06/2016	09/20/2016	09/20/2016		09/20/2016	205.69
1299 - JAMES HARRISON	2016-00001641	Expense Reimbursement	Paid by Check # 151552		10/07/2016	10/18/2016	10/18/2016		10/18/2016	114.94
1568 - RK DIXON	1575953	Copier	Paid by Check # 151595		10/07/2016	10/18/2016	10/18/2016		10/18/2016	205.69
1568 - RK DIXON	2016-00001805	copier/printer	Paid by Check # 151755		11/07/2016	11/15/2016	11/15/2016		11/15/2016	205.69
								Account 4720 - Office Equipment Totals	Invoice Transactions 12	<u>\$2,759.13</u>
								Department 10 - Assessment Totals	Invoice Transactions 12	<u>\$2,759.13</u>
								Fund 100 - General Fund Totals	Invoice Transactions 28	<u>\$6,882.52</u>
Fund 180 - Long Range Capital Improvemnt										



Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/15 - 11/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 180 - Long Range Capital Improvemnt										
Department 00 - Non-Departmental										
Account 4600 - Capital Outlay										
4912 - CLEAR ARMOR LLC	2213	BR FILM - SINGLE PANE 32.05 SQ FT	Paid by Check # 93604		01/19/2016	01/19/2016	01/19/2016		01/19/2016	5,031.85
4912 - CLEAR ARMOR LLC	2214	BR FILM - 237.40 SQ FT OF GLASS - DOUBLE PANE	Paid by Check # 93604		01/19/2016	01/19/2016	01/19/2016		01/19/2016	37,271.80
2410 - DACH FENCE COMPANY	28950	1/2 DOWN PAYMENT ON INSTALLATION OF VINYL C/L WITH PRIVACY SLATS	Paid by Check # 93605		01/19/2016	01/19/2016	01/19/2016		01/19/2016	18,657.50
4338 - O'BRIEN CIVIL WORKS INC.	EST.NO. 3	FINAL PAYMENT ON PARKING LOT - COMPLETION DATE 10/28/2015	Paid by Check # 93606		01/19/2016	01/19/2016	01/19/2016		01/19/2016	3,774.33
2410 - DACH FENCE COMPANY	28950-1	INSTALLATION OF VINYL C/L FENCE W/PRIVACY SLATS - FINAL PAYMENT	Paid by Check # 93798		02/15/2016	02/15/2016	02/15/2016		02/17/2016	18,657.50
2617 - ALPHA CONTROLS & SERVICES LLC	W25416/CORRECTED	CUST CODE: OGLECOUNTY - OGLE COUNTY SHERIFF/LONG RANGE PLANNING	Paid by Check # 94318		04/21/2016	04/21/2016	04/21/2016		04/21/2016	6,617.00
4482 - KENZLEY TITLE GROUP INC	#16-03-168-001	EARNEST MONEY FOR PARCEL #16-03-168-001/507 JEFFERSON ST., 61061	Paid by Check # 94517		05/23/2016	05/23/2016	05/23/2016		05/23/2016	3,250.00
4482 - KENZLEY TITLE GROUP INC	KO218675	PURCHASE OF 507 JEFFERSON STREET, OREGON	Paid by EFT # 7		07/13/2016	07/13/2016	07/13/2016		07/13/2016	61,473.25
5009 - ARNSTEIN & LEHR CLIENTS FUNDS INC.	SUPER MIX INC.	SUPER MIX INC. - "FINAL PAYMENT" ON SETTLEMENT AGREEMENT	Paid by Check # 95141		08/19/2016	08/19/2016	08/19/2016		08/19/2016	13,756.68
5011 - CONSTRUCTION TESTING SERVICES	FINAL PAYMENT	"FINAL PAYMENT" PER SETTLEMENT AGREEMENT	Paid by Check # 95142		08/19/2016	08/19/2016	08/19/2016		08/19/2016	375.00
4649 - CORD CONSTRUCTION CO.	FINAL PAYMENT	"FINAL PAYMENT" PER SETTLEMENT AGREEMENT	Paid by Check # 95143		08/19/2016	08/19/2016	08/19/2016		08/19/2016	11,725.00
5012 - PREFERRED CONCRETE & EXCAVATING, INC.	FINAL PAYMENT	"FINAL PAYMENT" PER SETTLEMENT AGREEMENT	Paid by Check # 95144		08/19/2016	08/19/2016	08/19/2016		08/19/2016	54,283.96



Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/15 - 11/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 180 - Long Range Capital Improvemnt										
Department 00 - Non-Departmental										
Account 4600 - Capital Outlay										
4297 - ROCK RIVER READY MIX	FINAL PAYMENT	"FINAL PAYMENT" PER SETTLEMENT AGREEMENT	Paid by Check # 95145		08/19/2016	08/19/2016	08/19/2016		08/19/2016	23,000.00
5010 - ROCK SOLID FORMING, INC.	FINAL PAYMENT	"FINAL PAYMENT" PER SETTLEMENT AGREEMENT	Paid by Check # 95146		08/19/2016	08/19/2016	08/19/2016		08/19/2016	5,859.36
							Account 4600 - Capital Outlay Totals	Invoice Transactions	14	\$263,733.23
							Department 00 - Non-Departmental Totals	Invoice Transactions	14	\$263,733.23
							Fund 180 - Long Range Capital Improvemnt Totals	Invoice Transactions	14	\$263,733.23
Fund 200 - County Highway										
Department 17 - Highway										
Account 4720 - Office Equipment										
1568 - RK DIXON	1411816	CH Fund - copier maint agreement	Paid by Check # 93291		12/02/2015	12/02/2015	12/02/2015		12/04/2015	272.13
1568 - RK DIXON	1461783	CH Fund - copier maintenance agreement	Paid by Check # 93903		02/26/2016	02/29/2016	02/29/2016		02/29/2016	327.29
1568 - RK DIXON	1519372	CH Fund - copier maint agreement	Paid by Check # 94557		06/01/2016	06/02/2016	06/02/2016		06/03/2016	384.44
1568 - RK DIXON	1572943	CH Fund - copier maintenance agreement	Paid by Check # 95239		09/02/2016	09/06/2016	09/06/2016		09/06/2016	147.40
							Account 4720 - Office Equipment Totals	Invoice Transactions	4	\$1,131.26
							Department 17 - Highway Totals	Invoice Transactions	4	\$1,131.26
							Fund 200 - County Highway Totals	Invoice Transactions	4	\$1,131.26
Fund 400 - Public Health										
Department 20 - Health										
Sub-Department 71 - WIC										
Account 4720 - Office Equipment										
4738 - WELLS FARGO	5002685021	Copier Maintenance/lease for new copier	Paid by Check # 93473		12/21/2015	12/21/2015	12/21/2015		12/29/2015	16.40
4738 - WELLS FARGO	2016-00000128	Copier Maintenance/lease	Paid by Check # 93502		01/04/2016	01/04/2016	01/04/2016		01/07/2016	16.40
							Account 4720 - Office Equipment Totals	Invoice Transactions	2	\$32.80
							Sub-Department 71 - WIC Totals	Invoice Transactions	2	\$32.80
Sub-Department 72 - Family Case Management										
Account 4720 - Office Equipment										
4738 - WELLS FARGO	5002685021	Copier Maintenance/lease for new copier	Paid by Check # 93473		12/21/2015	12/21/2015	12/21/2015		12/29/2015	24.60



Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/15 - 11/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 400 - Public Health										
Department 20 - Health										
Sub-Department 72 - Family Case Management										
Account 4720 - Office Equipment										
4738 - WELLS FARGO	2016-00000128	Copier Maintenance/lease	Paid by Check # 93502		01/04/2016	01/04/2016	01/04/2016		01/07/2016	24.60
							Account 4720 - Office Equipment Totals	Invoice Transactions 2		<u>\$49.20</u>
							Sub-Department 72 - Family Case Management Totals	Invoice Transactions 2		<u>\$49.20</u>
Sub-Department 76 - Well/Septic										
Account 4720 - Office Equipment										
4957 - AMY BARDELL	07.18.16	office chair reimbursement	Paid by Check # 94920		07/18/2016	07/18/2016	07/18/2016		07/20/2016	312.38
							Account 4720 - Office Equipment Totals	Invoice Transactions 1		<u>\$312.38</u>
							Sub-Department 76 - Well/Septic Totals	Invoice Transactions 1		<u>\$312.38</u>
							Department 20 - Health Totals	Invoice Transactions 5		<u>\$394.38</u>
							Fund 400 - Public Health Totals	Invoice Transactions 5		<u>\$394.38</u>
Fund 410 - TB Fund										
Department 20 - Health										
Sub-Department 79 - TB										
Account 4720 - Office Equipment										
3991 - CARD SERVICE CENTER	0063.02.16.16	credit card	Paid by Check # 93781		02/16/2016	02/16/2016	02/16/2016		02/17/2016	371.33
							Account 4720 - Office Equipment Totals	Invoice Transactions 1		<u>\$371.33</u>
							Sub-Department 79 - TB Totals	Invoice Transactions 1		<u>\$371.33</u>
							Department 20 - Health Totals	Invoice Transactions 1		<u>\$371.33</u>
							Fund 410 - TB Fund Totals	Invoice Transactions 1		<u>\$371.33</u>
Fund 550 - Document Storage Fee Fund										
Department 07 - Circuit Clerk										
Account 4600 - Capital Outlay										
1246 - FISCHER'S	692259-001	ACCT #1446-0 - 1 EA. LASER PRINTER WITH IPDS CARD	Paid by Check # 93923		03/03/2016	03/03/2016	03/03/2016		03/04/2016	1,168.00
1941 - FRONTIER	03-16/111612-5	ACCT #618-714-0251-111612-5/(2) IP CAMERAS FOR PRISONER CALL	Paid by Check # 94118		04/05/2016	04/05/2016	04/05/2016		04/05/2016	1,675.94
4549 - ZONES INC.	K02498950101	ACCT #0071915649/(1) NEC NP-P501X LUMEN PROJECTOR FOR COURTROOM	Paid by Check # 94122		04/05/2016	04/05/2016	04/05/2016		04/05/2016	1,280.12



Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/15 - 11/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 550 - Document Storage Fee Fund										
Department 07 - Circuit Clerk										
Account 4600 - Capital Outlay										
4810 - JUDICIAL SYSTEMS INC.	65716040601	I-JUROR INTERNET SOFTWARE SYSTEM - INSTALLATION & TRAINING	Paid by Check # 94428		05/13/2016	05/13/2016	05/13/2016		05/13/2016	15,600.00
							Account 4600 - Capital Outlay Totals	Invoice Transactions 4		<u>\$19,724.06</u>
							Department 07 - Circuit Clerk Totals	Invoice Transactions 4		<u>\$19,724.06</u>
							Fund 550 - Document Storage Fee Fund Totals	Invoice Transactions 4		<u>\$19,724.06</u>
Fund 555 - County Automation -Circuit Clerk										
Department 07 - Circuit Clerk										
Account 4600 - Capital Outlay										
3991 - CARD SERVICE CENTER	131415AMAZON	ACCT #0074 - AMAZON (2) TELYHD PRO DEVICES - JAIL COMMUNICATION	Paid by Check # 93347		12/07/2015	12/07/2015	12/07/2015		12/11/2015	552.48
1763 - CDW GOVERNMENT INC	BCP7854	CUST #10295586 - (1) JABRA 810 SPEAKER UNIT FOR PRISONER CALL	Paid by Check # 93348		12/07/2015	12/07/2015	12/07/2015		12/11/2015	400.00
4549 - ZONES INC.	S42047630101	ACCT #0071915649 - (1) TELYHD PRO DEVICE - PRISONER CALL	Paid by Check # 93351		12/07/2015	12/07/2015	12/07/2015		12/11/2015	480.26
4740 - SYNDEO NETWORKS, INC.	4833	ACCT #1099 - (5) JUNIPER SWITCHES	Paid by Check # 94474		05/18/2016	05/18/2016	05/18/2016		05/18/2016	26,655.00
3991 - CARD SERVICE CENTER	53909827	ACCT #0055 - GOVCONNECTION, INC/OPTIPLEX 3040 MT I5 8GB COMPUTER	Paid by Check # 94934		07/26/2016	07/26/2016	07/26/2016		07/27/2016	664.42
3260 - LAURENCE G. CALLANT	10-2016/EBAY	(2) DELL OPTIPLEX i7 COMPUTERS	Paid by Check # 95779		11/14/2016	11/14/2016	11/14/2016		11/18/2016	550.00
							Account 4600 - Capital Outlay Totals	Invoice Transactions 6		<u>\$29,302.16</u>
							Department 07 - Circuit Clerk Totals	Invoice Transactions 6		<u>\$29,302.16</u>
							Fund 555 - County Automation -Circuit Clerk Totals	Invoice Transactions 6		<u>\$29,302.16</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/15 - 11/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 560 - Dependent Children										
Department 09 - Focus House										
Account 4600 - Capital Outlay										
1439 - MEYERS FURNITURE	12/14/2015	SOFA & ROCKER/GLIDER FOR MILLER HOUSE	Paid by Check # 93480		12/29/2015	12/29/2015	12/29/2015		12/29/2015	2,125.00
							Account 4600 - Capital Outlay Totals	Invoice Transactions 1		<u>\$2,125.00</u>
							Department 09 - Focus House Totals	Invoice Transactions 1		<u>\$2,125.00</u>
							Fund 560 - Dependent Children Totals	Invoice Transactions 1		<u>\$2,125.00</u>
Fund 610 - OEMA										
Department 12 - Sheriff										
Sub-Department 60 - OEMA										
Account 4600 - Capital Outlay										
4434 - THOMAS DODGE-CHRYSLER-JEEP OF HIGHLAND, INC.	136568	CUST #208375-2016 RAM TRUCK/STOCK #F38914-VIN #1C6RR7XT9GS225920	Paid by Check # 94249		04/15/2016	04/15/2016	04/15/2016		04/15/2016	27,032.00
							Account 4600 - Capital Outlay Totals	Invoice Transactions 1		<u>\$27,032.00</u>
							Sub-Department 60 - OEMA Totals	Invoice Transactions 1		<u>\$27,032.00</u>
							Department 12 - Sheriff Totals	Invoice Transactions 1		<u>\$27,032.00</u>
							Fund 610 - OEMA Totals	Invoice Transactions 1		<u>\$27,032.00</u>
Fund 725 - Coroner's Fee Fund										
Department 13 - Coroner										
Account 4720 - Office Equipment										
1452 - MOTOROLA	2016-2017	RADIO SERVICE FOR FEBRUARY 2016 TO JANUARY 2017	Paid by Check # 94083		03/29/2016	03/29/2016	03/29/2016		03/29/2016	432.00
1265 - VERIZON	1505657001	NEW IPHONE 6S CELL PHONE - 815-238-9371	Paid by Check # 94864		07/14/2016	07/14/2016	07/14/2016		07/14/2016	299.99
							Account 4720 - Office Equipment Totals	Invoice Transactions 2		<u>\$731.99</u>
							Department 13 - Coroner Totals	Invoice Transactions 2		<u>\$731.99</u>
							Fund 725 - Coroner's Fee Fund Totals	Invoice Transactions 2		<u>\$731.99</u>
							Grand Totals	Invoice Transactions 66		<u>\$351,427.93</u>

Class Code:	5031
Occ. Area:	01
Prob. Period:	12 mo.
Prom. Line:	None
Work Area	073
Effective Date	03/01/04

INFORMATION TECHNOLOGY TECHNICAL ASSOCIATE

Functional Narrative

These positions provide technical expertise and support for operating systems and equipment configurations. This includes the implementation and maintenance of operating systems and software components, providing assistance in the development and assessment of hardware and software components, recommending optimum equipment and software configurations, and providing technical guidance with regard to proper data processing methods, performance standards, security measures, and systems analysis.

Duties may include designing data processing systems and/or hardware configurations, developing system assessment and testing criteria, evaluating user needs, programming systems and subsystems, developing documentation to support any new systems or system modifications, and developing/monitoring security protocols. Also included may be some supervisory activities or team leader responsibilities for more complex projects and training of user groups or other IT staff.

* The specific area of information technology assigned is to be used to classify these positions. Examples of such types of service include Communication Services, Data Management, Network Services, Applications Development, Systems Programming and Web Services.

An additional working title may also be used in conjunction with the classification (i.e. Systems Programmer, Network Engineer, Telecommunications Specialist, Applications Analyst, etc.)

Characteristic Duties and Responsibilities

General Technological Expertise

Responsible for providing technical expertise in designated area such as, computer programming, database administration, network administration, telecommunications, other designated specialty.

Computer Programming

Analyzes, develops, tests, and/or modifies hardware and software solutions to meet user and/or systems integration requirements. Reviews, analyzes, and recommends the best approach and overall design for computer application development and programming projects for business, scientific, and research applications. Advises designated personnel concerning the magnitude of programming jobs, time requirements for programming, debugging, and testing. Installs new, modified or third party software releases and/or updates. Modifies existing software, and creates special-purpose software to ensure efficiency and integrity between systems and applications. Develops program specifications and reviews with the user to ensure that requirements are met. Designs user-friendly interfaces to systems, applications and databases. These functions are performed with traditional computer programming and/or web based programs.

Database Administration

Implements database to optimize data access and security. Designs database systems and programs which include access methods, access time, file structure, device allocation, validation checks, and statistical methods. Monitors database standards and procedures, system usage and performance. Troubleshoots and resolves database and data problems. Monitors, analyzes, and verifies data to ensure data integrity; develops assigned databases to support specific applications. Maintains the database archives by acquiring and installing data sets and documentation. Assist in data transfers or sharing of files. Develops and monitors security protocols associated with restricted access systems.

Network Administration

Designs, operates and maintains Local Area Network, including installation of computers and workstations on the network, installing hardware and software upgrades, maintaining and monitoring the system to provide optimal quality to the end-users. Conducts feasibility studies on communication systems and prepares specifications and flowcharts for implementing new programs or modification to vendor software. Designs fully integrated systems which may include applications, databases, networks, and related systems. Recommends modifications to third party software to meet user needs.

Telecommunications

Designs, develops, and tests complex communications interface programs, which may include voice or data communication. Performs systems duties for a full range of communications network circuits and equipment such as complex testing and optimization, investigation of network breakdowns and malfunctions, and monitoring network performance data.

Policy/Procedure Development

Prepares documentation to support area IT functions and provide user support for new or modified programs. Maintains and supports assigned systems with documented testing and development of procedures to ensure minimal downtime and loss of productivity and service. Evaluates and supplements vendor supplied documentation for third party software.

Supervision

May supervise other staff or act as team leader on designated projects. Monitors the progress and direction of assigned tasks and makes corrections as needed. Determines training needs and provides training opportunities for staff.

Additional Related Duties

Develops presentations on current and future plans or services. Makes product and vendor recommendations. Act as a software vendor liaison. Performs other related duties as assigned.

Minimum Acceptable Qualifications
Credentials to be Verified

1. Any combination totaling **two years** from the following categories:
 - a) progressively more responsible work experience in IT-related profession
 - b) college course work in Information Technology (IT), IT Management, or a closely related discipline, as measured by the following conversion table or its proportional equivalent:
 - 60 semester hours or Associate's Degree equals one year
 - 90-120 semester hours or Bachelor's Degree equals two years

Note: As required by the position to be filled, additional education, training and/or work experience in an area of specialization inherent in the position may be necessary in meeting credential requirements.

Personal Attributes Needed to Undertake Job

1. Excellent oral and written communications skills
2. Knowledge of the systems and operations used within the areas and departments of responsibility
3. Ability to oversee and coordinate activities of user groups
4. Ability to effectively communicate with other colleagues, supervisors, administrative staff, and other IT users
5. Ability to identify and resolve technical problems
6. Ability to effectively communicate and professionally interact with all staff levels

Class Code: 5032
Occ. Area: 01
Prob. Period: 12 mo.
Prom. Line: None
Effective Date: 5/15/04

INFORMATION TECHNOLOGY
SUPPORT ASSOCIATE

Functional Narrative

These positions provide fundamental support for application software, operating systems and equipment configurations. This includes the implementation and maintenance for software components, providing assistance in the development and assessment of hardware and software components, recommending optimum equipment and software configurations, and providing assistance to the general campus population. The focus of these positions is in the basic support function related to client and end user software, telephone/voice communications systems, final end user interface with other, more complex, networking or server components. Duties may also include supervision or acting as a team leader/coordinator.

* The specific area of information technology assigned is to be used to classify these positions. Examples of such types of service include Communication Services, Data Management, Help Desk Assistance, Network Services, etc.

An additional working title may also be used in conjunction with the classification (i.e. Microcomputer Support Specialist, Information Technology Help Desk Specialist, Communications Service Specialist, Computer Systems and Operations Specialist, etc.).

Characteristic Duties and Responsibilities

Microcomputer Support

Technical specialists in the installation, maintenance, and operational support of microcomputers and their applications. Research, evaluate, and select microcomputer hardware, software, and related accessories. Support client software and/or network-independent software on end user systems.

Install, repair, and maintain computer system hardware pertaining to minicomputers, microcomputers and/or terminal attached to a mainframe. Perform standard maintenance tests and checks on the computer.

Help Desk Support

Provide support to users of technology services provided by campuses, departments, or other organizational units in the areas of computers, local and campus-area networks, voice systems, and the applications associated with those systems. Provide general user services such as preparing and processing trouble reports, general user training and consulting. Services are typically performed at a central location apart from the users, but primarily by telephone.

Communication Network Support

Provide customer related services and communications system support in the communications unit, managing its own communications system(s). Meet the needs of campus voice and data network subscribers and optimize the use of the campus communications systems.

Provide general user support services (such as preparing and processing service orders, trouble reporting, billing, user training and consulting, and coordination of campus communications projects).

Computer Operation Support

Provide support services on computer operations and its associated equipment (such as printers, tape units, card readers and punches, and disk files). Monitor and keep records on specific computer components, as well as materials filed and produced electronically.

Computer Systems Support

Monitor, control, assess, and help maintain the operations of a computer that has a network of terminals, workstations, or other secondary computers connected to it and whose processing unit consists of a mini, large computer, or clustered computers. Assists in computer operations that process the users' jobs at periodic intervals or on special request referred to as "batch" processing and that use various storage media for entering data into and getting information from the computer than terminals alone. Start up, monitor, control, and bring down the operation of the computer system using the computer or administrator console, the consoles of equipment at remote sites, and other control/monitor units. Investigate and solve commonly occurring computer operations problems in order to maintain continuous service to terminal users, calling in and assisting higher-level technical support personnel, supervisors, or vendors to deal with more serious problems

Customer Education

Develop and deliver training in application and computer hardware, networking, operating systems, general use of technology and related program applications. May

involve needs assessment and course design for instructor led and web-based job aids and tutorials. Develop tools for the assessment of training effectiveness.

Policy/Procedure Development

Prepares documentation to support area IT functions and provide user support. Maintains and supports assigned systems with documented testing. Develop procedures and evaluate performance of systems. Business systems and work flow process and procedure development is also included in this specification.

Supervision

May supervise other staff or act as team leader on designated projects. Monitors the progress and direction of assigned tasks and makes corrections as needed. Determines training needs and provides training opportunities for staff.

Minimum Acceptable Qualifications

Credentials to be Verified

1. High School Graduation or equivalent
2. Any combination totaling one year from the following categories:

progressively more responsible work experience in an Information Technology (IT) related profession

college course work which included Information Technology (IT), or a closely related discipline, as measured by the following conversion table or its proportional equivalent:

- 60 semester hours or Associate's Degree equals one year

Note: As required by the position to be filled, additional education, training and/or work experience in an area of specialization inherent in the position may be necessary in meeting credential requirements.

Personal Attributes Needed to Undertake Job

Excellent oral and written communications skills

Knowledge of the systems and operations used within the areas and departments of responsibility

Ability to oversee and coordinate activities of user groups

Ability to effectively communicate and professionally interact with all staff levels and customer groups

Ability to identify and resolve technical problems

Ability to demonstrate fundamental knowledge of effective troubleshooting methodologies

RE: Heads Up!

Kris Gilbert

Sent: Tuesday, September 05, 2017 8:32 AM

To: Kim Whalen

Cc: John Finfrock

Kim,

Yes, internally only. Colin has not called us back. If he is working on a project with Ogle County, we would be happy to cooperate with him.

Kris

From: Kim Whalen

Sent: Monday, September 04, 2017 4:18 PM

To: Kris Gilbert

Cc: John Finfrock

Subject: RE: Heads Up!

Kris,

Did you get a response from anyone?

Kim

From: Kris Gilbert

Sent: Wednesday, August 23, 2017 8:59 AM

To: Jeremy Ciesiel; Mike Reibel; Jim Harrison

Cc: Jodi Heitkamp; Larry Callant; John Finfrock; Kim Whalen

Subject: Heads Up!

Colin Belle with Rockford Metropolitan Agency for Planning is demanding our parcel data. I explained our licensing system and that if he wanted them at no charge, we would need to request that at the September Partnership meeting. He responded that he would have his boss go the the county board today and get this resolved.

He claimed he is working on a joint project with Ogle County but would not say who he was working with. Any ideas?

<http://www.rmapil.org/rmap-home/>

Thank you,
Kris



Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/15 - 11/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 100 - General Fund											
Department 01 - County Clerk/Recorder											
Account 4714 - Software Maintenance											
1199 - DEVNET, INC	2016-00000202	QUARTERLY SOFTWARE MAINTENANCE	Paid by Check # 150209		01/01/2016	01/19/2016	01/19/2016		01/19/2016	3,062.50	
1656 - STERLING CODIFIERS INC.	17308	ANNUAL COUNTY CODE ON INTERNET	Paid by Check # 150290		01/01/2016	01/19/2016	01/19/2016		01/19/2016	500.00	
1199 - DEVNET, INC	0711.4198	Quarterly Software Maint (May - July 2016)	Paid by Check # 150663		04/01/2016	04/19/2016	04/19/2016		04/19/2016	3,062.50	
1199 - DEVNET, INC	0711.6063	Quarterly Agreement Aug - Oct 2016	Paid by Check # 151240		08/16/2016	08/16/2016	08/16/2016		08/16/2016	3,093.13	
1199 - DEVNET, INC	0711.6064-CC	Software Maintenance	Paid by Check # 151530		10/01/2016	10/18/2016	10/18/2016		10/18/2016	3,093.12	
								Account 4714 - Software Maintenance Totals		Invoice Transactions 5	<u>\$12,811.25</u>
Sub-Department 10 - Elections											
Account 4714 - Software Maintenance											
1226 - ELECTION SYSTEMS & SOFTWARE	935473	ANNUAL VOTER REGISTRATION SOFTWARE LICENSE 2016	Paid by Check # 150094		08/05/2015	12/15/2015	12/15/2015		12/15/2015	10,772.00	
1226 - ELECTION SYSTEMS & SOFTWARE	940914	FIRMWARE & SOFTWARE MAINTENANCE	Paid by Check # 150095		10/06/2015	12/15/2015	12/15/2015		12/15/2015	18,920.58	
3316 - INTEGRA BUSINESS SERVICES	452	SOFTWARE USAGE AGREEMENT	Paid by Check # 150236		01/04/2016	01/19/2016	01/19/2016		01/19/2016	3,500.00	
								Account 4714 - Software Maintenance Totals		Invoice Transactions 3	<u>\$33,192.58</u>
								Sub-Department 10 - Elections Totals		Invoice Transactions 3	<u>\$33,192.58</u>
								Department 01 - County Clerk/Recorder Totals		Invoice Transactions 8	<u>\$46,003.83</u>
Department 02 - Building & Grounds											
Account 4710 - Computer Hardware & Software											
2617 - ALPHA CONTROLS & SERVICES LLC	C003922	System Support Agreement #3 of 12	Paid by Check # 150074		12/01/2015	12/15/2015	12/15/2015		12/15/2015	2,487.50	
1206 - DIXON OTTAWA COMMUNICATIONS	441979	Cust # 71281 Ogle Tower Contract # 1346-04	Paid by Check # 150090		12/01/2015	12/31/2015	12/15/2015		12/15/2015	486.95	
1116 - BURR PEST CONTROL SERVICES	1723496	Acct # 40062286 Every other Month Service	Paid by Check # 150191		12/11/2015	01/08/2016	01/19/2016		01/19/2016	166.00	
1206 - DIXON OTTAWA COMMUNICATIONS	442040	Cust # 71281 Ogle Tower Contract # 1346-04	Paid by Check # 150212		01/04/2016	02/03/2016	01/19/2016		01/19/2016	486.95	
1206 - DIXON OTTAWA COMMUNICATIONS	486.95	Cust # 71281 Ogle Tower Contract # 1346-05	Paid by Check # 150349		02/01/2016	03/02/2016	02/16/2016		02/16/2016	486.95	
1638 - SIMPLEXGRINNELL LP	78318705	Acct #334-63786500	Paid by Check # 150419		12/28/2015	02/16/2016	02/16/2016		02/16/2016	18,775.51	



Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/15 - 11/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 02 - Building & Grounds										
Account 4710 - Computer Hardware & Software										
1638 - SIMPLEXGRINNELL LP	78377906	Annual billing for Fire Alarm Monitoring service	Paid by Check # 150419		01/26/2016	02/16/2016	02/16/2016		02/16/2016	420.00
2617 - ALPHA CONTROLS & SERVICES LLC	C004019	System Support Agreement #4 of 12	Paid by Check # 150459		03/01/2016	03/16/2016	03/16/2016		03/16/2016	2,497.50
1116 - BURR PEST CONTROL SERVICES	1743443	Acct # 40062286	Paid by Check # 150464		02/02/2016	03/16/2016	03/16/2016		03/16/2016	166.00
1206 - DIXON OTTAWA COMMUNICATIONS	442158	Cust # 71281 Ogle Tower Contract # 1346-05	Paid by Check # 150483		03/01/2016	03/31/2016	03/16/2016		03/16/2016	486.95
1116 - BURR PEST CONTROL SERVICES	1746443	Acct # 40062286 Every other Month Service	Paid by Check # 150642		03/08/2016	04/04/2016	04/19/2016		04/19/2016	166.00
1206 - DIXON OTTAWA COMMUNICATIONS	442216	Cust # 71281 Ogle Tower Contract # 1346-05	Paid by Check # 150666		04/01/2016	05/01/2016	04/19/2016		04/19/2016	486.95
1228 - ELECTRICAL ENGINEERING & EQUIPMENT CO	04/2016	Generator PM Contracts	Paid by Check # 150671		03/07/2016	04/04/2016	04/19/2016		04/19/2016	3,990.00
1447 - KONE, INC.	949188958	Maintenance agreement from 01/01/16 to 12/31/16	Paid by Check # 150700		01/01/2016	04/19/2016	04/19/2016		04/19/2016	5,818.11
2594 - MECHANICAL INC - FREEPORT	FRE46871C	Cust #1292 Prev Maint Contract B3365C	Paid by Check # 150710		03/27/2016	04/19/2016	04/19/2016		04/19/2016	1,060.90
1206 - DIXON OTTAWA COMMUNICATIONS	442282	Cust # 71281 Ogle Tower Contract # 1346-05	Paid by Check # 150816		05/02/2016	06/01/2016	05/17/2016		05/17/2016	486.95
4740 - SYNDEO NETWORKS, INC.	4716	Oregon Wireless Fortinet FortiAP Access point x4	Paid by Check # 150901		04/28/2016	05/17/2016	05/17/2016		05/17/2016	4,780.00
2617 - ALPHA CONTROLS & SERVICES LLC	C004125	System Support Agreement #5 of 12	Paid by Check # 150941		06/01/2016	06/21/2016	06/21/2016		06/21/2016	2,487.50
1206 - DIXON OTTAWA COMMUNICATIONS	442343	Cust # 71281 Ogle Tower Contract # 1346-05	Paid by Check # 150962		06/01/2016	07/01/2016	06/21/2016		06/21/2016	486.95
3779 - JOHN DEERE FINANCIAL	06/01/2016	Lawn Mower	Paid by Check # 150988		06/01/2016	06/21/2016	06/21/2016		06/21/2016	8,361.64
1206 - DIXON OTTAWA COMMUNICATIONS	442409	Cust # 71281 Ogle Tower Contract # 1346-05	Paid by Check # 151112		07/05/2016	08/04/2016	07/19/2016		07/19/2016	486.95
1447 - KONE, INC.	11572096279	5 Year Traction Full Load Safety Test	Paid by Check # 151135		07/06/2016	07/19/2016	07/19/2016		07/19/2016	1,425.00
2594 - MECHANICAL INC - FREEPORT	FRE47096C	Cust #1292 Preventative Maintenance Contract 04/01/16 - 03/31/17	Paid by Check # 151144		06/29/2016	07/19/2016	07/19/2016		07/19/2016	1,092.73



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G/L Date Range 12/01/15 - 11/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 100 - General Fund											
Department 02 - Building & Grounds											
Account 4710 - Computer Hardware & Software											
1206 - DIXON OTTAWA COMMUNICATIONS	442474	Cust # 71281 Ogle Tower Contract # 1346 -05	Paid by Check # 151244		08/16/2016	08/16/2016	08/16/2016		08/16/2016	486.95	
1638 - SIMPLEXGRINNELL LP	78764150	Ogle Co Court House - 63496140 - Simplex	Paid by Check # 151323		07/06/2016	08/16/2016	08/16/2016		08/16/2016	445.00	
1638 - SIMPLEXGRINNELL LP	78775573	Ogle Co Courthouse - 105 S. 5th St - 63796140- Simplex	Paid by Check # 151323		07/20/2016	08/16/2016	08/16/2016		08/16/2016	282.69	
2617 - ALPHA CONTROLS & SERVICES LLC	C004235	System Support Agreement #6 of 12	Paid by Check # 151363		09/01/2016	09/13/2016	09/20/2016		09/20/2016	2,487.50	
4851 - CHASTAIN & ASSOCIATES LLC	0000001	Radio Tower Site Plan IL 64 and Mongan Dr	Paid by Check # 151379		09/08/2016	09/20/2016	09/20/2016		09/20/2016	8,911.80	
1206 - DIXON OTTAWA COMMUNICATIONS	442539	Cust # 71281 Ogle Tower Contract # 1346 -05	Paid by Check # 151389		09/01/2016	10/01/2016	09/20/2016		09/20/2016	486.95	
1447 - KONE, INC.	949386889	Customer # N10215337	Paid by Check # 151420		08/01/2016	08/31/2016	09/20/2016		09/20/2016	8,936.89	
1206 - DIXON OTTAWA COMMUNICATIONS	442604	Cust # 71281 Ogle Tower Contract # 1346 -05	Paid by Check # 151533		10/03/2016	11/02/2016	10/18/2016		10/18/2016	486.95	
1447 - KONE, INC.	1157271404	Customer # N156896	Paid by Check # 151562		09/20/2016	10/18/2016	10/18/2016		10/18/2016	1,425.00	
2594 - MECHANICAL INC - FREEPORT	FRE4752C	Cust #1292 Preventative Maintenance Contract 04/01/16 - 03/31/17	Paid by Check # 151571		09/25/2016	10/18/2016	10/18/2016		10/18/2016	1,092.73	
1206 - DIXON OTTAWA COMMUNICATIONS	442681	Cust # 71281 Ogle Tower Contract # 1346 -05	Paid by Check # 151675		11/01/2016	12/01/2016	11/15/2016		11/15/2016	486.95	
1447 - KONE, INC.	11/2016	State of Illinois required annual testing	Paid by Check # 151716		10/19/2016	11/15/2016	11/15/2016		11/15/2016	2,460.00	
								Account 4710 - Computer Hardware & Software Totals		Invoice Transactions 35	<u>\$85,579.40</u>
Account 4715 - Computer Maintenance											
1638 - SIMPLEXGRINNELL LP	334421142	1-Year term after Warranty CCURE SSA	Paid by Check # 150755		01/28/2016	04/19/2016	04/19/2016		04/19/2016	2,952.00	
								Account 4715 - Computer Maintenance Totals		Invoice Transactions 1	<u>\$2,952.00</u>
								Department 02 - Building & Grounds Totals		Invoice Transactions 36	<u>\$88,531.40</u>
Department 03 - Treasurer											
Account 4714 - Software Maintenance											
1199 - DEVNET, INC	0711.4197T	Devnet Tax Software	Paid by Check # 150209		01/11/2016	01/19/2016	01/19/2016		01/19/2016	3,062.50	
1199 - DEVNET, INC	0711.4198t	Tax Software	Paid by Check # 150663		04/08/2016	04/19/2016	04/19/2016		04/19/2016	3,062.50	



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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 100 - General Fund										
Department 03 - Treasurer										
Account 4714 - Software Maintenance										
4575 - TIPTON SYSTEMS	39539	Scanning Software Maint	Paid by Check # 150904		05/09/2016	05/17/2016	05/17/2016		05/17/2016	3,120.00
1199 - DEVNET, INC	2016-00001304	Tax Software	Paid by Check # 151240		08/08/2016	08/08/2016	08/16/2016		08/16/2016	3,093.13
1199 - DEVNET, INC	0711.6064t	Devnet Tax Software	Paid by Check # 151530		10/11/2016	10/18/2016	10/18/2016		10/18/2016	3,093.13
							Account 4714 - Software Maintenance Totals		Invoice Transactions 5	<u>\$15,431.26</u>
							Department 03 - Treasurer Totals		Invoice Transactions 5	<u>\$15,431.26</u>
Department 10 - Assessment										
Account 4714 - Software Maintenance										
1199 - DEVNET, INC	7114197	software license	Paid by Check # 150209		01/08/2016	01/19/2016	01/19/2016		01/19/2016	3,062.50
1199 - DEVNET, INC	711.4198	quarterly software maintenance	Paid by Check # 150663		04/08/2016	04/19/2016	04/19/2016		04/19/2016	3,062.50
1199 - DEVNET, INC	07116063	Tax Software License	Paid by Check # 151240		08/05/2016	08/16/2016	08/16/2016		08/16/2016	3,093.12
1199 - DEVNET, INC	0711.6064	Quartly Software License	Paid by Check # 151530		10/07/2016	10/18/2016	10/18/2016		10/18/2016	3,093.13
							Account 4714 - Software Maintenance Totals		Invoice Transactions 4	<u>\$12,311.25</u>
							Department 10 - Assessment Totals		Invoice Transactions 4	<u>\$12,311.25</u>
Department 12 - Sheriff										
Account 4710 - Computer Hardware & Software										
4851 - CHASTAIN & ASSOCIATES LLC	0000002	Radio Tower Site Plan IL 64 and Mongan Dr	Paid by Check # 151661		10/21/2016	11/15/2016	11/15/2016		11/15/2016	5,941.20
							Account 4710 - Computer Hardware & Software Totals		Invoice Transactions 1	<u>\$5,941.20</u>
Account 4715 - Computer Maintenance										
1042 - LEXISNEXIS RISK SOLUTIONS	1176710-20151130	Acct # 1176710 Criminal History Search	Paid by Check # 150121		11/30/2015	12/30/2015	12/15/2015		12/15/2015	73.00
3388 - COMPUTER INFORMATION SYSTEMS, INC.	234972	Annual Maintenance and License Renewal 3/3/16 - 3/2/17	Paid by Check # 150203		03/01/2016	03/03/2016	01/19/2016		01/19/2016	12,113.70
1042 - LEXISNEXIS RISK SOLUTIONS	11767140-2015123	Acct # 1176710 Criminal History Search	Paid by Check # 150244		12/31/2015	01/30/2016	01/19/2016		01/19/2016	74.75
1042 - LEXISNEXIS RISK SOLUTIONS	1176710-20160131	Acct # 1176710 Criminal History Search	Paid by Check # 150381		01/31/2016	03/01/2016	02/16/2016		02/16/2016	51.00
3388 - COMPUTER INFORMATION SYSTEMS, INC.	235033	Maintenance Renewal for Double-Take 3/26/15 to 3/25/17	Paid by Check # 150474		02/25/2016	03/26/2016	03/16/2016		03/16/2016	487.38
1042 - LEXISNEXIS RISK SOLUTIONS	1176710-20160229	Acct # 1176710 Criminal History Search	Paid by Check # 150526		02/29/2016	03/30/2016	03/16/2016		03/16/2016	163.80
1042 - LEXISNEXIS RISK SOLUTIONS	1176710-20160331	Acct # 1176710 Criminal History Search	Paid by Check # 150706		03/31/2016	04/30/2016	04/19/2016		04/19/2016	173.25



Accounts Payable by G/L Distribution Report

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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 100 - General Fund											
Department 12 - Sheriff											
Account 4715 - Computer Maintenance											
1042 - LEXISNEXIS RISK SOLUTIONS	1176710-20160430	Acct # 1176710 Criminal History Search	Paid by Check # 150847		04/30/2016	05/30/2016	05/17/2016		05/17/2016	40.00	
1042 - LEXISNEXIS RISK SOLUTIONS	1176710-20160531	Acct # 1176710 Criminal History Search	Paid by Check # 151000		05/31/2016	06/30/2016	06/21/2016		06/21/2016	32.10	
3455 - IDENTISYS, INC.	302580	Acct # OC45	Paid by Check # 151129		06/21/2016	07/19/2016	07/19/2016		07/19/2016	1,801.00	
1042 - LEXISNEXIS RISK SOLUTIONS	1176710-20160630	Acct # 1176710 Criminal History Search	Paid by Check # 151141		06/30/2016	07/30/2016	07/19/2016		07/19/2016	147.25	
1042 - LEXISNEXIS RISK SOLUTIONS	1176710-20160731	Acct # 1176710 Criminal History Search	Paid by Check # 151275		07/31/2016	08/30/2016	08/16/2016		08/16/2016	37.00	
1042 - LEXISNEXIS RISK SOLUTIONS	1176710-20160831	Acct # 1176710 Criminal History Search	Paid by Check # 151425		08/31/2016	09/30/2016	09/20/2016		09/20/2016	143.50	
1042 - LEXISNEXIS RISK SOLUTIONS	1176710-20160930	Acct # 1176710 Criminal History Search	Paid by Check # 151567		09/30/2016	10/30/2016	10/18/2016		10/18/2016	215.55	
1042 - LEXISNEXIS RISK SOLUTIONS	1176710-20161031	Acct # 1176710 Criminal History Search	Paid by Check # 151722		10/31/2016	11/30/2016	11/15/2016		11/15/2016	63.50	
									Account 4715 - Computer Maintenance Totals	Invoice Transactions 15	<u>\$15,616.78</u>
Sub-Department 62 - Emergency Communications											
Account 4710 - Computer Hardware & Software											
2130 - COMMUNICATIONS REVOLVING FUND	T1614242	Acct #T8880130 Communication Charges	Paid by Check # 150070		11/16/2015	12/15/2015	12/15/2015		12/15/2015	86.60	
1265 - VERIZON	9757443382/Com	Acct # 880295765-00001	Paid by Check # 150176		12/18/2015	01/13/2016	12/23/2015		01/04/2016	1,102.33	
3991 - CARD SERVICE CENTER	01/2016Ecomm	Acct# XXXX XXXX XXXX 0014	Paid by Check # 150178		12/29/2015	01/23/2016	01/11/2016		01/12/2016	530.70	
2130 - COMMUNICATIONS REVOLVING FUND	T1617912	Acct #T8880130 Communication Charges	Paid by Check # 150179		12/14/2015	01/19/2016	01/19/2016		01/19/2016	86.60	
1265 - VERIZON	9759077915/ECOM	Acct # 880295765-00001	Paid by Check # 150315		01/18/2016	02/13/2016	02/01/2016		02/01/2016	1,064.28	
2130 - COMMUNICATIONS REVOLVING FUND	T1621666	Acct #T8880130 Communication Charges	Paid by Check # 150318		01/19/2016	02/16/2016	02/16/2016		02/16/2016	86.60	
1265 - VERIZON	9760706525/ECOM	Acct # 880295765-00001	Paid by Check # 150451		03/01/2016	03/01/2016	03/01/2016		03/07/2016	1,064.24	
2130 - COMMUNICATIONS REVOLVING FUND	T1625350	Acct #T8880130 Communication Charges	Paid by Check # 150452		02/16/2016	03/16/2016	03/16/2016		03/16/2016	86.60	
1265 - VERIZON	9762347104/Com	Acct # 880295765-00001	Paid by Check # 150628		03/18/2016	04/13/2016	04/01/2016		04/08/2016	1,064.44	



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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 100 - General Fund										
Department 12 - Sheriff										
Sub-Department 62 - Emergency Communications										
Account 4710 - Computer Hardware & Software										
2130 - COMMUNICATIONS REVOLVING FUND	T1629113	Acct #T8880130 Communication Charges	Paid by Check # 150631		03/14/2016	04/19/2016	04/19/2016		04/19/2016	86.60
1265 - VERIZON	9763988207/EC-OM	Acct # 880295765-00001	Paid by Check # 150787		04/18/2016	05/13/2016	04/20/2016		05/05/2016	1,102.74
2130 - COMMUNICATIONS REVOLVING FUND	T1632792	Acct #T8880130 Communication Charges	Paid by Check # 150789		04/18/2016	05/17/2016	05/17/2016		05/17/2016	86.60
1265 - VERIZON	9765636436/EC-OM	Acct # 880295765-00001	Paid by Check # 150927		05/18/2016	06/13/2016	05/18/2016		05/27/2016	1,065.30
2130 - COMMUNICATIONS REVOLVING FUND	T1636573	Acct #T8880130 Communication Charges	Paid by Check # 150938		05/16/2016	06/21/2016	06/21/2016		06/21/2016	86.60
1265 - VERIZON	9767276474/EC-OM	Acct # 880295765-00001	Paid by Check # 151079		06/18/2016	07/13/2016	06/22/2016		06/30/2016	1,026.31
2130 - COMMUNICATIONS REVOLVING FUND	T1640261	Acct # T8880130 Communication Charges	Paid by Check # 151084		06/20/2016	07/19/2016	07/19/2016		07/19/2016	86.60
1265 - VERIZON	9768919705/EC-OM	Acct # 880295765-00001	Paid by Check # 151213		08/01/2016	08/01/2016	08/01/2016		07/29/2016	1,064.34
2130 - COMMUNICATIONS REVOLVING FUND	T1644029	Acct # T8880130 Communication Charges	Paid by Check # 151215		07/21/2016	08/16/2016	08/16/2016		08/16/2016	86.60
1265 - VERIZON	9770567520/EC-OM	Acct # 880295765-00001	Paid by Check # 151354		08/18/2016	09/13/2016	09/01/2016		09/01/2016	1,102.51
2130 - COMMUNICATIONS REVOLVING FUND	T1703037	Acct # T8880130 Communication Charges	Paid by Check # 151359		09/01/2016	09/20/2016	09/20/2016		09/20/2016	86.60
1265 - VERIZON	9772226248/EC-OM	Acct # 880295765-00001	Paid by Check # 151506		09/18/2016	10/13/2016	10/01/2016		10/04/2016	1,102.41
2130 - COMMUNICATIONS REVOLVING FUND	T1706690	Acct # T8880130 Communication Charges	Paid by Check # 151523		09/19/2016	10/18/2016	10/18/2016		10/18/2016	86.60
1265 - VERIZON	3773893168/EC-om	Acct # 880295765-00001	Paid by Check # 151645		10/18/2016	11/13/2016	11/01/2016		11/01/2016	1,102.56
2130 - COMMUNICATIONS REVOLVING FUND	T170329	Acct # T8880130 Communication Charges	Paid by Check # 151665		10/17/2016	11/15/2016	11/15/2016		11/15/2016	86.60
3388 - COMPUTER INFORMATION SYSTEMS, INC.	235212	Installation, Configuration and System	Paid by Check # 151666		11/15/2016	11/15/2016	11/15/2016		11/15/2016	22,671.20
Account 4710 - Computer Hardware & Software Totals							Invoice Transactions 25		\$36,102.56	



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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 100 - General Fund										
Department 12 - Sheriff										
Sub-Department 62 - Emergency Communications										
Account 4715 - Computer Maintenance										
3388 - COMPUTER INFORMATION SYSTEMS, INC.	234972/Ecom	Annual Maintenance and License Renewal 3/3/16 - 3/2/17	Paid by Check # 150203		03/01/2016	03/03/2016	01/19/2016		01/19/2016	9,085.27
3388 - COMPUTER INFORMATION SYSTEMS, INC.	235033/ECOM	Maintenance Renewal for Double-Take 3/26/15 to 3/25/17	Paid by Check # 150474		02/25/2016	03/26/2016	03/16/2016		03/16/2016	365.53
3388 - COMPUTER INFORMATION SYSTEMS, INC.	235212	Installation, Configuration and System	Paid by Check # 151666		11/15/2016	11/15/2016	11/15/2016		11/15/2016	5,549.20
							Account 4715 - Computer Maintenance Totals	Invoice Transactions 3		<u>\$15,000.00</u>
							Sub-Department 62 - Emergency Communications Totals	Invoice Transactions 28		<u>\$51,102.56</u>
							Department 12 - Sheriff Totals	Invoice Transactions 44		<u>\$72,660.54</u>
 Department 16 - Finance										
Sub-Department 35 - Information Technology										
Account 4710 - Computer Hardware & Software										
4549 - ZONES INC.	S426789930101	Signature Hardware	Paid by Check # 150166		12/08/2015	12/15/2015	12/15/2015		12/15/2015	88.32
3991 - CARD SERVICE CENTER	2016-00000216	Cable	Paid by Check # 150195		01/11/2016	01/19/2016	01/19/2016		01/19/2016	17.96
3991 - CARD SERVICE CENTER	2016-00000217	Patch Cables	Paid by Check # 150195		01/11/2016	01/19/2016	01/19/2016		01/19/2016	21.19
3991 - CARD SERVICE CENTER	2016-00000218	Synergy Software	Paid by Check # 150195		01/11/2016	01/19/2016	01/19/2016		01/19/2016	72.00
1434 - MENARDS	17035	Step Stool	Paid by Check # 150248		01/11/2016	01/19/2016	01/19/2016		01/19/2016	29.94
1434 - MENARDS	17031	Various Hardware	Paid by Check # 150248		01/11/2016	01/19/2016	01/19/2016		01/19/2016	46.32
1434 - MENARDS	17267	Various Hardware	Paid by Check # 150248		01/11/2016	01/19/2016	01/19/2016		01/19/2016	31.00
1434 - MENARDS	15344	Various Hardware	Paid by Check # 150251		01/11/2016	01/19/2016	01/19/2016		01/19/2016	55.00
1434 - MENARDS	15456	Cable & Hardware	Paid by Check # 150251		01/11/2016	01/19/2016	01/19/2016		01/19/2016	127.92
1434 - MENARDS	16269	Cable & Hardware	Paid by Check # 150251		01/11/2016	01/19/2016	01/19/2016		01/19/2016	84.69
1477 - NEW WORLD SYSTEMS	46608	Annual Maintenance Agreement	Paid by Check # 150256		01/11/2016	01/19/2016	01/19/2016		01/19/2016	22,425.00
3991 - CARD SERVICE CENTER	2016-00000353	High Speed USB Adapter	Paid by Check # 150330		02/05/2016	02/16/2016	02/16/2016		02/16/2016	25.45
3991 - CARD SERVICE CENTER	2016-00000354	5 Removable Cartridges	Paid by Check # 150330		02/05/2016	02/16/2016	02/16/2016		02/16/2016	625.50



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Fund 100 - General Fund										
Department 16 - Finance										
Sub-Department 35 - Information Technology										
Account 4710 - Computer Hardware & Software										
3991 - CARD SERVICE CENTER	2016-00000355	Backup Drive	Paid by Check # 150330		02/05/2016	02/16/2016	02/16/2016		02/16/2016	163.17
3991 - CARD SERVICE CENTER	2016-00000356	USB Cable	Paid by Check # 150330		02/05/2016	02/16/2016	02/16/2016		02/16/2016	17.98
3991 - CARD SERVICE CENTER	2016-00000357	VGA Cable	Paid by Check # 150330		02/05/2016	02/16/2016	02/16/2016		02/16/2016	6.41
3991 - CARD SERVICE CENTER	2016-00000358	SATA Drives	Paid by Check # 150330		02/05/2016	02/16/2016	02/16/2016		02/16/2016	180.98
3991 - CARD SERVICE CENTER	2016-00000359	Power Button Switch Assembly	Paid by Check # 150330		02/05/2016	02/16/2016	02/16/2016		02/16/2016	17.99
3544 - CAPITAL ONE BANK	2016-00000550	Domain Registration Fee	Paid by Check # 150466		03/07/2016	03/16/2016	03/16/2016		03/16/2016	203.40
3991 - CARD SERVICE CENTER	2016-00000542	Fiber Cable	Paid by Check # 150468		03/07/2016	03/16/2016	03/16/2016		03/16/2016	27.18
3991 - CARD SERVICE CENTER	2016-00000543	Batteries for Backups	Paid by Check # 150468		03/07/2016	03/16/2016	03/16/2016		03/16/2016	198.42
3991 - CARD SERVICE CENTER	2016-00000546	Utility Cart	Paid by Check # 150468		03/07/2016	03/16/2016	03/16/2016		03/16/2016	119.05
3991 - CARD SERVICE CENTER	2016-00000547	VGA Cable	Paid by Check # 150468		03/07/2016	03/16/2016	03/16/2016		03/16/2016	28.40
3991 - CARD SERVICE CENTER	2016-00000569	4 USB SPEAKERS	Paid by Check # 150468		03/07/2016	03/16/2016	03/16/2016		03/16/2016	49.40
4468 - ELLIOTT DATA SYSTEMS INC	C102371	ID Card Maintenance Contract	Paid by Check # 150487		03/07/2016	03/16/2016	03/16/2016		03/16/2016	262.50
4918 - TYLER TECHNOLOGIES, INC.	2016-00000551	Additional Financial Mgmt License	Paid by Check # 150592		03/07/2016	03/16/2016	03/16/2016		03/16/2016	4,747.00
3991 - CARD SERVICE CENTER	2016-00000711	Adapters	Paid by Check # 150646		04/08/2016	04/19/2016	04/19/2016		04/19/2016	28.40
3991 - CARD SERVICE CENTER	2016-00000712	Mirroring360 Software	Paid by Check # 150646		04/08/2016	04/19/2016	04/19/2016		04/19/2016	29.98
3991 - CARD SERVICE CENTER	2016-00000713	Nero 2016 Platinum Software	Paid by Check # 150646		04/08/2016	04/19/2016	04/19/2016		04/19/2016	66.14
4258 - KRONOS	11034566	Maintainence Agreement	Paid by Check # 150701		04/08/2016	04/19/2016	04/19/2016		04/19/2016	2,446.74
1434 - MENARDS	2016-00000697	Cable & Hardware	Paid by Check # 150712		04/08/2016	04/19/2016	04/19/2016		04/19/2016	101.95
4740 - SYNDEO NETWORKS, INC.	4697	Email Archiver	Paid by Check # 150765		04/08/2016	04/19/2016	04/19/2016		04/19/2016	2,393.01
3991 - CARD SERVICE CENTER	2016-00000833	Cables	Paid by Check # 150800		05/09/2016	05/17/2016	05/17/2016		05/17/2016	31.84
3991 - CARD SERVICE CENTER	2016-00000834	Cable Splitters	Paid by Check # 150800		05/09/2016	05/17/2016	05/17/2016		05/17/2016	28.66



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Fund 100 - General Fund										
Department 16 - Finance										
Sub-Department 35 - Information Technology										
Account 4710 - Computer Hardware & Software										
4043 - CXTEC	6823905	Riser Jumper Cable	Paid by Check # 150814		05/09/2016	05/17/2016	05/17/2016		05/17/2016	94.06
1246 - FISCHER'S	2016-00000837	DVD Drive	Paid by Check # 150821		05/09/2016	05/17/2016	05/17/2016		05/17/2016	39.00
4549 - ZONES INC.	K03045360101	Hard Drives	Paid by Check # 150914		05/09/2016	05/17/2016	05/17/2016		05/17/2016	196.00
4549 - ZONES INC.	K030453330101	Hard Drives	Paid by Check # 150914		05/09/2016	05/17/2016	05/17/2016		05/17/2016	193.28
3991 - CARD SERVICE CENTER	2016-00001045	Wireless Keyboard and Mouse	Paid by Check # 150947		06/14/2016	06/14/2016	06/21/2016		06/21/2016	34.99
3991 - CARD SERVICE CENTER	2016-00001046	4 Memory Card Readers	Paid by Check # 150947		06/14/2016	06/14/2016	06/21/2016		06/21/2016	47.96
3991 - CARD SERVICE CENTER	2016-00001047	Fault Locator for Fiber	Paid by Check # 150947		06/14/2016	06/14/2016	06/21/2016		06/21/2016	68.84
3991 - CARD SERVICE CENTER	2016-00001048	Flash Drives	Paid by Check # 150947		06/14/2016	06/14/2016	06/21/2016		06/21/2016	52.28
3991 - CARD SERVICE CENTER	2016-00001049	Adapter Cables	Paid by Check # 150947		06/14/2016	06/14/2016	06/21/2016		06/21/2016	17.98
1763 - CDW GOVERNMENT INC	HCVQ517	Microsoft Office Licenses	Paid by Check # 150950		06/14/2016	06/14/2016	06/21/2016		06/21/2016	1,699.91
3991 - CARD SERVICE CENTER	2016-00001159	2 Trendnet 5 port Gigabit PoE & Switch	Paid by Check # 151098		07/12/2016	07/19/2016	07/19/2016		07/19/2016	139.96
3991 - CARD SERVICE CENTER	2016-00001160	Laptop Battery	Paid by Check # 151098		07/12/2016	07/19/2016	07/19/2016		07/19/2016	29.99
3991 - CARD SERVICE CENTER	2016-00001162	Battery Backup	Paid by Check # 151098		07/12/2016	07/19/2016	07/19/2016		07/19/2016	149.99
4740 - SYNDEO NETWORKS, INC.	5103	Cables	Paid by Check # 151190		07/12/2016	07/19/2016	07/19/2016		07/19/2016	153.90
4740 - SYNDEO NETWORKS, INC.	4970	Fortinet Wireless Hardware	Paid by Check # 151190		07/12/2016	07/19/2016	07/19/2016		07/19/2016	990.00
3991 - CARD SERVICE CENTER	2016-00001298	DVD Burner and DVDs	Paid by Check # 151229		08/08/2016	08/08/2016	08/16/2016		08/16/2016	98.84
3991 - CARD SERVICE CENTER	2016-00001299	Faceplate	Paid by Check # 151229		08/08/2016	08/08/2016	08/16/2016		08/16/2016	12.34
3991 - CARD SERVICE CENTER	2016-00001439	Keyboard & Mouse	Paid by Check # 151376		09/09/2016	09/20/2016	09/20/2016		09/20/2016	29.97
3991 - CARD SERVICE CENTER	2016-00001440	HDMI Adapters & 5 Port Switch	Paid by Check # 151376		09/09/2016	09/20/2016	09/20/2016		09/20/2016	89.99
3991 - CARD SERVICE CENTER	2016-00001441	Patch Cable	Paid by Check # 151376		09/09/2016	09/20/2016	09/20/2016		09/20/2016	14.22
3991 - CARD SERVICE CENTER	2016-00001442	Wi-Fi Router	Paid by Check # 151376		09/09/2016	09/20/2016	09/20/2016		09/20/2016	57.39



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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 100 - General Fund										
Department 16 - Finance										
Sub-Department 35 - Information Technology										
Account 4710 - Computer Hardware & Software										
3991 - CARD SERVICE CENTER	2016-00001443	Laminator	Paid by Check # 151376		09/09/2016	09/20/2016	09/20/2016		09/20/2016	126.95
3991 - CARD SERVICE CENTER	2016-00001508	Quicken	Paid by Check # 151376		09/09/2016	09/20/2016	09/20/2016		09/20/2016	67.02
3991 - CARD SERVICE CENTER	2016-00001509	VmWare	Paid by Check # 151375		09/09/2016	09/20/2016	09/20/2016		09/20/2016	159.99
4918 - TYLER TECHNOLOGIES, INC.	030-1939	Site Licenses	Paid by Check # 151493		09/09/2016	09/20/2016	09/20/2016		09/20/2016	2,000.00
4918 - TYLER TECHNOLOGIES, INC.	030-3534	Maint for Addl Licenses	Paid by Check # 151493		09/09/2016	09/20/2016	09/20/2016		09/20/2016	525.00
3991 - CARD SERVICE CENTER	2016-00001664	2 Monitors	Paid by Check # 151517		10/11/2016	10/18/2016	10/18/2016		10/18/2016	299.98
3991 - CARD SERVICE CENTER	2016-00001665	Imaging Software	Paid by Check # 151517		10/11/2016	10/18/2016	10/18/2016		10/18/2016	90.39
3991 - CARD SERVICE CENTER	2016-00001666	3 Monitors	Paid by Check # 151517		10/11/2016	10/18/2016	10/18/2016		10/18/2016	302.94
1434 - MENARDS	2016-00001670	Various Hardware	Paid by Check # 151635		10/11/2016	10/18/2016	10/18/2016		10/18/2016	90.82
3260 - LAURENCE G. CALLANT	2016-00001881	2 Monitors	Paid by Check # 151656		11/08/2016	11/15/2016	11/15/2016		11/15/2016	499.98
3991 - CARD SERVICE CENTER	2016-00001858	Dell Computer	Paid by Check # 151658		11/08/2016	11/15/2016	11/15/2016		11/15/2016	302.79
3991 - CARD SERVICE CENTER	2016-00001859	Speakers, Rack Shelves, Cables & Power Supply	Paid by Check # 151658		11/08/2016	11/15/2016	11/15/2016		11/15/2016	182.98
3991 - CARD SERVICE CENTER	2016-00001860	External Hard Drive	Paid by Check # 151658		11/08/2016	11/15/2016	11/15/2016		11/15/2016	58.98
3991 - CARD SERVICE CENTER	2016-00001861	Memory	Paid by Check # 151658		11/08/2016	11/15/2016	11/15/2016		11/15/2016	29.99
3991 - CARD SERVICE CENTER	2016-00001862	Couplers	Paid by Check # 151658		11/08/2016	11/15/2016	11/15/2016		11/15/2016	114.85
3991 - CARD SERVICE CENTER	2016-00001863	Raceway Fitting	Paid by Check # 151658		11/08/2016	11/15/2016	11/15/2016		11/15/2016	13.30
3991 - CARD SERVICE CENTER	2016-00001864	Outlet Boxes	Paid by Check # 151658		11/08/2016	11/15/2016	11/15/2016		11/15/2016	28.68
3991 - CARD SERVICE CENTER	2016-00001865	32" Monitor	Paid by Check # 151658		11/08/2016	11/15/2016	11/15/2016		11/15/2016	485.00
3991 - CARD SERVICE CENTER	2016-00001866	Battery Backup	Paid by Check # 151658		11/08/2016	11/15/2016	11/15/2016		11/15/2016	319.99
3991 - CARD SERVICE CENTER	2016-00001867	6 Dell Computers	Paid by Check # 151658		11/08/2016	11/15/2016	11/15/2016		11/15/2016	1,650.00



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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 100 - General Fund										
Department 16 - Finance										
Sub-Department 35 - Information Technology										
Account 4710 - Computer Hardware & Software										
3260 - LAURENCE G. CALLANT	2016-00001948	7 Keyboard & Mouse Sets	Paid by Check # 151821		11/28/2016	11/28/2016	11/28/2016		11/30/2016	151.65
3260 - LAURENCE G. CALLANT	2016-00001949	Surface Book Computer	Paid by Check # 151821		11/28/2016	11/28/2016	11/28/2016		11/30/2016	1,426.90
3260 - LAURENCE G. CALLANT	2016-00001950	13 Monitors & 3 Keyboard Sets	Paid by Check # 151821		11/28/2016	11/28/2016	11/28/2016		11/30/2016	1,818.89
3991 - CARD SERVICE CENTER	2016-00001951	2 Dell Precision Computers	Paid by Check # 151822		11/28/2016	11/28/2016	11/28/2016		11/30/2016	3,620.00
3991 - CARD SERVICE CENTER	2016-00001952	6 Dell Computers	Paid by Check # 151822		11/28/2016	11/28/2016	11/28/2016		11/30/2016	1,650.00
3991 - CARD SERVICE CENTER	2016-00001953	HDMI Adapters	Paid by Check # 151822		11/28/2016	11/28/2016	11/28/2016		11/30/2016	31.96
3991 - CARD SERVICE CENTER	2016-00001954	Cables	Paid by Check # 151822		11/28/2016	11/28/2016	11/28/2016		11/30/2016	43.53
3991 - CARD SERVICE CENTER	2016-00001955	Cable	Paid by Check # 151822		11/28/2016	11/28/2016	11/28/2016		11/30/2016	13.80
3991 - CARD SERVICE CENTER	2016-00001956	2 5 Port Switches	Paid by Check # 151822		11/28/2016	11/28/2016	11/28/2016		11/30/2016	139.98
3991 - CARD SERVICE CENTER	2016-00001957	Adapter Cables	Paid by Check # 151822		11/28/2016	11/28/2016	11/28/2016		11/30/2016	115.20
1763 - CDW GOVERNMENT INC	PO2016IT165	2 Office Professional Plus 2016	Paid by Check # 151823		11/28/2016	11/28/2016	11/28/2016		11/30/2016	628.90
1763 - CDW GOVERNMENT INC	PO2016IT164	10 Office Standard 2016 Licenses	Paid by Check # 151823		11/28/2016	11/28/2016	11/28/2016		11/30/2016	2,309.10
1763 - CDW GOVERNMENT INC	PO2016IT163	Visio Professional 2016 License	Paid by Check # 151823		11/28/2016	11/28/2016	11/28/2016		11/30/2016	298.69
1763 - CDW GOVERNMENT INC	PO2016IT162	Visual Studio Professional 2015 License	Paid by Check # 151823		11/28/2016	11/28/2016	11/28/2016		11/30/2016	308.15
1763 - CDW GOVERNMENT INC	PO2016IT161	WordPerfectOffice X8 Standard License	Paid by Check # 151823		11/28/2016	11/28/2016	11/28/2016		11/30/2016	209.47
1763 - CDW GOVERNMENT INC	PO2016IT160	24 Windows Server 2016 Standard	Paid by Check # 151823		11/28/2016	11/28/2016	11/28/2016		11/30/2016	1,645.44
4740 - SYNDEO NETWORKS, INC.	5640	Fortinet Software	Paid by Check # 151832		11/28/2016	11/28/2016	11/28/2016		11/30/2016	990.00
4740 - SYNDEO NETWORKS, INC.	5371	Exchange Server Migration	Paid by Check # 151832		11/28/2016	11/28/2016	11/28/2016		11/30/2016	3,520.00
Account 4710 - Computer Hardware & Software Totals							Invoice Transactions	93	<u>\$65,281.07</u>	
Sub-Department 35 - Information Technology Totals							Invoice Transactions	93	<u>\$65,281.07</u>	
Department 16 - Finance Totals							Invoice Transactions	93	<u>\$65,281.07</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 100 - General Fund										
Department 22 - Corrections										
Account 4715 - Computer Maintenance										
3388 - COMPUTER INFORMATION SYSTEMS, INC.	234972/Corr	Annual Maintenance and License Renewal 3/3/16 - 3/2/17	Paid by Check # 150203		03/01/2016	03/03/2016	01/19/2016		01/19/2016	9,085.27
3388 - COMPUTER INFORMATION SYSTEMS, INC.	235033/Corr	Double-Take Maintencance Renewal 3/26/16 - 3/25/17	Paid by Check # 150474		02/25/2016	03/16/2016	03/16/2016		03/16/2016	365.53
							Account 4715 - Computer Maintenance Totals		Invoice Transactions 2	\$9,450.80
							Department 22 - Corrections Totals		Invoice Transactions 2	\$9,450.80
							Fund 100 - General Fund Totals		Invoice Transactions 192	\$309,670.15
Fund 180 - Long Range Capital Improvemnt										
Department 00 - Non-Departmental										
Account 4710 - Computer Hardware & Software										
4740 - SYNDEO NETWORKS, INC.	4087	NETWORK SWITCHES FOR COUNTY NETWORK	Paid by Check # 93400		12/15/2015	12/15/2015	12/15/2015		12/15/2015	5,804.79
3991 - CARD SERVICE CENTER	12-10-15/AMAZON	ACCT #0055 - AMAZON - WALL MOUNT BRACKET- FOCUS HOUSE	Paid by Check # 93603		01/19/2016	01/19/2016	01/19/2016		01/19/2016	65.72
3991 - CARD SERVICE CENTER	12-21-15/AMAZON	ACCT #0055 - AMAZON - RACKMOUNT PATCH - FOCUS HOUSE	Paid by Check # 93603		01/19/2016	01/19/2016	01/19/2016		01/19/2016	48.86
4740 - SYNDEO NETWORKS, INC.	4197	ACCT #1099- CISCO USC B200M BUNDLE SERVER/CONTROLLER/VMWARE/RACK	Paid by Check # 93803		02/15/2016	02/15/2016	02/15/2016		02/17/2016	85,480.00
4740 - SYNDEO NETWORKS, INC.	5107	ACCT #1099 - JUNIPER EX4200 10 PIC MUX CARD	Paid by Check # 95085		08/16/2016	08/16/2016	08/16/2016		08/16/2016	800.00
3991 - CARD SERVICE CENTER	08-2016/0055	ACCT #0055 - OGLE COUNTY IT DEPT.	Paid by Check # 95329		09/20/2016	09/20/2016	09/20/2016		09/20/2016	360.00
							Account 4710 - Computer Hardware & Software Totals		Invoice Transactions 6	\$92,559.37
							Department 00 - Non-Departmental Totals		Invoice Transactions 6	\$92,559.37
							Fund 180 - Long Range Capital Improvemnt Totals		Invoice Transactions 6	\$92,559.37
Fund 200 - County Highway										
Department 17 - Highway										
Account 4710 - Computer Hardware & Software										
3260 - LAURENCE G. CALLANT	9592240	CH Fund - computer laptop	Paid by Check # 93281		12/02/2015	12/02/2015	12/02/2015		12/04/2015	689.00



Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/15 - 11/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 200 - County Highway										
Department 17 - Highway										
Account 4710 - Computer Hardware & Software										
4740 - SYNDEO NETWORKS, INC.	4836	CH Fund - computer/phone switch upgrade	Paid by Check # 94369		05/03/2016	05/04/2016	05/04/2016		05/04/2016	5,419.00
1763 - CDW GOVERNMENT INC	FVS8569	CH Fund - server operating system license	Paid by Check # 95687		11/10/2016	11/10/2016	11/10/2016		11/16/2016	573.68
							Account 4710 - Computer Hardware & Software Totals		Invoice Transactions 3	<u>\$6,681.68</u>
							Department 17 - Highway Totals		Invoice Transactions 3	<u>\$6,681.68</u>
							Fund 200 - County Highway Totals		Invoice Transactions 3	<u>\$6,681.68</u>
Fund 555 - County Automation -Circuit Clerk										
Department 07 - Circuit Clerk										
Account 4714 - Software Maintenance										
2482 - GOODIN ASSOCIATES, LTD.	26215B	ANNUAL MAINTENANCE CONTRACT RENEWAL - 2016	Paid by Check # 93804		02/15/2016	02/15/2016	02/15/2016		02/17/2016	7,000.00
2482 - GOODIN ASSOCIATES, LTD.	26216/CIRCCLK	MAINTENANCE FOR JANUARY TO DECEMBER 2016/CIRCUIT CLERK PORTION	Paid by Check # 93953		03/10/2016	03/10/2016	03/10/2016		03/11/2016	2,500.00
4810 - JUDICIAL SYSTEMS INC.	65716060101	ANNUAL TECHNICAL SUPPORT & SOFTWARE UPGRADES/IJUROR SYSTEM	Paid by Check # 94647		06/16/2016	06/16/2016	06/16/2016		06/21/2016	1,679.00
4740 - SYNDEO NETWORKS, INC.	4963	ACCT #1099 - DEDICATED HOSTING - ASP HOSTING AND FIREWALL	Paid by Check # 94649		06/16/2016	06/16/2016	06/16/2016		06/21/2016	552.00
5045 - GAVEL LLC	1006	WEBSITE LICENSE - UNLIMITED USERS - 11/15/2016 TO 11/14/2017	Paid by Check # 95780		11/14/2016	11/14/2016	11/14/2016		11/18/2016	6,500.00
							Account 4714 - Software Maintenance Totals		Invoice Transactions 5	<u>\$18,231.00</u>
							Department 07 - Circuit Clerk Totals		Invoice Transactions 5	<u>\$18,231.00</u>
							Fund 555 - County Automation -Circuit Clerk Totals		Invoice Transactions 5	<u>\$18,231.00</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/15 - 11/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 570 - Probation Services											
Department 08 - Probation											
Account 4710 - Computer Hardware & Software											
3991 - CARD SERVICE CENTER	07-2016/0055	ACCT #0055 - GOVCONNECTION, INC. - COMPUTER PURCHASE	Paid by Check # 94883		07/18/2016	07/18/2016	07/18/2016		07/19/2016	1,066.45	
5017 - GOVCONNECTION, INC.	54014220	LAPTOP PURCHASE	Paid by Check # 95284		09/06/2016	09/09/2016	09/09/2016		09/15/2016	389.99	
3260 - LAURENCE G. CALLANT	NEW EGG 11/02	COMPUTER MONITORS - PAY TO LARRY	Paid by Check # 95740		11/08/2016	11/08/2016	11/08/2016		11/18/2016	1,981.88	
3991 - CARD SERVICE CENTER	2016-00001883	ACCOUNT 0043	Paid by Check # 95741		11/14/2016	11/14/2016	11/14/2016		11/18/2016	299.46	
3260 - LAURENCE G. CALLANT	NT1 Sales	3 dell for FH - To reimburse from Grant	Paid by Check # 95832		11/28/2016	11/28/2016	11/28/2016		11/29/2016	825.00	
								Account 4710 - Computer Hardware & Software Totals		Invoice Transactions 5	\$4,562.78
Account 4715 - Computer Maintenance											
2482 - GOODIN ASSOCIATES, LTD.	26216	2016 MAINTENANCE AGREEMENT/LICENSES - PC JIMS PROGRAM	Paid by Check # 93871		02/24/2016	02/24/2016	02/24/2016		02/25/2016	3,308.00	
								Account 4715 - Computer Maintenance Totals		Invoice Transactions 1	\$3,308.00
								Department 08 - Probation Totals		Invoice Transactions 6	\$7,870.78
								Fund 570 - Probation Services Totals		Invoice Transactions 6	\$7,870.78
Fund 640 - 911 Emergency											
Department 12 - Sheriff											
Account 4710 - Computer Hardware & Software											
2434 - GEOCOMM, INC.	CONTRACT #0216	CONTRACT #0216 OCIL - ANNUAL MAINTENANCE	Paid by Check # 93772		02/11/2016	02/11/2016	02/11/2016		02/11/2016	14,350.00	
1948 - NELSON SYSTEMS INCORPORATED	2470	CONTRACT ACCT #0002953 - INTEGRATION WITH PHONE SYSTEM	Paid by Check # 94026		03/17/2016	03/17/2016	03/17/2016		03/17/2016	3,910.65	
1236 - ESRI, INC.	93109963	CONTRACT #2011MPA3798 - ARCGIS SOFTWARE 6/1/16 TO 5/31/17	Paid by Check # 94184		04/13/2016	04/13/2016	04/13/2016		04/13/2016	650.00	
1948 - NELSON SYSTEMS INCORPORATED	2687	ENHANCED REPORTING PACKAGE - CALL TAKING	Paid by Check # 94186		04/13/2016	04/13/2016	04/13/2016		04/13/2016	1,824.00	
4549 - ZONES INC.	K03287610101	ACCT #0071915649 - SURFACE PRO 4 - LAP TOP COORDINATOR	Paid by Check # 94612		06/09/2016	06/09/2016	06/09/2016		06/10/2016	1,315.00	
3388 - COMPUTER INFORMATION SYSTEMS, INC.	235226	SOFTWARE LICENSES FOR THE MAPPING SYSTEM	Paid by Check # 95368		09/22/2016	09/22/2016	09/22/2016		09/22/2016	1,500.00	



Accounts Payable by G/L Distribution Report

G/L Date Range 12/01/15 - 11/30/16

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 640 - 911 Emergency										
Department 12 - Sheriff										
Account 4710 - Computer Hardware & Software										
2359 - POWERPHONE, INC.	51863	TABLET SOFTWARE ANNUAL MAINTENANCE - EMD/EFD/EPD	Paid by Check # 95472		10/13/2016	10/13/2016	10/13/2016		10/13/2016	823.35
							Account 4710 - Computer Hardware & Software Totals		Invoice Transactions 7	<u>\$24,373.00</u>
							Department 12 - Sheriff Totals		Invoice Transactions 7	<u>\$24,373.00</u>
							Fund 640 - 911 Emergency Totals		Invoice Transactions 7	<u>\$24,373.00</u>
							Grand Totals		Invoice Transactions 219	<u>\$459,385.98</u>

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount		2018 Department	\$ Difference	% Difference
						6/30/17	6/30/17 Extrapolated			
Fund: 100 - General Fund										
EXPENSES										
Department: 01 - County Clerk/Recorder										
<i>3 - Equipment</i>										
4714	Software Maintenance	12,250.00	15,050.00	12,811.25	15,050.00	6,655.62	11,409.63	15,300.00	250.00	1.7%
<i>Account Classification Total: 3 - Equipment</i>		\$12,250.00	\$15,050.00	\$12,811.25	\$15,050.00	\$6,655.62	\$11,409.63	\$15,300.00	\$250.00	1.7%
Sub-Department: 10 - Elections										
<i>3 - Equipment</i>										
4714	Software Maintenance	33,345.74	34,100.00	33,192.58	33,700.00	33,192.58	56,901.57	34,250.00	550.00	1.6%
<i>Account Classification Total: 3 - Equipment</i>		\$33,345.74	\$34,100.00	\$33,192.58	\$33,700.00	\$33,192.58	\$56,901.57	\$34,250.00	\$550.00	1.6%
Department Total: 01 - County Clerk/Recorder		\$45,595.74	\$49,150.00	\$46,003.83	\$48,750.00	\$39,848.20	\$68,311.20	\$49,550.00	\$800.00	1.6%
Department: 02 - Building & Grounds										
<i>3 - Equipment</i>										
4710	Computer Hardware & Software	79,315.29	90,000.00	90,000.00	90,000.00	40,141.94	68,814.75	90,000.00	0.00	0.0%
4715	Computer Maintenance	5,812.38	5,000.00	2,952.00	5,000.00	0.00	0.00	5,000.00	0.00	0.0%
<i>Account Classification Total: 3 - Equipment</i>		\$85,127.67	\$95,000.00	\$92,952.00	\$95,000.00	\$40,141.94	\$68,814.75	\$95,000.00	\$0.00	0.0%
Department Total: 02 - Building & Grounds		\$85,127.67	\$95,000.00	\$92,952.00	\$95,000.00	\$40,141.94	\$68,814.75	\$95,000.00	\$0.00	0.0%
Department: 03 - Treasurer										
<i>3 - Equipment</i>										
4714	Software Maintenance	15,370.00	15,370.00	15,431.26	15,790.00	9,306.26	15,953.59	16,000.00	210.00	1.3%
<i>Account Classification Total: 3 - Equipment</i>		\$15,370.00	\$15,370.00	\$15,431.26	\$15,790.00	\$9,306.26	\$15,953.59	\$16,000.00	\$210.00	1.3%
Department Total: 03 - Treasurer		\$15,370.00	\$15,370.00	\$15,431.26	\$15,790.00	\$9,306.26	\$15,953.59	\$16,000.00	\$210.00	1.3%
Department: 09 - Focus House										
<i>3 - Equipment</i>										
4710	Computer Hardware & Software	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	#DIV/0!
<i>Account Classification Total: 3 - Equipment</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	#DIV/0!
Department Total: 09 - Focus House		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	#DIV/0!
Department: 10 - Assessment										
<i>2 - Material</i>										
4530	Mapping	3,432.55	3,000.00	1,102.57	3,000.00	3,400.00	5,828.57	25,000.00	22,000.00	733.3%
<i>Account Classification Total: 2 - Material</i>		\$3,432.55	\$3,000.00	\$1,102.57	\$3,000.00	\$3,400.00	\$5,828.57	\$25,000.00	\$22,000.00	733.3%
<i>3 - Equipment</i>										
4714	Software Maintenance	12,250.00	12,250.00	12,311.25	12,863.00	6,186.24	10,604.98	12,863.00	0.00	0.0%
<i>Account Classification Total: 3 - Equipment</i>		\$12,250.00	\$12,250.00	\$12,311.25	\$12,863.00	\$6,186.24	\$10,604.98	\$12,863.00	\$0.00	0.0%
Department Total: 10 - Assessment		\$15,682.55	\$15,250.00	\$13,413.82	\$15,863.00	\$9,586.24	\$16,433.55	\$37,863.00	\$22,000.00	138.7%
Department: 12 - Sheriff										
<i>3 - Equipment</i>										

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount 6/30/17	6/30/17 Extrapolated	2018 Department	\$ Difference	% Difference
4710	Computer Hardware & Software	90.00	1,000.00	1,695.60	1,000.00	0.00	0.00	27,000.00	26,000.00	2600.0%
4715	Computer Maintenance	14,220.62	24,000.00	15,616.78	24,000.00	18,738.01	32,122.30	24,000.00	0.00	0.0%
<i>Account Classification Total: 3 - Equipment</i>		\$14,310.62	\$25,000.00	\$17,312.38	\$25,000.00	\$18,738.01	\$32,122.30	\$51,000.00	\$26,000.00	104.0%
Sub-Department: 60 - OEMA										
<i>3 - Equipment</i>										
4710	Computer Hardware & Software	0.00	7,765.00	0.00	7,765.00	316.08	541.85	7,765.00	0.00	0.0%
<i>Account Classification Total: 3 - Equipment</i>		\$0.00	\$7,765.00	\$0.00	\$7,765.00	\$316.08	\$541.85	\$7,765.00	\$0.00	0.0%
Sub-Department: 62 - Emergency Communications										
<i>3 - Equipment</i>										
4710	Computer Hardware & Software	30,645.41	35,000.00	36,102.56	42,000.00	20,709.17	35,501.43	42,000.00	0.00	0.0%
4715	Computer Maintenance	9,044.41	15,000.00	15,000.00	15,000.00	9,630.39	16,509.24	15,000.00	0.00	0.0%
<i>Account Classification Total: 3 - Equipment</i>		\$39,689.82	\$50,000.00	\$51,102.56	\$57,000.00	\$30,339.56	\$52,010.67	\$57,000.00	\$0.00	0.0%
Department Total: 12 - Sheriff		\$54,000.44	\$82,765.00	\$68,414.94	\$89,765.00	\$49,393.65	\$84,674.83	\$115,765.00	\$26,000.00	29.0%
Department: 16 - Finance										
Sub-Department: 35 - Information Technology										
<i>1 - Services</i>										
4142	IT/ Network Administration	23,524.87	36,000.00	24,741.24	26,620.00	18,316.16	31,399.13	28,940.00	2,320.00	8.7%
4211	Internet Service	0.00	0.00	11,571.55	17,640.00	4,843.70	8,303.49	9,360.00	(8,280.00)	-46.9%
<i>Account Classification Total: 1 - Services</i>		\$23,524.87	\$36,000.00	\$36,312.79	\$44,260.00	\$23,159.86	\$39,702.62	\$38,300.00	(\$5,960.00)	-13.5%
<i>3 - Equipment</i>										
4710	Computer Hardware & Software	60,663.20	88,000.00	65,281.07	85,350.00	55,634.21	95,372.93	91,649.00	6,299.00	7.4%
<i>Account Classification Total: 3 - Equipment</i>		\$60,663.20	\$88,000.00	\$65,281.07	\$85,350.00	\$55,634.21	\$95,372.93	\$91,649.00	\$6,299.00	7.4%
Department Total: 16 - Finance		\$84,188.07	\$124,000.00	\$101,593.86	\$129,610.00	\$78,794.07	\$135,075.55	\$129,949.00	\$339.00	0.3%
Department: 22 - Corrections										
<i>3 - Equipment</i>										
4710	Computer Hardware & Software	0.00	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.0%
4715	Computer Maintenance	10,800.40	19,000.00	9,450.80	19,000.00	11,337.33	19,435.42	19,000.00	0.00	0.0%
<i>Account Classification Total: 3 - Equipment</i>		\$10,800.40	\$20,000.00	\$9,450.80	\$20,000.00	\$11,337.33	\$19,435.42	\$20,000.00	\$0.00	0.0%
Department Total: 22 - Corrections		\$10,800.40	\$20,000.00	\$9,450.80	\$20,000.00	\$11,337.33	\$19,435.42	\$20,000.00	\$0.00	0.0%
EXPENSES Total		\$310,764.87	\$401,535.00	\$347,260.51	\$414,778.00	\$238,407.69	\$408,698.90	\$469,127.00	\$54,349.00	13.1%

**County Security Committee
Tentative Minutes
September 12, 2017**

1. Call Meeting to Order: Chairwoman Nordman called the meeting to order at 3:08 p.m. Present: Colbert, Gronewold and Smith. Others: Coroner Lou Finch, Sheriff Brian VanVickle, Typer and Finfrock. Absent: Williams.
2. Approval of Minutes: August 8, 2017: Motion by Smith to approve the minutes as presented, 2nd by Gronewold. Motion carried.
3. Public Comment: None
4. Monthly Bills
 - Review of Department Billing: Motion by Smith that the department billing has been reviewed, 2nd by Colbert. Motion carried.
Sheriff: \$4,599.61 Emergency Communications: \$1,175.67
Corrections: \$1,240.42 OEMA: \$166.27
 - Sheriff: Motion by Smith to approve the bills totaling \$22,651.75, 2nd by Gronewold. Gronewold questioned the radio bills; headsets for the SWAT Team. Motion carried.
 - Emergency Communications: Motion by Colbert to approve the bills totaling \$141.28, 2nd by Gronewold. Motion carried.
 - Corrections: Motion by Gronewold to approve the bills totaling \$21,350.94, 2nd by Smith. Motion carried.
 - OCEMA: Motion by Smith to approve the bills totaling \$515.06, 2nd by Colbert. Motion carried.
 - Coroner: Motion by Nordman to approve the bills totaling \$7,988.18, 2nd by Gronewold. Motion carried.
5. Coroner Discussion: Coroner Finch stated current budget looks good. The cremation fund balance is \$12,392.13 and 39 deaths since last month.
6. Sheriff Discussion: Sheriff VanVickle stated the jail numbers are approximately 115-120 per day; 26 Federal detainees and 9 Lee County detainees currently. They are having trouble finding a qualified employee for the cook position; looking into a company that prepares the meals and they just reheat them. Patrol numbers are up and they will be fully staffed as of mid-month; first time in over a year. Smith brought up the hiring freeze that the County Board is looking at implementing; VanVickle stated if that does go into effect, he will have to do away with services that are not mandated by the State. It would also affect his jail boarding because he would pull from Corrections to cover Patrol or Bailiffs. Smith stated his concern about the safety of the unincorporated areas of the County. Discussion was held regarding staffing and required training.
7. Safety Discussion: None
8. Closed Session: None
9. New Business: None
10. Adjournment: With no further business, Chairwoman Nordman adjourned. Time: 3:47 p.m.

OGLE COUNTY SHERIFF'S OFFICE



Brian E. VanVickle, Sheriff
Danny S. White, Chief Deputy

Administration Phone:(815)732-6666
Administration Fax:(815)732-7185
Corrections Phone:(815)732-2135
Corrections Fax:(815)732-7112
Communications Phone:(815)732-2136
Communications Fax:(815)732-7115

OGLE COUNTY JAIL August 2017

DETAINEES BOOKED THROUGH THE JAIL:

	<u>MALE</u>	<u>FEMALE</u>	<u>TOTAL</u>
ADULT:	124	46	170
JUVENILE:	0	0	0

NUMBER OF SENTENCING ORDERS SERVED: 2

TOTAL DAYS HELD: 2918
SENTENCED: 305
UNSENTENCED: 2613
TOTAL: 2918

AVERAGE NUMBER OF DETAINEES PER DAY: 79.51
PERCENTAGE OF DETAINEES BOARDED FOR OTHER AGENCIES: 38.98

NUMBER OF PRISONERS TRANSPORTED: 97
OGLE COUNTY PRISONER TRANSPORTS: 42
USMS PRISONER TRANSPORTS: 55

NUMBER OF TRANSPORTS: 50
OGLE: 31
USMS: 19

TOTAL MILES DRIVEN ON TRANSPORTS: 4139
OGLE: 2610 USMS: 1529 Air miles: 0

ON SITE NURSING VISITS: 48 DOCTOR VISITS: 30
MEALS SERVED: 7185 AVERAGE COST PER MEAL: \$1.20

Prepared on September 5th, 2017 by Lt. Jason Lynn, Superintendent of Corrections

Ogle County Sheriff's Office

Patrol Division Activity Report

August 2017

Arrests

Traffic Arrests	<u>348</u>
DUI Arrests	<u>6</u>
Misdemeanor Arrests	<u>48</u>
Felony Arrests	<u>2</u>
Warrant Arrests	<u>17</u>
Total Arrests	<u>421</u>

Accidents

Property Damage Accidents	<u>34</u>
Personal Injury Accidents	<u>10</u>
Fatality Accidents	<u>1</u>
Total Accidents	<u>45</u>

Calls/Mileage/Fuel

Cases Solved by Follow Up	<u>30</u>
Civil Process Served	<u>122</u>
Calls For Service	<u>740</u>
Total Miles Patrolled	<u>35933</u>
Total Fuel Consumed	<u>2933</u>
Fleet MPG	<u>12.25</u>

Ogle County Sheriff's Office

Monthly Crash Totals – Front Desk

August 2017

Total Accidents – No Injury	<u>34</u>
Total Accidents – With Injury	<u>10</u>
Total Accidents – With Fatality	<u>1</u>
Total Crash Reports	<u>45</u>
Total Desk Reports	<u>3</u>
Total Deer Reports	<u>4</u>
Total Persons Injured	<u>15</u>
Total Persons Killed	<u>1</u>

OGLE COUNTY SHERIFFS DEPT.
PATROL ACTIVITY

	<u>Jul '17</u>	<u>+-</u>	<u>Aug '17</u>
Traffic Arrests	<u>239</u>	<u>+109</u>	<u>348</u>
DUI arrests	<u>2</u>	<u>+4</u>	<u>6</u>
Misdemeanor arrests	<u>27</u>	<u>+11</u>	<u>48</u>
Felony arrests	<u>1</u>	<u>+1</u>	<u>2</u>
Warrant arrests	<u>13</u>	<u>+4</u>	<u>17</u>
TOTAL ARRESTS	<u>292</u>	<u>+129</u>	<u>421</u>
Property damage accidents	<u>33</u>	<u>+1</u>	<u>34</u>
Personal injury accidents	<u>5</u>	<u>+5</u>	<u>10</u>
Fatality accidents	<u>0</u>	<u>+1</u>	<u>1</u>
TOTAL ACCIDENTS	<u>38</u>	<u>+7</u>	<u>45</u>
Cases solved by F/U	<u>16</u>	<u>+14</u>	<u>30</u>
Civil process served	<u>43</u>	<u>+29</u>	<u>122</u>
Calls for service	<u>582</u>	<u>-142</u>	<u>740</u>
Total miles patrolled	<u>34687</u>	<u>+1246</u>	<u>35933</u>
Total fuel consumed	<u>2897</u>	<u>+36</u>	<u>2933</u>
Fleet M.P.G.	<u>11.97</u>	<u>+0.28</u>	<u>12.25</u>

Ogle County Sheriff
Patrol Division

August	D-20	D-36	D-22	S-13	D-25	D-26	D-27	D-28	D-29	D-30	D-31	D-33	D-34	D-35	Sup	Total
Calls for Service	56	50	23	40	34	35	42	65	56	57	24	47	80	42	89	740
Total Door Checks	0	369	0	287	0	17	0	0	0	595	0	140	239	16	150	1813
Traffic Stops	52	70	16	26	8	38	37	33	46	16	76	56	55	13	4	546
Total Traffic Arrests	34	48	4	21	5	11	26	20	28	15	49	42	36	9	0	348
Written Warnings	0	0	9	14	3	29	0	0	0	6	54	0	26	8	0	149
DUI Arrests	0	2	0	0	0	0	0	0	1	0	1	2	0	0	0	6
Misdemeanor Arrest	3	5	0	1	3	2	4	3	6	1	10	7	2	1	0	48
Felony Arrests	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	2
Accident Reports	4	5	1	2	5	4	6	3	4	3	5	2	6	4	2	56
Civil Papers Served	6	13	3	8	10	0	10	8	18	1	10	19	8	8	0	122
Warrant Arrests	1	3	0	0	0	2	2	3	3	0	1	1	0	1	0	17
Follow-ups Cleared	0	0	2	1	0	6	3	1	4	2	0	1	4	6	0	30
Total Miles	2576	2874	2180	1756	1877	3165	2219	2800	1772	2061	1930	2384	2039	1594	4706	35933
Average per Shift	184	221	167	110	134	243	147	173	118	158	148	149	135	122		n/a
Total Fuel Used	169	207	168	141	175	232	181	199	215	157	165	204	189	136	395	2933
Fleet MPG																12.2513
MPG	11.4	13.9	13	15	10.7	13.6	12.2	13.1	8.2	13.1	11.7	11.68	10.8	11.7	11.9	

Ogle County Sheriff
Patrol Division

August	S-10	S-11	S-12	Total
Calls for Service	31	31	27	89
Total Door Checks	50	0	100	150
Traffic Stops	2	2	0	4
Total Traffic Arrests	0	0	0	0
Written Warnings	0	0	0	0
DUI Arrests	0	0	0	0
Misdemeanor Arrest	0	0	0	0
Felony Arrests	0	0	0	0
Accident Reports	1	0	1	2
Civil Papers Served	0	0	0	0
Warrant Arrests	0	0	0	0
Follow-ups Cleared	0	0	0	0
Total Miles	1416	1873	1417	4706
Average per Shift	108	124	94.5	n/a
Total Fuel Used	123	175	97	395
Fleet MPG				11.9139
MPG	11.5	10.7	14.6	

Death Updates Through, September 12, 2017
(County Board Date/September 19, 2017)

	Non-Hosp	Hospice
Home	3	21
Nursing Home	3	7
Hospital	3	
Homicide		
Suicide		
Other		

- Autopsies:
1. McKnight – Autopsy-Gastro Bleed-Natural Causes
 2. Morrison- Chronic Alcoholism-Natural Causes
 - 3.
 - 4.
 - 5.
- Total: 39

Total Deaths for the year of : 2017

2016	392
2015	389
2014:	429
2013:	438
2012:	414
2011:	344
2010:	330
2009:	334
2008:	307
2007:	312
2006:	320
2005:	324
2004:	321

7/10/2017	Hoffman Burial Supplies 6 Black Body Bags , case Viscera Bags, 6 Head Blocks, Freight			\$609.47		
	Hinckley Springs			\$18.98		
	Twin Towers Gun Club			\$180.00		
7/10/2017	New Computer/Monitor/Card			\$1,482.49		\$11,714.71
9/12/2017	Cremation Monies			\$1,595.00		\$13,309.71
	Cremation Monies			\$2,650.00		
9/12/2017	Fischers - Ink Cartridges, Folders, Typewriter supplies			\$155.75		
	Steinhaus - Aprons, Sheets/Disp			\$299.44		
	Hoffman Supplies - Gloves			\$3,112.39		\$12,392.13

**Executive Committee
Tentative Minutes
September 12, 2017**

1. Call Meeting to Order: Chairman Gouker called the meeting to order at 5:30 p.m. Present: Finfrock, Griffin, Janes, Nordman, Sparrow and Typer. Others: Kenney (left at 5:46), Reising, Colbert (left at 5:58) and Larry Callant.
2. Approval of Minutes: August 8, 2017: Motion by Janes to approve the minutes as presented, 2nd by Nordman. Motion carried.
3. Public Comment: None
4. Committee Reports
 - County IT/GIS: none
 - Road, Bridge & Mapping: 1 resolution
 - Judiciary & Circuit Clerk: none
 - Personnel & Salary: Kenney presented the Personnel & Policy Handbook. Motion by Typer to move the handbook on to the County Board, 2nd by Griffin. Motion carried.
 - Assessment, Planning & Zoning: multiple items
 - HEW, Solid Waste & Veterans: none
 - County Facilities – Bldg & Grounds and Central Purchasing: Health Department lease
 - Long Range & Strategic Planning: multiple items
 - County Security – Sheriff, Coroner & Safety: none
 - State’s Attorney, Juvenile & Probation: 1 appointment
 - Finance & Insurance: none
 - Agriculture: none
 - Workplace Safety: none
 - Board Presentation Requests: Jeff Scarpinato, Holmes Murphy
 - Other: none
5. Old Business
 - Administrative Assistant: none
 - IT Assistant: none
 - Other: Gouker stated he is working on tours of ComEd and Rockford Airport for the County Board members.
6. New Business
 - Jail Construction Financing Bond Authorization Ordinance: Motion by Sparrow to approve the bond ordinance, 2nd by Nordman. Motion carried.
 - Enterprise Zone Amendment – Amboy Extension: Motion by Janes to move the amendment on to the County Board, 2nd by Griffin. Motion carried.
 - County Holiday Schedule for 2018: Motion by Finfrock to approve the holiday schedule, 2nd by Janes. Sparrow questioned the budget hearing date in October; change “Spring Holiday” to “Good Friday”. Motion carried.
 - Other: none
7. Committee Comments/Suggestions: None
8. Department Head Comments/Suggestions: None
9. Public Comment: None

10. Adjournment: With no further business, Chairman Gouker adjourned the meeting. Time: 5:59 p.m.

Respectfully submitted,
Tiffany O'Brien

Finance, Revenue & Insurance Committee
Tentative Minutes
September 6, 2017

1. Call Meeting to Order: Chairman Sparrow called the meeting to order at 1:30 p.m. Present: Gronewold, Gouker, Smith, Typer and Whalen. Others: Treasurer John Coffman, Chief Deputy Treasurer Linda Beck, County Clerk & Recorder Laura Cook, Director of Court Services Ken Burn and Focus House Director Martine Lyle (arrived at 1:32). Absent: Nordman.
2. Approval of Minutes – July 12 & August 8, 2017: Motion by Gronewold to approve the minutes as presented, 2nd by Smith. Motion carried.
3. Public Comment: Treasurer Coffman introduced Chief Deputy Linda Beck; she will be running for the Treasurer position in the upcoming election and will be sitting in on the meetings to get more familiar with the budget process. Coffman still requested all questions be directed to him at this point.
4. Budget Review
 - FY2018 Budget: Sparrow stated as of the last meeting changes have been made and new documents were distributed; doesn't contain anything regarding the possible fee increases or GIS Fund expenses. Sparrow stated the revenue is at \$13,215,616 and expenses at \$14,377,769 for a difference of approximately \$1.16 million. Coffman stated the highlighted numbers in the 3rd column is what they have changed. Sparrow questioned Gronewold on his figures; Gronewold stated he put some fictitious figures in the State Income Tax, Sales Tax, Jail Boarding and Focus House revenue. Gronewold stated all his changes were in revenue. Sparrow stated he doesn't know if we have much to change on the expense side now. Sparrow stated he spoke with Sheriff VanVickle about the jail board number; Sparrow questioned changing the Interfund Transfer In County Officers line. Coffman stated it could be increased; he hasn't seen this many late payments on property taxes like he has in the last couple days. Sparrow would like to change it to \$1.1 million. Typer questioned what the Long Range Capital line of \$143,000 is for; 4540.10 Repairs & Maint – Facilities under Building & Grounds budget for \$50,000 and 4710 Computer Hardware & Software under IT budget for \$91,649. Typer stated he thought they talked about funding of IT from the dedicated funds. Whalen stated it is a good plan that is being discussed but the departments need time to plan for next year. Sparrow stated he did go to GIS and asked them to analyze this to see how it could be covered under dedicated funds. Sparrow stated Coffman researched the GIS fund; handout was distributed. Coffman stated it is a documentation of how the fee started and what it has been used for over the years. Sparrow asked everyone to look of the information. Sparrow would like the Committee's opinion on the jail boarding revenue; Sheriff estimates \$1-1.1 million. Typer suggested \$1.1 million because Sheriff said that was his conservative number; Whalen agreed. Sparrow stated that would leave us with a difference of approximately \$700,000; another potential increase in revenue is Focus House. Burn stated referrals still continue to come and some have not been a good fit for their program. Lyle stated she has had some conversations with Department of Juvenile Justice (DJJ) on what their ideal candidate would be. Typer asked what their population is at; Lyle stated it is at 15 and they will lose some due to graduations but have others waiting. Sparrow asked how many more placements they could handle without increasing staff; Burn stated minimum of 5. Sparrow asked if \$50,000 a year was the revenue for each placement; Burn stated approximately \$37,000. Burn stated the Judicial system is looking at keeping children with their families and not being placed in facilities. Sparrow asked what the prospect of increasing the DJJ placements is; Burn stated it is a matter of making sure the placement fits in to their program. Sparrow asked if they are comfortable with the revenue figures and not increasing them; Burn stated he believes those are the appropriate numbers. Smith asked what the maximum number of kids they could house; Lyle stated 35 and she does not foresee them ever going over it. Smith asked how many kids they have to house to break even with the budget; Burn stated it would need to be more than 15 placements. Typer asked for the number of Out-of-County placements they would need to get a balanced budget; he realizes it would

be just an estimate. Sparrow asked Burn to let him know if he receives more positive information about their revenue numbers and the possibility of increasing them.

Sparrow stated they still have the possibility of increasing the fees under the Circuit Clerk's department; could give another \$25,000 under revenue. Sparrow stated if they do increase the GIS and if it covers the Chief Deputy in the Assessment office, it would be a transfer in of approximately \$45,000 - \$50,000. Still leave a difference of approximately \$650,000. Sparrow stated he spoke with Personnel Chairman Kenney about a hiring freeze resolution and if Sikich can do an efficiency study on staffing. Smith stated this would only affect the non-union departments; Sparrow stated it would be on all departments. Smith stated the contracts might have verbiage that a position needs to be replaced; Sparrow stated we still have control over the budget. Gronewold asked the union contract dates; Circuit Clerk contract is for 2018-2020. Burn stated his contract is up this November and they are currently in negotiations. Sparrow stated they are in negotiations currently with Sheriff contracts as well but doesn't know how long the new contract will be for. Gronewold stated his opinion is to have the Circuit Clerk reopen negotiations and ask the union to rescind the first year increases. Whalen asked what picks her out from the others; Gronewold stated because she is the only one with a settled contract. Whalen asked if the same would be asked from the other 2; Gronewold stated it is hard to negotiation zero when her contract has an increase. Smith stated it is good public relations to tell everyone that they are trying to be fair. Gronewold stated it may not be much money but it is the idea. Sparrow stated they need cooperation from staff and it is their turn to give back to keep the workforce moving but still need to find a few positions through attrition. Sparrow stated County Clerk has given one position up; still need 8-10 positions. Smith stated the unions will ask what we plan to offer in return and we don't have anything to give. Sparrow stated the alternative would be cuts; Gouker would ask for renegotiations for all 3 years. Gronewold stated it is hard to negotiate the other contracts with this one settled. Motion by Gronewold to direct Finance Chairman Sparrow and County Board Chairman Gouker to ask Circuit Clerk Stahl to approach the union for reconsideration of their pay increases of a zero percent the 1st year and reduction in the 2nd and 3rd years, 2nd by Whalen. Smith asked what this would save us; Sparrow stated if they went with zero for all 3 years it would save us approximately \$15,000 for all 3 years. Coffman stated it would save us more than that because they are getting 4-5% increase plus an additional 5 flex days which would equal approximately another 2%. Gronewold questioned the extra days; Whalen stated she doesn't care about the days, just worry about the money. Cook stated days are money; Coffman asked if the non-union would get the extra days. Typer called for question; motion carried.

Typer went over the changes he made to the expense side. County Clerk/Recorder budget: Part Time/Extra Time line reduced by \$5,000 and reduced the Office Supplies line. Building & Grounds budget: removed the Part Time/Extra Time line completely. Treasurer budget: Part Time/Extra Time line reduced by \$5,000. Judiciary & Jury budget: Appointed Attorneys line reduced by \$2,000. Circuit Clerk budget: Postage line removed the \$3,000 increase. Focus House budget: Typer stated he is willing to negotiate with them; glad to give the salaries if they can give them the revenue. He also removed the Computer Hardware & Software line. Assessment budget: reduced the Salaries – Departmental line by \$50,000 for the Chief Deputy salary because of the increase of the GIS fee and questioned the Mapping line. Sheriff budget: removed the Computer Hardware & Software line. Whalen stated that money is for the eCitation. Finance budget: Typer would like to talk about Callant's salary being paid from dedicated funds. Corrections budget: question on the Medical Expense line. Smith questioned the total savings of those cuts; Typer stated roughly \$100,000 but that included a few reductions already made. Smith questioned what we have done with the County Board's mileage; at one time we went to one cent reimbursement to save money. Smith questioned what we spend a year; maybe we need to take a look at it and show everybody we are leading not following. Coffman stated approximately \$20-25,000. Smith stated maybe they need to limit the number of meetings members get paid for; we are looking for money everywhere. Sparrow stated they did cut the number of members on Committees. Smith stated we are looking at cut staffing; maybe we need to look at cutting the County Board. Sparrow stated he is unsure how effective the mileage reduction was, he wasn't here and it is not like we are making a lot. Sparrow

stated they haven't increased the County Board salaries in over 20 years; Smith stated you are not here for a salary; Sparrow stated he will not take a penny a mile reimbursement. Smith stated we as a Board need to show leadership. Typer questioned what Gronewold did for changes; Gronewold stated he did most under revenue. Gronewold stated the Weapons & Ammunition lines under Sheriff and Corrections budgets is inputted at \$18,000 and is extrapolated to \$8,500; that would be a savings of \$10,000. Smith stated we would still be approximately \$500,000 short and questioned if we have ever been short to start with. Sparrow stated typically revenue from the salary lines comes in less because of retirees or employees leaving and it is not filled right away. Sparrow stated there has to be some serious reduction in positions. Typer asked if we are ready to talk about the hiring freeze; Sparrow stated Kenney is looking into it and it will be implemented by the Personnel Committee. Gouker would like to get a copy of the previous one submitted and discuss next week. Whalen questioned all the part time line cuts and what that total savings. Typer stated the line is part time/extra time and they are not the same thing. Cook stated she has already taken a hit; Coffman stated his line is used for his normal staffing. Cook stated she will need her line because her election employee is retiring and will need to be replaced but it will require more time because we all are going to learn this process together. Cook stated she feels she has been fiscally responsible and fair. Sparrow stated they have tweaked \$400,000 and they need to look at the GIS. They also need to decide whether to increase the Circuit Clerk fees. Sparrow stated Sheriff can come back in and talk about jail boarding. Gronewold asked what we plan to do with the wages if we don't know till the 1st of December what the contracts will be; Sparrow stated if we put something in there then you send a signal, we need the signal to be zero. Coffman stated you left the steps; Sparrow stated we did leave the steps and only what it presently under contract. Gronewold felt it should be zero. Sparrow stated if we go toward the reduction of force, it will be major.

- Other: Sparrow asked when everyone wants to meet again; consensus of September 13th at 2:00 p.m. Smith asked if we would have something by the next meeting regarding the Circuit Clerk discussion; Sparrow stated he hopes to have something by the regular meeting.

5. Old Business

- Budget Recommendations: None

6. New Business: None

7. Other Business for Consideration: None

8. Adjournment: Motion by Smith to adjourn the meeting, 2nd by Whalen. Motion carried. Time: 2:49 p.m.

Respectfully submitted,
Tiffany O'Brien

9/6/17

Following is my attempt to document the current status of the GIS fee allocation.

The GIS Recording Fees are collected based on County Board action taken to establish the fees and subsequently to increase them. The increase was based on a fee study.

1. The County collects a \$15 recording fee which is split as follows.
 - \$1 Recorder's GIS Fund (not referenced again in this discussion)
 - \$14 GIS Fee Fund
 - \$12 of \$14 is transferred to GIS Committee Fund – The GIS Partnership

From my reading of statute and Board resolutions I find no mention of any requirement to transfer from the GIS Fee Fund. The fees were enacted by the County Board and there is no other mention of controlling authority which leads me to conclude that the Board is the controlling authority. Whereas some of the other fees that are authorized and imposed by the County statutorily note a different controlling authority. Thus it would follow that any split revision or transfer of these fees is at the Board's discretion.

The statute and Board resolutions both stipulate that those revenues are to be used for GIS purposes. That would generally revert back to the Board to specify what they consider a GIS purpose.

When the GIS program started Curtis Cook approved bills for the GIS partnership payments as well as transfers and payments from the GIS Committee fund. Last year the GIS partnership gave Kris Gilbert the authority to authorize bill payment. Since then Kris has also been approving the transfers and payments from the GIS Fee Fund.

From the records I was able to locate the County General Fund paid \$275,253 between 2001 & 2004 to seed GIS.

	General Fund Contributions	
2001	\$	64,545.00
2002	\$	83,000.00
2003	\$	66,387.00
2004	\$	61,321.00
Total	\$	275,253.00

Since 2004 Ogle County's "Fair Share" has been paid from the GIS Fee fund. In 2004 that amount was \$20,000 and it has been \$16,080 from 2005 to present. Additionally GIS Fee Fund paid \$43,244.84 for part of Larry's salary and benefits in 2010. The ESRI software fees have been paid since 2008 (except in 2010) too. That cost has run about \$12,669 annually since 2011.

Below is a chart showing GIS Fee Fund balances and referenced expenditures.

		GIS Fee Fund			
		11/30 Balance	Salary	ESRI	Fair Share
*2003	\$	91,943.99			
2004	\$	105,355.06			\$ 20,000.00
2005	\$	126,397.00			\$ 16,080.00
2006	\$	120,969.47		\$ 908.49	\$ 16,080.00
2007	\$	133,925.23			\$ 16,080.00
2008	\$	142,936.90		\$ 7,619.45	\$ 16,080.00
2009	\$	146,504.80		\$ 8,482.19	\$ 16,080.00
2010	\$	87,231.50	43,244.84		\$ 16,080.00
2011	\$	103,713.75		\$ 12,680.07	\$ 16,080.00
2012	\$	75,532.86		\$ 12,669.00	\$ 16,080.00
2013	\$	66,494.40		\$ 12,669.00	\$ 16,080.00
2014	\$	51,768.12		\$ 12,669.00	\$ 16,080.00
2015	\$	37,825.37		\$ 12,669.00	\$ 16,080.00
2016	\$	31,575.49		\$ 12,469.00	\$ 16,080.00
7/31/2017	\$	7,382.35		\$ 9,908.00	\$ 16,080.00

*Started with New World in 2003. Records prior to 2003 are only on paper in archives or destroyed.

Note the GIS Fee Fund balance has dropped just about every year. If that trend continues there will not be enough remaining revenue to continue make all the current payments in the near future.

		GIS Committee Fund			Photo & Related	
		11/30 Balance	Photo & Contour	Mapping	Contractual	Total
*2003	\$	101,360.79	\$ 112,981.62	\$102,867.68	\$ 28,500.00	\$ 244,349.30
2004	\$	155,419.20	\$ 39,968.70	\$ 96,950.14	\$ 30,919.68	\$ 167,838.52
2005	\$	163,380.30	\$ 61,743.40	\$ 2,568.00	\$ 1,700.00	\$ 66,011.40
2006	\$	263,371.28			\$ 7,413.70	\$ 7,413.70
2007	\$	298,739.62	\$ 21,672.51		\$ 8,103.92	\$ 29,776.43
2008	\$	350,269.77	\$ 14,325.50			\$ 14,325.50
2009	\$	357,038.52	\$ 6,603.62		\$ 84,766.61	\$ 91,370.23
2010	\$	361,711.41			\$ 83,311.00	\$ 83,311.00
2011	\$	404,044.19				\$ -
2012	\$	462,190.64				\$ -
2013	\$	553,189.23	\$ 362.51			\$ 362.51
2014	\$	475,052.25	\$ 107,331.54			\$ 107,331.54
2015	\$	484,157.29	\$ 2,500.00			\$ 2,500.00
2016	\$	495,286.47				\$ -
7/31/2017	\$	513,254.45				\$ -

Above is a chart showing GIS Committee Fund (GIS Partnership) balances and photography and mapping related expenditures. In trying to isolate the cost of each update to the photography I found the descriptions entered to be too vague to make an accurate breakout without pulling invoices.

The County's annual "Fair Share" is \$16,080 leaving all the remaining members contributing a total of between \$15,000 & \$21,000 annually for their "Fair Share". Subscriptions and map sales are not part of those numbers. The County then transfers an additional \$76,000 to over \$150,000 annually (\$12 of \$14) based on recorded documents. Plus the County supplies the base parcel map that is supplemented by an export of tax data which includes name, address, assessment, and other tax info from the County's tax software. Office space, accounting, payroll etc. are also supplied by the County.

As an offset Kris is a backup for Larry on IT issues.

The GIS Committee fund is appropriated in Ogle County's budget document even though the Partnership controls the GIS Committee fund.

The GIS Management Committee and County Board may want to look at the fee allocation and overall contributions to determine if any changes are desired. This would also be applicable if the recording fee is increased. Since there is a new GIS/IT committee please also review if any change is needed to the bill payment and transfer approval process.

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount 8/31/17	2017 Actual Amount Extrapolated 8/31/17	2018 8/30/17 Committee Update	\$ Difference	% Difference
Fund: 100 - General Fund										
REVENUES										
Department: 00 - Non-Departmental										
3098	Estimated Beginning Balance	0.00	250,000.00	0.00	100,000.00	0.00	0.00	0.00	(100,000.00)	-100.0%
3110	State Income Tax	2,430,451.95	2,420,000.00	2,307,756.13	2,470,000.00	1,715,899.38	2,287,865.84	2,200,000.00	(270,000.00)	-10.9%
3120.10	Sales Tax \$.0025 Portion	841,137.60	845,000.00	815,318.93	790,000.00	608,086.84	810,782.45	816,000.00	26,000.00	3.3%
3120.20	Sales Tax 1% Portion	384,332.13	430,000.00	352,574.60	370,000.00	263,818.20	351,757.60	377,400.00	7,400.00	2.0%
3120.30	Sales Tax Local Use Tax	374,686.69	510,000.00	674,429.31	600,000.00	437,597.58	583,463.44	612,000.00	12,000.00	2.0%
3125	Property Tax	3,930,404.06	4,040,000.00	4,011,827.63	4,200,000.00	2,442,795.44	3,257,060.59	4,290,000.00	90,000.00	2.1%
3126	Mobile Home Tax	0.00	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00	0.0%
3129	Video Gambling Tax	4,299.41	7,500.00	15,056.17	20,000.00	10,105.11	13,473.48	15,000.00	(5,000.00)	-25.0%
3330	Cable TV Franchise Fees	89,541.87	90,000.00	91,475.90	90,000.00	74,793.64	99,724.85	90,000.00	0.00	0.0%
3372	Administrative Court Fee	1,050.00	5,500.00	2,340.00	5,500.00	900.00	1,200.00	5,500.00	0.00	0.0%
3380	Restitution	0.00	1,500.00	199.94	1,500.00	10,750.00	14,333.33	1,500.00	0.00	0.0%
3900	Interfund Transfer In	0.00	610,000.00	595,702.16	0.00	0.00	0.00	0.00	0.00	#DIV/0!
3900.140	Interfund Transfer In County Officers	1,000,000.00	1,145,000.00	1,145,000.00	1,200,000.00	1,050,000.00	1,400,000.00	1,050,000.00	(150,000.00)	-12.5%
3900.180	Interfund Transfer In Long Range Capital Improvement	189,734.29	138,000.00	163,946.05	138,000.00	0.00	0.00	143,000.00	5,000.00	3.6%
3900.420	Interfund Transfer In Animal Control	0.00	0.00	0.00	25,000.00	25,000.00	33,333.33	25,000.00	0.00	0.0%
3900.905	Interfund Transfer In Personal Property	425,000.00	441,000.00	441,000.00	355,000.00	355,000.00	473,333.33	355,000.00	0.00	0.0%
3999	Other Revenue	8,840.75	10,000.00	3,910.00	10,000.00	2,672.50	3,563.33	10,000.00	0.00	0.0%
Department Total: 00 - Non-Departmental		\$9,679,478.75	\$10,948,500.00	\$10,620,536.82	\$10,380,000.00	\$6,997,418.69	\$9,329,891.59	\$9,995,400.00	(\$384,600.00)	-3.7%
Department: 01 - County Clerk/Recorder										
3129	Video Gambling Tax	675.00	1,200.00	550.00	1,000.00	675.00	900.00	1,000.00	0.00	0.0%
3530	Liquor License	18,237.50	20,000.00	19,200.00	20,000.00	20,175.00	26,900.00	20,000.00	0.00	0.0%
3542	County Licenses	2,225.00	2,750.00	2,250.00	2,250.00	2,100.00	2,800.00	3,071.00	821.00	36.5%
Department Total: 01 - County Clerk/Recorder		\$21,137.50	\$23,950.00	\$22,000.00	\$23,250.00	\$22,950.00	\$30,600.00	\$24,071.00	\$821.00	3.5%
Department: 03 - Treasurer										
3310	Copies	4,465.15	4,500.00	4,963.40	4,500.00	4,463.85	5,951.80	4,500.00	0.00	0.0%
3483	Indemnity Cost	0.00	0.00	0.00	0.00	6,781.86	9,042.48	6,500.00	6,500.00	#DIV/0!
Department Total: 03 - Treasurer		\$4,465.15	\$4,500.00	\$4,963.40	\$4,500.00	\$11,245.71	\$14,994.28	\$11,000.00	\$6,500.00	144.4%
Department: 06 - Judiciary & Jury										
3218	Public Defender Reimbursement	27,998.14	37,500.00	51,023.13	38,500.00	29,691.99	39,589.32	38,500.00	0.00	0.0%
Department Total: 06 - Judiciary & Jury		\$27,998.14	\$37,500.00	\$51,023.13	\$38,500.00	\$29,691.99	\$39,589.32	\$38,500.00	\$0.00	0.0%

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount 8/31/17	Extrapolated 8/31/17	2018 8/30/17 Committee Update	\$ Difference	% Difference
Department: 07 - Circuit Clerk										
3357	Court Security Fee	92,376.72	105,000.00	88,952.76	0.00	0.00	0.00	0.00	0.00	#DIV/0!
3361	DUI Education Fee	0.00	0.00	50.00	0.00	150.00	200.00	0.00	0.00	#DIV/0!
3362	Police Vehicle Fee	6,901.50	8,000.00	7,725.50	8,000.00	4,678.00	6,237.33	8,000.00	0.00	0.0%
3375	Public Defender	1,157.00	500.00	3,240.00	2,500.00	294.00	392.00	2,500.00	0.00	0.0%
3385	Street Value Drugs	8,207.16	4,000.00	7,006.60	5,000.00	4,930.08	6,573.44	5,000.00	0.00	0.0%
3390	Criminal Fines	142,362.46	100,000.00	135,665.42	210,000.00	66,027.71	88,036.95	150,000.00	(60,000.00)	-28.6%
3395	Traffic Fines	370,436.87	350,000.00	370,663.28	380,000.00	237,316.58	316,422.11	380,000.00	0.00	0.0%
3396	County Fee -(Traffic)	146,744.09	150,000.00	139,209.12	145,000.00	94,654.47	126,205.96	145,000.00	0.00	0.0%
3900.550	Interfund Transfer In Document Storage	25,000.00	25,000.00	35,000.00	25,000.00	25,000.00	33,333.33	25,000.00	0.00	0.0%
3900.555	Interfund Transfer In County Automation - Circuit Cler	25,000.00	25,000.00	15,000.00	25,000.00	25,000.00	33,333.33	25,000.00	0.00	0.0%
Department Total: 07 - Circuit Clerk		\$818,185.80	\$767,500.00	\$802,512.68	\$800,500.00	\$458,050.84	\$610,734.45	\$740,500.00	(\$60,000.00)	-7.5%
Department: 08 - Probation										
3215	Probation Salary Reimbursements	656,952.12	540,000.00	421,532.81	540,700.00	281,435.82	375,247.76	499,045.00	(41,655.00)	-7.7%
3900	Interfund Transfer In	75.00	0.00	0.00	0.00	44.23	58.97	0.00	0.00	#DIV/0!
Department Total: 08 - Probation		\$657,027.12	\$540,000.00	\$421,532.81	\$540,700.00	\$281,480.05	\$375,306.73	\$499,045.00	(\$41,655.00)	-7.7%
Department: 09 - Focus House										
3473	Illinois Juvenile Contract	73,815.00	85,000.00	31,820.00	150,000.00	34,410.00	45,880.00	75,000.00	(75,000.00)	-50.0%
3900.560	Interfund Transfer In Dependant Children	250,000.00	475,000.00	350,000.00	450,000.00	335,000.00	446,666.67	450,000.00	0.00	0.0%
3999	Other Revenue	0.00	0.00	622.42	10,000.00	88.31	117.75	1,000.00	(9,000.00)	-90.0%
Department Total: 09 - Focus House		\$323,815.00	\$560,000.00	\$382,442.42	\$610,000.00	\$369,498.31	\$492,664.41	\$526,000.00	(\$84,000.00)	-13.8%
Department: 10 - Assessment										
3220	Assessor's Salary Reimbursement	23,814.04	36,000.00	51,965.56	37,000.00	28,538.15	38,050.87	37,000.00	0.00	0.0%
3310	Copies	4,129.92	5,000.00	3,986.51	5,000.00	3,690.45	4,920.60	4,000.00	(1,000.00)	-20.0%
Department Total: 10 - Assessment		\$27,943.96	\$41,000.00	\$55,952.07	\$42,000.00	\$32,228.60	\$42,971.47	\$41,000.00	(\$1,000.00)	-2.4%
Department: 11 - Zoning										
3599	Other Licenses & Permits	54,065.80	40,000.00	51,673.21	557,000.00	415,051.24	553,401.65	50,000.00	(507,000.00)	-91.0%
Department Total: 11 - Zoning		\$54,065.80	\$40,000.00	\$51,673.21	\$557,000.00	\$415,051.24	\$553,401.65	\$50,000.00	(\$507,000.00)	-91.0%

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount 8/31/17	2017 Actual Amount Extrapolated 8/31/17	2018 8/30/17 Committee Update	\$ Difference	% Difference
Department: 12 - Sheriff										
3230	Sheriff's Department Reimbursements	49,686.49	60,000.00	49,052.94	60,000.00	4,075.57	5,434.09	50,000.00	(10,000.00)	-16.7%
3357	Court Security Fee	0.00	0.00	0.00	100,000.00	59,948.92	79,931.89	80,000.00	(20,000.00)	-20.0%
3410	Computer Rent	6,100.00	6,000.00	6,100.00	6,000.00	6,100.00	8,133.33	6,000.00	0.00	0.0%
3415	Fingerprinting	510.00	600.00	300.00	600.00	320.00	426.67	600.00	0.00	0.0%
3421	False Alarm Fee	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
3425	Jail Boarding	572,029.14	650,000.00	623,263.95	685,000.00	304,350.00	405,800.00	750,000.00	65,000.00	9.5%
3428	Police Agreement -Municipality	0.00	78,000.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
3435	Take Bond Fee	15,570.00	15,000.00	14,235.00	15,000.00	8,145.00	10,860.00	11,000.00	(4,000.00)	-26.7%
3440	Tower Rent	17,566.74	17,500.00	18,816.74	17,500.00	10,850.06	14,466.75	17,500.00	0.00	0.0%
3445	Work Release	19,098.00	17,500.00	14,886.00	17,500.00	6,786.00	9,048.00	15,000.00	(2,500.00)	-14.3%
3608	Sold Property	31,828.38	25,000.00	(28,228.38)	0.00	0.00	0.00	0.00	0.00	#DIV/0!
3900.610	Interfund Transfer In OEMA	30,000.00	40,000.00	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00	0.0%
3900.640	Interfund Transfer In 911 Emergency	0.00	130,000.00	102,605.15	145,000.00	113,368.88	151,158.51	145,000.00	0.00	0.0%
3999	Other Revenue	366.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
Department Total: 12 - Sheriff		\$742,955.71	\$1,039,600.00	\$841,031.40	\$1,086,600.00	\$513,944.43	\$685,259.24	\$1,115,100.00	\$28,500.00	2.6%
Department: 14 - State's Attorney										
3205	State's Attorney Salary Reimbursement	84,394.94	145,000.00	192,902.72	145,000.00	108,507.78	144,677.04	145,000.00	0.00	0.0%
3210	Victim Witness Advocate Reimbursement	19,077.50	30,000.00	46,690.00	30,000.00	24,540.00	32,720.00	30,000.00	0.00	0.0%
3310						20.00	26.67	0.00	0.00	#DIV/0!
Department Total: 14 - State's Attorney		\$103,472.44	\$175,000.00	\$239,592.72	\$175,000.00	\$133,067.78	\$177,423.71	\$175,000.00	\$0.00	0.0%
REVENUES Total		\$12,460,545.37	\$14,177,550.00	\$13,493,260.66	\$14,258,050.00	\$9,264,627.64	\$12,352,836.85	\$13,215,616.00	(\$1,042,434.00)	-7.3%
Fund REVENUE Total: 100 - General Fund		\$12,460,545.37	\$14,177,550.00	\$13,493,260.66	\$14,258,050.00	\$9,264,627.64	\$12,352,836.85	\$13,215,616.00	(\$1,042,434.00)	-7.3%

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount 8/31/17	2017 Actual Amount 8/31/17 Extrapolated	2018 Finance Update 8/30/17	\$ Difference	% Difference
Fund: 100 - General Fund										
EXPENSES										
Department: 01 - County Clerk/Recorder										
<i>1 - Services</i>										
4100	Salaries- Departmental	320,215.98	324,286.00	311,169.71	320,617.00	206,800.14	275,733.52	277,686.00	(42,931.00)	-13.4%
4120	Part Time/ Extra Time	1,072.22	8,000.00	1,750.00	4,100.00	900.00	1,200.00	8,000.00	3,900.00	95.1%
4422	Travel Expenses, Dues & Seminars	2,096.32	4,000.00	3,479.29	4,000.00	1,416.29	1,888.39	4,000.00	0.00	0.0%
<i>Account Classification Total: 1 - Services</i>		\$323,384.52	\$336,286.00	\$316,399.00	\$328,717.00	\$209,116.43	\$278,821.91	\$289,686.00	(\$39,031.00)	-11.9%
<i>2 - Material</i>										
4510	Office Supplies	7,173.61	10,000.00	8,353.38	9,599.00	3,305.35	4,407.13	10,000.00	401.00	4.2%
<i>Account Classification Total: 2 - Material</i>		\$7,173.61	\$10,000.00	\$8,353.38	\$9,599.00	\$3,305.35	\$4,407.13	\$10,000.00	\$401.00	4.2%
<i>3 - Equipment</i>										
4714	Software Maintenance	12,250.00	15,050.00	12,811.25	15,050.00	9,779.68	13,039.57	15,300.00	250.00	1.7%
<i>Account Classification Total: 3 - Equipment</i>		\$12,250.00	\$15,050.00	\$12,811.25	\$15,050.00	\$9,779.68	\$13,039.57	\$15,300.00	\$250.00	1.7%
Sub-Department: 10 - Elections										
<i>1 - Services</i>										
4100	Salaries- Departmental	26,945.43	60,000.00	58,705.38	35,000.00	26,085.17	34,780.23	60,000.00	25,000.00	71.4%
4412	Official Publications	3,845.58	14,000.00	8,645.35	9,000.00	5,424.82	7,233.09	14,000.00	5,000.00	55.6%
<i>Account Classification Total: 1 - Services</i>		\$30,791.01	\$74,000.00	\$67,350.73	\$44,000.00	\$31,509.99	\$42,013.32	\$74,000.00	\$30,000.00	68.2%
<i>2 - Material</i>										
4525	Election Supplies	25,169.68	52,600.00	55,584.83	26,300.00	24,770.52	33,027.36	53,000.00	26,700.00	101.5%
4528	Voter Registration Supplies	18,924.30	10,000.00	9,677.13	20,000.00	13,915.32	18,553.76	13,000.00	(7,000.00)	-35.0%
<i>Account Classification Total: 2 - Material</i>		\$44,093.98	\$62,600.00	\$65,261.96	\$46,300.00	\$38,685.84	\$51,581.12	\$66,000.00	\$19,700.00	42.5%
<i>3 - Equipment</i>										
4714	Software Maintenance	33,345.74	34,100.00	33,192.58	33,700.00	33,192.58	44,256.77	34,250.00	550.00	1.6%
<i>Account Classification Total: 3 - Equipment</i>		\$33,345.74	\$34,100.00	\$33,192.58	\$33,700.00	\$33,192.58	\$44,256.77	\$34,250.00	\$550.00	1.6%
Sub-Department Total: 10 - Elections		\$108,230.73	\$170,700.00	\$165,805.27	\$124,000.00	\$103,388.41	\$137,851.21	\$174,250.00	\$50,250.00	40.5%
Department Total: 01 - County Clerk/Recorder		\$451,038.86	\$532,036.00	\$503,368.90	\$477,366.00	\$325,589.87	\$434,119.83	\$489,236.00	\$11,870.00	2.5%

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount 8/31/17	2017 Actual Amount 8/31/17 Extrapolated	2018 Finance Update 8/30/17	\$ Difference	% Difference
Department: 02 - Building & Grounds										
<i>1 - Services</i>										
4100	Salaries- Departmental	275,581.29	322,861.00	294,281.38	300,530.00	230,975.85	307,967.80	307,907.00	7,377.00	2.5%
4120	Part Time/ Extra Time	3,212.67	0.00	0.00	10,000.00	0.00	0.00	10,000.00	0.00	0.0%
4130	Overtime	964.32	3,500.00	2,496.14	3,500.00	338.89	451.85	3,500.00	0.00	0.0%
4140	Holiday Pay	0.00	0.00	193.96	0.00	228.01	304.01	0.00	0.00	#DIV/0!
4210	Disposal Service	8,813.29	8,000.00	8,837.14	8,000.00	7,026.48	9,368.64	8,000.00	0.00	0.0%
4212	Electricity	175,291.54	160,000.00	216,668.57	160,000.00	128,762.85	171,683.80	160,000.00	0.00	0.0%
4214	Gas (Heating)	48,778.61	55,000.00	50,797.24	55,000.00	51,045.91	68,061.21	60,000.00	5,000.00	9.1%
4216	Telephone	51,563.91	50,000.00	45,345.20	50,000.00	31,279.22	41,705.63	50,000.00	0.00	0.0%
4216.30	Telephone Cell Phones & Pagers	19,821.62	20,000.00	15,916.19	20,000.00	14,459.53	19,279.37	20,000.00	0.00	0.0%
4218	Water	42,323.58	45,000.00	36,590.87	45,000.00	35,736.10	47,648.13	60,000.00	15,000.00	33.3%
<i>Account Classification Total: 1 - Services</i>		\$626,350.83	\$664,361.00	\$671,126.69	\$652,030.00	\$499,852.84	\$666,470.45	\$679,407.00	\$27,377.00	4.2%
<i>2 - Material</i>										
4512	Copy Paper	7,219.20	10,000.00	8,032.00	10,000.00	6,813.25	9,084.33	10,000.00	0.00	0.0%
4520	Janitorial Supplies	19,901.95	19,000.00	16,450.09	19,000.00	14,527.06	19,369.41	19,000.00	0.00	0.0%
4540.10	Repairs & Maint - Facilities	91,536.32	50,000.00	98,664.98	50,000.00	64,305.93	85,741.24	50,000.00	0.00	0.0%
4540.20	Repairs & Maint - Facilities Planned	37,534.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
4540.30	Repairs & Maint - Facilities Weld Park	6,500.00	6,500.00	2,336.37	6,500.00	6,500.00	8,666.67	6,500.00	0.00	0.0%
4545.10	Petroleum Products - Gasoline	5,466.82	5,000.00	3,425.39	4,000.00	2,919.58	3,892.77	4,000.00	0.00	0.0%
4570	Uniforms	1,500.00	2,000.00	1,800.00	2,000.00	1,800.00	2,400.00	2,000.00	0.00	0.0%
4585	Vehicle Maintenance	669.15	2,500.00	3,408.01	2,500.00	2,412.20	3,216.27	2,500.00	0.00	0.0%
<i>Account Classification Total: 2 - Material</i>		\$170,328.21	\$95,000.00	\$134,116.84	\$94,000.00	\$99,278.02	\$132,370.69	\$94,000.00	\$0.00	0.0%
<i>3 - Equipment</i>										
4710	Computer Hardware & Software	79,315.29	90,000.00	90,000.00	90,000.00	41,921.40	55,895.20	90,000.00	0.00	0.0%
4715	Computer Maintenance	5,812.38	5,000.00	2,952.00	5,000.00	0.00	0.00	5,000.00	0.00	0.0%
4730	Equipment - New & Used	2,568.90	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.00	0.0%
<i>Account Classification Total: 3 - Equipment</i>		\$87,696.57	\$98,000.00	\$92,952.00	\$98,000.00	\$41,921.40	\$55,895.20	\$98,000.00	\$0.00	0.0%
Department Total: 02 - Building & Grounds		\$884,375.61	\$857,361.00	\$898,195.53	\$844,030.00	\$641,052.26	\$854,736.35	\$871,407.00	\$27,377.00	3.2%

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount		2018 Finance Update	\$ Difference	% Difference
						8/31/17	8/31/17 Extrapolated	8/30/17		
Department: 03 - Treasurer										
<i>1 - Services</i>										
4100	Salaries- Departmental	118,750.08	121,750.00	121,750.08	125,450.00	94,134.06	125,512.08	127,866.00	2,416.00	1.9%
4120	Part Time/ Extra Time	32,322.75	36,250.00	34,825.80	37,350.00	26,127.27	34,836.36	37,350.00	0.00	0.0%
4412	Official Publications	900.33	1,050.00	1,079.68	1,050.00	234.90	313.20	1,100.00	50.00	4.8%
4422	Travel Expenses, Dues & Seminars	2,261.71	1,750.00	2,093.07	2,100.00	659.51	879.35	2,250.00	150.00	7.1%
<i>Account Classification Total: 1 - Services</i>		\$154,234.87	\$160,800.00	\$159,748.63	\$165,950.00	\$121,155.74	\$161,540.99	\$168,566.00	\$2,616.00	1.6%
<i>2 - Material</i>										
4510	Office Supplies	22,458.99	21,000.00	20,050.76	22,250.00	13,066.79	17,422.39	22,750.00	500.00	2.2%
<i>Account Classification Total: 2 - Material</i>		\$22,458.99	\$21,000.00	\$20,050.76	\$22,250.00	\$13,066.79	\$17,422.39	\$22,750.00	\$500.00	2.2%
<i>3 - Equipment</i>										
4714	Software Maintenance	15,370.00	15,370.00	15,431.26	15,790.00	12,430.31	16,573.75	16,000.00	210.00	1.3%
4724	Office Equipment Maintenance	895.35	780.00	999.29	900.00	679.77	906.36	1,000.00	100.00	11.1%
<i>Account Classification Total: 3 - Equipment</i>		\$16,265.35	\$16,150.00	\$16,430.55	\$16,690.00	\$13,110.08	\$17,480.11	\$17,000.00	\$310.00	1.9%
Department Total: 03 - Treasurer		\$192,959.21	\$197,950.00	\$196,229.94	\$204,890.00	\$147,332.61	\$196,443.48	\$208,316.00	\$3,426.00	1.7%

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount		2018 Finance Update	\$ Difference	% Difference
						8/31/17	8/31/17 Extrapolated	8/30/17		
Department: 04 - HEW										
<i>1 - Services</i>										
4250.20	Agency Allotments Board of Health	85,000.00	85,000.00	85,000.00	85,000.00	83,000.00	110,666.67	83,000.00	(2,000.00)	-2.4%
4250.40	Agency Allotments Soil & Water Conservation	40,000.00	50,000.00	50,000.00	40,000.00	40,000.00	53,333.33	40,000.00	0.00	0.0%
<i>Account Classification Total: 1 - Services</i>		\$125,000.00	\$135,000.00	\$135,000.00	\$125,000.00	\$123,000.00	\$164,000.00	\$123,000.00	(\$2,000.00)	-1.6%
Sub-Department: 20 - Regional Supt of Schools										
<i>1 - Services</i>										
4100	Salaries- Departmental	27,711.73	26,528.00	27,905.96	29,321.00	22,407.87	29,877.16	30,200.00	879.00	3.0%
4220	Rent	16,485.58	10,500.00	4,955.55	6,600.00	4,844.45	6,459.27	7,535.00	935.00	14.2%
4314	Contractual Services	9,923.33	9,118.00	9,349.17	11,000.00	6,644.96	8,859.95	10,000.00	(1,000.00)	-9.1%
4422	Travel Expenses, Dues & Seminars	4,249.66	7,500.00	3,074.18	6,359.00	5,673.86	7,565.15	6,000.00	(359.00)	-5.6%
<i>Account Classification Total: 1 - Services</i>		\$58,370.30	\$53,646.00	\$45,284.86	\$53,280.00	\$39,571.14	\$52,761.52	\$53,735.00	\$455.00	0.9%
<i>2 - Material</i>										
4510	Office Supplies	512.38	975.00	771.78	1,850.00	2,837.79	3,783.72	500.00	(1,350.00)	-73.0%
<i>Account Classification Total: 2 - Material</i>		\$512.38	\$975.00	\$771.78	\$1,850.00	\$2,837.79	\$3,783.72	\$500.00	(\$1,350.00)	-73.0%
<i>3 - Equipment</i>										
4724	Office Equipment Maintenance	2,323.25	5,500.00	5,766.80	600.00	990.10	1,320.13	500.00	(100.00)	-16.7%
<i>Account Classification Total: 3 - Equipment</i>		\$2,323.25	\$5,500.00	\$5,766.80	\$600.00	\$990.10	\$1,320.13	\$500.00	(\$100.00)	-16.7%
Sub-Department Total: 20 - Regional Supt of Schools		\$61,205.93	\$60,121.00	\$51,823.44	\$55,730.00	\$43,399.03	\$57,865.37	\$54,735.00	(\$995.00)	-1.8%
Department Total: 04 - HEW		\$186,205.93	\$195,121.00	\$186,823.44	\$180,730.00	\$166,399.03	\$221,865.37	\$177,735.00	(\$2,995.00)	-1.7%

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount 8/31/17	2017 Actual Amount 8/31/17 Extrapolated	2018 Finance Update 8/30/17	\$ Difference	% Difference
Department: 06 - Judiciary & Jury										
<i>1 - Services</i>										
4100	Salaries- Departmental	41,082.00	42,314.00	42,313.92	43,583.00	32,687.28	43,583.04	43,583.00	0.00	0.0%
4106	Salaries- Public Defenders	168,741.36	173,803.00	173,802.24	179,017.00	134,037.18	178,716.24	179,017.00	0.00	0.0%
4112	Judges State Reimbursement	2,427.79	2,400.00	2,441.32	2,400.00	2,440.51	3,254.01	2,400.00	0.00	0.0%
4274	CASA	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
4324	Appointed Attorneys	49,577.25	39,604.00	47,700.67	39,604.00	37,854.88	50,473.17	40,792.00	1,188.00	3.0%
4335	Expert Witnesses	5,608.40	8,000.00	2,375.00	7,000.00	0.00	0.00	7,000.00	0.00	0.0%
4345	Interpreter	14,504.90	16,000.00	15,110.55	16,000.00	10,473.14	13,964.19	16,000.00	0.00	0.0%
4422	Travel Expenses, Dues & Seminars	2,762.60	4,000.00	2,565.00	4,000.00	3,376.46	4,501.95	4,000.00	0.00	0.0%
4442	Counseling/ Psychiatric Services	17,207.43	8,000.00	10,570.00	8,000.00	9,455.83	12,607.77	8,000.00	0.00	0.0%
4465	Jurors - Circuit Court	15,291.80	17,604.00	16,680.60	17,318.00	9,677.70	12,903.60	17,318.00	0.00	0.0%
<i>Account Classification Total: 1 - Services</i>		\$322,203.53	\$311,725.00	\$313,559.30	\$316,922.00	\$240,002.98	\$320,003.97	\$318,110.00	\$1,188.00	0.4%
<i>2 - Material</i>										
4510	Office Supplies	1,255.46	3,000.00	1,860.46	3,000.00	1,317.11	1,756.15	3,000.00	0.00	0.0%
4535	Law Library Materials	0.00	0.00	0.00	5,000.00	5,000.00	6,666.67	10,000.00	5,000.00	100.0%
<i>Account Classification Total: 2 - Material</i>		\$1,255.46	\$3,000.00	\$1,860.46	\$8,000.00	\$6,317.11	\$8,422.81	\$13,000.00	\$5,000.00	62.5%
<i>3 - Equipment</i>										
4720	Office Equipment	4,679.52	3,500.00	4,123.39	3,500.00	2,258.45	3,011.27	3,500.00	0.00	0.0%
4724	Office Equipment Maintenance	1,782.00	3,500.00	2,058.03	3,500.00	1,887.00	2,516.00	3,500.00	0.00	0.0%
<i>Account Classification Total: 3 - Equipment</i>		\$6,461.52	\$7,000.00	\$6,181.42	\$7,000.00	\$4,145.45	\$5,527.27	\$7,000.00	\$0.00	0.0%
Department Total: 06 - Judiciary & Jury		\$329,920.51	\$321,725.00	\$321,601.18	\$331,922.00	\$250,465.54	\$333,954.05	\$338,110.00	\$6,188.00	1.9%

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount		2018 Finance Update	\$ Difference	% Difference
						8/31/17	8/31/17 Extrapolated	8/30/17		
Department: 07 - Circuit Clerk										
<i>1 - Services</i>										
4100	Salaries- Departmental	542,912.64	561,500.00	563,502.48	586,000.00	426,172.90	568,230.53	581,000.00	(5,000.00)	-0.9%
4412	Official Publications	531.45	1,000.00	1,251.35	1,000.00	1,280.19	1,706.92	1,000.00	0.00	0.0%
4422	Travel Expenses, Dues & Seminars	1,018.25	1,500.00	919.63	1,500.00	579.80	773.07	1,500.00	0.00	0.0%
<i>Account Classification Total: 1 - Services</i>		\$544,462.34	\$564,000.00	\$565,673.46	\$588,500.00	\$428,032.89	\$570,710.52	\$583,500.00	(\$5,000.00)	-0.8%
<i>2 - Material</i>										
4509	Jury Supplies	1,839.99	4,371.00	4,213.98	5,000.00	2,316.21	3,088.28	5,000.00	0.00	0.0%
4510	Office Supplies	4,001.39	4,000.00	3,495.44	4,000.00	1,910.62	2,547.49	4,000.00	0.00	0.0%
4516	Postage	9,915.44	4,000.00	4,004.65	7,000.00	9,954.73	13,272.97	10,000.00	3,000.00	42.9%
<i>Account Classification Total: 2 - Material</i>		\$15,756.82	\$12,371.00	\$11,714.07	\$16,000.00	\$14,181.56	\$18,908.75	\$19,000.00	\$3,000.00	18.8%
<i>3 - Equipment</i>										
4724	Office Equipment Maintenance	0.00	0.00	0.00	800.00	0.00	0.00	0.00	(800.00)	-100.0%
<i>Account Classification Total: 3 - Equipment</i>		\$0.00	\$0.00	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	(\$800.00)	-100.0%
Department Total: 07 - Circuit Clerk		\$560,219.16	\$576,371.00	\$577,387.53	\$605,300.00	\$442,214.45	\$589,619.27	\$602,500.00	(\$2,800.00)	-0.5%

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount 8/31/17	2017 Actual Amount 8/31/17 Extrapolated	2018 Finance Update 8/30/17	\$ Difference	% Difference
Department: 08 - Probation										
<i>1 - Services</i>										
4100	Salaries- Departmental	631,352.72	650,000.00	637,717.69	675,500.00	493,141.69	657,522.25	692,300.00	16,800.00	2.5%
4120	Part Time/ Extra Time	0.00	25,000.00	14,980.90	25,500.00	15,638.85	20,851.80	24,800.00	(700.00)	-2.7%
4438	Juvenile Detention Fees	30,165.00	28,000.00	31,635.00	29,400.00	33,680.00	44,906.67	30,000.00	600.00	2.0%
<i>Account Classification Total: 1 - Services</i>		\$661,517.72	\$703,000.00	\$684,333.59	\$730,400.00	\$542,460.54	\$723,280.72	\$747,100.00	\$16,700.00	2.3%
Department Total: 08 - Probation		\$661,517.72	\$703,000.00	\$684,333.59	\$730,400.00	\$542,460.54	\$723,280.72	\$747,100.00	\$16,700.00	2.3%
Department: 09 - Focus House										
<i>1 - Services</i>										
4100	Salaries- Departmental	879,583.83	935,000.00	825,603.55	830,000.00	634,346.00	845,794.67	844,500.00	14,500.00	1.7%
4120	Part Time/ Extra Time	245,871.29	258,000.00	242,396.61	310,000.00	201,416.27	268,555.03	310,000.00	0.00	0.0%
4130	Overtime	14,156.81	17,000.00	13,651.79	15,000.00	11,317.31	15,089.75	15,000.00	0.00	0.0%
4140	Holiday Pay	15,434.35	16,500.00	15,331.24	16,500.00	12,002.35	16,003.13	16,500.00	0.00	0.0%
4143	Tuition Reimbursement	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.0%
4180	Medical Exams/ Drug Testing	0.00	0.00	0.00	4,000.00	2,244.07	2,992.09	2,500.00	(1,500.00)	-37.5%
4212	Electricity	0.00	44,000.00	38,533.74	38,000.00	24,572.12	32,762.83	38,000.00	0.00	0.0%
4214	Gas (Heating)	0.00	9,000.00	4,510.20	5,000.00	2,852.69	3,803.59	5,000.00	0.00	0.0%
4216	Telephone	12,627.87	12,500.00	10,141.99	3,000.00	4,317.95	5,757.27	5,000.00	2,000.00	66.7%
4219	Cable TV	0.00	3,000.00	2,402.95	2,500.00	1,979.34	2,639.12	2,500.00	0.00	0.0%
4220	Rent	0.00	8,500.00	8,280.00	8,500.00	7,251.00	9,668.00	0.00	(8,500.00)	-100.0%
4274	CASA	0.00	12,500.00	12,500.00	12,500.00	12,500.00	16,666.67	12,500.00	0.00	0.0%
4275	DJJ Expense	0.00	0.00	0.00	2,000.00	25.00	33.33	2,000.00	0.00	0.0%
4326	Medical Contracts	0.00	6,000.00	5,500.00	6,000.00	4,000.00	5,333.33	6,000.00	0.00	0.0%
4420	Training Expenses	0.00	9,000.00	3,957.37	5,000.00	5,780.56	7,707.41	5,000.00	0.00	0.0%
4426	Mileage						0.00	500.00	500.00	#DIV/0!
4435	Transportation of Detainees	7,294.53	12,000.00	9,176.00	10,000.00	6,638.28	8,851.04	10,000.00	0.00	0.0%
4439	Electronic Monitoring/ GPS	0.00	0.00	0.00	5,000.00	2,843.00	3,790.67	500.00	(4,500.00)	-90.0%
4440	Personal Care & Hygiene	49.66	1,500.00	(43.01)	500.00	0.00	0.00	500.00	0.00	0.0%
4441	Sex Offender/ Polygraph Service	0.00	28,000.00	25,995.00	28,500.00	22,662.31	30,216.41	28,500.00	0.00	0.0%
4442	Counseling/ Psychiatric Services	0.00	10,000.00	0.00	5,000.00	300.00	400.00	5,000.00	0.00	0.0%
4444	Medical Expense	1,602.48	5,000.00	3,340.94	7,500.00	2,966.33	3,955.11	5,000.00	(2,500.00)	-33.3%
<i>Account Classification Total: 1 - Services</i>		\$1,176,620.82	\$1,387,500.00	\$1,221,278.37	\$1,315,500.00	\$960,014.58	\$1,280,019.44	\$1,315,500.00	\$0.00	0.0%

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount 8/31/17	2017 Actual Amount 8/31/17 Extrapolated	2018 Finance Update 8/30/17	\$ Difference	% Difference
<i>2 - Material</i>										
4507	Residential Home Supplies	0.00	0.00	0.00	1,500.00	856.27	1,141.69	1,500.00	0.00	0.0%
4508	Kitchen Supplies	0.00	2,000.00	628.42	1,000.00	2,640.38	3,520.51	1,500.00	500.00	50.0%
4510	Office Supplies	2,942.01	7,000.00	3,874.55	4,000.00	3,061.90	4,082.53	4,000.00	0.00	0.0%
4520	Janitorial Supplies	0.00	6,500.00	4,503.30	4,500.00	2,846.07	3,794.76	4,500.00	0.00	0.0%
4540	Repairs & Maint - Facilities	0.00	22,000.00	25,688.44	12,500.00	18,150.56	24,200.75	0.00	(12,500.00)	-100.0%
4550	Food for County Prisoners	0.00	70,000.00	48,258.64	60,000.00	39,058.54	52,078.05	60,000.00	0.00	0.0%
4570	Uniforms	0.00	0.00	0.00	1,000.00	383.00	510.67	1,000.00	0.00	0.0%
<i>Account Classification Total: 2 - Material</i>		\$2,942.01	\$107,500.00	\$82,953.35	\$84,500.00	\$66,996.72	\$89,328.96	\$72,500.00	(\$12,000.00)	-14.2%
<i>3 - Equipment</i>										
4710	Computer Hardware & Software	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	#DIV/0!
4724	Office Equipment Maintenance	0.00	0.00	0.00	11,000.00	2,272.39	3,029.85	0.00	(11,000.00)	-100.0%
4743	Safety Equipment	0.00	0.00	0.00	1,000.00	1,133.82	1,511.76	3,000.00	2,000.00	200.0%
<i>Account Classification Total: 3 - Equipment</i>		\$0.00	\$0.00	\$0.00	\$12,000.00	\$3,406.21	\$4,541.61	\$8,000.00	(\$4,000.00)	-33.3%
Department Total: 09 - Focus House		\$1,179,562.83	\$1,495,000.00	\$1,304,231.72	\$1,412,000.00	\$1,030,417.51	\$1,373,890.01	\$1,396,000.00	(\$16,000.00)	-1.1%

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount 8/31/17	2017 Actual Amount 8/31/17 Extrapolated	2018 Finance Update 8/30/17	\$ Difference	% Difference
Department: 10 - Assessment										
<i>1 - Services</i>										
4100	Salaries- Departmental	204,703.44	210,845.00	213,009.12	217,170.00	162,563.22	216,750.96	217,170.00	0.00	0.0%
4412	Official Publications	25,122.30	4,000.00	3,013.00	4,000.00	0.00	0.00	4,000.00	0.00	0.0%
4420	Training Expenses	400.00	400.00	467.20	400.00	0.00	0.00	500.00	100.00	25.0%
4422	Travel Expenses, Dues & Seminars	741.24	750.00	1,037.04	750.00	59.92	79.89	750.00	0.00	0.0%
<i>Account Classification Total: 1 - Services</i>		\$230,966.98	\$215,995.00	\$217,526.36	\$222,320.00	\$162,623.14	\$216,830.85	\$222,420.00	\$100.00	0.0%
<i>2 - Material</i>										
4510	Office Supplies	6,308.19	4,500.00	4,582.34	4,500.00	1,254.98	1,673.31	6,000.00	1,500.00	33.3%
4530	Mapping	3,432.55	3,000.00	1,102.57	3,000.00	3,400.00	4,533.33	3,000.00	0.00	0.0%
<i>Account Classification Total: 2 - Material</i>		\$9,740.74	\$7,500.00	\$5,684.91	\$7,500.00	\$4,654.98	\$6,206.64	\$9,000.00	\$1,500.00	20.0%
<i>3 - Equipment</i>										
4714	Software Maintenance	12,250.00	12,250.00	12,311.25	12,863.00	9,310.30	12,413.73	12,863.00	0.00	0.0%
4720	Office Equipment	2,348.59	2,600.00	2,759.13	1,967.00	920.54	1,227.39	1,900.00	(67.00)	-3.4%
4724	Office Equipment Maintenance	0.00	250.00	0.00	250.00	0.00	0.00	250.00	0.00	0.0%
<i>Account Classification Total: 3 - Equipment</i>		\$14,598.59	\$15,100.00	\$15,070.38	\$15,080.00	\$10,230.84	\$13,641.12	\$15,013.00	(\$67.00)	-0.4%
Sub-Department: 40 - Board of Review										
<i>1 - Services</i>										
4100	Salaries- Departmental	10,620.00	10,815.00	10,620.00	10,815.00	10,620.00	14,160.00	10,815.00	0.00	0.0%
4412	Official Publications	0.00	300.00	0.00	300.00	78.50	104.67	300.00	0.00	0.0%
<i>Account Classification Total: 1 - Services</i>		\$10,620.00	\$11,115.00	\$10,620.00	\$11,115.00	\$10,698.50	\$14,264.67	\$11,115.00	\$0.00	0.0%
<i>2 - Material</i>										
4510	Office Supplies	2,937.07	3,000.00	2,641.43	3,000.00	2,350.24	3,133.65	3,000.00	0.00	0.0%
<i>Account Classification Total: 2 - Material</i>		\$2,937.07	\$3,000.00	\$2,641.43	\$3,000.00	\$2,350.24	\$3,133.65	\$3,000.00	\$0.00	0.0%
Sub-Department Total: 40 - Board of Review		\$13,557.07	\$14,115.00	\$13,261.43	\$14,115.00	\$13,048.74	\$17,398.32	\$14,115.00	\$0.00	0.0%
Department Total: 10 - Assessment		\$268,863.38	\$252,710.00	\$251,543.08	\$259,015.00	\$190,557.70	\$254,076.93	\$260,548.00	\$1,533.00	0.6%

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount		2018 Finance Update	\$ Difference	% Difference
						8/31/17	8/31/17 Extrapolated	8/30/17		
Department: 11 - Zoning										
<i>1 - Services</i>										
4100	Salaries- Departmental	141,479.07	145,370.00	144,784.72	149,732.00	111,784.86	149,046.48	149,732.00	0.00	0.0%
4145	Board of Appeals	1,911.75	4,200.00	2,160.00	3,625.00	2,042.33	2,723.11	3,625.00	0.00	0.0%
4146	Regional Planning Commission	2,340.00	0.00	1,935.00	3,780.00	1,350.00	1,800.00	3,780.00	0.00	0.0%
4412	Official Publications	308.60	1,000.00	0.00	1,000.00	455.95	607.93	1,000.00	0.00	0.0%
4422	Travel Expenses, Dues & Seminars	4,308.58	6,000.00	3,253.66	5,250.00	2,558.57	3,411.43	5,250.00	0.00	0.0%
<i>Account Classification Total: 1 - Services</i>		\$150,348.00	\$156,570.00	\$152,133.38	\$163,387.00	\$118,191.71	\$157,588.95	\$163,387.00	\$0.00	0.0%
<i>2 - Material</i>										
4510	Office Supplies	2,723.08	4,500.00	3,087.72	3,500.00	1,524.84	2,033.12	3,500.00	0.00	0.0%
4585	Vehicle Maintenance	1,366.07	1,500.00	706.57	1,000.00	469.94	626.59	1,100.00	100.00	10.0%
<i>Account Classification Total: 2 - Material</i>		\$4,089.15	\$6,000.00	\$3,794.29	\$4,500.00	\$1,994.78	\$2,659.71	\$4,600.00	\$100.00	2.2%
<i>3 - Equipment</i>										
4720	Office Equipment	0.00	1,000.00	0.00	1,000.00	292.85	390.47	1,000.00	0.00	0.0%
4724	Office Equipment Maintenance	1,565.40	2,000.00	1,498.43	1,700.00	1,488.28	1,984.37	1,600.00	(100.00)	-5.9%
4755	Vehicle Purchase	4,619.00	4,150.00	4,150.00	4,150.00	4,150.00	5,533.33	4,150.00	0.00	0.0%
<i>Account Classification Total: 3 - Equipment</i>		\$6,184.40	\$7,150.00	\$5,648.43	\$6,850.00	\$5,931.13	\$7,908.17	\$6,750.00	(\$100.00)	-1.5%
Department Total: 11 - Zoning		\$160,621.55	\$169,720.00	\$161,576.10	\$174,737.00	\$126,117.62	\$168,156.83	\$174,737.00	\$0.00	0.0%

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount 8/31/17	2017 Actual Amount 8/31/17 Extrapolated	2018 Finance Update 8/30/17	\$ Difference	% Difference
Department: 12 - Sheriff										
<i>1 - Services</i>										
4100	Salaries- Departmental	2,020,735.92	2,102,900.00	2,098,434.87	2,172,807.00	1,598,849.75	2,131,799.67	2,117,069.00	(55,738.00)	-2.6%
4108	Salaries- Court Security	336,489.66	239,185.00	330,210.66	289,435.00	242,466.91	323,289.21	257,848.00	(31,587.00)	-10.9%
4111	Salaries- Merit Commission	0.00	2,500.00	3,074.74	2,500.00	1,315.21	1,753.61	7,500.00	5,000.00	200.0%
4130	Overtime	75,383.43	105,000.00	94,062.74	75,000.00	71,549.30	95,399.07	95,000.00	20,000.00	26.7%
4140	Holiday Pay	77,991.03	80,000.00	80,962.20	80,000.00	59,954.76	79,939.68	80,000.00	0.00	0.0%
4420	Training Expenses	6,632.57	15,000.00	11,927.66	15,000.00	14,174.66	18,899.55	30,000.00	15,000.00	100.0%
4490	Contingencies	0.00	22,500.00	9,808.54	0.00	0.00	0.00	0.00	0.00	#DIV/0!
<i>Account Classification Total: 1 - Services</i>		<i>\$2,517,232.61</i>	<i>\$2,567,085.00</i>	<i>\$2,628,481.41</i>	<i>\$2,634,742.00</i>	<i>\$1,988,310.59</i>	<i>\$2,651,080.79</i>	<i>\$2,587,417.00</i>	<i>(\$47,325.00)</i>	<i>-1.8%</i>
<i>2 - Material</i>										
4510	Office Supplies	17,701.65	20,000.00	17,896.48	15,000.00	7,470.36	9,960.48	15,000.00	0.00	0.0%
4545.10	Petroleum Products - Gasoline	101,602.51	95,000.00	76,084.53	75,000.00	57,937.46	77,249.95	85,000.00	10,000.00	13.3%
4570	Uniforms	24,904.92	18,000.00	24,491.82	18,000.00	14,337.89	19,117.19	18,000.00	0.00	0.0%
4575	Weapons & Ammunition	5,355.45	8,000.00	9,636.69	8,000.00	6,424.22	8,565.63	15,000.00	7,000.00	87.5%
4585	Vehicle Maintenance	47,939.81	35,000.00	35,175.14	35,000.00	21,563.15	28,750.87	35,000.00	0.00	0.0%
<i>Account Classification Total: 2 - Material</i>		<i>\$197,504.34</i>	<i>\$176,000.00</i>	<i>\$163,284.66</i>	<i>\$151,000.00</i>	<i>\$107,733.08</i>	<i>\$143,644.11</i>	<i>\$168,000.00</i>	<i>\$17,000.00</i>	<i>11.3%</i>
<i>3 - Equipment</i>										
4710	Computer Hardware & Software	90.00	1,000.00	1,695.60	1,000.00	99.00	132.00	27,000.00	26,000.00	2600.0%
4715	Computer Maintenance	14,220.62	24,000.00	15,616.78	24,000.00	18,938.76	25,251.68	24,000.00	0.00	0.0%
4720	Office Equipment	786.65	2,000.00	0.00	2,000.00	1,352.96	1,803.95	2,000.00	0.00	0.0%
4724	Office Equipment Maintenance	5,293.96	7,000.00	8,974.89	7,000.00	1,869.00	2,492.00	7,000.00	0.00	0.0%
4730.30	Equipment - New & Used Radio Equipment	48,645.37	50,000.00	37,855.30	50,000.00	27,648.43	36,864.57	50,000.00	0.00	0.0%
4737	Maintainence of Radios	1,523.12	2,500.00	220.80	2,500.00	90.00	120.00	2,500.00	0.00	0.0%
4755	Vehicle Purchase	71,742.00	108,999.00	108,664.50	108,999.00	108,664.50	144,886.00	108,999.00	0.00	0.0%
<i>Account Classification Total: 3 - Equipment</i>		<i>\$142,301.72</i>	<i>\$195,499.00</i>	<i>\$173,027.87</i>	<i>\$195,499.00</i>	<i>\$158,662.65</i>	<i>\$211,550.20</i>	<i>\$221,499.00</i>	<i>\$26,000.00</i>	<i>13.3%</i>
Sub-Department: 60 - OEMA										
<i>1 - Services</i>										
4100	Salaries- Departmental	52,788.50	55,000.00	54,689.11	58,350.00	43,762.50	58,350.00	60,100.00	1,750.00	3.0%
4120	Part Time/ Extra Time	4,241.25	0.00	3,127.50	0.00	0.00	0.00	0.00	0.00	#DIV/0!
4216	Telephone	10,663.06	12,250.00	14,938.07	12,250.00	13,195.41	17,593.88	16,000.00	3,750.00	30.6%
4216.30	Telephone Cell Phones & Pagers	3,480.45	1,800.00	2,755.14	1,800.00	876.56	1,168.75	1,800.00	0.00	0.0%
4422	Travel Expenses, Dues & Seminars	1,074.37	500.00	714.80	500.00	338.06	450.75	1,000.00	500.00	100.0%
<i>Account Classification Total: 1 - Services</i>		<i>\$72,247.63</i>	<i>\$69,550.00</i>	<i>\$76,224.62</i>	<i>\$72,900.00</i>	<i>\$58,172.53</i>	<i>\$77,563.37</i>	<i>\$78,900.00</i>	<i>\$6,000.00</i>	<i>8.2%</i>

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount		2018 Finance Update	\$ Difference	% Difference
						8/31/17	8/31/17 Extrapolated	8/30/17		
<i>2 - Material</i>										
4510	Office Supplies	1,574.33	800.00	544.96	800.00	822.45	1,096.60	800.00	0.00	0.0%
4545.10	Petroleum Products - Gasoline	2,586.47	3,250.00	2,170.58	2,600.00	1,927.84	2,570.45	2,600.00	0.00	0.0%
4570	Uniforms	408.84	500.00	396.26	500.00	128.85	171.80	500.00	0.00	0.0%
4585	Vehicle Maintenance	1,629.13	800.00	362.50	800.00	218.94	291.92	800.00	0.00	0.0%
<i>Account Classification Total: 2 - Material</i>		\$6,198.77	\$5,350.00	\$3,474.30	\$4,700.00	\$3,098.08	\$4,130.77	\$4,700.00	\$0.00	0.0%
<i>3 - Equipment</i>										
4710	Computer Hardware & Software	0.00	7,765.00	0.00	7,765.00	316.08	421.44	7,765.00	0.00	0.0%
4720	Office Equipment	0.00	500.00	0.00	500.00	0.00	0.00	500.00	0.00	0.0%
4724	Office Equipment Maintenance	1,117.29	1,500.00	550.44	1,500.00	412.83	550.44	1,500.00	0.00	0.0%
4737	Maintenance of Radios	1,376.16	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00	0.0%
4755	Vehicle Purchase	0.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
<i>Account Classification Total: 3 - Equipment</i>		\$2,493.45	\$17,765.00	\$550.44	\$11,765.00	\$728.91	\$971.88	\$11,765.00	\$0.00	0.0%
Sub-Department Total: 60 - OEMA		\$80,939.85	\$92,665.00	\$80,249.36	\$89,365.00	\$61,999.52	\$82,666.03	\$95,365.00	\$6,000.00	6.7%
Sub-Department: 62 - Emergency Communications										
<i>1 - Services</i>										
4100	Salaries- Departmental	497,185.73	522,017.00	550,134.15	549,161.00	444,103.04	592,137.39	574,000.00	24,839.00	4.5%
4120	Part Time/ Extra Time	9,943.10	15,000.00	901.16	10,000.00	0.00	0.00	10,000.00	0.00	0.0%
4130	Overtime	28,196.24	35,000.00	13,739.04	30,000.00	27,107.92	36,143.89	30,000.00	0.00	0.0%
4140	Holiday Pay	23,077.94	34,057.00	20,464.80	34,057.00	21,256.67	28,342.23	34,057.00	0.00	0.0%
4420	Training Expenses	0.00	1,115.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
<i>Account Classification Total: 1 - Services</i>		\$558,403.01	\$607,189.00	\$585,239.15	\$623,218.00	\$492,467.63	\$656,623.51	\$648,057.00	\$24,839.00	4.0%
<i>2 - Material</i>										
4500	Supplies	1,596.71	2,000.00	696.68	2,000.00	688.47	917.96	2,000.00	0.00	0.0%
4570	Uniforms	0.00	1,300.00	1,094.34	1,300.00	0.00	0.00	1,300.00	0.00	0.0%
<i>Account Classification Total: 2 - Material</i>		\$1,596.71	\$3,300.00	\$1,791.02	\$3,300.00	\$688.47	\$917.96	\$3,300.00	\$0.00	0.0%
<i>3 - Equipment</i>										
4710	Computer Hardware & Software	30,645.41	35,000.00	36,102.56	42,000.00	22,116.46	29,488.61	42,000.00	0.00	0.0%
4715	Computer Maintenance	9,044.41	15,000.00	15,000.00	15,000.00	9,630.39	12,840.52	15,000.00	0.00	0.0%
4737	Maintenance of Radios	47,390.64	50,000.00	47,138.64	50,000.00	23,857.23	31,809.64	50,000.00	0.00	0.0%
<i>Account Classification Total: 3 - Equipment</i>		\$87,080.46	\$100,000.00	\$98,241.20	\$107,000.00	\$55,604.08	\$74,138.77	\$107,000.00	\$0.00	0.0%
Sub-Department Total: 62 - Emergency Communications		\$647,080.18	\$710,489.00	\$685,271.37	\$733,518.00	\$548,760.18	\$731,680.24	\$758,357.00	\$24,839.00	3.4%
Department Total: 12 - Sheriff		\$3,585,058.70	\$3,741,738.00	\$3,730,314.67	\$3,804,124.00	\$2,865,466.02	\$3,820,621.36	\$3,830,638.00	\$26,514.00	0.7%

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount 8/31/17	2017 Actual Amount 8/31/17 Extrapolated	2018 Finance Update 8/30/17	\$ Difference	% Difference
Department: 13 - Coroner										
<i>1 - Services</i>										
4100	Salaries- Departmental	154,228.56	158,555.00	158,555.28	164,967.00	123,724.98	164,966.64	166,917.00	1,950.00	1.2%
4355	Autopsy Fees	23,431.64	28,084.00	36,484.98	27,284.00	21,001.16	28,001.55	27,284.00	0.00	0.0%
4458	Coroner Lab Fees	4,576.00	6,180.00	10,001.50	6,180.00	4,810.00	6,413.33	6,180.00	0.00	0.0%
<i>Account Classification Total: 1 - Services</i>		\$182,236.20	\$192,819.00	\$205,041.76	\$198,431.00	\$149,536.14	\$199,381.52	\$200,381.00	\$1,950.00	1.0%
<i>2 - Material</i>										
4545.10	Petroleum Products - Gasoline	860.82	1,800.00	830.12	1,800.00	450.97	601.29	1,800.00	0.00	0.0%
<i>Account Classification Total: 2 - Material</i>		\$860.82	\$1,800.00	\$830.12	\$1,800.00	\$450.97	\$601.29	\$1,800.00	\$0.00	0.0%
<i>3 - Equipment</i>										
4755	Vehicle Purchase	0.00	3,936.00	3,936.00	3,936.00	0.00	0.00	3,936.00	0.00	0.0%
<i>Account Classification Total: 3 - Equipment</i>		\$0.00	\$3,936.00	\$3,936.00	\$3,936.00	\$0.00	\$0.00	\$3,936.00	\$0.00	0.0%
Department Total: 13 - Coroner		\$183,097.02	\$198,555.00	\$209,807.88	\$204,167.00	\$149,987.11	\$199,982.81	\$206,117.00	\$1,950.00	1.0%

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount		2018 Finance Update	\$ Difference	% Difference
						8/31/17	8/31/17 Extrapolated	8/30/17		
Department: 14 - State's Attorney										
<i>1 - Services</i>										
4100	Salaries- Departmental	549,316.95	578,500.00	543,163.20	575,840.00	421,294.33	561,725.77	575,840.00	0.00	0.0%
4107	Salaries-Victim Witness Advocate	35,243.34	39,000.00	38,286.97	40,160.00	29,437.56	39,250.08	40,160.00	0.00	0.0%
4120	Part Time/ Extra Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
4335	Expert Witnesses	0.00	1,000.00	272.75	1,000.00	0.00	0.00	1,500.00	500.00	50.0%
4340	IL Appellate Prosecutor	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	24,000.00	18,000.00	0.00	0.0%
4415.10	Printing Appeals & Transcripts	1,783.95	1,500.00	436.40	1,500.00	1,394.50	1,859.33	2,000.00	500.00	33.3%
4422	Travel Expenses, Dues & Seminars	8,287.41	5,500.00	5,791.60	6,000.00	3,514.08	4,685.44	6,500.00	500.00	8.3%
<i>Account Classification Total: 1 - Services</i>		\$612,631.65	\$643,500.00	\$605,950.92	\$642,500.00	\$473,640.47	\$631,520.63	\$644,000.00	\$1,500.00	0.2%
<i>2 - Material</i>										
4510	Office Supplies	12,878.48	12,500.00	12,779.63	13,800.00	9,151.68	12,202.24	14,000.00	200.00	1.4%
4538	Legal Materials & Books	13,515.82	14,500.00	14,208.95	16,000.00	10,118.19	13,490.92	15,000.00	(1,000.00)	-6.3%
<i>Account Classification Total: 2 - Material</i>		\$26,394.30	\$27,000.00	\$26,988.58	\$29,800.00	\$19,269.87	\$25,693.16	\$29,000.00	(\$800.00)	-2.7%
<i>3 - Equipment</i>										
4724	Office Equipment Maintenance	0.00	500.00	50.99	500.00	0.00	0.00	500.00	0.00	0.0%
<i>Account Classification Total: 3 - Equipment</i>		\$0.00	\$500.00	\$50.99	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	0.0%
Department Total: 14 - State's Attorney		\$639,025.95	\$671,000.00	\$632,990.49	\$672,800.00	\$492,910.34	\$657,213.79	\$673,500.00	\$700.00	0.1%
Department: 15 - Insurance										
<i>1 - Services</i>										
4155	Health Insurance	1,727,568.94	1,775,000.00	1,705,669.76	1,828,250.00	1,253,712.50	1,671,616.67	1,828,250.00	0.00	0.0%
<i>Account Classification Total: 1 - Services</i>		\$1,727,568.94	\$1,775,000.00	\$1,705,669.76	\$1,828,250.00	\$1,253,712.50	\$1,671,616.67	\$1,828,250.00	\$0.00	0.0%
Department Total: 15 - Insurance		\$1,727,568.94	\$1,775,000.00	\$1,705,669.76	\$1,828,250.00	\$1,253,712.50	\$1,671,616.67	\$1,828,250.00	\$0.00	0.0%

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount 8/31/17	2017 Actual Amount 8/31/17 Extrapolated	2018 Finance Update 8/30/17	\$ Difference	% Difference
Department: 16 - Finance										
<i>1 - Services</i>										
4100	Salaries- Departmental	95,123.92	85,000.00	94,316.21	85,000.00	71,750.00	95,666.67	85,000.00	0.00	0.0%
4148	Administrative Hearing Officer	350.00	1,000.00	2,690.00	1,000.00	1,150.00	1,533.33	1,000.00	0.00	0.0%
4158	Personnel Committee	0.00	0.00	0.00	15,000.00	2,078.12	2,770.83	5,000.00	(10,000.00)	-66.7%
4250.30	Agency Allotments Economic Development Dist. Dues	12,313.17	14,317.00	12,313.17	14,317.00	6,406.58	8,542.11	14,317.00	0.00	0.0%
	Economic Development Contract						0.00	17,600.00		
4250.60	Agency Allotments NW IL Criminal Justice	3,580.54	3,000.00	3,687.96	3,000.00	3,798.60	5,064.80	3,000.00	0.00	0.0%
4251	Entreprise Zone Administration	0.00	0.00	0.00	8,500.00	8,416.00	11,221.33	8,500.00	0.00	0.0%
4312	Auditing	55,084.00	50,000.00	53,170.00	50,000.00	52,430.00	69,906.67	50,000.00	0.00	0.0%
4412	Official Publications	48.00	100.00	2,799.53	100.00	48.00	64.00	100.00	0.00	0.0%
4422	Travel Expenses, Dues & Seminars	28,812.23	25,000.00	26,840.73	25,000.00	22,715.73	30,287.64	25,000.00	0.00	0.0%
4490	Contingencies	131,260.62	140,000.00	64,764.87	135,676.00	40,230.22	53,640.29	125,000.00	(10,676.00)	-7.9%
<i>Account Classification Total: 1 - Services</i>		\$326,572.48	\$318,417.00	\$260,582.47	\$337,593.00	\$209,023.25	\$278,697.67	\$334,517.00	(\$20,676.00)	-6.1%
<i>2 - Material</i>										
4510	Office Supplies	2,854.48	2,500.00	3,139.71	2,500.00	1,802.13	2,402.84	2,500.00	0.00	0.0%
<i>Account Classification Total: 2 - Material</i>		\$2,854.48	\$2,500.00	\$3,139.71	\$2,500.00	\$1,802.13	\$2,402.84	\$2,500.00	\$0.00	0.0%
<i>3 - Equipment</i>										
4740	Postage Meter & Rental	3,199.16	3,000.00	3,129.57	4,800.00	2,859.63	3,812.84	4,800.00	0.00	0.0%
4770.20	Capital Improvements - Ogle County Fair Assn	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	4,000.00	3,000.00	0.00	0.0%
<i>Account Classification Total: 3 - Equipment</i>		\$6,199.16	\$6,000.00	\$6,129.57	\$7,800.00	\$5,859.63	\$7,812.84	\$7,800.00	\$0.00	0.0%
Sub-Department: 35 - Information Technology										
<i>1 - Services</i>										
4100	Salaries- Departmental	58,675.13	60,000.00	62,100.40	64,000.00	48,333.38	64,444.51	64,000.00	0.00	0.0%
4130	Overtime	18.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
4140	Holiday Pay	199.22	0.00	351.81	0.00	119.03	158.71	0.00	0.00	#DIV/0!
4142	IT/ Network Administration	23,524.87	36,000.00	24,741.24	26,620.00	20,081.54	26,775.39	28,940.00	2,320.00	8.7%
4155	Health Insurance	0.00	0.00	0.00	0.00	13,742.80	18,323.73	0.00	0.00	#DIV/0!
4211	Internet Service	0.00	0.00	11,571.55	17,640.00	6,643.70	8,858.27	9,360.00	(8,280.00)	-46.9%
<i>Account Classification Total: 1 - Services</i>		\$82,417.52	\$96,000.00	\$98,765.00	\$108,260.00	\$88,920.45	\$118,560.60	\$102,300.00	(\$5,960.00)	-5.5%
<i>3 - Equipment</i>										
4710	Computer Hardware & Software	60,663.20	88,000.00	65,281.07	85,350.00	56,831.83	75,775.77	91,649.00	6,299.00	7.4%
<i>Account Classification Total: 3 - Equipment</i>		\$60,663.20	\$88,000.00	\$65,281.07	\$85,350.00	\$56,831.83	\$75,775.77	\$91,649.00	\$6,299.00	7.4%
Sub-Department Total: 35 - Information Technology		\$143,080.72	\$184,000.00	\$164,046.07	\$193,610.00	\$145,752.28	\$194,336.37	\$193,949.00	\$339.00	0.2%
Department Total: 16 - Finance		\$478,706.84	\$510,917.00	\$433,897.82	\$541,503.00	\$362,437.29	\$483,249.72	\$538,766.00	(\$20,337.00)	-3.8%

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Actual Amount	2017 Adopted Budget	2017 Actual Amount 8/31/17	2017 Actual Amount 8/31/17 Extrapolated	2018 Finance Update 8/30/17	\$ Difference	% Difference
Department: 22 - Corrections										
<i>1 - Services</i>										
4100	Salaries- Departmental	1,246,161.41	1,355,336.00	1,347,363.80	1,357,616.00	1,029,705.79	1,372,941.05	1,370,109.00	12,493.00	0.9%
4120	Part Time/ Extra Time	62,933.79	60,000.00	93,699.45	75,000.00	34,730.16	46,306.88	75,000.00	0.00	0.0%
4130	Overtime	88,754.93	95,000.00	115,400.07	95,000.00	96,758.92	129,011.89	95,000.00	0.00	0.0%
4140	Holiday Pay	36,701.85	45,000.00	33,565.07	45,000.00	35,738.86	47,651.81	45,000.00	0.00	0.0%
4420	Training Expenses	2,750.00	10,000.00	7,415.01	10,000.00	5,088.73	6,784.97	16,000.00	6,000.00	60.0%
4424	Out-of-State Travel	2,550.50	5,500.00	1,523.20	5,500.00	9,925.80	13,234.40	5,500.00	0.00	0.0%
4444	Medical Expense	113,861.19	112,300.00	158,554.02	112,300.00	106,737.83	142,317.11	140,000.00	27,700.00	24.7%
4446	Prisoner Mental Health	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	20,000.00	15,000.00	0.00	0.0%
<i>Account Classification Total: 1 - Services</i>		<i>\$1,568,713.67</i>	<i>\$1,698,136.00</i>	<i>\$1,772,520.62</i>	<i>\$1,715,416.00</i>	<i>\$1,333,686.09</i>	<i>\$1,778,248.12</i>	<i>\$1,761,609.00</i>	<i>\$46,193.00</i>	<i>2.7%</i>
<i>2 - Material</i>										
4510	Office Supplies	27,253.45	32,500.00	39,313.79	32,500.00	25,976.07	34,634.76	32,500.00	0.00	0.0%
4545.10	Petroleum Products - Gasoline	2,972.58	4,000.00	1,812.08	3,200.00	1,949.99	2,599.99	3,200.00	0.00	0.0%
4550	Food for County Prisoners	206,206.42	200,000.00	203,581.24	200,000.00	131,040.50	174,720.67	200,000.00	0.00	0.0%
4570	Uniforms	8,696.80	7,000.00	11,437.36	7,000.00	7,473.51	9,964.68	7,000.00	0.00	0.0%
4575	Weapons & Ammunition	120.00	1,200.00	1,139.00	1,200.00	0.00	0.00	3,000.00	1,800.00	150.0%
4585	Vehicle Maintenance	380.94	2,000.00	2,105.87	2,000.00	1,178.32	1,571.09	2,000.00	0.00	0.0%
<i>Account Classification Total: 2 - Material</i>		<i>\$245,630.19</i>	<i>\$246,700.00</i>	<i>\$259,389.34</i>	<i>\$245,900.00</i>	<i>\$167,618.39</i>	<i>\$223,491.19</i>	<i>\$247,700.00</i>	<i>\$1,800.00</i>	<i>0.7%</i>
<i>3 - Equipment</i>										
4710	Computer Hardware & Software	0.00	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.0%
4715	Computer Maintenance	10,800.40	19,000.00	9,450.80	19,000.00	11,337.33	15,116.44	19,000.00	0.00	0.0%
4724	Office Equipment Maintenance	4,275.00	5,000.00	4,687.73	5,000.00	1,827.11	2,436.15	5,000.00	0.00	0.0%
4737	Maintainence of Radios	0.00	500.00	440.80	500.00	458.96	611.95	500.00	0.00	0.0%
<i>Account Classification Total: 3 - Equipment</i>		<i>\$15,075.40</i>	<i>\$25,500.00</i>	<i>\$14,579.33</i>	<i>\$25,500.00</i>	<i>\$13,623.40</i>	<i>\$18,164.53</i>	<i>\$25,500.00</i>	<i>\$0.00</i>	<i>0.0%</i>
Department Total: 22 - Corrections		\$1,829,419.26	\$1,970,336.00	\$2,046,489.29	\$1,986,816.00	\$1,514,927.88	\$2,019,903.84	\$2,034,809.00	\$47,993.00	2.4%
EXPENSES Total		\$13,318,161.47	\$14,168,540.00	\$13,844,460.92	\$14,258,050.00	\$10,502,048.27	\$14,002,731.03	\$14,377,769.00	\$102,119.00	0.7%
Fund EXPENSE Total: 100 - General Fund		\$13,318,161.47	\$14,168,540.00	\$13,844,460.92	\$14,258,050.00	\$10,502,048.27	\$14,002,731.03	\$14,377,769.00	\$102,119.00	0.7%

**Finance Committee
Tentative Minutes
September 12, 2017**

1. Call Meeting to Order: Chairman Sparrow called the meeting to order at 5:00 p.m. Present: Gouker, Gronewold, Nordman, Typer and Whalen. Others: Chief Deputy Treasurer Linda Beck, County Clerk & Recorder Laura Cook, Colbert, Griffin (arrived at 5:07), Kenney, Janes, Finfrook (arrived at 5:20) and Larry Callant. Absent: Smith.
2. Approval of Minutes: August 8, 2017: Motion by Gronewold to approve the minutes as presented, 2nd by Nordman. Motion carried.
3. Public Comment: None
4. Monthly Bills
 - County Clerk: Motion by Nordman to approve the bills totaling \$702.74, 2nd by Typer. Motion carried.
 - Treasurer: Motion by Nordman to approve the bills totaling \$260.64, 2nd by Gronewold. Motion carried.
 - Finance: Motion by Whalen to approve the bills totaling \$11,252.63, 2nd by Gouker. Motion carried.
 - Department Claims: Motion by Typer to approve the Building & Grounds bills totaling \$64,369.08 pending Sheriff approval of the Frontier invoices, 2nd by Whalen. Typer stated Sheriff VanVickle was not able to attend the Facilities Committee meeting due to Department of Corrections visit. Motion carried.
5. Insurance
 - Health Insurance Aggregate Report: Beck distributed the report; .76 loss ratio. Sparrow stated the Health Insurance Committee is meeting tomorrow and Mr. Scarpinato will give a presentation to the County Board next week.
 - Property Casualty – CIRMA Update: None
 - Insurance Program Review: None
6. County Clerk, Treasurer, Finance Discussion: County Clerk Cook stated she just returned from her annual fall conference; main topic was a Predictable Fee Schedule for the Recorder's office. She will do some research with her software vendor and come back with an analysis possibly next month. She will work with Kris Gilbert as well to coordinate the GIS increase as well.
7. Budget Review: Sparrow stated departmental revenue is still lagging, however jail boarding is picking up. Next month's report will show the second installment of property taxes.
8. Old Business – 2018 Budgets: Meeting tomorrow at 2:00 p.m. Sparrow and Gouker did speak with Circuit Clerk Stahl about opening the union contract up for renegotiations; Stahl informed them that the contract is for 2017-2019. Sparrow instructed her not to worry about 2017 and work on 2018 and 2019 rates.
9. New Business
 - Hiring Freeze: Sparrow distributed the policy and asked the Committee to look it over; it will be discussed tomorrow. Sparrow stated Sikich is able to do a staffing study and they need numbers before they can give an estimate for project. Gronewold asked if the Sheriff's department would be included in the study because Sheriff spoke in a previous meeting about conducting his own survey as part of the jail project. Sparrow stated it should be included and see no reason to do 2 studies.

10. Other Business: None

11. Adjournment: Motion by Whalen to adjourn, 2nd by Nordman. Motion carried. Time: 5:25 p.m.

Respectfully submitted,
Tiffany O'Brien

RESOLUTION # _____

OGLE COUNTY HIRING FREEZE POLICY

WHEREAS, the current financial status of Ogle County (hereinafter “the County”) coupled with the uncertainty of funding from the State of Illinois indicates that the County may be unable to sustain current levels of staffing within the available resources of the County;

WHEREAS, the Ogle County Board (hereinafter “Board) desires to make reductions in staffing without the necessity of terminating the employment of existing employees;

WHEREAS, the Board desires to cooperate with the Department Heads and Elected Officials to maintain staffing levels which allow for services to provide for the safety and welfare of Ogle County residents;

WHEREAS, the Board understands that its budgetary authority is limited to the appropriation of aggregate or lump-sum dollar amounts for the budgets of elected officials (i.e. State’s Attorney, Sheriff, Treasurer, County Clerk and Recorder, Circuit Clerk and Coroner) and the Board has no power to restrict these elected officials in the use of the budgeted amounts so long as the expenditure is within the amount of the appropriation for the fiscal year, but the Board desires to cooperate with these elected officials to plan for future appropriations;

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

It shall be the policy of the Ogle County Board that the following procedure shall be followed upon the vacation of any current full or part-time employment position.

1. The position shall remain open and unfilled for three (3) months from the date of the vacating employee’s last day worked. The Department Head/Elected Official shall maintain the duties of the vacant position as best as reasonably possible with remaining staff.

2. After the three (3) month time period referenced above has elapsed or at any time

during that three (3) month period, if the Department Head/Elected Official believes the vacant position is critical to the operations of the department, the Department Head/Elected Official may submit to simultaneously to their respective oversight committee and the Personnel and Salary Committee a request to fill the vacant position. The Personnel and Salary Committee shall take into consideration the following:

- a. Whether the work performed by the vacant position is essential to Ogle County;
- b. Whether the Department Head/Elected Official has examined possible alternatives to filling the position;
- c. Whether the elimination of the vacant position is necessary considering a projection of future revenue and possible future reductions of budget allocations for the department in question;
- d. Any other information relevant to the decision.

3. The Personnel and Salary Committee shall make specific findings as to the reasons that a position should or should not be filled and shall make a recommendation to the Finance Committee.

4. The Finance Committee shall determine, by a simple majority vote whether the position shall be filled.

5. This policy shall not grant any member of the Board a role in determining the successful candidate for any vacant position.

6. This policy shall not prohibit the replacement of employees with credentials which are deemed necessary by statute, regulation or ordinance to conduct the business of the department in question or any position which is required by statute or regulation.

7. This policy shall not infringe upon the authority of any other board given hiring and/or budgetary authority over employees of Ogle County, by statute, regulation or ordinance,

including, but not limited to, the Board of Health.

8. This policy shall not apply to those departments which have their own separate streams of revenue which fully fund their operations. These departments include the Highway Department, Animal Control Department and Solid Waste Department.

9. This policy shall commence upon the approval of this resolution and shall terminate five (5) years therefrom unless otherwise modified by Resolution or Ordinance of the Ogle County Board.

Approved this _____ day of _____, 2016.

By: _____
Kim P. Gouker
Ogle County Board Chairman

Attest:

Ogle County Clerk



Group Administrators, Ltd.

915 National Parkway, Suite F • Schaumburg, Illinois 60173 • (847) 519-1880 • Fax (847) 519-1979
www.groupadministrators.com

September 05, 2017
14:35

Aggregate Loss Fund Summary for OGLE COUNTY (OGLE) Incurred 08/01/2016 to 08/31/2017 Paid 08/01/2017 to 08/31/2017

Division: *** S U M M A R Y ***
Carrier: 319 COMPANION LIFE (THRU ASG RISK)
Policy number: 24/12

Policy period: 08/01/2017
Attachment point: 07/31/2018
Claim types: \$3,463,380.00
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-17	\$280,469.26	\$213,058.55	\$0.00	\$0.00	(\$229.46)	\$213,288.01	\$280,469.26	\$213,288.01	\$67,181.25	0.76
	\$280,469.26	\$213,058.55	\$0.00	\$0.00	(\$229.46)	\$213,288.01				

August 2017

August 2017

Coverage	Employees	Factor	Total	Claim type	Paid	YTD
"MED 10 EMPLOYEE ONL Y"	86	\$801.17	\$68,900.62	"Medical"	\$185,759.68	\$185,759.68
"MED 20 EMPLOYEE & SPOUSE"	29	\$2,181.12	\$63,252.48	"Dental"	\$17,794.66	\$17,794.66
"MED 40 EMPLOYEE & FAMILY"	48	\$2,181.12	\$104,693.76	"Drugs"	\$27,300.37	\$27,300.37
"MED 30 EMP & CHILD(REN)"	20	\$2,181.12	\$43,622.40		\$230,854.71	\$230,854.71
	183		\$280,469.26			

H.E.W., Solid Waste & Veterans Committee
Tentative Minutes
September 12, 2017

1. Call Meeting to Order: Chairwoman Bowers called the meeting to order at 11:01 a.m. Present: Colbert, Finfrock, Meyers and Saunders. Others: ROE Superintendent Robert Sondgeroth, Solid Waste Director Steve Rypkema, Health Dept. Administrator Kyle Auman, Animal Control Registration Clerk Karla Christensen (arrived at 11:20), Typer and Rich Sheldon, Luke Runte and Clint Strouse with Ogle County Veterans Assistance Commission.
2. Approval of Minutes: August 8, 23, 30, 2017: Motion by Colbert to approve the minutes as presented, 2nd by Finfrock. Motion carried.
3. Public Comment: None
4. Regional Office of Education
 - Monthly Bills: Motion by Finfrock to approve the bills totaling \$4,374.65, 2nd by Meyers. Sondgeroth mentioned the bills will be lower in the next few months; November 2017 bills were paid in FY2018 budget so that error will cause them to be out of money but they will make it work. Motion carried.
 - Department Update: Sondgeroth reported that his new assistant is doing a great job and he reported on his recent Superintendents meeting that was held September 1st. Bowers asked if they only do fingerprinting for teachers; no they do a variety of clients.
5. Health Department: Auman stated they have had a positive West Nile test at a private residence in Mt. Morris; they treated the site and no further positive tests since. They did notify the general public. They plan to move to the new facility in Rochelle about mid-October. They still are having some telephone issues; mainly fax lines. The flu vaccine clinic went well; 70 vaccines were administered. They learned a lot from the mass clinic. On October 12th they will host a coalition with area school nurses regarding childhood immunizations; a lot of kids don't have the proper immunizations and are being allowed in school. They do have a cryptosporidiosis disease outbreak investigation; working with Winnebago County Health Department. More information will be released when it is available.
6. Solid Waste Department
 - Monthly Bills: Motion by Meyers to approve the bills totaling \$12,250.30, 2nd by Colbert. Motion carried.
 - Department Update: Solid Waste Director Rypkema stated his current budget looks good; he distributed his FY2018 proposed budget. Bowers asked all other departments to submit their budgets. She asked Committee to look them over and come back with any questions for next month. Rypkema stated he is still waiting on the final draft from Advanced Disposal regarding the host fee agreement amendment. Electronics recycling is up from last year and Rock River Sweep was held last week. They have approximately 35 volunteers. The new Green Guide was distributed.
 - Grant Applications: None
7. Animal Control
 - Monthly Bills: Motion by Colbert to approve the Animal Control bills in the amount of \$5,027.07, 2nd by Finfrock. Motion carried. Motion by Finfrock to approve the Pet Population bills in the amount of \$2,509.00, 2nd by Meyers. Finfrock questioned how much the owner has to pay for this program; \$15 per animal. Christensen explained the requirements of the program. Motion carried.

- Department Update: Christensen mentioned their microchipping clinic was a success; 25 dogs and 7 cats.
8. Veterans Administration: Rich Sheldon distributed the August report; Bowers stated that is exactly the reporting they are looking for. Meyers thanked them for coming.
 9. New Business: None
 10. Old Business: None
 11. Adjournment: With no further business, Chairwoman Bowers adjourned the meeting. Time: 11:49 a.m.

Respectfully submitted,
Tiffany O'Brien



Ogle County Solid Waste Management Department
 815-732-4020 www.oglecounty.org
 www.facebook.com/oglecounty.org

October 2017
 Volume 2, Issue 4

"Green Guide"

Electronics Recycling

The Ogle County Solid Waste Management Department (OCSWMD) is working with Dynamic Recycling to provide convenient electronics recycling for our residents. A monthly drop-off site at our office location is available to Ogle County residents.

Dynamic Recycling is recognized by the Illinois EPA as an authorized collector, recycler, and re-furbisher of electronic waste (E-waste) in Illinois and is R2 and ISO 14001 certified.



- ◆ Only Ogle County residential electronic items are accepted. No business electronics taken. Businesses may contact OCSWMD at 815-732-4020 for other options.
- ◆ **2017 Friday Dates:** Electronics recycling will be open on the last Friday of the month, unless there is a holiday: **September 29th, October 27th, November 17th, and December 29th.**
- ◆ **2017 Friday Hours:** 9:00 a.m. – 4:00 p.m. on designated days.
- ◆ **2017 Saturday Date: October 14th**
from 8:00 a.m.—12:00 noon
- ◆ **\$5 fee per microwave oven.** Cash or check payable to the Ogle County Solid Waste Management Dept.
- ◆ Larger volumes of dismantled, scraped, or de-manufactured listed items will not be accepted, per OCSWMD discretion.
- ◆ Remove any personal information on hard drives to protect your privacy.
- ◆ **DO NOT LEAVE ITEMS OUTSIDE OF THE BUILDING.**

Did you know*...

- ◆ Every month, we throw out enough glass bottles and jars to fill up a giant skyscraper. All of these are recyclable!
- ◆ A modern bottle would take 4,000 years or more to decompose, and even longer in the landfill.
- ◆ The energy saved from recycling one glass bottle can run a 100 watt light bulb for four hours. It also causes 20% less air pollution and 50% less water pollution than when a new bottle is made from raw materials.

*Source: www.thmetorecycle.org



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Open Burning

What is it? When is it legal, and when is it a crime?

In the Fall each year, the number of complaints at County Departments regarding open burning of waste increases dramatically. People are spending more time outside and cleaning up their property. Some people are choosing to do so by burning the waste.

Open burning of waste is generally prohibited in the State of Illinois under Section 9(c) of the Illinois Environmental Protection Act (Act). This section states, "No person shall cause or allow the open burning of refuse, conduct any salvage operation by open burning, or cause or allow the burning of any refuse in any chamber not specifically designed for the purpose and approved by the Agency (IEPA)."

"Open burning" is defined as "the combustion of any matter in the open or in an open dump." "Refuse," is defined as "waste," or discarded material.

Section 9(a) of the Act states, "No person shall cause or threaten or allow the discharge or emission of any contaminant into the environment in any State so as to cause or tend to cause air pollution in Illinois." The Act defines "air pollution" as "the presence in the atmosphere of one or more contaminants in sufficient quantities and of such characteristics and duration as to be injurious to human, plant, or animal life, to health, or to property, or to unreasonably interfere with the enjoyment of life or property."

The end of Section 9 of the Act states that the Section shall not limit the burning of landscape waste on the property where it was generated or at sites provided and supervised by any unit of local government located in a county with a population less than 400,000.

Section 9(c) of the Act allowed the Illinois Pollution Control Board to "adopt regulations permitting the open burning of refuse in certain cases if no harm will result from such burning, or if any alternative method of disposing of such refuse would create a safety hazard so extreme as to justify the pollution that would result from such burning." The Board did so through Subtitle B, Part 237, which established specific regulations regarding open burning. These regulations again prohibit open burning, with the following exemptions, unless they cause air pollution, and if certain conditions are met:

- ◆ open burning of agricultural waste, domicile waste, and landscape waste;
- ◆ setting fires to combat or limit existing fires (i.e. wildfires);
- ◆ burning fuels for legitimate campfire, recreational, and cooking purposes, or in domestic fireplaces;
- ◆ burning waste gases, such as in refinery flares; and
- ◆ small open flames for heating tar, welding and the like.

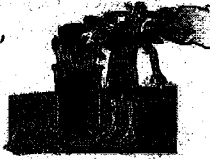


The conditions which must be met to allow for the open burning of agricultural, domicile, and landscape waste are:

1. The waste must be generated on the premises (i.e. cannot be hauled in from elsewhere);
2. Atmospheric conditions at the time of burning must readily dissipate the smoke;

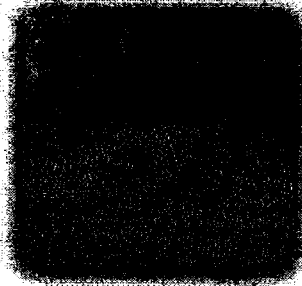
Open Burning cont.

3. The burning cannot take place in restricted areas or municipalities with burning bans;
4. The burning must not create a visibility hazard on roadways, railroad tracks and/or airfields.
5. The burning must not cause "air pollution."



The Illinois EPA may grant permits for open burning if it serves the public interest, and the appropriate permit application is filed with and approved by them. Permits may be issued for the following activities: 1) fire fighting training; 2) burning landscape waste with an air curtain destructor; 3) in a disaster area - open burning of clean wooden building debris, landscape waste, and agricultural waste caused by a disaster.

Under no circumstance is "garbage" ("refuse derived from handling, processing, preparation, cooking, and consumption of food or food products") or trade waste allowed to be burned. "Trade waste" is defined as "any refuse resulting from the prosecution of any trade, business, industry, commercial venture, utility or service activity, and any government or institutional activity, whether or not for profit." Tires, pallets, insulation off of wire, and general construction and demolition waste, are examples of trade waste which are often burned illegally.



In practice, the Ogle County Solid Waste Management Department will investigate all complaints of dumping or open burning of waste in unincorporated areas of the county. Open burning of landscape waste on the property where it was generated in unincorporated areas is not a violation of state law as long as all previously described conditions are being met, and the burning is done at least 50 feet from the nearest residence. Common sense must also be used. Don't leave a fire unattended, and don't burn when your neighbors are having a picnic or hanging laundry out to dry!

The open burning of "domicile waste" (refuse generated on single family domiciliary property as a result of domiciliary activities) such as paper or cardboard, on the property where it was generated may not be a violation until someone complains about it. At that point it may be considered air pollution and may be subject to enforcement.

People involved in open burning of waste could face \$1500 administrative citations for dumping and burning waste, formal enforcement, criminal misdemeanor charges, or county ordinance violation charges.

In summary, the open burning of most waste is generally prohibited. There are better ways to manage the waste. Regular refuse pick-up and special small or large roll-off dumpster services are available throughout the county. IEPA permitted landfills and transfer stations are available in the region for those that wish to haul the waste themselves. Recycling services are also available throughout much of the county. Let's keep our air clean and dispose of waste properly. For more information contact our office at 815-732-4020.

List of accepted items for electronics recycling

Adding machines
Answering machines
Cameras
Camcorders
CD players
CD-ROM drives
Calculators
Cellphones
Compact fluorescent bulbs
(CFL's)
Computer cables
Computers - desktop
Computers - laptop
Computer monitors
Copy machines
Digital clocks
Disk players
Electric typewriters
Electronic Mice
Fax machines
Floppy disk drives
Ink cartridges
Joysticks
Keyboards
Microwave ovens - (\$5 fee)
Modems
MP3 players
Pagets
Printers
Projectors
Radios
Rechargeable batteries
Remote controls
Scanners
Servers
Shredders
Stereo equipment
Tape drives
Telephones
Televisions
Toner cartridges
Video cassette players
Video game consoles
Zip drives



Drop-off Recycling Stations

Ogle County Solid Waste Management provides five recycling stations for people who cannot get curbside recycling or for those who live in apartment buildings without recycling. They are NOT intended for business use or for residents that have curbside recycling.

Locations:

Byron: Stone Quarry parking lot, 6845 N. German Church Rd. (During daylight hours).

Forreston: Near City Public Works Department, Ash St., 1/2 block south of Main St. (Rt. 72).

Monroe Center: Mulford Road and RR crossing, north side, south of Rt. 72

Oregon: Ogle County Farm Bureau parking lot, 421 West Pines Road.

Polo: (Provided by Moring Disposal) Franklin & Locust Streets.

Rochelle: North Caron Road, one block south of 7th Avenue or 3/4 mile south of Route 38. ****NEW LOCATION****

Orchard Hills Landfill: (Provided by Advanced Disposal Services) 8290 Hwy. 251, Davis Junction, enter landfill and check in at scale house.

Ogle County Recycling Instructions

The following guidelines apply to all curbside and drop-off recycling programs in Ogle County. Please follow the instructions to reduce the costs of recycling.

Paper, newspaper & cardboard: All types of paper, newspaper, magazines, junk mail, catalogs, phone books, flattened chipboard (cereal and pasta boxes), paper grocery bags, shoe boxes, flattened corrugated cardboard, beer/soda boxes, books (hardcovers taken off), paper milk and juice cartons, gift wrap, construction paper, yellow cardboard, etc.

Not accepted: Shredded paper, tissues, napkins, waxed paper or waxed cardboard, fast-food wrap, plastic lined paper dog or cat food bags, food contaminated paper, cardboard, or wood.

Plastic containers: Marked #1- #7 on bottom excluding #6, empty soft drink, milk, laundry, bleach jugs, shampoo & household cleaner bottles, yogurt containers, peanut butter jars, cottage cheese and margarine tubs, etc. Flatten bottles and jugs if possible, replace all lids securely.

Not accepted: Containers without numbers on bottom, Styrofoam (cups, peanuts, rigid packing materials, etc.), toys, plastic bags, plastic silverware, hangers, laundry baskets, items that contained hazardous materials.

Aluminum & steel: Empty aluminum and steel food and beverage cans and lids, empty aerosol cans, pie plates, baking pans, and paint cans that have no paint residue.

Not accepted: Scrap metal, cleaning fluid and poison containers, wires, hangers, toys, silverware, containers from petroleum based household solvents, and pesticides, paint cans with liquid or dry paint residue.

Glass: Glass food and beverage containers, all colors.

Not accepted: All other glass, including window glass, light bulbs, mirrors, Pyrex, ceramic, porcelain, drinking glasses, dishes, tableware, and broken glass.



Winter Events

Holiday lights recycling, starting in November at these locations in Ogle County:

Ogle County Courthouse, 549 S. 9th St., Oregon

Byron Fire Department, 567 N. Franklin Street

Rochelle Fire Department, 845 9th Avenue

Mt. Morris Fire Department, 59 E. Center Street

Stillman Valley Fire Department, 644 S. Rural Street

Forreston Village Hall, 546 S. Walnut Street

Village of Davis Junction, 207 No. Elm Street

City of Polo, 559 S. Franklin Street

You may also bring them to our office Monday thru Friday from 8:30 a.m.—4:30 p.m., or to one of our monthly electronics recycling events.

Accepted light strands include Italian mini-lights, traditional lights, LED lights, and other holiday light strands. Extension cords are also accepted.

Materials **not accepted** include rope lights, wreaths, garland, metal stakes or silhouettes, live greens, plastic decorations, and light packaging and boxes.

Please remove light strands from plastic bags or packaging and place in marked recycling boxes at each site.

Christmas tree recycling, starting December 26th, live trees can be dropped off at the following locations.

Byron, Byron boat launch lot, E. Blackhawk Dr. (Rte 2)

Forreston, 407 N. Locust St.

Leaf River, 208 Railroad St. (near water treatment plant)

Monroe Center, Lichty's Landscaping, 309 Pacific St. (south of railroad tracks)

Mt. Morris/Oregon, Oregon Park District Maintenance Dept., Hill St.

Polo, Southwest corner, Golden and Green Ave.

Rochelle, the city will chip trees at the curb, non-resident drop-off at Atwood Park, 10th Ave & 20th St.

These trees will be ground up into usable mulch instead of going to a landfill. Mulch will be available at no cost for pick-up at most locations.

Please remove all decorations, lights, garland, and water stand. If using a tree bag for transport, please remove tree from bag. Only trees are accepted at these drop-off points. Wreaths or other designs with metal frames are unable to be mulched and are not accepted.



Household Hazardous Waste

Recycling of household hazardous waste is available at the following locations:

Rock Hill Waste Recycling
3333 Kishwaukee Street
Rockford, IL

Phone: 815-398-4000
Or 217-285-8000 (Toll Free)

Hours of operation:

Saturdays
8:00 a.m. - 4:00 p.m.

Sundays
12:00 noon - 4:00 p.m.

Items accepted: Household appliances, power tools, automotive, stoves, ovens, transmission fluid, antifreeze, household & automotive oil, cleaning solvents, pesticides, fertilizers, flammable liquids, fluorescent tubes & ballasts, fireworks, gasoline. In addition, household items, hand tools, insecticides, paint, disposal of needles of sharp, rechargeable batteries, paint, oil based only, no latex paint, auto cutters and trimmers, pesticides, poisons, pool chemicals, motor oil, fluorescent (mercury), dyes (auto), per person per day, varnish, wood stain, etc.

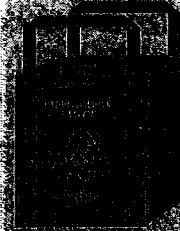
Green Bags

Our Department

Through our activities, which include County Solid Waste Management Department accomplishments in 2012 to reduce waste, increase recycling, enforce solid waste laws and regulations, and provide safe disposal options for county residents.

We appreciate the efforts of Ogle County residents who have made waste reduction, recycling and safe disposal of waste a part of their everyday life. You can also make a difference please call us to contact us with any questions.

- ◆ Reusable shopping totes
- ◆ Reduces waste!
- ◆ Large and durable made from pre-consumer recycled plastic



12 1/2 x 16 1/2 x 18 1/2

\$1 each or
6 for \$5

Purchase at:

Ogle Co. Solid Waste Mgmt. Dept.
909 W. Pines Rd., Oregon
8:30 a.m. - 4:30 p.m.
Monday - Friday

Angel Treasures Resale Shop
4045 W. IL. Rt. 64, Mt. Morris
815-545-0092, during business hours

A multi-purpose gift bag!

Businesses Accepting Appliances for Repair & Recycling

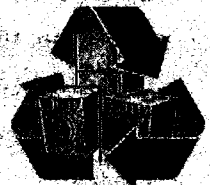
B & W Appliance, 567 Hwy. 38 W., Rochelle, 815-562-6253, (Freon—yes)

New Milford Refrigeration, 6331 11th Street, Rockford, 815-874-2257, (Freon—yes)

PJ's Appliance Repair, 8358 E. Kishwaukee, Stillman Valley, 815-234-5518, (Freon—

Please call businesses, facilities and scrap yards before taking items.

There may be a charge for some items.



Recycling Drop-off Facilities & Scrap Yards that Accept Appliances

B & O Iron & Metal, 800 Brickville Rd., Sycamore, 815-895-6744, (Freon—yes)

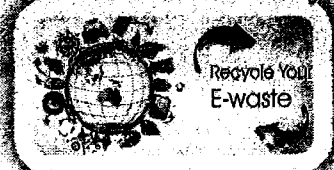
DeKalb Iron & Metal Co., 900 Oak St., DeKalb, 815-758-2458, (Freon—no)

Dixon Iron & Metal, LLC, 78 Monroe Ave., Dixon, 815-719-9004, (Freon—yes)

Groeling Salvage, Inc., 217 E. Douglas St., Freeport, 815-232-2525, (Freon—no)

Joseph Behr & Sons, Inc., 1100 Seminary, Rockford, 815-987-2755, (Freon—no)

Lee County Residential Electronics Recycling Drop-off



Lee County Highway Department
1629 Lee Center Road
815-857-4141

**Ogle County Animal Control
Warden Activity Record
August 2017**

<i>Month of August</i>	<i>Monthly Total</i>	<i>Misc. Notes</i>	<i>2017 Year to Date</i>
Miles Driven	2398	Regular duties - Check complaints Stray pick up - Tag Doors for Non-Vac	121586 103328
Bites Reported	15	8 Dogs 2 Cats 5 Bats	82
Strays	9	9 Ogle Co..	52
Notices To Comply Given	19	18 No Current Vac/Registration 1 Dogs Running At Large	105
Citations Issued	2	Dogs Running @ Large 2 No Rabies Shot and Tag	13
Welfare Calls	4	4 Dogs - No proper shelter -No water	31
Animal Bites on Animals	7	6 Dog on Dog 1 Dog on Cat	34
Assist Other Agencies	1	1 Rochelle P.D. Ogle Co. Sheriff	15
Dogs Deemed Dangerous			2
Dogs Deemed Vicious			
Other Complaints			4

Submitted by:

**Kevin G. Christensen - Warden
Ogle County Animal Control**



Veteran's Assistance Commission Of Ogle County August, 2017 H.E.W. Committee Statistical Report

Balance Sheet - August, 2017			
ASSETS			
Current Assets			
Checking/Savings			
		VAC Discretionary Fund	\$20,142.96
		VAC Operating Fund	\$38,429.91
		Total Checking/Savings	\$58,572.87
		Total Current Assets	\$58,572.87
TOTAL ASSETS			\$58,572.87

Profit & Loss - August, 2017			
Ordinary Income/Expense			
Income			
		Levy funds transfer	\$2,489.16
		Total Income	\$2,489.16
		Gross Profit	\$2,489.16
Expense			
Category 100 - Administration			
		102 - Superintendent/Admin.	\$900.00
		103 - Trans. Coordinator Salary	\$350.00
		104 - VAC Office Rent	\$50.00
		105 - VAC Cell Phones	\$77.22
		109 - VAC Office Supplies	\$117.95
		110 - VAC Postage Fees	\$49.00
		118 - VSO Salary	\$870.00
		Total Category 100 - Administration	\$2,414.17
Category 200 - Veteran Support			
		201 - Driver Mileage Pay	\$2,954.09
		202 - Driver Toll Fees	\$22.25
		Total Category 200 - Veteran Support	\$2,976.34
		Total Expense	\$5,390.51
		Net Ordinary Income	-\$2,901.35
		Net Income	-\$2,901.35

--- Over ---

VAC Activity - August, 2017

Medical Transportation	
\$ Spent for travel	\$2,976.34
Number of trips	31
Miles Driven	4,780.00
Total Drivers Hours	166.30
Number of VA Facilities	7
Number Of Veterans	24
Financial Aid	
\$ Spent For Financial Aid	\$0.00
Number of Requests Declined	3
Veteran Service Officer	
Number of Veterans Seen	41
Superintendent Activity	
Number of Walk-In Veterans	24
Number Of Email Communications	87
Number Of Phone Communications	67

Rochelle LF Host Fee Estimates

Method 1	Method 2
Last 6 Qtrs. averaged and projected forward for year	Last Qtr. projected forward for year
Net HF Paid	
2015 Q4 \$71,081	
2016 Q1 \$118,793	
Q2 \$139,992	
Q3 \$148,063	
Q4 \$175,153	
2017 Q1 \$80,850	\$80,850 x 4
Average \$122,322	
Annualized Average \$489,288	\$323,400

Method 3	Method 4
500 Tons Per Day	300 Tons Per Day
TPD	Days
500 260	Annual Tons
300 260	Rate
	Total
	130,000 \$1.76
	78,000 \$1.76
	\$228,800.00
	\$137,280.00

Orchard Hills LF Host Fee Estimates

Method 1	Method 2
HF Paid	
2015 Q4 \$854,456	
2016 Q1 \$641,084	
Q2 \$722,968	
Q3 \$699,494	
Q4 \$634,494	
2017 Q1 \$523,270	\$523,270 x 4
Average \$679,294	
Annualized Average \$2,717,177	\$2,093,080

Method 3	Method 4
18% decrease from 2016 \$	
plus Strom	
2016 \$2,698,040	-18%
	=
	485,647
	\$2,212,393
	+ Strom
	156,360
	\$2,368,753

FY2018 Solid Waste Management Department Budget

DRAFT #1

A	B	C	D	E	F	G	H	I	J	K
1	EXPENSES									
2	Fund 430	2015	2016	2016	2017 Budget	2017 Year	2018	\$ Change	Percent	2018 Notes
3	Account #	Actual	Budget	Actual		to Date	Proposed	from 2017	Change	
	Item					(6/30/17)		Budget	from 2017	2018 Notes
	PERSONNEL							Budget	Budget	
4	4100	135,026	143,113	143,113	147,407	85,987.16	153,303	5,896	4.0%	
5	4155	33,119	36,054	36,054	36,054	25,186.50	45,695	9,641	26.7%	Empl. adduct to HI
6	4160	9,217	10,948	9,860	11,277	5,821.02	11,728	451	4.0%	
7	4162	15,176	16,587	16,545	16,377	9,612.14	17,109	732	4.5%	
8		57,512	63,589	62,458	63,708	40,620	74,531	10,823	17.0%	
9	SUB TOTAL	192,539	206,702	205,572	211,115	126,607	227,834	16,719	7.9%	
10										
11	OFFICE SUPPLIES/EQUIPMENT									
12	4510	911	900	894	800	219.78	800	0	0.0%	
13	4522	488	500	380	400	103.01	400	0	0.0%	
14	4516	1,098	1,300	984	1,300	589.60	1,200	-100	-7.7%	
15	4521	0	400	0	300	0.00	200	-100	-33.3%	
16	4514	2,340	2,700	2,266	2,700	1,649.94	2,500	-200	-7.4%	
17	4720	0	1,000	0	1,000	39.90	1,000	0	0.0%	
18	SUB TOTAL	4,837	6,800	4,524	6,500	2,602	6,100	-400	-6.2%	
19										
20	TELECOMMUNICAT									
21	4216-10	900	900	900	900	525.00	900	0	0.0%	
22	4216-30	1,146	1,200	876	1,200	525.19	1,100	-100	-8.3%	
23	SUB TOTAL	2,046	2,100	1,776	2,100	1,050	2,000	-100	-4.8%	
24										
25	CONTRACTUAL									
26	4314	7,997	30,000	0	20,000	0.00	20,000	0	0.0%	Host fee negotiations
27	4715	0	500	0	300	0.00	0	-300	-100.0%	
28	4328	7,475	7,800	7,750	7,800	7,342.13	7,800	0	0.0%	
29	4897	0	0	0	0	0.00	0	0	#DIV/0!	
30	4418	1,628	1,550	1,189	1,550	1,029.00	1,550	0	0.0%	
31	SUB TOTAL	17,100	39,850	8,939	29,650	8,371	29,350	-300	-1.0%	
32										
33	TRAVEL									
34	4545-10	930	1,500	628	1,100	397.25	800	-300	-27.3%	
35	4755	0	0	0	0	0.00	0	0	#DIV/0!	
36	4585	863	500	842	800	62.07	800	0	0.0%	
37	4420	1,710	1,000	250	1,000	0.00	800	-200	-20.0%	
38	4428	319	500	232	400	0.00	400	0	0.0%	
39	4430	88	200	26	200	0.00	150	-50	-25.0%	
40	SUB TOTAL	3,910	3,700	1,978	3,500	459	2,950	-550	-15.7%	
41										
42	SW REDUCTION/RECYCLING									
43	4220	59,539	66,000	60,847	63,000	35,173.00	64,000	1,000	1.6%	
44	4540-20	3,523	5,000	3,136	5,000	1,845.00	5,000	0	0.0%	
45	4478	200	200	26	200	0.00	200	0	0.0%	
46	4415	3,466	3,000	2,966	2,000	1,226.95	2,000	0	0.0%	
47	4476	20,352	19,000	12,416	17,000	6,308.52	15,000	-2,000	-11.8%	
48	SUB TOTAL	87,080	93,200	79,420	87,200	44,553	86,200	-1,000	-1.1%	
49										
50	County Grants									
51	4270-10	4,835	6,000	4,017	6,000	0.00	6,000	0	0.0%	
52	4270-20	4,853	6,000	4,029	6,000	3,019.80	6,000	0	0.0%	
53	4270-99	4,500	4,500	4,500	4,500	0.00	4,500	0	0.0%	
54	SUB TOTAL	14,188	16,500	12,546	16,500	3,020	16,500	0	0.0%	
55										
56	TOTAL DEPARTMENTAL EXPENSES	321,700	368,852	314,755	356,565	186,663	370,934	14,369	4.0%	
57										
58	4899	191,546	153,777	176,036	171,200	75,274	38,824	-132,376	-77.3%	
59		513,246	522,629	490,790	527,765	261,937	409,758	-118,007	-22.4%	
60										
61	INCOME									
62										
63	3465	3,247,168	3,243,865	3,190,536	3,193,424	1,157,769.48	2,369,000	-824,424	-25.8%	See OHLF Host Fee Estimates
64	3465	1,201,899	887,926	380,719	990,141	331,196.00	168,800	-821,341	-83.0%	See Rochelle LF Host Fee Estimates
65	3299	58,311	56,312	56,317	56,317	43,605.74	56,297	-20	0.0%	
66	3464	672	250	1,553	250	3,304.55	500	250	100.0%	
67	multiple	20,042	19,753	9,737	10,487	16,445.68	18,343	7,856	74.9%	Est bal on 12/1/17 of \$2,038,090 X 9%
68	3499	0	0	0	0	31.00	0	0	#DIV/0!	
69	3999	341	200	123	200	203.85	200	0	0.0%	
70	TOTAL INCOME	4,528,433	4,208,306	3,638,984	4,250,819	1,552,556	2,613,140	-1,637,679	-38.5%	
71										
72	Transfers for County Utilities (SWF)	0	0	0	0	0.00	0	0	#DIV/0!	
73	Transfer Out IMRF Loan (SWF)	0	2,000,000	2,000,000	0	0.00	0	0	#DIV/0!	
74	Transfer to LRCIF (#63 + #64 + #65 - #59)	3,690,516	3,665,474	3,082,679	3,712,118	1,113,519	2,184,339	-1,527,779	-41.2%	
75	Total Expenses + Transfers	4,203,762	6,188,103	5,573,469	4,239,883	1,375,455	2,594,097	-1,645,786	-38.8%	
76	Net Income (Total Income minus Transfers) (#70 - #72 - #73 - #74)	837,917	-1,457,168	-1,443,694	536,701	439,037	428,801	-109,900	-20.4%	
77	Net Income minus Total Expenses (#76 - #59) (Estimated change to SW Fund)	324,671	-1,979,797	-1,966,323	10,936	177,101	19,043	8,107	74.1%	

Judiciary & Circuit Clerk Committee
Tentative Minutes
September 12, 2017

1. Call Meeting to Order: Chairman McKinney called the meeting to order at 9:00 a.m. Present: Bowers, Kenney and Saunders. Others: Circuit Clerk Kim Stahl, Judge Robert Hanson, Fritz and Typer. Absent: Bolin.
2. Approval of Minutes: August 8, 2017: Motion by Bowers to approve the minutes as presented, 2nd by Kenney. Motion carried.
3. Review & Approval of Closed Minutes per 5 ILCS 120/2(c)(21): None
4. Public Comment: None
5. Judiciary
 - Monthly Bills: Motion by Bowers to approve the bills totaling \$4,172.29, 2nd by Kenney. Motion carried.
 - Department Update: Judge Hanson stated they sent the interpreter to an educational seminar for a certification that will allow them to apply for reimbursement of interpreter fees. Courts are very busy and everything is going well. Lieutenant Hilliard started in Court Security and everything is running smoothly. Judge Hanson stated all the bailiffs do a great job.
6. Circuit Clerk
 - Monthly Bills: Motion by Bowers to approve the bills totaling \$179.21, 2nd by Kenney. Motion carried.
 - Department Update: Circuit Clerk Stahl stated she will attend the annual fall conference for Circuit Clerk's next week and the main topic is the E-Filing Program. January 1st is when E-Filing will be mandated; they currently have some e-files coming in but the computer systems are not integrated so they still have to input it into their system. Stahl stated her office doesn't have a busy season like others do; they are constantly busy between counter, court and telephone.
7. New Business: None
8. Old Business: None
9. Adjournment: Motion by Bowers to adjourn, 2nd by Kenney. Motion carried. Time: 9:24 a.m.

Respectfully submitted,
Tiffany O'Brien

Long Range & Strategic Planning Committee
Tentative Minutes
September 12, 2017

1. Call Meeting to Order: Chairman Griffin called the meeting to order at 2:00 p.m. Present: Gouker, Heuer, Janes, Oltmanns, Reising and Sparrow. Others: Health Dept. Administrator Kyle Auman, Sheriff Brian VanVickle, Coroner Lou Finch (arrived at 2:32), Finfrock, Nordman (arrived at 2:18), Colson, Smith (arrived at 2:06), Typer (arrived at 2:16), Fritz, Larry Callant, Cindy Enzler and Bill Kushner and Alli Bernardi with Alpha Controls.
2. Opening Comments: Griffin stated there is a lot to go over and thanked everyone to coming to the architect interviews yesterday.
3. Approval of Minutes – August 16 & 29, 2017: Griffin stated the following change for the August 29th minutes; second sentence under RFQ's from Architects should end with "after you select that firm you would meet with the firm and negotiate the price." Motion by Janes to approve the August 29th minutes as amended, 2nd by Oltmanns. Motion carried. Motion by Oltmanns to approve the August 16th minutes as presented, 2nd by Reising. Motion carried.
4. Long Range Invoices: Motion by Reising to approve the bills totaling \$128,054.59, 2nd by Janes. Motion carried.
5. Possible Change Orders
 - AIA Document G701-2001: Motion by Oltmanns to accept the change order not to exceed \$18,779.20, 2nd by Reising. Motion carried.
6. Public Comment: None
7. Old Business
 - Rochelle EOC Update: Griffin stated they should have the punch list done this week; still waiting on a couple lighting fixtures. Clean-up has started, carpeting looks very nice and an Open House tentatively planned for November. Heuer stated she assigned the Facility Committee members has four volunteers for the open house.
 - Washington and 5th Street Parking Lot Update: Project started and will be completed by Autumn on Parade weekend.
 - Jail Project Update/50 Year LRP Update/Property Appraisals: Griffin asked Bill Kushner for his opinion on a construction manager run project; Griffin distributed a document representing the construction management organization. Mr. Kushner went over his opinions; construction manager gives a better project in the end and limits the liability. Consensus of Committee is to go with a construction manager.

Gouker stated all the preliminary work is completed on the property appraisals; they will use a cutoff date of January 16, 2017 for sale comparisons.

Griffin stated they need to revisit the master Long Range Plan and a direction for the future.

- Jail Project: Griffin stated they will hold a special meeting to discuss the architect interviews.
- Jail Construction Bond Authorization Ordinance: Gouker distributed a copy of the ordinance; they would like to hold the bond presentations prior to next month's meeting. Motion by Janes to approve the bond ordinance not to exceed \$28,000,000, 2nd by Sparrow. Motion carried.

8. New Business

- Focus House Update: Griffin stated Saavedra Gehlhausen Architects drafted the preliminary layout; he would like to see it smaller with the option to expand later. Motion by Sparrow to approve the conceptual design work not to exceed \$6,500, 2nd by Reising. Griffin stated they need to work on the design and marketing plan for Focus House. Sheriff cautioned them on the potential change in the housing/detention of juveniles from the State. Motion carried.
- Capital Improvement Plan/Budget: Griffin distributed a spreadsheet from Saavedra Gehlhausen Architects; all projects are coming out good.
- Tower Project Update: Base construction starting soon.

9. Closed Session: None

10. Other Business: None

11. Adjournment: Motion by Sparrow to adjourn, 2nd by Reising. Motion carried. Time: 3:03 p.m.

Respectfully submitted,
Tiffany O'Brien

Construction Management

Jail Project

Ogle County Selects Architect and Construction Management

Ogle Representative supported by LRP & Board

Architect – XYZ Design Group

Construction Management Firm – Best Construction

Manager & Construction Supervisor

Subcontractors

Plumbing, Electrical

Flooring

HVAC

Project Team

All the Above plus representatives that use the Facility and provide support services.

ORDINANCE NO. _____

AN ORDINANCE authorizing the issuance of General Obligation Bonds (Alternate Revenue Source), in one or more series, of the County of Ogle, Illinois, in an aggregate principal amount not to exceed \$25,000,000 for the purpose of financing the costs of certain capital projects within the County and paying for costs related thereto.

WHEREAS, the County of Ogle, Illinois (the "County"), is a non-home rule county and body politic and corporate of the State of Illinois, duly created under the laws of the State of Illinois and organized and existing under the Counties Code of the State of Illinois, as amended from time to time (the "Counties Code"), and having the powers, objects and purposes provided by said Counties Code; and

WHEREAS, the County Board of the County (the "Corporate Authorities") has determined that it is necessary to (i) finance various capital improvements within the County, including, but not limited to, building and equipping a new jail facility within the County, including, in connection with said work, acquisition of all land or rights in land, mechanical, electrical, and other services necessary, useful, or advisable thereto (the "Project") and (ii) pay certain costs of issuance of the Bonds (as such term is hereinafter defined), all for the benefit of the inhabitants of the County; and

WHEREAS, the estimated cost of the Project, including legal, financial, bond discount, if any, printing and publication costs, capitalized interest, if any, and other expenses (collectively, the "Costs"), will not exceed \$25,000,000, and there are insufficient funds on hand and lawfully available to pay such costs; and

WHEREAS, up to \$25,000,000 of alternate bonds need to be issued at this time pursuant to the Local Government Debt Reform Act of the State of Illinois, 30 ILCS 350/1 to 350/18, as amended (the "Act"); and

WHEREAS, it is necessary for the best interests of the County that the Project be completed, and in order to raise funds required for such purpose it will be necessary for the County to borrow an aggregate principal amount of not to exceed \$25,000,000 and in evidence thereof to issue alternate bonds, being general obligation bonds payable from collections distributed to the County from tipping fees and any other host fees received by the County from owners or operators of landfills located within the County, or substitute fees therefor as provided in the future (the "Pledged Revenues"), all in accordance with the Act; and

WHEREAS, if the above-mentioned revenue source is insufficient to pay the alternate bonds, ad valorem property taxes upon all taxable property in the County, without limitation as to rate or amount (the "Pledged Taxes"), are authorized to be extended to pay the principal of and interest on the alternate bonds; and

WHEREAS, pursuant to and in accordance with the provisions of Section 15 of the Act, the County is authorized to issue alternate bonds, in one or more series, in an aggregate principal

amount not to exceed \$25,000,000 for the purpose of providing funds for the Project and to pay the Costs:

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

Section 1. Incorporation of Preambles. The Corporate Authorities hereby find that all of the recitals contained in the preambles to this Ordinance are full, true and correct and do incorporate them into this Ordinance by this reference.

Section 2. Determination To Issue Bonds. It is necessary and in the best interests of the County that, to complete the Project and pay the Costs, alternate bonds of the County are hereby authorized to be issued, in one or more series, and sold in an aggregate principal amount not to exceed \$25,000,000, known as "General Obligation Bonds (Alternate Revenue Source)" (the "Bonds") of the County, said Bonds being payable from collections distributed to the County from tipping fees and any other host fees received by the County from owners or operators of landfills located within the County, or substitute fees therefor as provided in the future (the "Pledged Revenues") and (ii) ad valorem taxes of the County for which its full faith and credit have been irrevocably pledged, unlimited as to rate or amount (the "Pledged Taxes").

Section 3. Publication. This Ordinance, together with a notice in the statutory form, shall be published once within ten days after passage hereof by the Corporate Authorities in the *Ogle County Life* and the *Rochelle News Leader*, being newspapers of general circulation in the County, and if no petition, signed by 2,227 electors (said number being the greater of (i) seven and one-half percent (7½%) of the registered voters in the County or (ii) the lesser of 200 registered voters or 15% of registered voters), asking that the question of the issuance of the Bonds be submitted to the electors of the County, is filed with the County Clerk within forty-five (45) days after the date of the publication, asking that the question of the issuance of the Bonds (the "Proposition") be submitted to referendum, then the Proposition shall be submitted to the electors of the County at the general primary election to be held on the 20th day of March, 2018, unless there are no voters scheduled to cast votes for any candidates for nomination for, election to or retention in public office, in which case the Proposition shall be submitted to the electors of the County at the general election to be held on the 6th day of November, 2018. If no petition is filed with the County Clerk within said 45-day period, then this Ordinance shall be in full force and effect and the Bonds shall be authorized to be issued. A petition form shall be provided by the County Clerk at the principal office of the County, located at 105 South Fifth Street, #321, Oregon, Illinois, to any individual requesting one.

Section 4. Additional Ordinances. If no petition meeting the requirements of applicable law is filed during the petition period hereinabove referred to, then the Corporate Authorities may adopt additional ordinances or proceedings supplementing or amending this Ordinance providing for the issuance and sale of the Bonds and prescribing all the details of the Bonds, so long as the maximum amount of the Bonds as set forth in this Ordinance is not exceeded and there is no material change in the purposes described herein. Such additional ordinances or proceedings shall in all instances become effective in accordance with applicable law. This Ordinance, together with such additional ordinances or proceedings, shall constitute complete authority for the issuance of the Bonds under applicable law.

Section 5. Additional Proceedings. If no petition meeting the requirement of applicable law is filed during the petition period hereinabove referred to, then the preparation and distribution of a preliminary official statement relating to the Bonds is hereby approved, and the County Board Chairman is hereby authorized to deem the preliminary official statement nearly final.

Section 6. Severability. If any section, paragraph, clause or provision of this Ordinance shall be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance.

Section 7. Repealer. 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.

Section 8. Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

AYES: _____

NAYS: _____

ABSENT: _____

PASSED this 19th day of September, 2017.

APPROVED by me this 19th day of September, 2017.

By: _____

Its: Kim P. Gouker
County Board Chairman, The County of
Ogle, Illinois

ATTEST:

By: _____

Its: Laura J. Cook
County Clerk, The County of Ogle, Illinois

Ogle County Maintenance and Energy Conservation Projects

Oregon, Illinois
September 08, 2017

Saavedra Gehlhausen Architects

Project Budget Summary	Board Approved Contracts	Difference	Project Expenses as of this Date						TOTAL PAID TO DATE	Balance to Complete	Comments
			Previous Paid	June 2017	July 2017	August 2017	September 2017	October 2017			
1. Demolition of Old Sheriff's Admin. Building - N-Trak Excavation	\$97,115.00 <i>(Price Included \$20,000 Contingency Allowance)</i>	-\$13,990.00 Savings- Contingency Returned	\$83,125.00						\$83,125.00	\$0.00	Project Complete; Environmental Clean up complete
2. Parking Lot Pavement Maintenance and Replacement - Stenstrom Excavation & Blacktop Project 1: Rochelle Focus House Parking Lot Replacement Project 2: Old Sheriff's Building Lot - New pavement Project 3: Adjacent to Church Parking Lot - Patch/Crack Seal/Sealcoat Project 4: Ogle County Judicial Center Parking Lot - Patch/Crack Seal/Sealcoat Project 5: Ogle County Pines Road Annex Parking Lot - Patch/Crack Seal/Sealcoat Project 6: Ogle County Jail/Courthouse Parking Lot - Patch/Crack Seal/Sealcoat	\$339,848.00 <i>(Price Includes \$40,000 Contingency Allowance)</i>	-\$16,791.50 Savings- Contingency Returned	\$301,032.20			\$22,024.30			\$323,056.50	\$0.00	Projects 1 - 6 are complete
3. General Construction Projects - Sjostrom and Sons Construction Replace Courthouse Steps & HC Entrance Door \$286,300.00 Alternate Bid No. 1 Performance and Payment Bond \$2,900.00 Alternate Bid No. 2 Replace Annex 6 Vehicle Storage Garage \$94,000.00 Alternate Bid No. 3 Refinish Wood Floors - Old Courthouse \$18,800.00 Alternate Bid No. 4 Replace Gutters - Pines Road Annex \$23,660.00 Alternate Bid No. 5 Roof Maintenance - Pines Road Annex \$12,100.00 Alternate Bid No. 6 Snow Melt System in Courthouse steps \$22,000.00	\$459,760.00 <i>(Price Includes \$12,000 Contingency Allowance)</i>	-\$19,201.45 Savings- Contingency and cost reductions returned	\$418,530.62			\$22,027.93			\$440,558.55	\$0.00	Projects are complete.
4. LED Lighting Project NOTE: State of Illinois DCEO Energy Grant will offset a portion of the cost	\$6,627.00	-\$3,222.60 DECO Grant	\$3,404.40						\$3,404.40	\$0.00	
5. Architectural/Engineering Services - Budget Estimate	\$112,521.00	\$10,338.31	\$122,859.31						\$122,859.31		
GRAND TOTAL	\$1,015,871.00	(\$42,867.24)	\$928,951.53	\$0.00	\$0.00	\$44,052.23	\$0.00	\$0.00	\$973,003.76	\$0.00	

**TOTAL
PROJECTED
SAVINGS**

As of this date Sept. 08, 2017, the Project is UNDERBUDGET in the amount of:

(\$42,867.24)



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Document G701[™] – 2001

Change Order

PROJECT (Name and address): Ogle County Annex Building 105 S. 5th Street Oregon, Illinois	CHANGE ORDER NUMBER: 005 DATE: August 30, 2017	OWNER: <input checked="" type="checkbox"/>
TO CONTRACTOR (Name and address): Schmeling Construction 315 Harrison Avenue Rockford, Illinois 61104	ARCHITECT'S PROJECT NUMBER: 106.16 CONTRACT DATE: March 24, 2107 CONTRACT FOR: General Construction	ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input checked="" type="checkbox"/> OTHER: <input type="checkbox"/>

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

PCO #50	\$7,909.00
PCO #51	\$5,060.00
PCO #52	\$1,859.00
PCO #54	\$2,596.00
PCO #55	\$1,355.20

Total CO #5 \$18,779.20

Previously Used Contingency:	\$35,785.04
Plus CO #5 from Contingency:	\$18,779.20


Currently Used Contingency:	\$54,564.24
Contract Contingency Remaining:	\$25,435.76


The original Contract Sum was	\$	<u>1,108,000.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The Contract Sum prior to this Change Order was	\$	<u>1,108,000.00</u>
The Contract Sum will be unchanged by this Change Order in the amount of	\$	<u>0.00</u>
The new Contract Sum including this Change Order will be	\$	<u>1,108,000.00</u>


The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is


NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Rewerts Design Group</u> ARCHITECT (Firm name)	<u>Schmeling Construction</u> CONTRACTOR (Firm name)	<u>Ogle County</u> OWNER (Firm name)
<u>4320 Spring Creek Road Rockford, Illinois 61107</u> ADDRESS	<u>315 Harrison Avenue Rockford, Illinois 61104</u> ADDRESS	<u>105 S. 5th Street Oregon, Illinois</u> ADDRESS
		


BY (Signature)
Gregory G. Rewerts
(Typed name)
8-30-17
DATE


BY (Signature)
Stephen E. Schmeling
(Typed name)
8-31-17
DATE


BY (Signature)
Donald Griffin
(Typed name)
8-30-17
DATE

Presented at the Ogle County Board Meeting on September 19, 2017.

Kim P. Gouker, Ogle County Board Chairman

Laura J. Cook, Ogle County Clerk

Proposed Change Order Log						
DATE	PCO #	DESCRIPTION	TOTAL	ACC	REJ	FINAL CO #
4/7/17	1	Substitute HVAC Units and Controls	(\$17,000.00)	x		1
4/7/17	2	Substitute Lighting Package	(\$4,000.00)	x		1
4/7/17	3	Leave Boiler & Air Handler	(\$2,940.00)	x		1
		Change Order #1 from Original PO Contract				(\$23,940.00)
4/12/17	4	Change in Block Walls with Plumbing Repair	3,740.00		x	
4/19/17	5	Credit for Reusing Casework	(\$16,375.59)	x		1
4/19/17	6	Loescher Changes Per RFI Answers	\$29,463.50	x		1
4/19/17	7	Block Wall Changes (Dry Wall Option) (Choose 4 or 7)	\$2,059.00	x		1
4/21/17	8	Add Cleanouts to All Bathrooms	\$2,155.23	x		1
4/24/17	9	Lower Level Abatement Damage Credit	(\$7,700.00)	x		1
4/24/17	10	Loescher to Repair/Replace Cast Iron Pipe & Repair Line	\$3,357.20	x		1
4/24/17	11	Loescher/SCC/NWC Install 3" PVC Drains	\$706.20	x		1
4/24/17	12	Cap & Abandon Drains/New PVC Vent/Remove Boiler Piping	\$1,432.20	x		1
4/24/17	13	Remove Drain/Plumb New Mop Sink Drain, Demo & Patch	\$1,684.10	x		1
4/24/17	14	Remove Water Lines & Add New 3: Drains for Mop Sink	\$1,685.40	x		1
4/24/17	15	Remove Copper Line/Demo Galv Line, Install Insul. Copper	\$2,110.90	x		1
4/24/17	16	Remove/Install New Copper Line for Fixtures	\$2,443.10	x		1
4/25/17	17	Replace Vent in Exam Room 115	\$2,931.50	x		1
4/25/17	18	Substitute South Concrete Sloop with Metal	\$0.00	x		1
4/25/17	19	Additional Labor for Demo of Limestone in Elevator Pit	\$6,600.00	x		1
5/10/17	20 R A	Eliminate Work in Room 122 (Choose Option A or B)	-3,120.00		x	
5/10/17	20 R B	Eliminate Work in Room 122 (Choose Option A or B)	(\$2,293.00)	x		2
5/2/17	21	Cap Line Found Underground in Conf Room	\$558.80	x		1
5/2/17	22	Remove and Replace Crooked Wall	\$1,800.70	x		1
5/2/17	23	Provide Electric for 40 Gal Water Heater	\$1,182.50	x		1
5/2/17	24	Run Conduit and Bore Holes for Future Generator	\$2,684.00	x		1
5/3/17	25	Additional Electrical for Basement	\$6,272.75	x		1
5/3/17	26	Change LL East Side Wall Plan (Leave as is)	(\$2,825.00)	x		2
5/3/17	27	Change LL East Wall Plan (Relocate Wall or Eliminate & Move Door)	1,525.00		x	
5/4/17	28	New Floor Tile at Lobby 107	\$8,069.60	x		1
5/4/17	29	Eliminate Selected RR Wall Tile	(\$7,118.00)	x		1
5/4/17	30	Loescher Credit for Venting and Gas Piping Not Needed for WH	(\$418.50)	x		1
5/12/17	31	Loescher Add for Installing one diffuser in Rm 123	265.10		x	SCC will pay
5/24/17	32	Eliminate Door 131 Relocation	(\$1,311.00)	x		2
5/24/17	33	Correct Error on PCO 8	(\$1,026.30)	x		2
5/24/17	34	Provide Steel Supports for (2) Roof Top Units	\$2,922.15	x		2
5/24/17	35	Install Transfer Switch	3,894.00		x	
5/25/17	36	Air Handler Removal	\$1,732.50	x		2
5/25/17	37	Credit for Eliminating Fire Ext and Cabinets + Labor	\$1,600.00		x	We will supply
5/26/17	38	Supply Automatic Transfer Switch	7,826.50		x	
5/30/17	39	Add Mixing Valves in TLt room 105 and Powder Room 121	\$533.50	x		2
6/8/17	40	Install Stylemark Sliding Window Over Reception Areas	\$915.20	x		2
6/16/17	41R1	Revisions to Foyer 131, Office 132, Closet 127-Bldg Codes	\$4,908.50	x		3
6/22/17	42	New Hollow Metal Frame and Door for Opening 130B	\$3,487.00	x		3
6/28/17	43	Install Half Wall at Nurses Station	\$724.90	x		3
6/29/17	44	Carney Add 1 Fire Rated Cabinet	\$363.00	x		3
7/17/17	45	Patch Concrete Floor Opening at Removed Duct on 1st Floor	\$1,492.70	x		4
7/21/17	46	Rim Exit Device Trim and Keyway Cylinder	\$397.00	x		4
8/2/17	47	Demo and Install (2) New Ceiling LED Fixtures to NW Stairwell	\$708.40	x		4
8/2/17	48	Replaster entire inverted mushroom skylight.	\$3,025.00	x		4
8/2/17	49	Soundproofing & Trim Work at Ext Windows and Floors	\$2,187.90	x		4
8/7/17	50	Norwest Median Recon, Pavement Patch & Leveling Binder t&m	\$7,909.00	x		5
8/7/17	51	Benchmark to Prepare 1st Floor for Flooring	\$5,060.00	x		5
8/7/17	52	Additional EXIT Signs, Data Rough Ins, Chgs to Lighting	\$1,859.00	x		5
8/7/17	53	Additional Quad and Duplex Outlets, Data Rough Ins	\$1,677.50			
8/10/17	54	Install Parking Blocks (20) 6 ft blocks	\$2,596.00	x		5
8/22/17	55	Remove Black Out Film From Windows with Option	\$1,355.20	x		5
		Allowance	\$80,000.00			
		Change Order #1 Total	\$19,844.59			
		Remaining Allowance	\$60,155.41			
		Change Order #2 Total	(\$1,351.85)			
		Remaining Allowance	\$61,507.36			
		Change Order #3 Total	\$9,481.40			
		Remaining Allowance	\$52,025.96			
		Change Order #4 Approved	\$7,811.00			
		Remaining Allowance	\$44,214.96			
		Change Order #5 Pending	\$18,779.20			
		Remaining Allowance	\$25,435.76			
		Open PCO's	\$1,677.50			
		Total Contract Unchanged				\$1,108,000.00
		Estimated Allowance Balance	\$23,758.26			



Proposed Change Order

PCO # 50

Date: 8/7/2017

To: Ogle County
105 South 5th Street
Oregon, IL 61115

Project: # 0263 Ogle County Annex Building

Parking Lot Paving Revisions (Time and Material)

- 1 ASPHALT MEDIAN RECONSTRUCTION / SCOPE OF WORK:
 Bid based on approximately 90 sy. yd's. of asphalt median removal.
 To mill off asphalt / aggregate / dirt median to 2" depth below existing parking lot elevation.
 To excavate / remove remaining material within median to a depth of 8".
 To place and compact approximately 6" of aggregate base.
 To place and compact 2" of asphalt binder course to match milled parking lot elevation.
 To provide additional cross-hatch striping as directed, after asphalt surface course is placed.

TOTAL ASPHALT MEDIAN RECONSTRUCTION JOB PRICE \$3,555.00

ASPHALT CURB REMOVAL / SCOPE OF WORK:

- To remove approximately 245 ft. of asphalt curb along existing parking lot.
 This work to be completed during milling of existing lot.

TOTAL ASPHALT CURB REMOVAL JOB PRICE \$ (NO CHARGE)

Estimate \$ 3,555.00

- 2 ASPHALT PAVEMENT PATCHING 2" / SCOPE OF WORK:
 Bid based on an estimated quantity of 100 sq. yd's. of patching.
 To remove an additional 2" of asphalt pavement / aggregate base after original scheduled 2" milling.
 To place and compact 2" of asphalt binder course to match milled parking lot elevation.
 Work to be determined in the field with owner, engineer, and Norwest personnel.
 Square yardage to be field verified.
 Per Sq. Yd. Price / 100 Sq. Yd's. x \$26.50 per Sq. Yd.

CALCULATED ASPHALT PAVEMENT PATCHING 2" JOB PRICE \$2,650.00

Estimate 2,650.00

- 3 ASPHALT LEVELING BINDER / SCOPE OF WORK:
 Bid based on an estimated quantity of 10 tons of asphalt leveling binder.
 To place and compact leveling binder to fill low / depressed areas as directed.
 Work to be determined in the field with owner, engineer, and Norwest personnel.
 Tonnage to be field verified.
 Per Ton Price / 10 Tons x \$98.50 per Ton

CALCULATED ASPHALT LEVELING BINDER JOB PRICE \$985.00

Estimate 985.00

Note: This is an estimate for a Time and Material addition to the original Asphalt Pavement Work. Adjustments will be made on a PCO once work is completed.

EAKDOWN SUMMARY

Schmeling Change Order Fee for All Work 10% \$ 719.00

Total 7,909.00

This proposal is valid for 30 days.

Changes Approved:

Don Dripp AUG 7, 2017
 Signature Date (200210022)

[Signature] 8/7/2017
 Signature Date

SCHMELING CONSTRUCTION CO.



BUILDING ON PRINCIPLES
SINCE 1903

Proposed Change Order

PCO # 51

Date: 8/7/2017

To: Ogle County
105 South 5th Street
Oregon, IL 61115

Project: # 0263 Ogle County Annex Building

Furnish Materials and Labor Necessary to Prepare the First Floor for Carpet Tile and Resilient Flooring

(Time & Material Costs, not to exceed)

Benchmark Estimating	Prepare the first floor for carpet tile and resilient flooring. Time and Material, not to exceed	4,600.00
		\$ 4,600.00
	Fee @ 10%	460.00
	Total	\$ 5,060.00

This proposal is valid for 30 days.

Changes Approved:

Owner

Schmeling Construction Co.

Don Smith AUG 7, 2017
Signature Date

[Signature] 8/7/2017
Signature Date

SCHMELING CONSTRUCTION CO.



BUILDING ON PRINCIPLES
SINCE 1903

Proposed Change Order

PCO # 52

Date: 8/7/2017

To: Ogle County
105 South 5th Street
Oregon, IL 61115

Project: # 0263 Ogle County Annex Building

Additional Exit Signs Required, Additional Data Rough-Ins and Changes to Lighting Design

River Valley Electric	Add (2) EXIT signs in Hall #117	500.00
	Install an F3 Light Outside of Vault	200.00
	Change Switch to 3-way, add 3-way in #132	240.00
	Change Switch to Occupancy Sensor in #131	50.00
	Change (2) Switches to 3-ways in #133	100.00
	Change Switch to Occupancy Sensor in #117	50.00
	Add (2) 3-ways in balance of #117	400.00
	Install (2) Data Rough-ins in #104 and #103	150.00
		\$ 1,690.00
	Fee @ 10%	169.00
	Total	\$ 1,859.00


This proposal is valid for 30 days.

Changes Approved:

Owner

Schmeling Construction Co.

 AUG. 7 - 2017
Signature Date

 8/7/2017
Signature Date

SCHMELING CONSTRUCTION CO.



BUILDING ON PRINCIPLES
SINCE 1903

Proposed Change Order

PCO # 54

Date: 8/9/2017

To: Ogle County
105 South 5th Street
Oregon, IL 61115

Project: # 0263 Ogle County Annex Building

Furnish and Install (20) six foot Parking Blocks

Schmeling 20 at \$118.00 each 2,360.00

\$ 2,360.00

Fee @ 10% 236.00

Total \$ 2,596.00

This proposal is valid for 30 days.

Changes Approved:

Owner

[Signature] / Aug, 10, 17
Signature Date

Schmeling Construction Co.

[Signature] / 8/9/2017
Signature Date



Proposed Change Order

PCO # 55

Date: 8/22/2017

To: Ogle County
105 South 5th Street
Oregon, IL 61115

Project: # 0263 Ogle County Annex Building

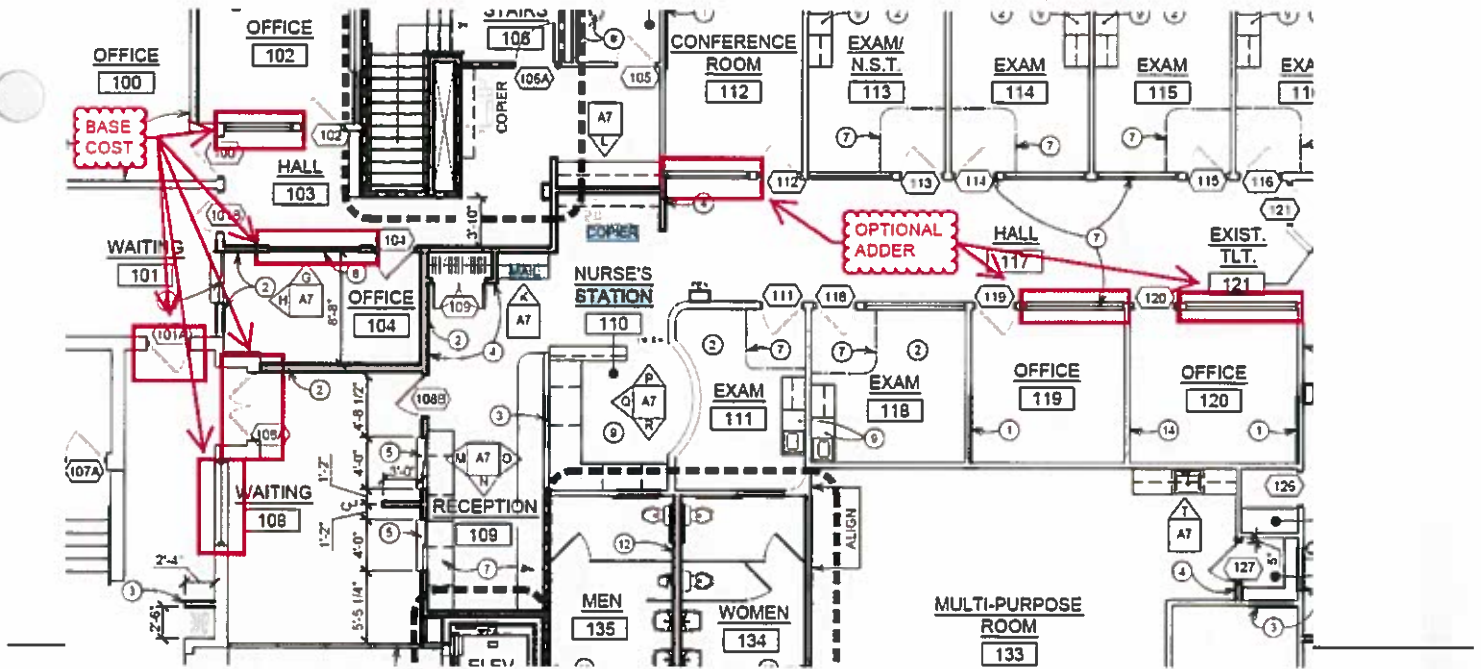
Remove Blackout Film from Windows

SCC/Glass Enhancmnts Remove (9) Panes of Blackout Film and Adhesive from Windows 552.00

Optional Adder:

Yes or No

SCC/Glass Enhancmnts Remove Blackout Film and Adhesive from Room 112, 119, 120 680.00



\$ 1,232.00

Fee @ 10%

123.20

Total \$ 1,355.20

This proposal is valid for 30 days.

Changes Approved:

Owner

Schmeling Construction Co.

Don Smith 8-27-17
Signature Date

[Signature] 8/22/2017
Signature Date

August 21, 2017

Kenneth M. Burn
Director of Court Services
Ogle County Judicial Center
106 S. 5th Street, Suite 100
Oregon, Illinois 61061

Re: Proposal for Conceptual Architectural Services the Focus House Facility in Rochelle, Illinois

Dear Mr. Burn:

We are pleased to submit the following proposal for conceptual services for your proposed Remodeling and Addition of the Focus House in Rochelle, Illinois. We have assumed the building and site work to be approximately of the scope that we discussed at our meeting on August 15, 2017. The facility will house female and male residents. The facility will be in the range of 9,000 to 12,500 SF approximately in size.

The following proposal outlines the general terms, conditions and standard services provided by Saavedra Gehlhausen Architects.

Conceptual Design Phase

In the Conceptual Design Phase, SGA will explore and develop design solutions based on the space program, conceptual floor and site plan, functional requirements, and zoning and building code analysis.

- Establish space and functional requirements for the building.
- Development of Conceptual Design Site Plan, Floor Plan, and Exterior Elevations.
- Meeting with Owner representatives to review Conceptual Design Documents.
- Revise Design drawings based upon results of meetings.
- Develop Zoning and Building Code Analysis and provide report outlining our findings.
- Provide final Conceptual Design Phase Site Plan, Floor Plan, Elevations and estimate of Probable Construction Cost to Owner for their use during project approval process.

Since the Conceptual Design Phase can have many variables and inherent unknowns, we propose to complete this phase of the work on professional hourly rate basis (Time and Materials). See SGA hourly rates that we will utilize for this project and outlined on the following pages. **We estimate that the cost of the Conceptual Design Phase will not exceed \$6,500.00.** If a building design can be arrived at and approved in a timely manner, this cost would be less and all savings will be passed on to you.

At Owners discretion an **OPTIONAL 3D Conceptual Rendering** of the project will be provided for a fixed sum of **\$1,500.00.**

Kenneth M. Burn
Ogle County Judicial Center
Focus House
August 21, 2017
Page 2 of 2

Final Design, Construction Documents, Bidding and Negotiation, and Construction Administration Phases

After Focus House Representatives' approval of the Conceptual Design Phase for the building design, the project moves into the Final Design, Construction Documents, Bidding and Negotiation, and Construction Administration Phases. A scope of professional Architectural Services will be determined at the time of project approval.

Reimbursable Expenses

Reimbursable expenses are in addition to the fees enumerated above and include the cost incurred by the Architect and their consultants in the interest of the project for items such as travel mileage, long distance communications, postage and handling, reproductions, printing, plotting, photography, and jurisdictional approval fees.

Services Not Included:

- Land Surveying: A detailed property, topographic and utility survey will be needed which Focus House will contract directly for. We will assist Focus House in obtaining the topographic survey.
- Geotechnical Services and Environmental Studies and Investigation: Soil borings may be needed, which Focus House will contract directly for. We will provide locations for the borings at the direction of our structural engineer and will assist Focus House in obtaining these services.
- Civil Engineering, Storm Water Detention Design, Septic System Design and Well Supply System Design.
- Signage Design: We will, however, coordinate our work with the installation of both exterior and interior signage.
- Obtaining zoning variances or other government approvals, if required, other than the basic building permit.
- Obtaining County Health Department approvals for the food service areas.

We look forward to meeting with you soon to discuss this proposal. We are truly excited about this project and look forward to moving ahead with the design.

Sincerely,

Saavedra Gehlhausen Architects



Daniel G. Saavedra, AIA
Partner

APPROVED BY: Focus House

Signed: _____ Date: _____

Title: _____

STATE OF ILLINOIS)
) SS
COUNTY OF OGLE)

ORDINANCE NO. 2017-0902

**AN ORDINANCE APPROVING AMENDMENTS TO THE TEXT OF THE
OGLE COUNTY AMENDATORY ZONING ORDINANCE**

WHEREAS, Michael Reibel, Ogle County Planning & Zoning Administrator, under the direction of the Supervisor of Assessments and Planning & Zoning Committee of the Ogle County Board , has filed a petition for an Amendment to the Text of the *Ogle County Amendatory Zoning Ordinance* (Petition No. 1-17AM) in accordance with the applicable requirements of the *Ogle County Amendatory Zoning Ordinance* and the laws of the State of Illinois; and

WHEREAS, the Ogle County Regional Planning Commission, at its August 17, 2017 monthly meeting, recommended that the requested Text Amendment be adopted as presented, said requested Text Amendment being consistent with the goals and objectives of the *Ogle County Amendatory Comprehensive Plan*; and

WHEREAS, following due and proper notice by publication in the Ogle County Life, Rochelle News-Leader, Ogle County News, Dixon/Sterling Telegraph, and Tempo, newspapers of general circulation within the County of Ogle, at least fifteen (15) days prior thereto, and by mailing notice to all municipalities within the County of Ogle, and by mailing notice to all Township Supervisors and Township Planning Commissions within the County of Ogle, the Ogle County Zoning Board of Appeals conducted a public hearing as required by law on August 24, 2017; and,

WHEREAS, the Zoning Board of Appeals, having considered the evidence, testimony and exhibits presented has made its report and findings of fact, and has recommended that the requested Text Amendment be adopted as amended and as set forth in the Findings of Fact and Recommendation of the Ogle County Zoning Board of Appeals dated August 24, 2017, a copy of which is appended hereto as Exhibit "I"; and,

WHEREAS, the Supervisor of Assessments and Planning & Zoning Committee of the Ogle County Board has reviewed the testimony presented at the aforesated public hearing and has considered the findings of fact and recommendation of the Zoning Board of Appeals, and has forwarded a recommendation to the Ogle County Board that the proposed amendments to the text of the *Ogle County Amendatory Zoning Ordinance* as amended by the Zoning Board of Appeals be adopted by the Ogle County Board.

WHEREAS, the Ogle County Board has considered the recommendation of the Regional Planning Commission, the findings of fact and recommendation of the Zoning Board of Appeals and the recommendation of the Supervisor of Assessments and Planning & Zoning Committee, and has determined that adoption of the requested Text Amendment (Petition No. 1-17 Text Amendment) as amended by the Zoning Board of Appeals and as indicated in Exhibit "I" appended hereto is consistent with the public interest, is consistent with the goals and objectives of the *Ogle County Amendatory Comprehensive Plan*, and is in the best interests of the citizens of the County of Ogle.

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

SECTION ONE: The Findings of Fact and Recommendation of the Ogle County Zoning Board of Appeals, Exhibit "I" appended hereto, is hereby accepted, and the finding of fact set forth above are hereby adopted as the findings of fact and conclusions of the Ogle County Board.

SECTION TWO: The proposed amendments to the text of the *Ogle County Amendatory Zoning Ordinance* as amended by the Zoning Board of Appeals and as indicated in Exhibit "I" appended hereto are hereby adopted by the Ogle County Board.

SECTION THREE: This amendment to the text of the *Ogle County Amendatory Zoning Ordinance* shall be in full force and effect immediately upon its adoption and passage by the County Board of Ogle County, Illinois.

PASSED BY THE OGLE COUNTY BOARD THIS 19TH DAY OF SEPTEMBER 2017 A.D.

Kim P. Gouker
Chairman, Ogle County Board

ATTEST:

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

Exhibit "I"
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 Michael Reibel, Ogle County Planning & Zoning Administrator, under the direction of the Supervisor of Assessments and Planning & Zoning Committee of the Ogle County Board in case #1-17 Text Amendment. The applicant is proposing to amend the text of the *Ogle County Amendatory Zoning Ordinance* as indicated in Exhibit "A" attached hereto.

After due notice, as required by law, the Zoning Board of Appeals held a public hearing in this case on August 24, 2017 in the County Board Room, 3rd Floor of the Ogle County Courthouse, Oregon, Illinois and hereby reports its findings and recommendation as follows:

FINDINGS: The Zoning Board of Appeals hereby finds that the proposed amendments to the text of the *Ogle County Amendatory Zoning Ordinance* AS AMENDED BY THE ZONING BOARD OF APPEALS, Exhibit "A" attached hereto, are consistent with the public interest and the goals and objectives of the *Ogle County Amendatory Comprehensive Plan*, and are in the best interests of the citizens of the Ogle County, Illinois.

RECOMMENDATION: The Zoning Board of Appeals hereby recommends that the proposed amendments to the text of the *Ogle County Amendatory Zoning Ordinance* AS AMENDED BY THE ZONING BOARD OF APPEALS, Exhibit "A" attached hereto, be adopted by the Ogle County Board.

ROLL CALL VOTE: The roll call vote was 5 members for the motion to recommend adoption of the proposed amendments to the text of the *Ogle County Amendatory Zoning Ordinance* as amended by the Zoning Board of Appeals, 0 opposed.

Respectfully submitted this 24th day of August 2017 by the Ogle County Zoning Board of Appeals.

Randy Ocken, Chairman
Maynard Stivers
Paul Soderholm
James Reed
Mark Hayes

Randy Ocken, Chair

ATTEST:



Michael Reibel, Secretary

EXHIBIT "A"
PROPOSED AMENDMENTS TO THE
OGLE COUNTY AMENDATORY ZONING ORDINANCE
AS AMENDED AND RECOMMENDED BY THE
OGLE COUNTY ZONING BOARD OF APPEALS ON AUGUST 24, 2017

**NOTE: "RED-LINED TEXT" INDICATES NEW TEXT TO BE ADDED;
"STRIKE-OUT TEXT" INDICATES TEXT TO BE DELETED.**

A. Division 2, Section 16-2-2: Rules and Definitions; Definitions

Add the following definitions:

BANQUET FACILITY: An establishment that is rented by individuals or groups and is intended and designed to accommodate private (invitation only) functions including, but not limited to banquets, weddings, anniversaries, conferences, business meetings and other similar events. Such a use may include kitchen facilities for preparation of food to be consumed on the premises, and outdoor gardens or reception facilities.

FIREARM RANGE, INDOOR: A rifle, pistol, silhouette, skeet, trap, black powder, or other similar range that is within a fully enclosed building or part of a fully enclosed building, such building being specifically designed for discharging firearms in a sporting event, for practice or instruction in the use of a firearm including qualifying for a Concealed Carry License, or for the testing of firearms. This definition shall not include the lawful discharge of firearms on private property by the owner of said property (ZBA 8/24/17).

HOME SHARE LODGING ESTABLISHMENT: An owner-occupied single-family dwelling where not more than one (1) short term (less than 30 days) lodging room is provided for compensation.

SOLAR COLLECTOR: A device, structure or part of a device or structure (i.e. array, panel, etc.) installed for the purpose of transforming solar energy into thermal, mechanical, chemical or electrical energy.

SOLAR ENERGY: Radiant energy received from the sun that is collected in the form of heat or light by a solar collector.

SOLAR FARM: A use of land where a series of solar collectors are placed in an area for the purpose of converting solar energy into electrical power for interconnection with the power grid primarily for off-site energy consumption. The term includes any associated cabling, devices, equipment, and structures located on site that are associated with the operation of a solar farm. The use of solar collectors for residential or business consumption that occurs on-site is not considered a solar farm.

STORY, HALF: A half story is that portion of a building under a gable, hip or mansard roof, the wall plates of which on at least two opposite exterior walls are not more than four and one-half feet above the finished floor of each story. In the case of one-family dwellings, two-family dwellings and multiple-family dwellings less than three stories in height, a half story in a sloping roof shall not be counted as a story for the purpose of this ordinance. In the case of multiple family dwellings three or more stories in height, a half story shall be counted as a story.

B. Division 2, Section 16-2-2: Rules and Definitions; Definitions

Amend the following definitions:

BED AND BREAKFAST ESTABLISHMENT: An owner-occupied ~~dwelling unit, or portion thereof,~~ **single-family dwelling** where **not more than five (5) short term (less than 30 days) lodging rooms, with or without meals breakfast,** are provided for compensation. ~~The owner of the establishment shall live on the premises or in adjacent premises.~~ **Any “bed and breakfast establishment” shall comply with all requirements of the Illinois Bed and Breakfast Act (50 ILCS 820/).**

BOARDING HOUSE: A residential use consisting of at least one dwelling unit together with more than two rooms that are rented or are designed or intended to be rented but which rooms, individually or collectively, do not constitute separate dwelling units; **or, a single-family dwelling provided for rental by one or more persons but not exceeding ten persons, for a period of less than 30 days.** A boarding house is designed to be occupied by ~~overnight or weekly guests~~ **short term (less than 30 days) guests.**

CAMPGROUND: Any parcel or tract of land under the control of any person(s), organization, **private entity** or governmental entity ~~wherein sites are offered for the use of the public or members of an organization for the establishment of temporary living sites for two or more recreational vehicles or camping units~~ **upon which 3 or more tents, cabins, recreational vehicles or other permanent or non-permanent type shelters are erected and maintained for camping or where space is provided for camping, temporary parking of recreational vehicles or placing of such tents, cabins, recreational vehicles or other permanent or non-permanent type shelters of any kind for 4 or more camping days during a calendar year. It shall include any structure, tent, vehicle, enclosure, appurtenances or recreational equipment related to or used or intended for use as a part of such campground. "Camping" means the act of resting or establishing temporary shelter using a tent, cabin, recreational vehicle or other permanent or non-permanent type shelter erected or placed on an area of land. "Camping Day" means any 24 hour period or portion thereof during which the participants remain overnight at the site.**

GUN CLUB FIREARM RANGE: ~~A facility used for target shooting, trap or skeet, including rifle and pistol clubs~~ **A rifle, pistol, silhouette, skeet, trap, black powder, or other similar range used for discharging firearms in a sporting event, for practice or instruction in the use of a firearm including qualifying for a Concealed Carry License, or**

for the testing of a firearm. This definition shall not include the lawful discharge of firearms in the course of hunting activities, or the lawful discharge of firearms on private property by the owner of said property.

C. Division 5, Section 16-5-1B: AG-1 Agricultural District; Permitted Uses

Amend the following existing listed Permitted Use:

Governmental buildings, including township, county, state or federal; and also including law enforcement buildings (police station) and fire protection buildings (fire station).

Add the following to the list of Permitted Uses:

Greenhouses, wholesale.

D. Division 5, Section 16-5-1C: AG-1 Agricultural District; Special Uses

Add the following to the list of Special Uses:

- Banquet facility.
- Boarding house.
- Campground.
- Churches, temples, synagogues or other places of worship, provided towers and steeples associated with such uses shall not exceed seventy-five feet (75') in height, and the main building shall not exceed thirty-five feet (35') in height.
- Solar farm.

Amend the following existing listed Special Uses:

Greenhouses, ~~wholesale and retail.~~

~~Essential public service and public utility **Public or Private Utilities and Service** uses and structures including, but not limited to, electrical and telephone substations and distribution centers, fire stations, police stations, gas regulator stations, pumping stations, public service sewage treatment plants, water filtration plants, water reservoirs and towers, well head stations, well separators, gas regulator stations and other similar public service, public utility and governmental **uses.** (ZBA 8/24/17)~~

Essential public service and public utility uses and structures. (ZBA 8/24/17)

~~Gun clubs~~ **Firearm range**, if located not nearer than one thousand feet (1,000') to any residence other than that of the owner of lessee of the site.

E. Division 5, Section 16-5-7B: B-1 Business District; Permitted Uses

Amend the following existing listed Permitted Use:

Sale, lease and/or rental of automobile, motor bikes or motor scooters, trailers, recreational vehicles, agricultural and/or lawn maintenance equipment, outdoor furniture, lawn ornaments, waste receptacles and other material customarily intended for outdoor use. Outdoor display of said products, new or used, is permitted but not more than 75% of the zoning lot shall be used for such purpose, ~~the front yard requirement shall be complied with,~~ and the zoning lot shall be kept free from inoperable and/or dilapidated motor vehicles and/or machinery.

F. Division 5, Section 16-5-8C: B-2 Business Recreation District; Special Uses

Add the following to the list of Special Uses:

Firearm range, indoor.

G. Division 5, Section 16-5-10C: I-1 Industrial District; Special Uses

Add the following to the list of Special Uses:

Firearm range, indoor.
Solar farm.

Amend the following existing listed Special Use:

Shooting **Firearm** range (outdoor).

H. Division 6, Section 16-6-6D1: Accessory Buildings, Structures and Uses; Accessory building size limitations.

Amend the above section as follows:

No accessory building shall have more than one story; **however, usable space under a gable, hip or gambrel roof where the interior height from the floor to the underside of the roof does not equal or exceed 7 feet for more than forty percent (40%) of the floor space shall not be considered a second story.** The total cumulative area of all accessory buildings, the maximum sidewall height, and the maximum height (see Section 16-2-2 of this Chapter for definition of "Building, Height of") of an accessory building is based on the size of the parcel as indicated in the tables below, except as provided for in paragraph D4 of this Section. When calculating the cumulative area of all accessory buildings or total building height, fractions of 0.5 or less maybe disregarded and fractions in excess of 0.5 shall be rounded to the next whole number.

I. Division 6, Section 16-6-16A: Supplementary District Regulations; Home Occupations, Permitted Home Occupations

Add the following to the list of permitted home occupations:

Home share lodging establishment subject to the following:

- 1) The lodging room shall accommodate no more than two (2) persons per night;
- 2) No meals may be provided to guests of the establishment;
- 3) Manual fire extinguishing equipment shall be provided on each floor in accordance with *NFPA 10 - Standards for the Installation of Portable Fire Extinguishers*;
- 4) All combustibles or flammable liquids shall be stored in approved containers. No combustible storage shall occur in or under stairways;
- 5) All trash containers shall be metal;
- 6) No cooking facilities shall be permitted in guest rooms;
- 7) All hallways and stairways shall be adequately lighted;
- 8) No portable heating devices shall be permitted in guest rooms;
- 9) The owner of the home share lodging establishment shall submit a complete floor plan of the establishment to the local fire department or fire protection district;
- 10) Smoke detectors and carbon monoxide (CO) detectors shall be provided pursuant to the Illinois Smoke Detector Act and Illinois Carbon Monoxide Alarm Detector Act;
- 11) The owner of the home share lodging establishment shall provide proof of adequate liability insurance.
- 12) The Zoning Administrator or his designee shall conduct an inspection of the premises prior to issuance of a Zoning Certificate authorizing the Home Occupation to determine compliance with the above requirements.
- 13) The Zoning Certificate authorizing the Home Occupation shall be valid for a period of twenty-four (24) months, after which a new Zoning Certificate shall be secured in the same manner as the initial Zoning Certificate.

J. Division 6, Section 16-6-25: Supplementary District Regulations; Regulation of Telecommunications Facilities

Amend the above as follows:

~~Regulation of Telecommunications Facilities~~ **Regulation of Telecommunications Carrier Facilities and AM Broadcast Towers and Facilities:** *(See Appendix V)*
Telecommunications facilities and AM broadcast towers and facilities shall be subject to the requirements of 55 ILCS 5/5-12001.1 *(Authority to regulate certain specified facilities of a telecommunications carrier and to regulate, pursuant to subsections (a) through (g), AM broadcast towers and facilities.)*.

K. Division 6, Section 16-6-27: Supplementary District Regulations; Open Storage of Unlicensed Motor Vehicles

Delete the above Section 16-6-27 in its entirety.

L. Division 8, Section 16-8-5: Sign Regulations; Prohibited Signs

Amend subsection J. as follows:

Signs which contain flashing lights which exceed more than ten percent (10%) of the area of the sign including electronic message centers; however, not including digital time and temperature signs involving only that information and no further or additional information of an advertising nature. Such time and temperature signs shall be constant or steady in nature, and shall not grow, melt, x-ray, up or down scroll, write-on travel, inverse, roll, twinkle, snow or present pictorials or other animation.

M. Division 8, Section 16-8-9: Sign Regulations; Commercial and Industrial Signage

Amend Subsection B.3 (Location and Height: Pole Signs) as follows:

Pole Signs: Such signs shall not exceed thirty feet (30') in height from the surrounding grade to the highest point on the sign, and shall be located no closer than two feet (2') to a street or road rights-of-way line, no closer than ten feet (10') to an interior property line. The bottom of the sign shall be at least eight feet (8') above surrounding grade.

N. Division 8, Section 16-8-10D: Other Signage; Off-Premises Directional/Informational Signs

Amend Section 16-8-10D.1 as follows:

Such signs shall not exceed 10 square feet in size per face, shall not be erected in a public right-of-way or easement, shall not be located within three hundred thirty feet (330') of any other "off-premises directional/informational" sign, and shall comply with the requirements of the site distance triangle.

O. Division 9, Section 16-9-15: Appendices; Appendix IV

Delete above Appendix IV in its entirety.

STATE OF ILLINOIS)
) SS
COUNTY OF OGLE)

ORDINANCE NO. 2017-0901

AN ORDINANCE APPROVING A ZONING MAP AMENDMENT ON PROPERTY
LOCATED AT 809 S. HARMONY ROAD IN PINE CREEK TOWNSHIP

WHEREAS, David C. & Amy S. Eder, 6553 N. Deer Path Rd., Oregon, IL have filed a petition for a Map Amendment (Petition No. 02-17AM) to re-zone from AG-1 Agricultural District to R-1 Rural Residence District on property located at 809 S. Harmony Road in Pine Creek Township 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 August 24, 2017 at which the petitioners presented evidence, testimony, and exhibits in support of the requested Map Amendment, one member of the public spoke in favor 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 Map Amendment be approved as set forth in the Findings of Fact and Recommendation of the Ogle County Zoning Board of Appeals dated August 24, 2017, a copy of which is appended hereto as Exhibit “B”; and

WHEREAS, the Supervisor of Assessments and Planning & Zoning Committee of the Ogle County Board has reviewed the testimony and exhibits presented at the public hearing and has considered the Findings of Fact and recommendation of the Zoning Board of Appeals, and has forwarded a recommendation to the Ogle County Board that the requested Map Amendment be approved as recommended by the Zoning Board of Appeals; and

WHEREAS, the Ogle County Board has considered the findings of fact and recommendation of the Zoning Board of Appeals and the recommendation of the Supervisor of Assessments and Planning & Zoning Committee, and has determined that granting the Map Amendment would be consistent with the requirements established by Section 16-9-7G 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 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 as set forth above, the petition of David C. & Amy S. Eder, 6553 N. Deer Path Rd., Oregon, IL for a Map Amendment (Petition No. 02-17AM) to re-zone from AG-1 Agricultural District to R-1 Rural Residence District on property located at 809 S. Harmony Road in Pine Creek Township and legally described as shown in Exhibit “A” attached hereto, is hereby approved and the Ogle County Zoning Map shall be amended to reflect said zone change.

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 of 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 19TH DAY OF SEPTEMBER 2017 A.D.

Kim P. Gouker, 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 South Half ($\frac{1}{2}$) of the Southeast Quarter ($\frac{1}{4}$) of Section 2, Township 23 North, Range 9 East of the Fourth Principal Meridian, Ogle County, Illinois, described as follows: Commencing at the Southwest corner of the Southeast Quarter ($\frac{1}{4}$) of said Section 2; thence North 01 degree 09 minutes 34 seconds East along the West line thereof, a distance of 931.27 feet to the point of beginning of the hereinafter described parcel; thence North 01 degree 09 minutes 34 seconds East along said West line, a distance of 391.15 feet to the Northwest corner of the South Half ($\frac{1}{2}$) of said Southeast Quarter ($\frac{1}{4}$); thence North 89 degrees 05 minutes 17 seconds East along said North line, a distance of 1,339.94 feet; thence South 00 degrees 58 minutes 55 seconds West, a distance of 398.53 feet; thence South 89 degrees 24 minutes 23 seconds West, a distance of 1,340.93 feet to the point of beginning; situated in the Township of Pine Creek, the County of Ogle and the State of Illinois.

Parcel Identification Number(s): 15-02-400-017

Common Location: 809 S. Harmony Road

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 David C. & Amy S. Eder, 6553 N. Deer Path Rd., Oregon, IL in case #02-17AM. The applicants are requesting a Map Amendment to change the zoning classification from AG-1 Agricultural District to R-1 Rural Residence District on Parcel Identification No. 15-02-400-017, a 12.4-acre parcel located in part of the NW 1/4 of the SE 1/4 of Section 2, Township 23 North, Range 9 East of the 4th P.M., Ogle County, Illinois, and located in Pine Creek Township at 809 S. Harmony Road.

After due notice, as required by law, the Zoning Board of Appeals held a public hearing in this case on August 24, 2017 in the County Board Room, 3rd 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 16-9-7G (Report by Zoning Board of Appeals) 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 amendment will allow development that is compatible with existing uses and zoning of nearby property. **Large-lot residential use of the site will not adversely affect surrounding agricultural operations, the site is adjacent to other existing non-farm dwellings, there are 10 non-farm dwellings within 1/4 mile of the site, and the site is approximately 1/2 mile from the nearest livestock management facility. Standard met.**
2. That the County of Ogle and other service providers will be able to provide adequate public facilities and services to the property (including, but not necessarily limited to, schools, police and fire protection, roads and highways, water supply and sewage disposal), while maintaining adequate public facilities and levels of service to existing development. **The site is located on a seal coat surface road, and will generate a low density of development that requires a relatively low level of services. Standard met.**
3. That the proposed amendment will not result in significant adverse impacts on other property in the vicinity of the subject site or on the environment, including air, noise, stormwater management, wildlife and natural resources. **Little or no adverse impacts on other property in the vicinity of the subject site or on the environment are anticipated from the development of the site for residential use. Standard met.**
4. That the subject property is suitable for the proposed zoning classification. **The site is not in agricultural production, is located within a rural residential area, is adjacent to other existing non-farm residential parcels, is located on a seal coat surfaced road, and has a low LESA score. Standard met.**

5. That the proposed zoning classification is consistent with the trend of development, if any, in the general area of the subject property including changes, if any, which have taken place since the day the property in question was placed in its present zoning classification. **There is a trend of development in the vicinity of residential uses, as there are 10 non-farm dwellings within 1/4 mile of the site. The proposed zoning classification of R-1 Rural Residence District is consistent with this trend of development. Standard met.**

6. That the proposed amendment is consistent with the public interest and not solely for the interest of the applicant, giving due consideration to the stated purpose and intent of the Amendatory Zoning Ordinance as set forth in Division 1 therein, the Land Evaluation and Site Assessment (LESA) findings (if applicable), and the recommendation(s) of the Ogle County Regional Planning Commission with respect to the *Ogle County Amendatory Comprehensive Plan*. **The LESA score indicates a low rating for protection, and the proposed amendment is consistent with the purpose and intent of the Amendatory Zoning Ordinance. The Zoning Board of Appeals has given due consideration that the Regional Planning Commission has recommended approval. Standard met.**

RECOMMENDATION: We find that the proposed map amendment requested meets all the standards for recommending granting as found in Section 16-9-7G of the *Ogle County Amendatory Zoning Ordinance* and that such request is in the public interest. Therefore, the Zoning Board of Appeals hereby recommends that the zoning district classification of the property described above be changed from AG-1 Agricultural District to R-1 Rural Residence District.

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

Respectfully submitted this 24th day of August 2017 by the Ogle County Zoning Board of Appeals.

**Randy Ocken, Chairman
Maynard Stivers
Paul Soderholm
James Reed
Mark Hayes**

Randy Ocken, Chairman

ATTEST:



Michael Reibel, Secretary

Ogle County

ORDINANCE AMENDING ORDINANCE O-2015-1201
AN ORDINANCE
AMENDING LEE OGLE ENTERPRISE ZONE BOUNDARY

WHEREAS, the Ogle County Board has previously adopted Ordinance No. O-2015-1201 with respect to the Lee Ogle Enterprise Zone and the Enterprise Zone Intergovernmental Agreement by and among the City of Dixon, Lee County, the City of Rochelle and Ogle County; and

WHEREAS, the parties have indicated their willingness and desire to expand the Enterprise Zone to include certain industrial and commercial property in the City of Amboy; and

WHEREAS, the Board of Ogle County, Illinois, hereby makes those findings set forth in said Enterprise Zone Intergovernmental Agreement, including the required statutory findings relating to contiguity, total area and satisfaction of at least three (3) of the ten criteria, the “Ten Tests”.

NOW THEREFORE, BE IT ORDAINED by the Ogle County Board and Board Chairman, in Ogle County, Illinois, as follows:

SECTION 1: That an Ordinance dated December 15, 2015 regarding the Lee Ogle Enterprise Zone, is amended as follows:

SECTION 2: The City of Amboy, Illinois is hereby added as a “Designating Unit of Government” of the Lee Ogle Enterprise Zone.

SECTION 3: Section 5 of Ordinance O-2015-1201, ADMINISTRATION FEES, Lee Ogle Enterprise Zone Funding Formula for EZ Administration Operating Expense, is amended as provided here:

Lee Ogle Enterprise Zone Area and Funding Formula for EZ Administration Operating Expense
Amended Calculations incorporating new Amboy Zone Territory

O-2017-0903

Population Lee & Ogle Counties Source: 2010 US Decennial Census

Lee County: 36,031 (Dixon: 15,692, Amboy: 2,500)

Ogle County: 53,497 (Rochelle: 9,574)

Both Counties 89,528

Administration Budget of \$.75 Per Capita for Base Year \$67,146.00

Total area per EZ Statute	9600.00	acres	
LEE COUNTY AREA PORTION			Percent of Zone
To Unincorporated Lee	3206.40	acres	37.05%
To Dixon	1157.32	acres	13.37%
To Amboy	73.97	acres	0.85%
50% of Connector Strips	9.10	acres	<u>0.11%</u>
Total Area to Lee County	4446.79	acres	51.39%
OGLE COUNTY AREA PORTION			Percent of Zone
To Unincorporated Ogle	1066.92	acres	12.33%
To Rochelle	3130.40	acres	36.18%
50% of Connector Strip	9.10	acres	<u>0.11%</u>
Total To Ogle County	4206.42	acres	48.61%
BOTH COUNTIES			
Zone Parcel Acreage	8635.01	acres	99.79%
Connector Strips	18.20	acres	<u>0.21%</u>
Total area allocated to Zone	8653.21	acres	100.00%
Total Area allocated to Zone	8653.21	acres	90.14%
Acres in reserve (unallocated)	946.79	acres	<u>9.86%</u>
Percent of Statutory 9600 Acres			100.00%
LEE COUNTY FINANCIAL SHARE			
Lee County Share			\$10,951
Dixon Share			\$22,885
Amboy Share			\$ 670
51.39% of \$67,146.00 Budget			\$34,506
OGLE COUNTY FINANCIAL SHARE			
Ogle County Share			\$ 8,276
Rochelle Share			\$24,364
48.61 % of \$67,146.00 Budget			\$32,640
Total Budget for Administration			\$67,146

Budget shall be adjusted each year for the following year according to the 3-year rolling average of each year's annualized October CPI published by the US-BLS.

SECTION 4: In all other respects Ordinance O-2015-1201, shall remain in full force and effect.

SECTION 5: Amendment 1 to Addendum "A", "Lee Ogle Enterprise Zone Description for Recording", shall include Lee County Parcel Identification Numbers (PINs) within the city of Amboy, a copy of which is attached hereto and made a part hereof.

SECTION 6: The Ogle County Board, County Clerk and Board Chairman are authorized

to execute any and all documents necessary to implement this ordinance, including but not limited to Amendment No. 1 to Addendum "B", the original Intergovernmental Agreement Regarding Administration of an Enterprise Zone, Dated December 15, 2015, a copy of which is attached hereto and made a part hereof.

SECTION 7: The provisions and Sections of this Ordinance shall be deemed to be separable, and the validity of any portion of this Ordinance shall not affect the validity of the remainder.

SECTION 8: All ordinances and parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 9: This Ordinance shall take effect upon its passage, approval and publication as required by law.

Passed by the Ogle County Board and the Ogle County Board Chairman, this 19th day of September, 2017.

The Ogle County Board

By: _____
Kim Gouker,
Ogle County Board Chairman

Attest:

Laura Cook,
Ogle County Clerk

AMENDMENT 1 TO ADDENDUM "A"

LEE OGLE ENTERPRISE ZONE

DESCRIPTION FOR RECORDING

The LEE OGLE ENTERPRISE ZONE being situated in the County of Lee and County of Ogle and the State of Illinois and described in Addendum A is hereby amended to include the following listed parcels described by their Permanent Parcel Numbers (PIN) assigned by the respective county in which they are located: and describing each parcel's individual amount of acreage; with total additional acreage including LEE OGLE ENTERPRISE ZONE CONNECTOR STRIPS described below, containing 75.14 acres more or less.

Amended total acreage, for LEE OGLE ENTERPRISE ZONE, with total acreage for LEE OGLE ENTERPRISE ZONE CONNECTOR STRIPS described below, 8,653.21 acres more or less.

LOCATION INDEXING LIST – REFERENCE ONLY

Zone parcels listed for Lee County are additionally referenced within the Location Indexing List by location referenced by Township, Range, Section and Quadrant pursuant to the requirement of the Lee County Recorder. The requirement enables the recording of document references in the Land Tract Book records of Lee County. This Location Indexing List is for Lee County Land Tract Book referencing purposes only and shall not signify Zone territory status for any individual parcel or parcels.

LEE OGLE ENTERPRISE ZONE CONNECTOR STRIPS INCLUDED ABOVE -

Part of Lee County, Illinois and Ogle County, Illinois composed of connector strips being three (3) feet wide and establishing geographic contiguity in accordance with the Illinois Enterprise Zone Act (20 ILCS 655/1 *et seq.*), and connecting all individual parcels listed herein and groups of contiguous parcels listed herein composing the Parcel PIN List of the Lee Ogle Enterprise Zone, containing 18.20 acres more or less.

ADDITIONAL PIN List: (follows)

Lee PIN 10-digit	Lee PIN 12-Digit	Acres Rounded
1515226010	021515226010	1.04
1515226011	021515226011	1.03
1515226012	021515226012	0.88
1515226013	021515226013	0.79
1515227001	021515227001	1.13
1515227002	021515227002	1.18

1515227003	021515227003	1.35
1515227004	021515227004	1.18
1515227005	021515227005	1.28
1515227006	021515227006	1.55
1515227007	021515227007	0.77
1515227008	021515227008	1.06
1515253025	021515253025	0.77
1515301011	021515301011	9.44
1515403007	021515403007	0.32
1515429002	021515429002	0.41
1515429018	021515429018	1.74
1515430012	021515430012	0.6
1515430016	021515430016	1.51
1515430017	021515430017	0.64
1515431001	021515431001	5.65
1515476005	021515476005	0.33
1522201012	021522201012	0.74
1522201013	021522201013	0.81
1522201017	021522201017	0.72
1522203001	021522203001	0.38
1522203004	021522203004	0.34
1522203005	021522203005	0.07
1522203006	021522203006	0.1
1522203007	021522203007	0.1
1522203008	021522203008	0.07
1522203011	021522203011	0.06
1522203012	021522203012	0.04
1522203013	021522203013	0.03
1522203014	021522203014	0.08
1522203015	021522203015	0.05
1522203016	021522203016	0.02
1522203017	021522203017	0.12
1522203026	021522203026	0.25
1522203027	021522203027	0.17
1522204009	021522204009	0.03
1522204010	021522204010	0.06
1522204013	021522204013	0.09
1522204014	021522204014	0.09
1522204015	021522204015	0.08
1522204016	021522204016	0.1
1522204017	021522204017	0.23

1522204018	021522204018	0.07
1522204019	021522204019	0.18
1522204020	021522204020	0.17
1522206005	021522206005	12.03
1522206006	021522206006	0.57
1522208005	021522208005	0.02
1522208008	021522208008	0.1
1522208012	021522208012	0.09
1522208013	021522208013	0.16
1522208014	021522208014	0.14
1522208022	021522208022	0.14
1522208023	021522208023	0.21
1522208024	021522208024	0.64
1522208025	021522208025	0.15
1522208026	021522208026	0.29
1522208027	021522208027	0.03
1522208028	021522208028	0.35
1522226001	021522226001	0.1
1522226011	021522226011	0.9
1522230008	021522230008	0.37
1522230009	021522230009	1.24
1522234001	021522234001	0.29
1522234002	021522234002	0.29
1522276007	021522276007	7.22
1522276008	021522276008	6.85
1522277004	021522277004	1.91

Location Indexing List:

TWP_RNG_SEC	Quadrant	Township	Range	Section
201010	SE	20	10	10
201014	SW	20	10	14
201015	NE	20	10	15
201015	SE	20	10	15
201015	SW	20	10	15
201022	NE	20	10	22

AMENDMENT NO. 1 TO ADDENDUM “B”

TO THE INTERGOVERNMENTAL AGREEMENT “ADDENDUM B” MADE DECEMBER 15, 2015, BY AND BETWEEN THE CITY OF DIXON, THE COUNTY OF LEE, THE CITY OF ROCHELLE AND THE COUNTY OF OGLE REGARDING THE ADMINISTRATION OF THE LEE OGLE ENTERPRISE ZONE.

WHEREAS, the Designating Units of Government adopted Ordinances and an Intergovernmental Agreement establishing an Enterprise Zone, certified by the Department of Commerce and Economic Opportunity on January 1, 2017, including incorporated portions of the City of Dixon, unincorporated portions of the County of Lee, incorporated portions of the City of Rochelle and unincorporated portions of the County of Ogle; and

WHEREAS, the parties have indicated their willingness and desire to expand the Enterprise Zone to include certain industrial and commercial property in the City of Amboy; and

WHEREAS, a public hearing was held on August 21, 2017, in the Enterprise Zone, on the question of expanding the Enterprise Zone to include industrial and commercial properties in the City of Amboy; and

WHEREAS, the said areas to be added to the Lee Ogle Enterprise Zone meet the statutory requirements of contiguity to the existing zone, not exceeding available space for the zone, and meeting at least 3 of the criteria (“the ten tests”); and

NOW, THEREFORE, in consideration of the foregoing premises, the Designating Units of Government agree that the intergovernmental agreement shall be amended in the following respects:

A. The City of Amboy, Illinois is hereby added as a “Designating Unit of Government” of the Lee Ogle Enterprise Zone.

B. CHANGE TO SECTION I OF THE INTERGOVERNMENTAL AGREEMENT– GENERAL PROVISIONS

Subsection A) is hereby amended to read as follows:

A) **Legal Description.** The area as described in the original Lee Ogle Enterprise Zone Addendum “A” and Amendment 1 to Addendum “A” shall be designated as the Lee Ogle Enterprise Zone.

Subsection D) is hereby amended to read as follows:

D) **Administration Fees.**

2) **Designating Units of Government** – The Designating Units of Government agree to provide financial assistance to the organization employing the Zone Administrator. Said assistance shall be calculated using a per capita rate of \$.75 cents (seventy five cents) based on the population of the respective Designating Units of Government according to the most recent decennial census as well as allocation of Enterprise Zone Acreage as described below:

Lee Ogle Enterprise Zone Area and Funding Formula for EZ Administration
Operating Expense

Population Lee & Ogle Counties Source: 2010 US Decennial Census

Lee County: 36,031 (Dixon: 15,692, Amboy: 2,500)

Ogle County: 53,497 (Rochelle: 9,574)

Both Counties 89,528

Administration Budget of \$.75 Per Capita for Base Year \$67,146.00

Total area per EZ Statute 9600.00 acres

LEE COUNTY AREA PORTION		Percent of Zone	
To Unincorporated Lee	3206.40	acres	37.05%
To Dixon	1157.32	acres	13.37%
To Amboy	73.97	acres	0.85%
50% of Connector Strips	9.10	acres	<u>0.11%</u>
Total Area to Lee County	4446.79	acres	51.39%

OGLE COUNTY AREA PORTION		Percent of Zone	
To Unincorporated Ogle	1066.92	acres	12.33%
To Rochelle	3130.40	acres	36.18%
50% of Connector Strip	9.10	acres	<u>0.11%</u>
Total To Ogle County	4206.42	acres	48.61%

BOTH COUNTIES			
Zone Parcel Acreage	8635.01	acres	99.79%
Connector Strips	18.20	acres	<u>0.21%</u>
Total area allocated to Zone	8653.21	acres	100.00%

% of Statutory 9600 Acres			
Total Area allocated to Zone	8653.21	acres	90.14%
Acres in reserve (unallocated)	946.79	acres	9.86%

LEE COUNTY FINANCIAL SHARE

Lee County Share	\$10,951
Dixon Share	\$22,885
Amboy Share	\$ 670
51.39% of \$67,146.00 Budget	\$34,506

OGLE COUNTY FINANCIAL SHARE

Ogle County Share	\$ 8,276
Rochelle Share	\$24,364
48.61 % of \$67,146.00 Budget	\$32,640

Total Budget for Administration	\$67,146
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C. CHANGE TO SECTION II OF THE INTERGOVERNMENTAL AGREEMENT– DEFINITIONS

Subsection D) is hereby amended to read as follows:

D) “Eligible Special Uses, Variations” as defined herein are considered Eligible Project Types when the Special Use or Variation is granted pursuant to local ordinance of the applicable Designating Unit of Government where the project is located.

City of Dixon Districts for Eligible Project Types:

- B-1 Limited Neighborhood Business District
- B-2 General Business District
- CBD Central Business District
- BH-1 Interchange Planned Unit Development District
- LM Limited Manufacturing/Business Park District
- GM General Manufacturing District

City of Amboy Districts for Eligible Project Types

- C-1 Neighborhood Commercial District
- C-2 General Commercial District
- I-1 Light Industrial District
- I-2 Heavy Industrial District

Lee County Districts for Eligible Project Types:

- C-1 Neighborhood Office and Business District
- C-2 Planned Office and Business District
- C-3 General Business District
- I-1 Planned Industrial District
- I-2 General Industrial District
- PUD Planned Unit Development
- DPA Detailed Planning Area

Rochelle Districts for Eligible Project Types:

Commercial Districts

- B-1 Central Business District (CBD)
- B-2 Highway Commercial District
- B-3 Neighborhood Commercial District

Industrial Districts

- I-1 Light (limited) Industry District
- I-2 General Industrial District
- I-3 Heavy Industrial District

Overlay Districts

- TTO Transportation Overlay District
- TOD Technology Overlay District

Ogle County Districts for Eligible Project Types:

- B-1 Business District
- B-2 Business Recreational District
- B-3 Restricted Interstate Highway Area Business District
- I-1 Industrial District
- PD Planned Development District

D. CHANGE TO SECTION III OF THE INTERGOVERNMENTAL AGREEMENT– DESIGNATING UNITS OF GOVERNMENT PROPERTY TAX ABATEMENT POLICIES

Subsection B) is hereby amended to read as follows:

B) City of Dixon, City of Amboy, County of Lee, City of Rochelle and County of Ogle Property Tax Abatement - In no event shall any abatement of taxes on any property exceed the amount attributable to the construction of the improvements or the renovation or rehabilitation of existing improvements on such property.

1) Commencing on or after January 1, 2017, taxes on real property levied by the City of Dixon, City of Amboy, County of Lee, the City of Rochelle and the County of Ogle, whichever is applicable, shall be abated on approved property located within the boundary of the Enterprise Zone, as certified by the Department, and upon which new improvements have been constructed as follows:

- a) For taxes levied in the first year of abatement: 50%
- b) For taxes levied in the second year of abatement: 50%
- c) For taxes levied in the third year of abatement: 50%
- d) For taxes levied in the fourth year of abatement: 50%
- e) For taxes levied in the fifth year of abatement: 50%
- f) For taxes levied in the sixth year of abatement: 50%

Said abatements shall be for six (6) consecutive years beginning with the real estate taxes payable in the year following the first full year of a project's commercial operation after which said improvements have been made and fully assessed. Abatement for a specific project will cease after the sixth year or upon expiration, termination or decertification of the Zone, whichever is sooner.

2) The above property tax abatements shall be applicable solely for Eligible Project Types for improvements to real property upon which new construction, improvements, renovation or rehabilitation, for which a building permit is required and one has been obtained, has been completed after January 1, 2017, and before the expiration, termination or decertification of the Zone, whichever is sooner. Abatement shall only apply to the incremental increase in real estate taxes assessed as a result of the project and its related improvements.

In all other respects, the Intergovernmental Agreement dated December 15, 2015 shall remain in full force and effect.

This Amendment No. 1 may be executed in any number of counterparts and any party hereto may execute any such counterparts, each of which when executed and delivered shall be deemed to be an original and all of which counterparts taken together shall constitute one and the same instrument. This Amendment No. 1 shall become binding when one or more of the counterparts taken together shall have been executed and delivered by the parties. It shall not be necessary in making proof of this Amendment No. 1 or any counterpart hereof to produce or account for any other counterparts.

(the signature of the parties appears on the following page)

Dated this ____ day of _____, 2017

City of Dixon

City of Amboy

County of Lee

By: _____

By: _____

By: _____

Mayor

Mayor

County Board Chairman

City of Rochelle

County of Ogle

By: _____

By: _____ 9/19/2017

Mayor

Kim P. Gouker
County Board Chairman

ORDINANCE NO. 2017-0904

AN ORDINANCE authorizing the issuance of General Obligation Bonds (Alternate Revenue Source), in one or more series, of the County of Ogle, Illinois, in an aggregate principal amount not to exceed \$28,000,000 for the purpose of financing the costs of certain capital projects within the County and paying for costs related thereto.

WHEREAS, the County of Ogle, Illinois (the "County"), is a non-home rule county and body politic and corporate of the State of Illinois, duly created under the laws of the State of Illinois and organized and existing under the Counties Code of the State of Illinois, as amended from time to time (the "Counties Code"), and having the powers, objects and purposes provided by said Counties Code; and

WHEREAS, the County Board of the County (the "Corporate Authorities") has determined that it is necessary to (i) finance various capital improvements within the County, including, but not limited to, building and equipping a new jail facility within the County, including, in connection with said work, acquisition of all land or rights in land, mechanical, electrical, and other services necessary, useful, or advisable thereto (the "Project") and (ii) pay certain costs of issuance of the Bonds (as such term is hereinafter defined), all for the benefit of the inhabitants of the County; and

WHEREAS, the estimated cost of the Project, including legal, financial, bond discount, if any, printing and publication costs, capitalized interest, if any, and other expenses (collectively, the "Costs"), will not exceed \$28,000,000, and there are insufficient funds on hand and lawfully available to pay such costs; and

WHEREAS, up to \$28,000,000 of alternate bonds need to be issued at this time pursuant to the Local Government Debt Reform Act of the State of Illinois, 30 ILCS 350/1 to 350/18, as amended (the "Act"); and

WHEREAS, it is necessary for the best interests of the County that the Project be completed, and in order to raise funds required for such purpose it will be necessary for the County to borrow an aggregate principal amount of not to exceed \$28,000,000 and in evidence thereof to issue alternate bonds, being general obligation bonds payable from collections distributed to the County from tipping fees and any other host fees received by the County from owners or operators of landfills located within the County, or substitute fees therefor as provided in the future (the "Pledged Revenues"), all in accordance with the Act; and

WHEREAS, if the above-mentioned revenue source is insufficient to pay the alternate bonds, ad valorem property taxes upon all taxable property in the County, without limitation as to rate or amount (the "Pledged Taxes"), are authorized to be extended to pay the principal of and interest on the alternate bonds; and

WHEREAS, pursuant to and in accordance with the provisions of Section 15 of the Act, the County is authorized to issue alternate bonds, in one or more series, in an aggregate principal

amount not to exceed \$28,000,000 for the purpose of providing funds for the Project and to pay the Costs:

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

Section 1. Incorporation of Preambles. The Corporate Authorities hereby find that all of the recitals contained in the preambles to this Ordinance are full, true and correct and do incorporate them into this Ordinance by this reference.

Section 2. Determination To Issue Bonds. It is necessary and in the best interests of the County that, to complete the Project and pay the Costs, alternate bonds of the County are hereby authorized to be issued, in one or more series, and sold in an aggregate principal amount not to exceed \$28,000,000, known as “General Obligation Bonds (Alternate Revenue Source)” (the “Bonds”) of the County, said Bonds being payable from collections distributed to the County from tipping fees and any other host fees received by the County from owners or operators of landfills located within the County, or substitute fees therefor as provided in the future (the “Pledged Revenues”) and (ii) ad valorem taxes of the County for which its full faith and credit have been irrevocably pledged, unlimited as to rate or amount (the “Pledged Taxes”).

Section 3. Publication. This Ordinance, together with a notice in the statutory form, shall be published once within ten days after passage hereof by the Corporate Authorities in the *Ogle County Life* and the *Rochelle News Leader*, being newspapers of general circulation in the County, and if no petition, signed by 2,227 electors (said number being the greater of (i) seven and one-half percent (7½%) of the registered voters in the County or (ii) the lesser of 200 registered voters or 15% of registered voters), asking that the question of the issuance of the Bonds be submitted to the electors of the County, is filed with the County Clerk within forty-five (45) days after the date of the publication, asking that the question of the issuance of the Bonds (the “Proposition”) be submitted to referendum, then the Proposition shall be submitted to the electors of the County at the general primary election to be held on the 20th day of March, 2018, unless there are no voters scheduled to cast votes for any candidates for nomination for, election to or retention in public office, in which case the Proposition shall be submitted to the electors of the County at the general election to be held on the 6th day of November, 2018. If no petition is filed with the County Clerk within said 45-day period, then this Ordinance shall be in full force and effect and the Bonds shall be authorized to be issued. A petition form shall be provided by the County Clerk at the principal office of the County, located at 105 South Fifth Street, #104, Oregon, Illinois, to any individual requesting one.

Section 4. Additional Ordinances. If no petition meeting the requirements of applicable law is filed during the petition period hereinabove referred to, then the Corporate Authorities may adopt additional ordinances or proceedings supplementing or amending this Ordinance providing for the issuance and sale of the Bonds and prescribing all the details of the Bonds, so long as the maximum amount of the Bonds as set forth in this Ordinance is not exceeded and there is no material change in the purposes described herein. Such additional ordinances or proceedings shall in all instances become effective in accordance with applicable law. This Ordinance, together with such additional ordinances or proceedings, shall constitute complete authority for the issuance of the Bonds under applicable law.

Section 5. Additional Proceedings. If no petition meeting the requirement of applicable law is filed during the petition period hereinabove referred to, then the preparation and distribution of a preliminary official statement relating to the Bonds is hereby approved, and the County Board Chairman is hereby authorized to deem the preliminary official statement nearly final.

Section 6. Severability. If any section, paragraph, clause or provision of this Ordinance shall be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance.

Section 7. Repealer. 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.

Section 8. Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

AYES: _____

NAYS: _____

ABSENT: _____

PASSED this 19th day of September, 2017.

APPROVED by me this 19th day of September, 2017.

By: _____

Its: Kim P. Gouker
Board Chairman, County of Ogle, Illinois

ATTEST:

By: _____

Its: Laura J. Cook
County Clerk, County of Ogle, Illinois

**NOTICE OF INTENT TO ISSUE BONDS
AND RIGHT TO FILE PETITION
AND HEARING ON PROPOSED ISSUANCE**

Notice is hereby given that pursuant to Ordinance No. 2017-0904, adopted on September 19, 2017, the County of Ogle, Illinois (the "County"), intends to issue alternate bonds, being general obligation bonds (the "Bonds") payable from the hereinafter identified revenue source, in an aggregate principal amount not to exceed \$28,000,000, and bearing interest per annum at not to exceed the maximum rate authorized by law at the time the Bonds are sold, for the purpose of (i) financing various capital improvements within the County, including, but not limited to, building and equipping a new jail facility within the County, including, in connection with said work, acquisition of all land or rights in land, mechanical, electrical, and other services necessary, useful, or advisable thereto (the "Project") and (ii) paying certain costs of issuance thereof. The Bonds shall payable from (i) collections distributed to the County from tipping fees and any other host fees received by the County from owners or operators of landfills located within the County, or substitute fees therefor as provided in the future and (ii) ad valorem taxes of the County for which its full faith and credit have been irrevocably pledged, unlimited as to rate or amount. The ordinance authorizing the issuance of the Bonds is attached hereto and appears below this notice.

Notice is hereby further given that if a petition signed by 2,227 or more of registered voters (said number being the greater of (i) seven and one-half percent (7½%) of the registered voters in the County or (ii) the lesser of 200 registered voters or 15% of registered voters), asking that the question of the issuance of the Bonds be submitted to the electors of the County, is filed with the County Clerk within forty-five (45) days after the date of the publication, asking that the question of the issuance of the Bonds (the "Proposition") be submitted to referendum, then the Proposition shall be submitted to the electors of the County at the general primary election to be held on the 20th day of March, 2018, unless there are no voters scheduled to cast votes for any candidates for nomination for, election to or retention in public office, in which case the Proposition shall be submitted to the electors of the County at the general election to be held on the 6th day of November, 2018. If no petition is filed with the County Clerk within said 45-day period, then this Ordinance shall be in full force and effect and the Bonds shall be authorized to be issued. A petition form shall be provided by the County Clerk at the principal office of the County, located at 105 South Fifth Street, #104, Oregon, Illinois, to any individual requesting one.

/s/ Laura J. Cook
County Clerk
County of Ogle, Illinois

Personnel and Salary Committee
Tentative Minutes
September 12, 2017

1. Call Meeting to Order: Chairman Kenney called the meeting to order at 10:00 a.m. Present: Finfrock, Heuer, Meyers, County Engineer Jeremy Ciesiel and Sheriff Brian VanVickle (arrived at 10:08). Absent: Bolin, County Clerk & Recorder Laura Cook and Director of Court Services Ken Burn.
2. Approval of Minutes: August 8, 2017: Motion by Finfrock to approve the minutes as presented, 2nd by Heuer. Motion carried.
3. New Business
 - Discussion: Kenney asked the Committee if they have anything to discuss; Kenney stated they need to start looking at salaries and recommendations. Finfrock asked if we have anything before the Finance Committee for projects next year; Kenney stated not yet. Finfrock stated the pay scale hasn't been updated since 2011; Kenney stated the County Board salary hasn't been updated since 2001. Ciesiel stated Highway departments do a survey every year and they receive the results. Finfrock stated we do receive salary surveys from UCCI and AAIM. Discussion was held regarding job descriptions; Kenney stated they need to be updated. Kenney asked what the Department Heads' increases are set at; Kenney will follow up with County Clerk Cook. Ciesiel informed the Committee that he did hire an Assistant Engineer and he will be starting in a few weeks.
4. Old Business
 - Review of New Personnel & Policy Handbook: Heuer stated everything matches with the table of contents; she went over the last changes that were made. Discussion was held regarding FOIA requests section on page 69; Kenney will get clarification from State's Attorney Morrow and Sikich. Heuer stated per Sikich it is now a State Statute and has to be included in the handbook. Ciesiel brought up the nepotism date on table of contents; consensus to change the date to date it is passed by the County Board. Ciesiel stated the Welcome Letter on page 9 has a spot for a signature, whose signature would it be. Finfrock suggested changing it to a Welcome Statement and remove Sincerely; Committee agreed. Kenney stated compliance with this is no optional; if it is accepted by Executive Committee and taken before the Board it shall become the rule of the County. Kenney stated in the past we have had Elected Department Heads do what they want. Committee agreed. Motion by Finfrock to move the handbook on to Executive Committee, 2nd by Heuer. Motion carried. Kenney thanked everyone for their work on this project.
 - New Position
 - Review for IT Technician: Finfrock stated they talked about it this morning at IT/GIS and we are waiting on the meeting between Callant and Kenney.
 - Part-time Administrative Assistant: Finfrock stated it needs to be looked about but unsure of the budgeting.
5. Closed Session: None

6. Committee Comments/Suggestions: None
7. Department Head Comments/Suggestions: None
8. Public Comment: Heuer stated they had a Safety Committee meeting this morning; new representative from Gallagher Bassett Services. Heuer stated they will do on-site training and online training for our Department Heads; there is no cost. Discussion was held regarding nepotism in the Sheriff's Department. Sheriff VanVickle explained the training issues he is having with new hires.
9. Adjournment: With no further business, Chairman Kenney adjourned the meeting. Time: 10:46 a.m.

Respectfully submitted,
Tiffany O'Brien

Ogle County Regional Planning Commission

911 Pines Road
Oregon, IL 61061
(815) 732-1190
Fax: (815) 732-3709
www.oglecounty.org

REGIONAL PLANNING COMMISSION REPORT AUGUST 17, 2017

The regular monthly meeting of the Ogle County Regional Planning Commission was held on Thursday, August 17, 2017 at 6:00 P.M. at the Old Ogle County Courthouse, First Floor Conference Room #100 105 S. Fifth St., Oregon, IL.

The Order of Business is as follows:

1. ROLL CALL AND DECLARATION OF A QUORUM.

Chairman White called the meeting to order at 6:00 P.M. Roll call indicated that five members of the Regional Planning Commission were present: Dale Flanagan, Wayne Reising, Tom Smith, Michael Timm, and Chairman Paul White. Alan Nelson and Corky Wetzel were absent.

2. READING AND APPROVAL OF REPORT OF APRIL 20, 2017 AS MINUTES.

Chairman White asked for changes, corrections and/or additions to the April 20, 2017 Regional Planning Commission report. Mr. Reising made a motion to approve the April 20, 2017 report as presented; seconded by Mr. Flanagan. Motion carried via voice vote.

3. UNFINISHED BUSINESS (CONSIDERATION AND POSSIBLE ACTION)

There was no unfinished business for consideration.

4. NEW BUSINESS

A. DECISIONS (CONSIDERATION AND POSSIBLE ACTION)

#5-17 SPECIAL USE - Down Range, LLC, % Matthew Gerard, 320 Pond St., DeKalb, IL for a Special Use Permit to allow a firearms shooting range in the AG-1 Agricultural District on property described as follows and owned by the petitioner:

Part of G.L. 2 NW Fractional Quarter Section 5 Flagg Township 40N, R1E of the 3rd P.M.,
Ogle County, IL, 8.65 acres, more or less
Property Identification Number: 24-05-100-006
Common Location: 3111 S. Skare Rd.

Mr. Reibel reviewed the staff report. The LESA score of 164.8 indicates a low rating for protection (LE = 28.8; SA = 136). There are 19 recommended conditions, which the RPC members acknowledged as having read. The Illinois Department of Natural Resources, Natural Heritage Database indicates that there is no record of threatened or endangered species, etc. within the vicinity of the project location, and the consultation process with IDNR has been terminated. Mr. Flanagan asked if anything had been received from Flagg Township or Flagg Township Planning

Commission. Mr. Reibel answered no. Mr. Reibel read a letter from Jeremy Ciesiel, of the Ogle County Highway Department that expressed concerns about inadequate site distance, and possible remedies to the site distance issue.

Matt Gerard was present and gave an overview of his background and qualifications, and why this facility is needed in our area. Mr. Gerard referred to the concept plan provided and discussed the proposed uses to be on the site including tactical training for police & military personnel, self-defense & conceal carry classes for civilians, and renting the site to qualified trainers for firearms training. Mr. Gerard stated all training will be done by instructors that have been certified by the NRA or local government. All training will be supervised with strict morals of conduct that will be adhered to. The hours of operation, when classes are conducted, would be from 8:00AM to 6:00PM not more than 10 days per month. Twice a month, the facility would stay open until 10:00PM to offer low-light training. The range would be closed prior to and after hunting seasons so to not affect the hunters in the area. A lead management plan will be implemented, as well as a stormwater management plan.

Mr. Gerard stated that he has offered to buy the Schabacker property (the nearest residence) if the opportunity arises. A sound study has been done by Pantronics, which determined that the decibel levels do not get above 80 which is within comfort level standards. Mr. Gerard stated that he plans to add more greenery at the site and install lockable gates to prevent unauthorized entry.

Mr. Gerard stated that he believes this would be beneficial to the area as it gives people access to a local facility and they will be trained by certified range officers.

Mr. White asked for discussion. Mr. Flanagan asked when will you be closed for hunting season. Mr. Gerard stated we will not conduct training the week prior and week after opening day of archery and shot gun seasons. Mr. Flanagan asked what nights will you be conducting night training. Mr. Gerard stated the days will be determined as things get scheduled, and that he will be extremely approachable to the neighbors and will notify them via email or phone as to when these classes will be. Discussion ensued regarding the number of rounds that will be shot. Mr. Gerard stated the number of rounds that will be shot will be determined by what kind of class is being held.

Mr. Smith asked where the sound measurements were taken from, what types of guns were used, and what the weather conditions were when the test was taken. Mr. Gerard stated that information is in the report.

Mr. Smith stated our zoning ordinance provides that gun ranges are a Special Use allowed in the AG-1 Agricultural District if not located nearer than 1000' to any residence other than the owner. This site does not fit as it is proposed to be 185' from the closest residence. Traffic is also a concern as this is a traveled road and the site location is in a dangerous area. The days and times being proposed for use are during times when that road has heavy traffic. Also, there is a lot of water at the site and ground water needs to be protected.

Mr. Gerard stated the concept plan addresses the drainage issues.

Mr. Riesing stated that he has concerns with traffic safety as well.

Mr. White asked if there were anyone opposed to the request present. Attorney Doug Floski was present and stated he is representing the Schabacker's who are the closest property owners, as

well as adjacent property owner Robert Bell. They are concerned and opposed to this request for the same reasons when it was proposed last year. They ask that this committee deny this request because it does not fit the comprehensive plan or the zoning ordinance.

Mr. Smith made a motion to recommend denial of Petition #5-17 Special Use as it does not fit the land use compatibility goals and objectives of the Comprehensive Plan, and the 1000' setback requirement as stated in the ordinance should be maintained; the motion was seconded by Mr. Reising. Motion to deny carried 5-0 via roll call vote.

#1-17 TEXT AMENDMENT - Michael Reibel, Ogle County Planning & Zoning Administrator under the direction of the Planning & Zoning Committee of the Ogle County Board for an Amendment to the text of the *Ogle County Amendatory Zoning Ordinance*, as follows:

- A. Division 2, Section 16-2-2: Rules and Definitions; Definitions
- B. Division 2, Section 16-2-2: Rules and Definitions; Definitions
- C. Division 5, Section 16-5-1B: AG-1 Agricultural District; Permitted Uses
- D. Division 5, Section 16-5-1C: AG-1 Agricultural District; Special Uses
- E. Division 5, Section 16-5-7B: B-1 Business District; Permitted Uses
- F. Division 5, Section 16-5-8C: B-2 Business Recreation District; Special Uses
- G. Division 5, Section 16-5-10C: I-1 Industrial District; Special Uses
- H. Division 6, Section 16-6-6D1: Accessory Buildings, Structures and Uses; Accessory building size limitations
- I. Division 6, Section 16-6-16A: Supplementary District Regulations; Home Occupations, Permitted Home Occupations
- J. Division 6, Section 16-6-25: Supplementary District Regulations; Regulation of Telecommunications Facilities
- K. Division 6, Section 16-6-25: Supplementary District Regulations; Open Storage of Unlicensed Motor Vehicles
- L. Division 8, Section 16-8-5: Sign Regulations; Prohibited Signs
- M. Division 8, Section 16-8-5: Sign Regulations; Commercial and Industrial Signage
- N. Division 8, Section 16-8-10D: Other Signage; Off-Premises Directional/Informational Signs
- O. Division 9, Section 16-9-15; Appendices; Appendix IV

Mr. Reibel reviewed the Executive Summary with the Commission members and discussion ensued.

Discussion ensued regarding "D. Division 5, Section 16-5-1C: AG-1 Agricultural District; Special Uses" and how the wording "similar uses" is interpreted.

Mr. Flanagan made a motion to approve #1-17 Text Amendment as the proposed amendments appear to be common sense changes that will improve the zoning ordinance; seconded by Mr. Timm. The motion carried unanimously 5-0 via roll call vote.

#2--17 AMENDMENT - David C. & Amy S. Eder, 6553 N. Deer Path Rd., Oregon, IL for an Amendment to the Zoning District to rezone from AG-1 Agricultural District to R-1 Rural Residence District on property described as follows and owned by the petitioners:

Part of the NW1/4 of the SE1/4 of Section 2 Pine Creek Township 23N, R9E of the 4th P.M., Ogle County, IL, 12.4 acres, more or less
Property Identification Number: 15-02-400-017
Common Location: 809 S. Harmony Rd.

Mr. Reibel reviewed the staff report. The LESA score of 186.7 indicates a low rating for protection (LE = 68.7; SA = 118). A Special Use Permit (10-7SU) to construct a single family dwelling was issued for the site in 2007, the approval of which was extended on four separate occasions by application to and action by the Supervisor of Assessment and Planning & Zoning Committee of the Ogle County Board, the final extension expiring in October 2016. The Illinois Department of Natural Resources, Natural Heritage Database indicates that there is no record of threatened or endangered species, etc. within the vicinity of the project location, and the consultation process with IDNR has been terminated.

Mr. & Mrs. Eder were present. Mr. Eder stated we purchased the property in November of 2016 and was told it was a buildable site. When we went to get an address to get electricity to the site, we found out the site was not buildable. The seller stated he was not aware of the special use permit when he bought it. We did not have the required road frontage to re-zone to IA Intermediate Agricultural District but feel R-1 Rural Residence District fits this area as there are several homes around this site. We have contacted most of the neighbors and there were no verbal objections to this request. The site does not disrupt farmland as it is primarily scrub trees. We have had soil test done and it indicates the soils are acceptable for septic. We plan on building in two years and have planted some trees at the site.

Mr. White asked for discussion or a motion.

Mr. Flanagan made a motion to approve #2-17AM because this petition fits the Comprehensive Plan, the proposed use is compatible with the surrounding area, it has a low LESA score, and it had also been approved previously as a special use; seconded by Mr. Timm. The motion carried unanimously 5-0 via roll call vote.

5. OTHER BUSINESS (CONSIDERATION AND POSSIBLE ACTION)

There was no other business for consideration.

6. PUBLIC COMMENT

There was no public comment.

7. ADJOURN

Chairman White declared the meeting adjourned at 7:51 P.M. The next meeting of the Regional Planning Commission will be on September 21, 2017 at 6:00 P.M. in the Old Ogle County Court House, First Floor Conference Room #100, 105 S. Fifth St., Oregon, IL.

Respectfully submitted,



Michael Reibel
Planning & Zoning Administrator



Laura J. Cook
Ogle County Clerk & Recorder

September 7, 2017

Cash Balance on Hand 08/01/2017	County Clerk Cash	133,246.82
	Recorder Cash	50.00
Receipts for August		129,710.88
Disbursements for August		153,061.65
		<hr/>
		\$ 109,896.05

Certified Mail	87.40
County Licenses	0.00
Fingerprinting Costs	0.00
GIS Fee Fund	9,296.00
Liquor License	125.00
Married Families DV Fund	320.00
My Dec - State Revenue Stamps	26,279.50
Recorder's Automation Fund	4,326.80
Recorder's GIS Fees	723.00
RHSPS - Recorder	315.50
RHSPS - State	5,679.00
State Death Srchg. Fund	48.00
Tax Redemptions	23,039.73
Vital Records Auto Fund	320.00
<hr/>	
70,559.93	

August Earnings Turned Over To Treasurer	\$ 39,686.70
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Laura J. Cook
Ogle County Clerk



August 1-14, 2017- Department Claims

Payment Date Range 08/01/17 - 08/14/17

<u>Vendor</u>	<u>Invoice No.</u>	<u>Invoice Description</u>	<u>Status</u>	<u>Held Reason</u>	<u>Invoice Date</u>	<u>Due Date</u>	<u>G/L Date</u>	<u>Received Date</u>	<u>Payment Date</u>	<u>Invoice Amount</u>
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No Records Exist



August 16- 31, 2017 - Department Claims

Payment Date Range 08/16/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 02 - Building & Grounds										
Account 4540.10 - Repairs & Maint - Facilities										
3991 - CARD SERVICE CENTER	08/2017B&G	Acct # 0007; B&G	Paid by Check # 153676		07/28/2017	08/23/2017	08/16/2017		08/16/2017	1,160.15
							Account 4540.10 - Repairs & Maint - Facilities Totals		Invoice Transactions 1	<u>\$1,160.15</u>
							Department 02 - Building & Grounds Totals		Invoice Transactions 1	<u>\$1,160.15</u>
Department 09 - Focus House										
Account 4444 - Medical Expense										
3991 - CARD SERVICE CENTER	Aldridge 0118	Medical	Paid by Check # 153677		08/16/2017	08/16/2017	08/16/2017		08/16/2017	34.95
							Account 4444 - Medical Expense Totals		Invoice Transactions 1	<u>\$34.95</u>
Account 4510 - Office Supplies										
3991 - CARD SERVICE CENTER	Moore 0225	Office Supplies	Paid by Check # 153679		08/16/2017	08/16/2017	08/16/2017		08/16/2017	118.88
							Account 4510 - Office Supplies Totals		Invoice Transactions 1	<u>\$118.88</u>
Account 4540 - Repairs & Maint - Facilities										
3991 - CARD SERVICE CENTER	Lyle 0639	Repairs & Maintenance	Paid by Check # 153678		08/16/2017	08/16/2017	08/16/2017		08/16/2017	286.92
							Account 4540 - Repairs & Maint - Facilities Totals		Invoice Transactions 1	<u>\$286.92</u>
Account 4724 - Office Equipment Maintenance										
3991 - CARD SERVICE CENTER	Moore 0225	Office Supplies	Paid by Check # 153679		08/16/2017	08/16/2017	08/16/2017		08/16/2017	200.00
							Account 4724 - Office Equipment Maintenance Totals		Invoice Transactions 1	<u>\$200.00</u>
							Department 09 - Focus House Totals		Invoice Transactions 4	<u>\$640.75</u>
Department 12 - Sheriff										
Account 4420 - Training Expenses										
3991 - CARD SERVICE CENTER	08/217	Acct # 0007; OCSO	Paid by Check # 153676		07/28/2017	08/23/2017	08/16/2017		08/16/2017	349.22
5151 - STATE POLICE SERVICES FUND	08/2016	480-Hour Basic Training Course/S. Gendus	Paid by Check # 153680		08/16/2017	08/16/2017	08/16/2017		08/16/2017	3,233.12
							Account 4420 - Training Expenses Totals		Invoice Transactions 2	<u>\$3,582.34</u>
Account 4510 - Office Supplies										
3991 - CARD SERVICE CENTER	08/217	Acct # 0007; OCSO	Paid by Check # 153676		07/28/2017	08/23/2017	08/16/2017		08/16/2017	144.62
							Account 4510 - Office Supplies Totals		Invoice Transactions 1	<u>\$144.62</u>
Account 4545.10 - Petroleum Products - Gasoline										
3390 - WEX BANK	50681688	Acct # 0414-00- 630179	Paid by Check # 153681		07/31/2017	08/25/2017	08/16/2017		08/16/2017	189.61
							Account 4545.10 - Petroleum Products - Gasoline Totals		Invoice Transactions 1	<u>\$189.61</u>



August 16- 31, 2017 - Department Claims

Payment Date Range 08/16/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 12 - Sheriff										
Account 4585 - Vehicle Maintenance										
3991 - CARD SERVICE CENTER	08/217	Acct # 0007; OCSO	Paid by Check # 153676		07/28/2017	08/23/2017	08/16/2017		08/16/2017	200.61
							Account 4585 - Vehicle Maintenance Totals		Invoice Transactions 1	<u>\$200.61</u>
Sub-Department 60 - OEMA										
Account 4422 - Travel Expenses, Dues & Seminars										
3991 - CARD SERVICE CENTER	08/2017OEMA	Acct # 0007; OEMA	Paid by Check # 153676		08/16/2017	08/16/2017	08/16/2017		08/16/2017	35.39
							Account 4422 - Travel Expenses, Dues & Seminars Totals		Invoice Transactions 1	<u>\$35.39</u>
Account 4545.10 - Petroleum Products - Gasoline										
3390 - WEX BANK	50681688/OEM A	Acct # 0414-00- 630179	Paid by Check # 153681		07/31/2017	08/25/2017	08/16/2017		08/16/2017	13.82
							Account 4545.10 - Petroleum Products - Gasoline Totals		Invoice Transactions 1	<u>\$13.82</u>
Account 4570 - Uniforms										
3991 - CARD SERVICE CENTER	08/2017OEMA	Acct # 0007; OEMA	Paid by Check # 153676		08/16/2017	08/16/2017	08/16/2017		08/16/2017	53.85
							Account 4570 - Uniforms Totals		Invoice Transactions 1	<u>\$53.85</u>
							Sub-Department 60 - OEMA Totals		Invoice Transactions 3	<u>\$103.06</u>
							Department 12 - Sheriff Totals		Invoice Transactions 8	<u>\$4,220.24</u>
Department 14 - State's Attorney										
Account 4422 - Travel Expenses, Dues & Seminars										
4818 - ANDREW WILT	2016-00001960	Mileage 10/26 - Shining Star; 11/4 - Rochelle	Paid by Check # 153682		11/21/2016	11/21/2016	11/21/2016		08/24/2017	38.88
							Account 4422 - Travel Expenses, Dues & Seminars Totals		Invoice Transactions 1	<u>\$38.88</u>
							Department 14 - State's Attorney Totals		Invoice Transactions 1	<u>\$38.88</u>
Department 22 - Corrections										
Account 4420 - Training Expenses										
3991 - CARD SERVICE CENTER	08/2017Corr	Acct # 0007; Corr	Paid by Check # 153676		08/16/2017	08/16/2017	08/16/2017		08/16/2017	120.00
							Account 4420 - Training Expenses Totals		Invoice Transactions 1	<u>\$120.00</u>
Account 4444 - Medical Expense										
3991 - CARD SERVICE CENTER	08/2017Corr	Acct # 0007; Corr	Paid by Check # 153676		08/16/2017	08/16/2017	08/16/2017		08/16/2017	293.89
							Account 4444 - Medical Expense Totals		Invoice Transactions 1	<u>\$293.89</u>
Account 4510 - Office Supplies										
3991 - CARD SERVICE CENTER	08/2017Corr	Acct # 0007; Corr	Paid by Check # 153676		08/16/2017	08/16/2017	08/16/2017		08/16/2017	525.94
							Account 4510 - Office Supplies Totals		Invoice Transactions 1	<u>\$525.94</u>



August 16- 31, 2017 - Department Claims

Payment Date Range 08/16/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 22 - Corrections										
Account 4737 - Maintenance of Radios										
3991 - CARD SERVICE CENTER	08/2017Corr	Acct # 0007; Corr	Paid by Check # 153676		08/16/2017	08/16/2017	08/16/2017		08/16/2017	19.04
							Account 4737 - Maintenance of Radios Totals	Invoice Transactions	1	<u>\$19.04</u>
							Department 22 - Corrections Totals	Invoice Transactions	4	<u>\$958.87</u>
							Fund 100 - General Fund Totals	Invoice Transactions	18	<u>\$7,018.89</u>
							Grand Totals	Invoice Transactions	18	<u>\$7,018.89</u>

Local Share of State-County Sales Tax

2014

Date:	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14
1%	23,854.05	35,782.46	29,854.63	40,350.83	29,590.93	31,916.56	33,613.87	24,769.36	21,020.19	36,646.63	28,774.73	25,961.17
0.25%	64,786.04	71,954.61	65,555.34	86,634.79	59,956.89	65,959.61	74,053.06	68,475.98	70,273.97	76,544.21	73,011.61	72,482.43
Date Received	12/13/13	01/14/14	02/11/14	03/14/14	04/10/14	05/12/14	06/09/14	07/11/14	08/11/14	09/12/14	10/14/14	11/10/14

2015

Date:	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15
1%	24,459.68	44,426.96	34,989.34	43,208.34	36,348.24	36,615.08	32,091.29	28,303.81	23,887.97	30,941.11	29,037.69	20,022.62
0.25%	71,447.18	78,507.38	71,777.96	72,585.51	59,765.28	61,763.30	67,291.80	66,674.92	72,067.79	73,950.44	74,530.96	70,775.08
Date Received	12/15/14	01/20/15	02/09/15	03/12/15	04/13/15	05/11/15	06/10/15	07/13/15	08/13/15	09/14/15	10/13/15	11/12/15

2016

Date:	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16
1%	29,879.76	30,979.88	20,011.74	35,883.36	26,396.26	27,284.43	30,184.07	23,207.90	22,063.74	43,532.55	37,198.82	25,952.09
0.25%	69,295.01	75,467.91	62,897.89	68,373.19	53,893.95	60,528.61	69,851.46	64,114.09	69,787.90	76,683.45	73,759.77	70,665.70
Date Received	12/14/15	01/11/16	02/08/16	03/17/16	04/15/16	05/11/16	06/10/16	07/11/16	08/11/16	09/14/16	10/17/16	11/10/16

2017

Date:	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17
1%	26,249.97	31,818.92	23,891.94	42,331.43	29,697.99	25,988.98	31,851.09	25,729.54	26,258.34	33,128.13		
0.25%	70,010.67	71,068.65	64,315.37	73,177.80	61,102.08	57,453.63	71,053.97	66,676.90	73,227.77	72,937.40		
Date Received	12/12/16	01/13/17	02/09/17	03/10/17	04/10/17	05/11/17	06/12/17	07/12/17	08/10/17	09/11/17		



General Fund Budget Performance

Fiscal Year to Date 08/31/17

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 100 - General Fund							
REVENUE							
Department 00 - Non-Departmental							
3098	Estimated Beginning Balance	100,000.00	.00	.00	100,000.00	0	.00
3110	State Income Tax	2,470,000.00	.00	1,715,899.38	754,100.62	69	1,829,468.97
3120.10	Sales Tax \$.0025 Portion	790,000.00	73,227.77	608,086.84	181,913.16	77	594,210.01
3120.20	Sales Tax 1% Portion	370,000.00	26,258.34	263,818.20	106,181.80	71	245,891.14
3120.30	Sales Tax Local Use Tax	600,000.00	44,902.51	437,597.58	162,402.42	73	541,197.69
3125	Property Tax	4,200,000.00	130,148.66	2,442,795.44	1,757,204.56	58	2,289,663.20
3126	Mobile Home Tax	5,000.00	.00	.00	5,000.00	0	.00
3129	Video Gambling Tax	20,000.00	1,714.64	10,105.11	9,894.89	51	12,332.81
3330	Cable TV Franchise Fees	90,000.00	16,769.20	74,793.64	15,206.36	83	67,779.81
3372	Administrative Court Fee	5,500.00	.00	900.00	4,600.00	16	2,340.00
3380	Restitution	1,500.00	.00	10,750.00	(9,250.00)	717	199.94
3900	Interfund Transfer In	.00	.00	.00	.00	+++	595,702.16
3900.140	Interfund Transfer In County Officers	1,200,000.00	.00	1,050,000.00	150,000.00	88	1,145,000.00
3900.180	Interfund Transfer In Long Range Capital Improvement	138,000.00	.00	.00	138,000.00	0	.00
3900.420	Interfund Transfer In Animal Control	25,000.00	25,000.00	25,000.00	.00	100	.00
3900.905	Interfund Transfer In Personal Property	355,000.00	.00	355,000.00	.00	100	441,000.00
3999	Other Revenue	10,000.00	.00	2,672.50	7,327.50	27	3,910.00
Department 00 - Non-Departmental Totals		\$10,380,000.00	\$318,021.12	\$6,997,418.69	\$3,382,581.31	67%	\$7,768,695.73
Department 01 - County Clerk/Recorder							
3129	Video Gambling Tax	1,000.00	.00	675.00	325.00	68	550.00
3530	Liquor License	20,000.00	125.00	20,175.00	(175.00)	101	19,000.00
3542	County Licenses	2,250.00	.00	2,100.00	150.00	93	2,250.00
Department 01 - County Clerk/Recorder Totals		\$23,250.00	\$125.00	\$22,950.00	\$300.00	99%	\$21,800.00
Department 03 - Treasurer							
3310	Copies	4,500.00	500.00	4,463.85	36.15	99	4,463.40
3483	Indemnity Cost	.00	.00	6,781.86	(6,781.86)	+++	.00
Department 03 - Treasurer Totals		\$4,500.00	\$500.00	\$11,245.71	(\$6,745.71)	250%	\$4,463.40
Department 06 - Judiciary & Jury							
3218	Public Defender Reimbursement	38,500.00	3,309.22	29,691.99	8,808.01	77	41,368.44
Department 06 - Judiciary & Jury Totals		\$38,500.00	\$3,309.22	\$29,691.99	\$8,808.01	77%	\$41,368.44
Department 07 - Circuit Clerk							
3357	Court Security Fee	.00	.00	.00	.00	+++	69,227.83



General Fund Budget Performance

Fiscal Year to Date 08/31/17

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
3361	DUI Education Fee	.00	100.00	150.00	(150.00)	+++	.00
3362	Police Vehicle Fee	8,000.00	600.00	4,678.00	3,322.00	58	5,895.50
3375	Public Defender	2,500.00	.00	294.00	2,206.00	12	2,830.00
3385	Street Value Drugs	5,000.00	2,620.12	4,930.08	69.92	99	5,971.28
3390	Criminal Fines	210,000.00	13,193.00	66,027.71	143,972.29	31	97,621.15
3395	Traffic Fines	380,000.00	24,281.05	237,316.58	142,683.42	62	281,197.10
3396	County Fee -(Traffic)	145,000.00	10,871.49	94,654.47	50,345.53	65	107,101.14
3900.550	Interfund Transfer In Document Storage	25,000.00	.00	25,000.00	.00	100	35,000.00
3900.555	Interfund Transfer In County Automation - Circuit Cler	25,000.00	.00	25,000.00	.00	100	15,000.00
Department 07 - Circuit Clerk Totals		\$800,500.00	\$51,665.66	\$458,050.84	\$342,449.16	57%	\$619,844.00
Department 08 - Probation							
3215	Probation Salary Reimbursements	540,700.00	140,160.18	281,435.82	259,264.18	52	380,114.70
3900	Interfund Transfer In	.00	.00	44.23	(44.23)	+++	.00
Department 08 - Probation Totals		\$540,700.00	\$140,160.18	\$281,480.05	\$259,219.95	52%	\$380,114.70
Department 09 - Focus House							
3473	Illinois Juvenile Contract	150,000.00	5,550.00	34,410.00	115,590.00	23	26,085.00
3900.560	Interfund Transfer In Dependant Children	450,000.00	100,000.00	335,000.00	115,000.00	74	266,800.00
3999	Other Revenue	10,000.00	.00	88.31	9,911.69	1	547.42
Department 09 - Focus House Totals		\$610,000.00	\$105,550.00	\$369,498.31	\$240,501.69	61%	\$293,432.42
Department 10 - Assessment							
3220	Assessor's Salary Reimbursement	37,000.00	3,181.20	28,538.15	8,461.85	77	42,699.91
3310	Copies	5,000.00	22.00	3,690.45	1,309.55	74	3,958.51
3460	Maps & Plat Books	.00	.00	.00	.00	+++	107.50
Department 10 - Assessment Totals		\$42,000.00	\$3,203.20	\$32,228.60	\$9,771.40	77%	\$46,765.92
Department 11 - Zoning							
3599	Other Licenses & Permits	557,000.00	9,594.78	415,051.24	141,948.76	75	40,062.71
Department 11 - Zoning Totals		\$557,000.00	\$9,594.78	\$415,051.24	\$141,948.76	75%	\$40,062.71
Department 12 - Sheriff							
3230	Sheriff's Department Reimbursements	60,000.00	225.00	4,075.57	55,924.43	7	2,775.48
3357	Court Security Fee	100,000.00	6,438.78	59,948.92	40,051.08	60	.00
3410	Computer Rent	6,000.00	.00	6,100.00	(100.00)	102	6,100.00
3415	Fingerprinting	600.00	10.00	320.00	280.00	53	140.00
3425	Jail Boarding	685,000.00	48,300.00	304,350.00	380,650.00	44	484,138.95
3435	Take Bond Fee	15,000.00	810.00	8,145.00	6,855.00	54	11,055.00
3440	Tower Rent	17,500.00	233.34	10,850.06	6,649.94	62	14,366.72



General Fund Budget Performance

Fiscal Year to Date 08/31/17

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
3445	Work Release	17,500.00	1,620.00	6,786.00	10,714.00	39	11,538.00
3608	Sold Property	.00	.00	.00	.00	+++	(28,228.38)
Sub-Department 60 - OEMA							
3900.610	Interfund Transfer In OEMA	40,000.00	.00	.00	40,000.00	0	.00
Sub-Department 60 - OEMA Totals		\$40,000.00	\$0.00	\$0.00	\$40,000.00	0%	\$0.00
Sub-Department 62 - Emergency Communications							
3900.640	Interfund Transfer In 911 Emergency	145,000.00	.00	113,368.88	31,631.12	78	68,265.22
Sub-Department 62 - Emergency Communications Totals		\$145,000.00	\$0.00	\$113,368.88	\$31,631.12	78%	\$68,265.22
Department 12 - Sheriff Totals		\$1,086,600.00	\$57,637.12	\$513,944.43	\$572,655.57	47%	\$570,150.99
Department 14 - State's Attorney							
3205	State's Attorney Salary Reimbursement	145,000.00	12,056.42	108,507.78	36,492.22	75	156,733.46
3210	Victim Witness Advocate Reimbursement	30,000.00	2,895.00	24,540.00	5,460.00	82	34,650.00
3310	Copies	.00	.00	20.00	(20.00)	+++	.00
Department 14 - State's Attorney Totals		\$175,000.00	\$14,951.42	\$133,067.78	\$41,932.22	76%	\$191,383.46
REVENUE TOTALS		\$14,258,050.00	\$704,717.70	\$9,264,627.64	\$4,993,422.36	65%	\$9,978,081.77
EXPENSE							
Department 01 - County Clerk/Recorder							
4100	Salaries- Departmental	320,617.00	23,024.30	206,800.14	113,816.86	65	232,408.99
4120	Part Time/ Extra Time	4,100.00	.00	900.00	3,200.00	22	850.00
4422	Travel Expenses, Dues & Seminars	4,000.00	544.00	1,416.29	2,583.71	35	2,121.04
4510	Office Supplies	9,599.00	102.62	3,305.35	6,293.65	34	5,890.49
4714	Software Maintenance	15,050.00	.00	9,779.68	5,270.32	65	9,718.13
Sub-Department 10 - Elections							
4100	Salaries- Departmental	35,000.00	.00	26,085.17	8,914.83	75	28,508.58
4412	Official Publications	9,000.00	.00	5,424.82	3,575.18	60	4,406.85
4525	Election Supplies	26,300.00	.00	24,770.52	1,529.48	94	27,561.12
4528	Voter Registration Supplies	20,000.00	.00	13,915.32	6,084.68	70	7,846.89
4714	Software Maintenance	33,700.00	.00	33,192.58	507.42	98	33,192.58
Sub-Department 10 - Elections Totals		\$124,000.00	\$0.00	\$103,388.41	\$20,611.59	83%	\$101,516.02
Department 01 - County Clerk/Recorder Totals		\$477,366.00	\$23,670.92	\$325,589.87	\$151,776.13	68%	\$352,504.67
Department 02 - Building & Grounds							
4100	Salaries- Departmental	300,530.00	25,750.67	230,975.85	69,554.15	77	220,167.34
4120	Part Time/ Extra Time	10,000.00	.00	.00	10,000.00	0	.00
4130	Overtime	3,500.00	.00	338.89	3,161.11	10	2,452.04
4140	Holiday Pay	.00	.00	228.01	(228.01)	+++	.00



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Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
4210	Disposal Service	8,000.00	748.67	7,026.48	973.52	88	6,555.13
4212	Electricity	160,000.00	21,953.23	128,762.85	31,237.15	80	140,743.86
4214	Gas (Heating)	55,000.00	4,780.05	51,045.91	3,954.09	93	45,038.60
4216	Telephone	50,000.00	2,442.88	31,279.22	18,720.78	63	34,127.26
4216.30	Telephone Cell Phones & Pagers	20,000.00	1,617.32	14,459.53	5,540.47	72	12,754.40
4218	Water	45,000.00	4,178.81	35,736.10	9,263.90	79	24,936.38
4512	Copy Paper	10,000.00	.00	6,813.25	3,186.75	68	5,992.00
4520	Janitorial Supplies	19,000.00	1,604.08	14,527.06	4,472.94	76	11,234.37
4540.10	Repairs & Maint - Facilities	50,000.00	13,121.38	64,305.93	(14,305.93)	129	75,286.26
4540.30	Repairs & Maint - Facilities Weld Park	6,500.00	.00	6,500.00	.00	100	2,336.37
4545.10	Petroleum Products - Gasoline	4,000.00	344.76	2,919.58	1,080.42	73	2,488.30
4570	Uniforms	2,000.00	.00	1,800.00	200.00	90	1,800.00
4585	Vehicle Maintenance	2,500.00	.00	2,412.20	87.80	96	1,052.48
4710	Computer Hardware & Software	90,000.00	167.00	41,921.40	48,078.60	47	58,979.63
4715	Computer Maintenance	5,000.00	.00	.00	5,000.00	0	2,952.00
4730	Equipment - New & Used	3,000.00	.00	.00	3,000.00	0	.00
Department 02 - Building & Grounds Totals		\$844,030.00	\$76,708.85	\$641,052.26	\$202,977.74	76%	\$648,896.42
Department 03 - Treasurer							
4100	Salaries- Departmental	125,450.00	10,459.34	94,134.06	31,315.94	75	91,312.56
4120	Part Time/ Extra Time	37,350.00	3,680.25	26,127.27	11,222.73	70	25,333.47
4412	Official Publications	1,050.00	.00	234.90	815.10	22	280.80
4422	Travel Expenses, Dues & Seminars	2,100.00	72.76	659.51	1,440.49	31	1,405.42
4510	Office Supplies	22,250.00	993.53	13,066.79	9,183.21	59	14,606.80
4714	Software Maintenance	15,790.00	.00	12,430.31	3,359.69	79	12,338.13
4724	Office Equipment Maintenance	900.00	201.36	679.77	220.23	76	668.27
Department 03 - Treasurer Totals		\$204,890.00	\$15,407.24	\$147,332.61	\$57,557.39	72%	\$145,945.45
Department 04 - HEW							
4250.20	Agency Allotments Board of Health	85,000.00	.00	83,000.00	2,000.00	98	85,000.00
4250.40	Agency Allotments Soil & Water Conservation	40,000.00	.00	40,000.00	.00	100	50,000.00
Sub-Department 20 - Regional Supt of Schools							
4100	Salaries- Departmental	29,321.00	2,516.66	22,407.87	6,913.13	76	20,575.70
4220	Rent	6,600.00	600.00	4,844.45	1,755.55	73	3,166.65
4314	Contractual Services	11,000.00	806.23	6,644.96	4,355.04	60	5,606.12
4422	Travel Expenses, Dues & Seminars	6,359.00	.00	5,673.86	685.14	89	2,048.24
4510	Office Supplies	1,850.00	.00	2,837.79	(987.79)	153	10.38



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Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
4724	Office Equipment Maintenance	600.00	.00	990.10	(390.10)	165	5,766.80
Sub-Department 20 - Regional Supt of Schools Totals		\$55,730.00	\$3,922.89	\$43,399.03	\$12,330.97	78%	\$37,173.89
Department 04 - HEW Totals		\$180,730.00	\$3,922.89	\$166,399.03	\$14,330.97	92%	\$172,173.89
Department 06 - Judiciary & Jury							
4100	Salaries- Departmental	43,583.00	3,631.92	32,687.28	10,895.72	75	31,735.44
4106	Salaries- Public Defenders	179,017.00	14,893.02	134,037.18	44,979.82	75	130,351.68
4112	Judges State Reimbursement	2,400.00	.00	2,440.51	(40.51)	102	2,441.32
4324	Appointed Attorneys	39,604.00	435.00	37,854.88	1,749.12	96	21,774.67
4335	Expert Witnesses	7,000.00	.00	.00	7,000.00	0	2,375.00
4345	Interpreter	16,000.00	1,152.00	10,473.14	5,526.86	65	11,327.28
4422	Travel Expenses, Dues & Seminars	4,000.00	157.76	3,376.46	623.54	84	2,340.00
4442	Counseling/ Psychiatric Services	8,000.00	.00	9,455.83	(1,455.83)	118	8,210.00
4465	Jurors - Circuit Court	17,318.00	.00	9,677.70	7,640.30	56	13,583.20
4510	Office Supplies	3,000.00	454.33	1,317.11	1,682.89	44	952.12
4535	Law Library Materials	5,000.00	.00	5,000.00	.00	100	.00
4720	Office Equipment	3,500.00	230.45	2,258.45	1,241.55	65	2,472.63
4724	Office Equipment Maintenance	3,500.00	.00	1,887.00	1,613.00	54	1,782.00
Department 06 - Judiciary & Jury Totals		\$331,922.00	\$20,954.48	\$250,465.54	\$81,456.46	75%	\$229,345.34
Department 07 - Circuit Clerk							
4100	Salaries- Departmental	586,000.00	46,483.12	426,172.90	159,827.10	73	422,626.86
4412	Official Publications	1,000.00	147.40	1,280.19	(280.19)	128	815.85
4422	Travel Expenses, Dues & Seminars	1,500.00	64.20	579.80	920.20	39	682.03
4509	Jury Supplies	5,000.00	694.74	2,316.21	2,683.79	46	4,213.98
4510	Office Supplies	4,000.00	516.55	1,910.62	2,089.38	48	2,486.81
4516	Postage	7,000.00	2,000.00	9,954.73	(2,954.73)	142	3,014.34
4724	Office Equipment Maintenance	800.00	.00	.00	800.00	0	.00
Department 07 - Circuit Clerk Totals		\$605,300.00	\$49,906.01	\$442,214.45	\$163,085.55	73%	\$433,839.87
Department 08 - Probation							
4100	Salaries- Departmental	675,500.00	54,299.18	493,141.69	182,358.31	73	487,034.64
4120	Part Time/ Extra Time	25,500.00	235.76	15,638.85	9,861.15	61	9,679.60
4438	Juvenile Detention Fees	29,400.00	3,840.00	33,680.00	(4,280.00)	115	22,035.00
Department 08 - Probation Totals		\$730,400.00	\$58,374.94	\$542,460.54	\$187,939.46	74%	\$518,749.24
Department 09 - Focus House							
4100	Salaries- Departmental	830,000.00	66,987.81	634,346.00	195,654.00	76	626,999.17
4120	Part Time/ Extra Time	310,000.00	22,925.22	201,416.27	108,583.73	65	183,658.20



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Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
4130	Overtime	15,000.00	973.30	11,317.31	3,682.69	75	9,795.55
4140	Holiday Pay	16,500.00	.00	12,002.35	4,497.65	73	11,166.37
4143	Tuition Reimbursement	1,000.00	.00	.00	1,000.00	0	.00
4180	Medical Exams/ Drug Testing	4,000.00	225.00	2,244.07	1,755.93	56	.00
4212	Electricity	38,000.00	2,492.56	24,572.12	13,427.88	65	28,393.33
4214	Gas (Heating)	5,000.00	155.76	2,852.69	2,147.31	57	4,041.63
4216	Telephone	3,000.00	966.82	4,317.95	(1,317.95)	144	8,946.65
4219	Cable TV	2,500.00	228.48	1,979.34	520.66	79	1,871.01
4220	Rent	8,500.00	810.00	7,251.00	1,249.00	85	6,210.00
4274	CASA	12,500.00	.00	12,500.00	.00	100	12,500.00
4275	DJJ Expense	2,000.00	.00	25.00	1,975.00	1	.00
4326	Medical Contracts	6,000.00	500.00	4,000.00	2,000.00	67	4,000.00
4420	Training Expenses	5,000.00	1,039.04	5,780.56	(780.56)	116	2,247.24
4435	Transportation of Detainees	10,000.00	767.91	6,638.28	3,361.72	66	6,836.61
4439	Electronic Monitoring/ GPS	5,000.00	247.50	2,843.00	2,157.00	57	.00
4440	Personal Care & Hygiene	500.00	.00	.00	500.00	0	202.16
4441	Sex Offender/ Polygraph Service	28,500.00	2,042.50	22,662.31	5,837.69	80	18,463.75
4442	Counseling/ Psychiatric Services	5,000.00	300.00	300.00	4,700.00	6	.00
4444	Medical Expense	7,500.00	892.33	2,966.33	4,533.67	40	2,987.96
4507	Residential Home Supplies	1,500.00	.00	856.27	643.73	57	.00
4508	Kitchen Supplies	1,000.00	.00	2,640.38	(1,640.38)	264	226.98
4510	Office Supplies	4,000.00	199.00	3,061.90	938.10	77	2,145.04
4520	Janitorial Supplies	4,500.00	.00	2,846.07	1,653.93	63	3,433.14
4540	Repairs & Maint - Facilities	12,500.00	3,230.54	18,150.56	(5,650.56)	145	16,058.72
4550	Food for County Prisoners	60,000.00	5,456.89	39,058.54	20,941.46	65	35,634.53
4570	Uniforms	1,000.00	.00	383.00	617.00	38	.00
4724	Office Equipment Maintenance	11,000.00	411.71	2,272.39	8,727.61	21	.00
4743	Safety Equipment	1,000.00	138.88	1,133.82	(133.82)	113	.00
Department 09 - Focus House Totals		\$1,412,000.00	\$110,991.25	\$1,030,417.51	\$381,582.49	73%	\$985,818.04
Department 10 - Assessment							
4100	Salaries- Departmental	217,170.00	18,062.58	162,563.22	54,606.78	75	160,399.74
4412	Official Publications	4,000.00	.00	.00	4,000.00	0	20.10
4420	Training Expenses	400.00	.00	.00	400.00	0	30.00
4422	Travel Expenses, Dues & Seminars	750.00	.00	59.92	690.08	8	1,037.04
4510	Office Supplies	4,500.00	.00	1,254.98	3,245.02	28	4,512.56



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Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
4530	Mapping	3,000.00	.00	3,400.00	(400.00)	113	294.83
4714	Software Maintenance	12,863.00	.00	9,310.30	3,552.70	72	9,218.12
4720	Office Equipment	1,967.00	151.63	920.54	1,046.46	47	2,027.12
4724	Office Equipment Maintenance	250.00	.00	.00	250.00	0	.00
Sub-Department 40 - Board of Review							
4100	Salaries- Departmental	10,815.00	.00	10,620.00	195.00	98	10,620.00
4412	Official Publications	300.00	.00	78.50	221.50	26	.00
4510	Office Supplies	3,000.00	84.51	2,350.24	649.76	78	181.92
Sub-Department 40 - Board of Review Totals		\$14,115.00	\$84.51	\$13,048.74	\$1,066.26	92%	\$10,801.92
Department 10 - Assessment Totals		\$259,015.00	\$18,298.72	\$190,557.70	\$68,457.30	74%	\$188,341.43
Department 11 - Zoning							
4100	Salaries- Departmental	149,732.00	12,362.60	111,784.86	37,947.14	75	108,601.61
4145	Board of Appeals	3,625.00	450.00	2,042.33	1,582.67	56	1,485.00
4146	Regional Planning Commission	3,780.00	225.00	1,350.00	2,430.00	36	1,260.00
4412	Official Publications	1,000.00	455.95	455.95	544.05	46	.00
4422	Travel Expenses, Dues & Seminars	5,250.00	476.72	2,558.57	2,691.43	49	2,107.04
4510	Office Supplies	3,500.00	366.40	1,524.84	1,975.16	44	1,949.45
4585	Vehicle Maintenance	1,000.00	108.79	469.94	530.06	47	503.39
4720	Office Equipment	1,000.00	.00	292.85	707.15	29	.00
4724	Office Equipment Maintenance	1,700.00	359.99	1,488.28	211.72	88	1,127.12
4755	Vehicle Purchase	4,150.00	4,150.00	4,150.00	.00	100	4,150.00
Department 11 - Zoning Totals		\$174,737.00	\$18,955.45	\$126,117.62	\$48,619.38	72%	\$121,183.61
Department 12 - Sheriff							
4100	Salaries- Departmental	2,172,807.00	176,603.55	1,598,849.75	573,957.25	74	1,577,861.37
4108	Salaries- Court Security	289,435.00	25,149.17	242,466.91	46,968.09	84	254,878.52
4111	Salaries- Merit Commission	2,500.00	.00	1,315.21	1,184.79	53	2,796.12
4130	Overtime	75,000.00	7,083.80	71,549.30	3,450.70	95	62,540.87
4140	Holiday Pay	80,000.00	.00	59,954.76	20,045.24	75	61,054.26
4420	Training Expenses	15,000.00	6,422.78	14,174.66	825.34	94	9,714.95
4490	Contingencies	.00	.00	.00	.00	+++	9,808.54
4510	Office Supplies	15,000.00	1,009.21	7,470.36	7,529.64	50	8,133.35
4545.10	Petroleum Products - Gasoline	75,000.00	1,386.06	57,937.46	17,062.54	77	52,604.45
4570	Uniforms	18,000.00	3,012.34	14,337.89	3,662.11	80	21,646.87
4575	Weapons & Ammunition	8,000.00	95.25	6,424.22	1,575.78	80	8,946.46
4585	Vehicle Maintenance	35,000.00	2,856.35	21,563.15	13,436.85	62	32,883.24



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Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
4710	Computer Hardware & Software	1,000.00	.00	99.00	901.00	10	.00
4715	Computer Maintenance	24,000.00	116.75	18,938.76	5,061.24	79	15,194.23
4720	Office Equipment	2,000.00	.00	1,352.96	647.04	68	.00
4724	Office Equipment Maintenance	7,000.00	368.60	1,869.00	5,131.00	27	4,232.97
4730.30	Equipment - New & Used Radio Equipment	50,000.00	6,500.55	27,648.43	22,351.57	55	37,855.30
4737	Maintainence of Radios	2,500.00	.00	90.00	2,410.00	4	.00
4755	Vehicle Purchase	108,999.00	108,664.50	108,664.50	334.50	100	71,742.00
Sub-Department 60 - OEMA							
4100	Salaries- Departmental	58,350.00	4,862.50	43,762.50	14,587.50	75	40,526.59
4120	Part Time/ Extra Time	.00	.00	.00	.00	+++	3,127.50
4216	Telephone	12,250.00	353.96	13,195.41	(945.41)	108	10,339.85
4216.30	Telephone Cell Phones & Pagers	1,800.00	177.64	876.56	923.44	49	822.08
4422	Travel Expenses, Dues & Seminars	500.00	35.39	338.06	161.94	68	657.80
4510	Office Supplies	800.00	125.51	822.45	(22.45)	103	477.05
4545.10	Petroleum Products - Gasoline	2,600.00	294.87	1,927.84	672.16	74	1,539.70
4570	Uniforms	500.00	128.85	128.85	371.15	26	396.26
4585	Vehicle Maintenance	800.00	.00	218.94	581.06	27	246.16
4710	Computer Hardware & Software	7,765.00	.00	316.08	7,448.92	4	.00
4720	Office Equipment	500.00	.00	.00	500.00	0	.00
4724	Office Equipment Maintenance	1,500.00	45.87	412.83	1,087.17	28	412.83
4737	Maintainence of Radios	2,000.00	.00	.00	2,000.00	0	.00
Sub-Department 60 - OEMA Totals		\$89,365.00	\$6,024.59	\$61,999.52	\$27,365.48	69%	\$58,545.82
Sub-Department 62 - Emergency Communications							
4100	Salaries- Departmental	549,161.00	50,884.10	444,103.04	105,057.96	81	410,893.77
4120	Part Time/ Extra Time	10,000.00	.00	.00	10,000.00	0	901.16
4130	Overtime	30,000.00	7,659.77	27,107.92	2,892.08	90	9,870.52
4140	Holiday Pay	34,057.00	.00	21,256.67	12,800.33	62	15,617.44
4500	Supplies	2,000.00	154.08	688.47	1,311.53	34	566.85
4570	Uniforms	1,300.00	.00	.00	1,300.00	0	1,036.50
4710	Computer Hardware & Software	42,000.00	1,336.69	22,116.46	19,883.54	53	9,864.08
4715	Computer Maintenance	15,000.00	.00	9,630.39	5,369.61	64	9,450.80
4737	Maintainence of Radios	50,000.00	.00	23,857.23	26,142.77	48	47,138.64
Sub-Department 62 - Emergency Communications Totals		\$733,518.00	\$60,034.64	\$548,760.18	\$184,757.82	75%	\$505,339.76
Department 12 - Sheriff Totals		\$3,804,124.00	\$405,328.14	\$2,865,466.02	\$938,657.98	75%	\$2,795,779.08
Department 13 - Coroner							



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Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
4100	Salaries- Departmental	164,967.00	13,747.22	123,724.98	41,242.02	75	118,916.46
4355	Autopsy Fees	27,284.00	1,518.35	21,001.16	6,282.84	77	22,913.92
4458	Coroner Lab Fees	6,180.00	750.00	4,810.00	1,370.00	78	7,888.00
4545.10	Petroleum Products - Gasoline	1,800.00	42.76	450.97	1,349.03	25	520.45
4755	Vehicle Purchase	3,936.00	.00	.00	3,936.00	0	3,936.00
Department 13 - Coroner Totals		\$204,167.00	\$16,058.33	\$149,987.11	\$54,179.89	73%	\$154,174.83
Department 14 - State's Attorney							
4100	Salaries- Departmental	575,840.00	47,609.00	421,294.33	154,545.67	73	409,973.79
4107	Salaries-Victim Witness Advocate	40,160.00	3,270.84	29,437.56	10,722.44	73	28,761.97
4335	Expert Witnesses	1,000.00	.00	.00	1,000.00	0	262.50
4340	IL Appellate Prosecutor	18,000.00	.00	18,000.00	.00	100	18,000.00
4415.10	Printing Appeals & Transcripts	1,500.00	387.00	1,394.50	105.50	93	170.90
4422	Travel Expenses, Dues & Seminars	6,000.00	.00	3,514.08	2,485.92	59	3,719.46
4510	Office Supplies	13,800.00	857.13	9,151.68	4,648.32	66	8,667.19
4538	Legal Materials & Books	16,000.00	1,111.53	10,118.19	5,881.81	63	10,271.60
4724	Office Equipment Maintenance	500.00	.00	.00	500.00	0	49.99
Department 14 - State's Attorney Totals		\$672,800.00	\$53,235.50	\$492,910.34	\$179,889.66	73%	\$479,877.40
Department 15 - Insurance							
4155	Health Insurance	1,828,250.00	136,598.00	1,253,712.50	574,537.50	69	1,219,323.75
Department 15 - Insurance Totals		\$1,828,250.00	\$136,598.00	\$1,253,712.50	\$574,537.50	69%	\$1,219,323.75
Department 16 - Finance							
4100	Salaries- Departmental	85,000.00	9,100.00	71,750.00	13,250.00	84	67,316.21
4148	Administrative Hearing Officer	1,000.00	.00	1,150.00	(150.00)	115	1,990.00
4158	Personnel Committee	15,000.00	.00	2,078.12	12,921.88	14	.00
4250.30	Agency Allotments Economic Development Dist. Dues	14,317.00	.00	6,406.58	7,910.42	45	12,313.17
4250.60	Agency Allotments NW IL Criminal Justice	3,000.00	.00	3,798.60	(798.60)	127	3,687.96
4251	Entreprise Zone Administration	8,500.00	.00	8,416.00	84.00	99	.00
4312	Auditing	50,000.00	.00	52,430.00	(2,430.00)	105	53,170.00
4412	Official Publications	100.00	.00	48.00	52.00	48	2,662.88
4422	Travel Expenses, Dues & Seminars	25,000.00	3,533.73	22,715.73	2,284.27	91	19,883.81
4490	Contingencies	135,676.00	5,527.50	40,230.22	95,445.78	30	16,013.75
4510	Office Supplies	2,500.00	530.14	1,802.13	697.87	72	2,480.91
4740	Postage Meter & Rental	4,800.00	.00	2,859.63	1,940.37	60	2,427.57
4770.20	Capital Improvements - Ogle County Fair Assn	3,000.00	.00	3,000.00	.00	100	3,000.00
Sub-Department 35 - Information Technology							



General Fund Budget Performance

Fiscal Year to Date 08/31/17

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
4100	Salaries- Departmental	64,000.00	5,359.22	48,333.38	15,666.62	76	46,610.46
4140	Holiday Pay	.00	.00	119.03	(119.03)	+++	263.85
4142	IT/ Network Administration	26,620.00	1,205.38	20,081.54	6,538.46	75	16,323.09
4155	Health Insurance	.00	1,528.10	13,742.80	(13,742.80)	+++	13,662.01
4211	Internet Service	17,640.00	.00	6,643.70	10,996.30	38	7,363.00
4710	Computer Hardware & Software	85,350.00	995.48	56,831.83	28,518.17	67	38,818.21
Sub-Department 35 - Information Technology Totals		\$193,610.00	\$9,088.18	\$145,752.28	\$47,857.72	75%	\$123,040.62
Department 16 - Finance Totals		\$541,503.00	\$27,779.55	\$362,437.29	\$179,065.71	67%	\$307,986.88
Department 22 - Corrections							
4100	Salaries- Departmental	1,357,616.00	116,623.43	1,029,705.79	327,910.21	76	1,032,792.39
4120	Part Time/ Extra Time	75,000.00	7,366.12	34,730.16	40,269.84	46	72,834.02
4130	Overtime	95,000.00	8,765.15	96,758.92	(1,758.92)	102	81,831.29
4140	Holiday Pay	45,000.00	.00	35,738.86	9,261.14	79	27,722.55
4420	Training Expenses	10,000.00	120.00	5,088.73	4,911.27	51	3,203.40
4424	Out-of-State Travel	5,500.00	978.75	9,925.80	(4,425.80)	180	753.20
4444	Medical Expense	112,300.00	9,390.55	106,737.83	5,562.17	95	135,732.82
4446	Prisoner Mental Health	15,000.00	.00	15,000.00	.00	100	15,000.00
4510	Office Supplies	32,500.00	3,419.93	25,976.07	6,523.93	80	30,332.51
4545.10	Petroleum Products - Gasoline	3,200.00	130.13	1,949.99	1,250.01	61	1,379.52
4550	Food for County Prisoners	200,000.00	12,368.02	131,040.50	68,959.50	66	156,894.52
4570	Uniforms	7,000.00	.00	7,473.51	(473.51)	107	9,891.86
4575	Weapons & Ammunition	1,200.00	.00	.00	1,200.00	0	1,139.00
4585	Vehicle Maintenance	2,000.00	73.67	1,178.32	821.68	59	1,629.80
4710	Computer Hardware & Software	1,000.00	.00	.00	1,000.00	0	.00
4715	Computer Maintenance	19,000.00	.00	11,337.33	7,662.67	60	9,450.80
4724	Office Equipment Maintenance	5,000.00	327.60	1,827.11	3,172.89	37	3,206.25
4737	Maintainence of Radios	500.00	19.04	458.96	41.04	92	220.00
Department 22 - Corrections Totals		\$1,986,816.00	\$159,582.39	\$1,514,927.88	\$471,888.12	76%	\$1,584,013.93
EXPENSE TOTALS		\$14,258,050.00	\$1,195,772.66	\$10,502,048.27	\$3,756,001.73	74%	\$10,337,953.83
Fund 100 - General Fund Totals							
REVENUE TOTALS		14,258,050.00	704,717.70	9,264,627.64	4,993,422.36	65%	9,978,081.77
EXPENSE TOTALS		14,258,050.00	1,195,772.66	10,502,048.27	3,756,001.73	74%	10,337,953.83
Fund 100 - General Fund Totals		\$0.00	(\$491,054.96)	(\$1,237,420.63)	\$1,237,420.63		(\$359,872.06)

Bank Balances

From Date: 8/1/2017 - To Date: 8/31/2017

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
1000.002	Cash AB - Solid Waste	\$0.00	\$0.00	\$0.00	\$0.00
1000.004	Cash AB - County Highway	\$0.00	\$0.00	\$0.00	\$0.00
1000.006	Cash AB - Treasurer	\$0.00	\$0.00	\$0.00	\$0.00
1000.010	Cash BB - Insurance Reserve	\$42,088.36	\$2,362.19	\$3,508.15	\$40,942.40
1000.011	Cash BB - Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00
1000.012	Cash BB - Probation Service Fee	\$259,192.53	\$16,720.90	\$19,203.29	\$256,710.14
1000.014	Cash BB - County Bridge	\$1,176,468.83	\$24,868.72	\$338,352.40	\$862,985.15
1000.016	Cash BB - Document Storage	\$204,665.60	\$178,647.29	\$6,882.77	\$376,430.12
1000.018	Cash BB - Long Range Planning	\$2,396,653.67	\$746,141.84	\$306,911.24	\$2,835,884.27
1000.019	Cash BB - Vehicle Purchase	\$325,712.51	\$124,459.19	\$0.00	\$450,171.70
1000.020	Cash FSB - TB Checking	\$0.00	\$0.00	\$0.00	\$0.00
1000.022	Cash FSB - TB Money Market	\$0.00	\$0.00	\$0.00	\$0.00
1000.024	Cash FSB - 911	\$539,057.84	\$52,257.34	\$106,581.56	\$484,733.62
1000.030	Cash HSB - Federal Aid Matching	\$399,192.79	\$99,264.87	\$425,477.39	\$72,980.27
1000.034	Cash HSB - Solid Waste	\$0.00	\$0.00	\$0.00	\$0.00
1000.038	Cash Illinois Funds - Treasurer	\$0.00	\$0.00	\$0.00	\$0.00
1000.040	Cash NBR - Treasurer	\$1,050,135.33	\$1,183,677.06	\$1,487,100.51	\$746,711.88
1000.042	Cash NBR - Township MFT	\$1,241,837.24	\$109,199.36	\$374,788.78	\$976,247.82
1000.044	Cash NBR - Engineering	\$55,306.88	\$11.74	\$0.00	\$55,318.62
1000.046	Cash NBR - Vital Records	\$48,730.86	\$1,191.51	\$48.49	\$49,873.88
1000.048	Cash NBR - GIS Fee Fund	\$7,382.35	\$8,877.85	\$33.00	\$16,227.20
1000.050	Cash NBR - Marriage Fund	\$2,712.07	\$80.23	\$0.00	\$2,792.30
1000.055	Cash Polo - Dependent Children's	\$121,711.26	\$41,428.92	\$104,152.85	\$58,987.33
1000.057	Cash GermanAmer - Solid Waste	\$103,265.76	\$30.70	\$0.00	\$103,296.46
1000.058	Cash GermanAmer-Highway	\$604,809.34	\$179.79	\$0.00	\$604,989.13

Ogle County
Bank Balances

From Date: 8/1/2017 - To Date: 8/31/2017
 Summary Listing, Report By Account - Fund

Account	Account Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
1000.059	Cash RRB- Highway	\$808,040.39	\$66,713.47	\$141,735.24	\$733,018.62
1000.060	Cash RRB - Animal Control	\$194,989.88	\$18,178.10	\$41,001.41	\$172,166.57
1000.061	Cash RRB- Solid Waste	\$243,986.44	\$758,806.31	\$782,111.45	\$220,681.30
1000.062	Cash RRB - Public Health	\$369,494.48	\$64,141.55	\$68,717.81	\$364,918.22
1000.064	Cash RRB - Payroll Clearing	\$0.00	\$1,365,840.95	\$1,365,840.95	\$0.00
1000.066	Cash RRB - County MFT	\$160,916.72	\$72,846.64	\$152,573.73	\$81,189.63
1000.067	Cash RRB - Child Support & Maint	\$7,995.96	\$1,428.00	\$0.00	\$9,423.96
1000.068	Cash RRB - GIS Committee Fund	\$213,254.45	\$454.91	\$10,784.67	\$202,924.69
1000.069	Cash RRB - Circuit Clerk Ops & Admin	\$0.00	\$0.00	\$0.00	\$0.00
1000.070	Cash RRB - County Orders	\$0.00	\$1,187,286.46	\$1,187,286.46	\$0.00
1000.072	Cash RRB - A/P Clearing	\$0.00	\$2,114,202.18	\$2,114,202.18	\$0.00
1000.074	Cash RRB - County Indemnity	\$0.00	\$0.00	\$0.00	\$0.00
1000.076	Cash RRB - Social Security	\$586,736.43	\$27,780.91	\$67,430.59	\$547,086.75
1000.077	Cash RRB - IFiber	\$0.00	\$0.00	\$0.00	\$0.00
1000.078	Cash RRB - Treasurer	\$59,225.42	\$11,989.55	\$456.00	\$70,758.97
1000.080	Cash SV - Mental Health	\$366,286.21	\$25,730.65	\$67,750.35	\$324,266.51
1000.082	Cash SV - Township Bridge	\$24,901.71	\$1.26	\$0.00	\$24,902.97
1000.084	Cash SV - IMRF	\$1,336,642.96	\$272,091.63	\$344,370.00	\$1,264,364.59
1000.086	Cash SV - County Automation	\$172,940.12	\$4.25	\$172,944.37	\$0.00
1000.088	Cash SV - Recorder's Resolution	\$204,388.82	\$4,415.25	\$335.35	\$208,468.72
1000.090	Cash SV- Health Claims	(\$1.00)	\$239,879.09	\$239,878.09	\$0.00
1000.091	Cash SV - Flex Spending	\$5,751.42	\$4,251.75	\$4,120.84	\$5,882.33
1000.099	Cash Treasurer's Cash	\$1,909.63	\$0.00	\$0.00	\$1,909.63
1002.002	Investments RRB Insurance Reserve	\$0.00	\$0.00	\$0.00	\$0.00
1002.004	Investments Insurance Reserve	\$0.00	\$0.00	\$0.00	\$0.00
1002.006	Investments RRB County MFT	\$0.00	\$0.00	\$0.00	\$0.00

Bank Balances

From Date: 8/1/2017 - To Date: 8/31/2017

Summary Listing, Report By Account - Fund

Account	Account Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
1002.007	Investments SV Township Bridge	\$0.00	\$0.00	\$0.00	\$0.00
1002.008	Investments HSB -FAM	\$75,000.00	\$0.00	\$75,000.00	\$0.00
1002.009	Investments BB -Thorpe Road Overpass	\$369,363.51	\$0.00	\$0.00	\$369,363.51
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
1002.013	Investments RRB- GIS Committee	\$300,000.00	\$0.00	\$0.00	\$300,000.00
1002.014	Investments Storm Water Management	\$61,798.87	\$0.00	\$0.00	\$61,798.87
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	\$1,673,154.76	\$0.00	\$0.00	\$1,673,154.76
1002.019	Investments SV- 911	\$947,993.89	\$515,190.40	\$512,151.62	\$951,032.67
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	\$857,488.52	\$0.00	\$0.00	\$857,488.52
1002.026	Investments NBB Solid Waste	\$940,560.42	\$0.00	\$0.00	\$940,560.42
1002.027	Investments Polo - Solid Waste	\$0.00	\$0.00	\$0.00	\$0.00
1002.028	Investments HSB Long Range Capital Imp	\$800,000.00	\$0.00	\$0.00	\$800,000.00
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	\$1,005,496.20	\$3,010.47	\$0.00	\$1,008,506.67
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

Bank Balances

From Date: 8/1/2017 - To Date: 8/31/2017

Summary Listing, Report By Account - Fund

Account	Account Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
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
1002.068	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
1002.079	Investments BB- Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00
1004	Postage	\$8,244.88	\$0.00	\$1,463.91	\$6,780.97
1010	Municipal Bond	\$0.00	\$0.00	\$0.00	\$0.00
1100	Accounts Receivable	\$0.00	\$0.00	\$0.00	\$0.00
1101	Due From	\$0.00	\$3,480,043.13	\$3,480,043.13	\$0.00
Grand Total: 90 Accounts		\$20,376,984.31	\$12,823,686.41	\$14,003,238.58	\$19,197,432.14

Ogle County
Fund Balances

From Date: 8/1/2017 - To Date: 8/31/2017
 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	(\$860,816.84)	\$1,893,468.07	\$2,376,036.83	(\$1,343,385.60)
120	AP Clearing	120	AP Clearing	\$0.00	\$4,228,404.36	\$4,228,404.36	\$0.00
130	County Payroll Clearing	130	County Payroll Clearing	\$0.00	\$2,731,681.90	\$2,731,681.90	\$0.00
140	County OfficersFund	120	AP Clearing	\$323,248.30	\$124,081.30	\$0.00	\$447,329.60
150	Social Security	120	AP Clearing	\$586,736.43	\$27,780.91	\$67,430.59	\$547,086.75
160	IMRF	120	AP Clearing	\$1,336,642.96	\$272,091.63	\$344,370.00	\$1,264,364.59
170	Capital Improvement Fund	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
180	Long Range Capital Improvemnt	120	AP Clearing	\$4,203,049.87	\$749,152.31	\$306,911.24	\$4,645,290.94
181	IFiber	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
184	Revolving Vehicle Purchase Fund	120	AP Clearing	\$325,712.51	\$124,459.19	\$0.00	\$450,171.70
185	Bond Fund	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
200	County Highway	120	AP Clearing	\$1,412,849.73	\$66,893.26	\$141,735.24	\$1,338,007.75
210	County Bridge Fund	120	AP Clearing	\$1,176,468.83	\$24,868.72	\$338,352.40	\$862,985.15
212	Thorpe Road Overpass	120	AP Clearing	\$369,363.51	\$0.00	\$0.00	\$369,363.51
220	County Motor Fuel Tax Fund	120	AP Clearing	\$160,916.72	\$72,846.64	\$152,573.73	\$81,189.63
230	County Highway Engineering	120	AP Clearing	\$55,306.88	\$11.74	\$0.00	\$55,318.62
240	Federal Aid Matching	120	AP Clearing	\$474,192.79	\$99,264.87	\$500,477.39	\$72,980.27
250	Township Roads - Motor Fuel Tax	120	AP Clearing	\$1,241,837.24	\$109,199.36	\$374,788.78	\$976,247.82
260	Township Bridge Fund	120	AP Clearing	\$24,901.71	\$1.26	\$0.00	\$24,902.97
270	GIS Committee Fund	120	AP Clearing	\$513,254.45	\$454.91	\$10,784.67	\$502,924.69
280	Storm Water Management	120	AP Clearing	\$61,798.87	\$0.00	\$0.00	\$61,798.87
300	Insurance - Hospital & Medical	120	AP Clearing	\$616,487.84	\$521,798.42	\$529,653.30	\$608,632.96
310	Insurance Premium Levy	120	AP Clearing	\$541,084.52	\$16,132.52	\$0.00	\$557,217.04
320	Self Insurance Reserve	120	AP Clearing	\$42,088.36	\$2,362.19	\$3,508.15	\$40,942.40
350	County Ordinance	120	AP Clearing	\$30,997.49	\$2,432.79	\$2,257.19	\$31,173.09
360	Marriage Fund	120	AP Clearing	\$2,712.07	\$80.23	\$0.00	\$2,792.30

Fund Balances

From Date: 8/1/2017 - To Date: 8/31/2017

Summary Listing, Report By Fund - Account

Fund	Description	Paying Fund	Paying Fund Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
370	Law Library	120	AP Clearing	\$652.86	\$1,800.00	\$0.00	\$2,452.86
400	Public Health	120	AP Clearing	\$335,013.50	\$62,541.50	\$63,086.12	\$334,468.88
410	TB Fund	120	AP Clearing	\$34,480.98	\$1,600.05	\$5,631.69	\$30,449.34
420	Animal Control	120	AP Clearing	\$193,045.44	\$16,222.10	\$38,916.41	\$170,351.13
425	Pet Population Control	120	AP Clearing	\$1,944.44	\$1,956.00	\$2,085.00	\$1,815.44
430	Solid Waste	120	AP Clearing	\$2,145,301.14	\$758,837.01	\$782,111.45	\$2,122,026.70
450	Inheritance Tax Fund	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
455	Trust Deposits	120	AP Clearing	\$9,943.58	\$0.00	\$0.00	\$9,943.58
460	Condemnation Fund	120	AP Clearing	\$0.00	\$34,000.00	\$0.00	\$34,000.00
465	Hotel/ MotelTax	120	AP Clearing	\$5,906.04	\$4,844.62	\$0.00	\$10,750.66
470	Cooperative Extension Service	120	AP Clearing	\$79,173.65	\$4,455.65	\$0.00	\$83,629.30
475	Mental Health	120	AP Clearing	\$366,286.21	\$25,730.65	\$67,750.35	\$324,266.51
480	Senior Social Services	120	AP Clearing	\$19,482.82	\$6,881.91	\$0.00	\$26,364.73
485	War Veterans Assisstance	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
500	Recorder's Automation	120	AP Clearing	\$204,388.82	\$4,415.25	\$335.35	\$208,468.72
510	GIS Fee Fund	120	AP Clearing	\$7,382.35	\$8,877.85	\$33.00	\$16,227.20
520	Recorder's GIS Fund	120	AP Clearing	\$44,563.95	\$785.09	\$0.00	\$45,349.04
530	Vital Records	120	AP Clearing	\$4,166.91	\$406.42	\$48.49	\$4,524.84
550	Document Storage Fee Fund	120	AP Clearing	\$184,960.88	\$4,136.60	\$6,504.19	\$182,593.29
552	Child Support & Maint	120	AP Clearing	\$7,995.96	\$1,428.00	\$0.00	\$9,423.96
553	E - Citiation Circuit Clerk	120	AP Clearing	\$21,782.40	\$22,147.20	\$21,782.40	\$22,147.20
554	Circuit Clerk Ops & Admin	120	AP Clearing	\$19,704.72	\$780.25	\$378.58	\$20,106.39
555	County Automation -Circuit Clerk	120	AP Clearing	\$151,157.72	\$151,587.49	\$151,161.97	\$151,583.24
560	Dependent Children	120	AP Clearing	\$100,971.94	\$41,325.37	\$100,456.00	\$41,841.31
565	Dependant Children Medicaid	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
570	Probation Services	120	AP Clearing	\$261,056.49	\$15,910.65	\$17,556.47	\$259,410.67

Fund Balances

From Date: 8/1/2017 - To Date: 8/31/2017

Summary Listing, Report By Fund - Account

Fund	Description	Paying Fund	Paying Fund Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
571	Drug Court	120	AP Clearing	\$3,762.53	\$810.25	\$1,646.82	\$2,925.96
572	Victim Impact	120	AP Clearing	\$933.32	\$282.00	\$0.00	\$1,215.32
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	\$20,739.32	\$559.55	\$4,152.85	\$17,146.02
600	Drug Assistance Forfeiture	120	AP Clearing	\$32,331.48	\$0.00	\$0.00	\$32,331.48
602	State's Attorney Automation	120	AP Clearing	\$12,848.00	\$229.00	\$0.00	\$13,077.00
605	Bad Check Restitution	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
610	OEMA	120	AP Clearing	\$56,070.91	\$0.00	\$189.81	\$55,881.10
611	EOC	120	AP Clearing	\$100.00	\$0.00	\$0.00	\$100.00
612	E - Citation Sheriff	120	AP Clearing	\$6,172.20	\$96.00	\$0.00	\$6,268.20
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	\$23,552.81	\$2,294.00	\$5,331.40	\$20,515.41
630	Arrestee's Medical Cost	120	AP Clearing	\$56,542.65	\$695.77	\$0.00	\$57,238.42
632	Sex Offender Registration	120	AP Clearing	\$13,216.39	\$500.00	\$130.00	\$13,586.39
634	Administrative Tow Fund	120	AP Clearing	\$46,557.71	\$5,600.00	\$6,251.28	\$45,906.43
635	Drug Traffic Prevention	120	AP Clearing	\$25,158.17	\$3,669.00	\$0.00	\$28,827.17
640	911 Emergency	120	AP Clearing	\$3,160,206.49	\$567,447.74	\$618,733.18	\$3,108,921.05
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
660	Federal/ State Grants	120	AP Clearing	\$19,583.54	\$0.00	\$0.00	\$19,583.54
665	Fed/State Reimb/Overtime	120	AP Clearing	\$21,193.30	\$3,366.86	\$0.00	\$24,560.16
700	Tax Sale Automation	120	AP Clearing	\$28,097.93	\$0.00	\$0.00	\$28,097.93

Fund Balances

From Date: 8/1/2017 - To Date: 8/31/2017

Summary Listing, Report By Fund - Account

Fund	Description	Paying Fund	Paying Fund Description	Beginning Balance	Total Debits	Total Credits	Ending Balance
710	Indemnity Cost Fund	120	AP Clearing	\$0.00	\$0.00	\$0.00	\$0.00
725	Coroner's Fee Fund	120	AP Clearing	\$3,874.72	\$0.00	\$0.00	\$3,874.72
Grand Total: 80 Funds				\$20,376,984.31	\$12,823,686.41	\$14,003,238.58	\$19,197,432.14



Fund Payments

G/L Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 180 - Long Range Capital Improvemnt										
Account 2002 - Due To										
3991 - CARD SERVICE CENTER	07-17/0031-IT	ACCT #0031 - OGLE COUNTY IT DEPT.	Paid by Check # 97588		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(1,205.19)
3991 - CARD SERVICE CENTER	06-17/0007	ACCT#0007-OGLE COUNTY SHERIFF/NELSON GLOBAL-SILENCER FOR GENRATR	Paid by Check # 97589		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(641.86)
2938 - FEHR-GRAHAM & ASSOCIATES	77735	COORDINATION WITH CONTRACTORS AND CITY - JUNE 2017	Paid by Check # 97590		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(493.00)
4976 - FINLEY ENGINEERING COMPANY, INC.	50086-002-2	FIBER CONNECT - JUNE 2017 SERVICES	Paid by Check # 97591		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(1,912.55)
4614 - GARLAND/DBS, INC.	1	EMA ROOF DECK REPLACEMENT	Paid by Check # 97592		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(1,236.90)
4614 - GARLAND/DBS, INC.	42785225741	PROJECT #25-IL-170055 - EOC ROOF REPLACEMENT	Paid by Check # 97592		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(160,530.00)
5017 - GOVCONNECTION, INC.	54942546	ACCT #14487677 - ADD'L EQUIPMENT FOR CAMERA PROJECT	Paid by Check # 97593		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(370.50)
5017 - GOVCONNECTION, INC.	55018480	ACCT #14487677 - (16) CAMERAS P5635-E MKII PTZ	Paid by Check # 97593		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(22,065.28)
5106 - HYDRO-BLAST PRESSURE WASHING	359	STONE & BRICK RESTORATION ON JUDICIAL CENTER	Paid by Check # 97594		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(2,850.00)
1434 - MENARDS	65263	ACCT #30420269 - IT SUPPLES FOR ROCHELLE EOC	Paid by Check # 97596		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(31.33)
1434 - MENARDS	71448	ACCT #32720251 - IT SUPPLIES FOR ROCHELLE EOC	Paid by Check # 97595		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(76.40)
1434 - MENARDS	71908	ACCT #32720251 - IT SUPPLIES FOR ROCHELLE EOC	Paid by Check # 97595		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(17.16)
5158 - MONTANA & WELCH, LLC	10574	JAIL EXPANSION - PROFESSIONAL SERVICES - JUNE 2017	Paid by Check # 97597		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(3,191.25)
5107 - REWERTS DESIGN GROUP	106.11	PROJECT #106.16 - CONSTRUCTION ADMINISTRATION #5	Paid by Check # 97598		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(2,328.00)
4561 - SAAVEDRA GEHLHAUSEN ARCHITECTS	INV NO. 20	PROJECT #15021.00 - PROFESSIONAL SERVICES - JULY 2017	Paid by Check # 97599		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(475.00)



Fund Payments

G/L Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 180 - Long Range Capital Improvemnt										
Account 2002 - Due To										
5116 - SCHMELING CONSTRUCTION CO.	9227	PAY REQUEST #4 - EOC REMODELING - 510 LINCOLN AVE.	Paid by Check # 97600		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(106,328.54)
4740 - SYNDEO NETWORKS, INC.	7169	ACCT #1099 - IT - DATA DROP @ EOC	Paid by Check # 97601		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(992.00)
								Account 2002 - Due To Totals	Invoice Transactions 17	<u>(\$304,744.96)</u>
								Fund 180 - Long Range Capital Improvemnt Totals	Invoice Transactions 17	<u>(\$304,744.96)</u>
Fund 200 - County Highway										
Account 2002 - Due To										
4667 - AIRGAS USA, LLC	9065362957	CH Fund - welding hose	Paid by Check # 97461		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(130.45)
4667 - AIRGAS USA, LLC	9065362958	CH Fund - shop supplies	Paid by Check # 97461		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(163.23)
1081 - BEESING WELDING, LLC	6277	CH Fund - fabricate fuel tank #26	Paid by Check # 97462		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(600.00)
1100 - BONNELL INDUSTRIES INC.	0175289-IN	CH Fund - snow plow #74	Paid by Check # 97463		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(8,107.00)
1100 - BONNELL INDUSTRIES INC.	0175290-IN	CH Fund - truck part	Paid by Check # 97463		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(43.79)
1100 - BONNELL INDUSTRIES INC.	0175356-IN	CH Fund - new spreader #123	Paid by Check # 97463		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(3,073.00)
1846 - BUSINESS CARD	1949	CH Fund - credit - testing supplies	Paid by Check # 97464		08/01/2017	08/03/2017	08/04/2017		08/04/2017	8.03
1846 - BUSINESS CARD	4290	CH Fund - testing supplies	Paid by Check # 97464		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(203.62)
1846 - BUSINESS CARD	7452	CH Fund - testing supplies	Paid by Check # 97464		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(136.53)
1846 - BUSINESS CARD	5535	CH Fund - job advertising	Paid by Check # 97464		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(186.50)
1846 - BUSINESS CARD	0035	CH Fund - gas	Paid by Check # 97464		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(21.76)
1140 - CITY OF OREGON	OREHWY1707b	CH Fund - disposal service	Paid by Check # 97465		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(61.50)
1156 - COMED	COMHWY1707b	CH Fund - street & traffic lighting	Paid by Check # 97466		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(44.82)
4717 - CONSTELLATION ENERGY SERVICE - NATURAL GAS, LLC	CONHWY1707	CH Fund - monthly usage	Paid by Check # 97467		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(537.48)
4606 - PEGGY S. CORCORAN	7252017-1	CH Fund - janitor service July 2017	Paid by Check # 97468		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(800.00)
3392 - CORDRAY BROS. INC.	071517302	CH Fund - dirt-Montague Rd.	Paid by Check # 97469		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(2,415.00)
1941 - FRONTIER	FROHWY1708	CH Fund - monthly usage	Paid by Check # 97470		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(78.21)



Fund Payments

G/L Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 200 - County Highway										
Account 2002 - Due To										
1873 - GRAINGER	9495734301	CH Fund - water drain repair part	Paid by Check # 97471		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(31.32)
2227 - ILLINOIS ASSOCIATION OF COUNTY ENGINEERS	IACHWY1708	CH Fund - IACE annual fall mtg registration fee/Ciesiel	Paid by Check # 97472		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(100.00)
4188 - LAKESIDE INTERNATIONAL, LLC	7105940P	CH Fund - truck part	Paid by Check # 97473		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(33.95)
2050 - LAWSON PRODUCTS, INC.	9305112962	CH Fund - shop supplies	Paid by Check # 97474		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(108.46)
2050 - LAWSON PRODUCTS, INC.	9305092053	CH Fund - shop supplies	Paid by Check # 97474		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(69.86)
2647 - MARTIN AND COMPANY EXCAVATING	25699	CH Fund - weather-road rock	Paid by Check # 97475		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(1,619.26)
2647 - MARTIN AND COMPANY EXCAVATING	25671a	CH Fund - road rock	Paid by Check # 97475		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(72.51)
2647 - MARTIN AND COMPANY EXCAVATING	25649a	CH Fund - road rock	Paid by Check # 97475		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(70.81)
1463 - NAPA AUTO PARTS	464-806809	CH Fund - truck part	Paid by Check # 97476		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(15.72)
1463 - NAPA AUTO PARTS	464-807188	CH Fund - truck part	Paid by Check # 97476		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(25.08)
1463 - NAPA AUTO PARTS	464-807774	CH Fund - truck part	Paid by Check # 97476		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(101.70)
1463 - NAPA AUTO PARTS	464-808309	CH Fund - truck part	Paid by Check # 97476		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(69.72)
1463 - NAPA AUTO PARTS	464-808313	CH Fund - truck part	Paid by Check # 97476		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(11.70)
1463 - NAPA AUTO PARTS	464-808674	CH Fund - truck parts	Paid by Check # 97476		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(56.86)
1463 - NAPA AUTO PARTS	464-808681	CH Fund - truck parts	Paid by Check # 97476		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(48.38)
1463 - NAPA AUTO PARTS	464-808905	CH Fund - truck parts	Paid by Check # 97476		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(24.37)
1463 - NAPA AUTO PARTS	464-808908	CH Fund - truck parts	Paid by Check # 97476		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(35.16)
1898 - NICOR	NICHWY1707	CH Fund - monthly usage	Paid by Check # 97477		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(43.66)
4719 - PHYSICIANS IMMEDIATE CARE	1556376	CH Fund - pre-employment physical/Yount	Paid by Check # 97478		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(128.00)
1865 - POMP'S TIRE SERVICE, INC.	260045251	CH Fund - heavy equipment tire repair #38	Paid by Check # 97479		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(405.00)
4550 - PREVENTATIVE MAINTENANCE SYSTEMS, INC.	500911	CH Fund - truck test	Paid by Check # 97480		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(51.00)



Fund Payments

G/L Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 200 - County Highway										
Account 2002 - Due To										
1849 - ROCHELLE MUNICIPAL UTILITIES	ROCHWY1708a	CH Fund - street & traffic lighting	Paid by Check # 97481		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(94.85)
1849 - ROCHELLE MUNICIPAL UTILITIES	ROCHWY1708b	CH Fund - street & traffic lighting	Paid by Check # 97481		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(7.65)
1876 - ROCHELLE WASTE DISPOSAL, LLC	136	CH Fund - deer expense	Paid by Check # 97482		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(15.00)
1606 - ROGERS READY MIX	206512	CH Fund - weather-road rock	Paid by Check # 97483		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(378.16)
1606 - ROGERS READY MIX	20644	CH Fund - weather-road rock	Paid by Check # 97483		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(421.68)
1606 - ROGERS READY MIX	205693	CH Fund - Mulford Rd-concrete-repair	Paid by Check # 97483		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(470.40)
1606 - ROGERS READY MIX	206357	CH Fund - weather-road rock	Paid by Check # 97483		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(187.48)
1606 - ROGERS READY MIX	206659	CH Fund - weather-road rock	Paid by Check # 97483		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(220.44)
1925 - SAFETY-KLEEN SYSTEMS, INC.	74281272	CH Fund - shop supplies	Paid by Check # 97484		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(100.00)
4522 - SCOTT'S RV TRUCK & AUTO REPAIR, INC.	48827	CH Fund - truck repairs #6	Paid by Check # 97485		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(312.56)
1867 - SMITH INDUSTRIAL RUBBER & PLASTICS	00083414	CH Fund - weather-hoses for water pump	Paid by Check # 97486		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(732.60)
2029 - STETSON BUILDING PRODUCTS, INC.	14844	CH Fund - floor sealer	Paid by Check # 97487		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(1,096.17)
1676 - TERMINAL SUPPLY CO	38167-00	CH Fund - shop supplies	Paid by Check # 97488		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(283.92)
2027 - TRANSAM TRUCK & TRAILER PARTS, INC.	779974	CH Fund - truck part	Paid by Check # 97489		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(21.90)
1265 - VERIZON	9788800290	CH Fund - monthly usage	Paid by Check # 97490		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(157.89)
3613 - WAGNER AGGREGATE, INC.	20261	CH Fund - rock	Paid by Check # 97491		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(14.11)
3613 - WAGNER AGGREGATE, INC.	20309	CH Fund - road rock	Paid by Check # 97491		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(15.35)
3613 - WAGNER AGGREGATE, INC.	20344	CH Fund - road rock	Paid by Check # 97491		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(141.05)
1869 - WEST SIDE TRACTOR SALES	R73372	CH Fund - heavy equipment parts #33	Paid by Check # 97492		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(149.48)
1047 - ACE HARDWARE AND OUTDOOR CTR	480309	CH Fund - shop brooms	Paid by Check # 97604		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(36.99)
1047 - ACE HARDWARE AND OUTDOOR CTR	481086	CH Fund - chain saw repair	Paid by Check # 97604		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(138.95)
4667 - AIRGAS USA, LLC	9946414888	CH Fund - shop supplies	Paid by Check # 97605		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(82.83)



Fund Payments

G/L Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 200 - County Highway										
Account 2002 - Due To										
4445 - BIG R	10992	CH Fund - shop supplies	Paid by Check # 97606		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(7.74)
1100 - BONNELL INDUSTRIES INC.	0175414-IN	CH Fund - belt spreader part #13	Paid by Check # 97607		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(665.26)
1156 - COMED	COMHWY1708	CH Fund - street & traffic lighting	Paid by Check # 97608		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(32.53)
3503 - CONSTELLATION NEWENERGY, INC.	CONWY1708	CH Fund - monthly usage	Paid by Check # 97609		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(628.26)
1206 - DIXON OTTAWA COMMUNICATIONS	13738	CH Fund - new radio/antenna & installation #53	Paid by Check # 97610		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(953.88)
2275 - EAGLE CREEK QUARRIES	2554a	CH Fund - road rock	Paid by Check # 97611		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(645.65)
2275 - EAGLE CREEK QUARRIES	2554b	CH Fund - weather-road rock	Paid by Check # 97611		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(2,065.76)
2629 - ENNIS PAINT, INC.	335045	CH Fund - striping paint	Paid by Check # 97612		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(1,762.50)
1941 - FRONTIER	FROHWY1708b	CH Fund - monthly usage	Paid by Check # 97613		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(79.36)
3829 - JOHNSON TRACTOR	IR25870	CH Fund - tractor parts #114	Paid by Check # 97614		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(68.79)
3829 - JOHNSON TRACTOR	IR26675	CH Fund - tractor part #114	Paid by Check # 97614		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(7.08)
5152 - K&G LANDSCAPING	K&GWY1708	CH Fund - 13-00297-00 -RS r-o-w seeding	Paid by Check # 97615		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(3,000.00)
2647 - MARTIN AND COMPANY EXCAVATING	25731a	CH Fund - weather-road rock	Paid by Check # 97616		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(351.81)
2647 - MARTIN AND COMPANY EXCAVATING	25731b	CH Fund - road rock	Paid by Check # 97616		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(487.39)
1862 - MILLER-BRADFORD & RISBERG, INC.	P02653	CH Fund - marking paint	Paid by Check # 97617		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(263.52)
2971 - MOORE TIRES, INC.	Q32853	CH Fund - mower tire repair	Paid by Check # 97618		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(75.00)
2971 - MOORE TIRES, INC.	Q35553	CH Fund - rear tires #113	Paid by Check # 97618		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(1,295.50)
1898 - NICOR	NICHWY1708	CH Fund - monthly usage	Paid by Check # 97619		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(92.16)
1504 - OGLE COUNTY RECORDER	OGLWY1708	CH Fund - recording fee - Buffalo Twp	Paid by Check # 97620		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(18.50)
1557 - PRO COM SYSTEMS	1331349	CH Fund - serviced fire alarm	Paid by Check # 97621		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(262.00)
1568 - RK DIXON	1773187	CH Fund - copier maintenance agreement	Paid by Check # 97622		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(32.09)



Fund Payments

G/L Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 200 - County Highway										
Account 2002 - Due To										
1876 - ROCHELLE WASTE DISPOSAL, LLC	164	CH Fund - deer expense	Paid by Check # 97623		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(75.00)
2051 - ROCK CUT QUARRIES	4149b	CH Fund - weather-road rock	Paid by Check # 97624		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(867.21)
2051 - ROCK CUT QUARRIES	4149a	CH Fund - road rock	Paid by Check # 97624		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(287.24)
2051 - ROCK CUT QUARRIES	4150	CH Fund - weather-road rock	Paid by Check # 97624		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(1,594.39)
1515 - SNYDER PHARMACY - OREGON	00108920	CH Fund - shop supplies	Paid by Check # 97625		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(12.99)
1515 - SNYDER PHARMACY - OREGON	00111102	CH Fund - shop supplies	Paid by Check # 97625		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(12.17)
1515 - SNYDER PHARMACY - OREGON	00111469	CH Fund - shop supplies	Paid by Check # 97625		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(3.96)
1926 - STOCKING EQUIPMENT	97522	CH Fund - mower parts	Paid by Check # 97626		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(253.10)
3932 - TRACTOR SUPPLY CO.	TRAHWY1708a	CH Fund - sign trailer #45 rims, wheel & axle	Paid by Check # 97627		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(409.97)
3932 - TRACTOR SUPPLY CO.	TRAHWY1708b	CH Fund - sign trail repair parts #45	Paid by Check # 97627		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(53.96)
1265 - VERIZON	9790544919	CH Fund - monthly usage	Paid by Check # 97628		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(157.89)
1869 - WEST SIDE TRACTOR SALES	R73709	CH Fund - heavy equipment parts #53	Paid by Check # 97629		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(173.98)
1869 - WEST SIDE TRACTOR SALES	R73708	CH Fund - heavy equipment parts #53	Paid by Check # 97629		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(163.63)
1875 - ZARNOTH BRUSH WORKS, INC.	0166135-IN	CH Fund -broom tractor wafer refills	Paid by Check # 97630		08/14/2017	08/16/2017	08/17/2017		08/17/2017	(998.70)
4895 - 1STAYD CORPORATION	PSI134563	CH Fund - shop supplies	Paid by Check # 97660		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(171.96)
4895 - 1STAYD CORPORATION	PSI136122	CH Fund - shop supplies	Paid by Check # 97660		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(150.16)
3036 - BIRKEY'S	P35076	CH Fund - oil	Paid by Check # 97661		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(184.40)
1846 - BUSINESS CARD	BUSHWY1708	CH Fund - job advertising	Paid by Check # 97662		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(328.00)
1140 - CITY OF OREGON	OREHWY1708	CH Fund - sewer service	Paid by Check # 97663		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(61.50)
1830 - CITY OF ROCHELLE	ROCHWY1708	CH Fund - traffic signals serviced & repaired	Paid by Check # 97664		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(8,720.63)
1156 - COMED	COMHWY1708b	CH Fund - street & traffic lighting	Paid by Check # 97665		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(45.05)



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Fund 200 - County Highway										
Account 2002 - Due To										
4150 - COUNTRYSIDE PROFESSIONAL LAND SERVICES LLC	2017519	CH Fund - drainage material	Paid by Check # 97666		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(40.80)
2503 - G4S SECURE INTEGRATION LLC	34701	CH Fund - julie locates	Paid by Check # 97667		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(284.64)
1871 - HOWARD LEE & SONS INC	57221	CH Fund - repair shop hoist	Paid by Check # 97668		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(393.21)
2049 - IDEAL METAL FAB., INC.	043618	CH Fund - shop supplies	Paid by Check # 97669		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(110.20)
1924 - KELLEY WILLIAMSON COMPANY	IN-162424	CH Fund - diesel fuel	Paid by Check # 97670		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(10,167.30)
1924 - KELLEY WILLIAMSON COMPANY	IN-162425	CH Fund - gas	Paid by Check # 97670		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(5,653.43)
1924 - KELLEY WILLIAMSON COMPANY	IN-162864	CH Fund - oil	Paid by Check # 97670		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(366.77)
2050 - LAWSON PRODUCTS, INC.	9305183573	CH Fund - shop supplies	Paid by Check # 97671		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(66.02)
2647 - MARTIN AND COMPANY EXCAVATING	25750	CH Fund - road rock	Paid by Check # 97672		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(1,064.61)
2647 - MARTIN AND COMPANY EXCAVATING	25778	CH Fund - road rock	Paid by Check # 97672		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(1,091.59)
3039 - NORTHERN CONTRACTING, INC.	6941	CH Fund - guardrail repairs	Paid by Check # 97673		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(1,292.60)
1557 - PRO COM SYSTEMS	1331508	CH Fund - serviced fire alarm	Paid by Check # 97674		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(206.50)
1565 - QUILL CORPORATION	9293685	CH Fund - office supplies	Paid by Check # 97675		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(100.95)
1876 - ROCHELLE WASTE DISPOSAL, LLC	187	CH Fund - deer expense	Paid by Check # 97676		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(60.00)
1925 - SAFETY-KLEEN SYSTEMS, INC.	74186095	CH Fund - shop supplies	Paid by Check # 97677		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(326.96)
4522 - SCOTT'S RV TRUCK & AUTO REPAIR, INC.	2017-00001339	CH Fund - truck part	Paid by Check # 97678		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(65.26)
2029 - STETSON BUILDING PRODUCTS, INC.	1517922-00	CH Fund - floor sealer	Paid by Check # 97679		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(1,071.17)
1657 - STEVE BENESH & SONS QUARRIES	12207b	CH Fund - road rock	Paid by Check # 97680		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(5,335.22)
1657 - STEVE BENESH & SONS QUARRIES	12207a	CH Fund - weather-road rock	Paid by Check # 97680		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(1,507.95)
2875 - VULCAN, INC.	311552	CH Fund - signs	Paid by Check # 97681		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(1,099.15)
1869 - WEST SIDE TRACTOR SALES	R73867	CH Fund - heavy equipment part	Paid by Check # 97682		08/25/2017	08/30/2017	08/31/2017		08/31/2017	(28.48)
							Account 2002 - Due To Totals	Invoice Transactions 123	<u>(\$82,650.32)</u>	
							Fund 200 - County Highway Totals	Invoice Transactions 123	<u>(\$82,650.32)</u>	



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Fund 210 - County Bridge Fund										
Account 2002 - Due To										
2647 - MARTIN AND COMPANY EXCAVATING	MARHWYU1708	CAB Fund - 15-00309-01-BR engr pay est #1	Paid by Check # 97495		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(81,016.52)
2647 - MARTIN AND COMPANY EXCAVATING	MARHWY1708b	CAB Fund - 16-00311-00-BR engr pay est #2	Paid by Check # 97495		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(76,368.03)
2647 - MARTIN AND COMPANY EXCAVATING	MARWY1708c	CAB Fund - 16-00312-00-BR engr pay est #1	Paid by Check # 97495		08/01/2017	08/03/2017	08/04/2017		08/04/2017	(100,357.05)
2156 - CONTECH	15394068	CAB Fund - pipe	Paid by Check # 97683		08/29/2017	08/30/2017	08/31/2017		08/31/2017	(660.00)
2647 - MARTIN AND COMPANY EXCAVATING	MARHWY1708d	CAB Fund - 16-00312-00-BR engr pay est #2	Paid by Check # 97684		08/29/2017	08/30/2017	08/31/2017		08/31/2017	(54,881.50)
2647 - MARTIN AND COMPANY EXCAVATING	MARWY1708e	CAB Fund - 16-00311-00-BR engr pay est #2	Paid by Check # 97684		08/29/2017	08/30/2017	08/31/2017		08/31/2017	(24,700.00)
1606 - ROGERS READY MIX	208519	CAB Fund - 16-00312-00-BR concrete	Paid by Check # 97685		08/29/2017	08/30/2017	08/31/2017		08/31/2017	(369.30)
							Account 2002 - Due To Totals	Invoice Transactions 7	<u>(\$338,352.40)</u>	
							Fund 210 - County Bridge Fund Totals	Invoice Transactions 7	<u>(\$338,352.40)</u>	
Fund 220 - County Motor Fuel Tax Fund										
Account 2002 - Due To										
4716 - BYRON ASPHALT PLANT LLC	2577a	Co MFT Fund - 17-00000-01-GM patching material	Paid by Check # 97494		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(1,615.80)
4716 - BYRON ASPHALT PLANT LLC	2581a	Co MFT Fund - 17-00000-01-GM patching material	Paid by Check # 97494		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(1,883.47)
4716 - BYRON ASPHALT PLANT LLC	2587	Co MFT Fund - 17-00000-01-GM patching material	Paid by Check # 97494		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(2,968.83)
2647 - MARTIN AND COMPANY EXCAVATING	25601a	Co MFT Fund - 17-00000-01-GM patching material	Paid by Check # 97498		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(3,510.55)
2647 - MARTIN AND COMPANY EXCAVATING	25671b	Co MFT Fund - 17-00000-01-GM patching material	Paid by Check # 97498		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(3,205.70)
2647 - MARTIN AND COMPANY EXCAVATING	25649b	Co MFT Fund - 17-00000-01-GM patching material	Paid by Check # 97498		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(4,100.47)
4716 - BYRON ASPHALT PLANT LLC	2638a	Co MFT Fund - 17-00000-01-GM patching material	Paid by Check # 97632		08/15/2017	08/16/2017	08/17/2017		08/17/2017	(1,349.91)
4716 - BYRON ASPHALT PLANT LLC	2629a	Co MFT Fund - 17-00000-01-GM patching material	Paid by Check # 97632		08/15/2017	08/16/2017	08/17/2017		08/17/2017	(2,967.49)



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Fund 220 - County Motor Fuel Tax Fund										
Account 2002 - Due To										
4716 - BYRON ASPHALT PLANT LLC	2622a	Co MFT Fund - 17-00000-01-GM patching material	Paid by Check # 97632		08/15/2017	08/16/2017	08/17/2017		08/17/2017	(2,967.27)
3732 - STEFFENS 3-D CONSTRUCTION, INC.	2100a	Co MFT Fund - 17-00000-02-GM seal coat	Paid by Check # 97638		08/15/2017	08/16/2017	08/17/2017		08/17/2017	(75,000.00)
								Account 2002 - Due To Totals	Invoice Transactions 10	<u>(\$99,569.49)</u>
								Fund 220 - County Motor Fuel Tax Fund Totals	Invoice Transactions 10	<u>(\$99,569.49)</u>
Fund 240 - Federal Aid Matching										
Account 2002 - Due To										
4716 - BYRON ASPHALT PLANT LLC	2577b	FAM Fund - 17-00000-1-GM patching material	Paid by Check # 97493		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(1,615.80)
4716 - BYRON ASPHALT PLANT LLC	2581b	FAM Fund - 17-00000-01-GM patching material	Paid by Check # 97493		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(1,883.47)
4716 - BYRON ASPHALT PLANT LLC	2587b	FAM Fund - 17-00000-01-GM patching material	Paid by Check # 97493		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(2,968.82)
2647 - MARTIN AND COMPANY EXCAVATING	25601b	FAM Fund - 17-00000-01-GM patching material	Paid by Check # 97497		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(3,510.56)
2647 - MARTIN AND COMPANY EXCAVATING	25649c	FAM Fund - 17-00000-01-GM patching material	Paid by Check # 97497		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(4,100.46)
2647 - MARTIN AND COMPANY EXCAVATING	25671c	FAM Fund - 17-00000-01-GM patching material	Paid by Check # 97496		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(3,205.71)
4716 - BYRON ASPHALT PLANT LLC	2622b	FAM Fund - 17-00000-01-GM patching material	Paid by Check # 97631		08/15/2017	08/16/2017	08/17/2017		08/17/2017	(2,967.27)
4716 - BYRON ASPHALT PLANT LLC	2629b	FAM Fund - 17-00000-01-GM patching material	Paid by Check # 97631		08/15/2017	08/16/2017	08/17/2017		08/17/2017	(2,967.49)
4716 - BYRON ASPHALT PLANT LLC	2638	FAM Fund - 17-00000-01-GM patching material	Paid by Check # 97631		08/15/2017	08/16/2017	08/17/2017		08/17/2017	(1,349.91)
3732 - STEFFENS 3-D CONSTRUCTION, INC.	2100	FAM Fund - 17-00000-02-GM seal coat	Paid by Check # 97637		08/15/2017	08/16/2017	08/17/2017		08/17/2017	(400,907.90)
								Account 2002 - Due To Totals	Invoice Transactions 10	<u>(\$425,477.39)</u>
								Fund 240 - Federal Aid Matching Totals	Invoice Transactions 10	<u>(\$425,477.39)</u>
Fund 250 - Township Roads - Motor Fuel Tax										
Account 2002 - Due To										
4978 - GASAWAY DISTRIBUTORS INC.	1057330	Twp MFT Fund - 17-14000-00-GM calcium chloride	Paid by Check # 97499		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(4,220.37)



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Fund 250 - Township Roads - Motor Fuel Tax										
Account 2002 - Due To										
4978 - GASAWAY DISTRIBUTORS INC.	1057360	Twp MFT Fund - 17-14000-00-GM calcium chloride	Paid by Check # 97499		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(4,257.93)
2647 - MARTIN AND COMPANY EXCAVATING	25645	Twp MFT Fund - 17-14000-00-GM road rock	Paid by Check # 97500		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(42,577.09)
2647 - MARTIN AND COMPANY EXCAVATING	25639	Twp MFT Fund - 17-06000-00-GM patching material	Paid by Check # 97500		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(161.98)
3732 - STEFFENS 3-D CONSTRUCTION, INC.	2098	Twp MFT Fund - 17-26000-00-GM sealcoat	Paid by Check # 97501		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(42,344.40)
3732 - STEFFENS 3-D CONSTRUCTION, INC.	2105	Twp MFT Fund - 17-13000-00-GM sealcoat	Paid by Check # 97501		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(10,850.68)
3732 - STEFFENS 3-D CONSTRUCTION, INC.	2104	Twp MFT Fund - 17-13000-00-GM sealcoat	Paid by Check # 97501		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(39,391.12)
3732 - STEFFENS 3-D CONSTRUCTION, INC.	2101	Twp MFT Fund - 17-03000-00-GM sealcoat	Paid by Check # 97501		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(32,639.07)
3732 - STEFFENS 3-D CONSTRUCTION, INC.	2103	Twp MFT Fund - 17-03000-00-GM sealcoat	Paid by Check # 97501		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(42,434.26)
3732 - STEFFENS 3-D CONSTRUCTION, INC.	2102	Twp MFT Fund - 17-03000-00-GM sealcoat	Paid by Check # 97501		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(6,871.30)
3732 - STEFFENS 3-D CONSTRUCTION, INC.	2099	Twp MFT Fund - 17-10000-00-GM sealcoat	Paid by Check # 97501		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(15,125.78)
3613 - WAGNER AGGREGATE, INC.	20269	Twp MFT Fund - 17-15000-00-GM road rock	Paid by Check # 97502		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(622.04)
3613 - WAGNER AGGREGATE, INC.	20228	Twp MFT Fund - 17-15000-00-GM road rock	Paid by Check # 97502		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(5,430.20)
3613 - WAGNER AGGREGATE, INC.	20270	Twp MFT Fund - 17-15000-00-GM road rock	Paid by Check # 97502		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(2,796.20)
3613 - WAGNER AGGREGATE, INC.	20273	Twp MFT Fund - 17-15000-00-GM road rock	Paid by Check # 97502		08/02/2017	08/03/2017	08/04/2017		08/04/2017	(1,868.82)
4978 - GASAWAY DISTRIBUTORS INC.	1057368	Twp MFT Fund - 17-11000-00-GM calcium chloride	Paid by Check # 97633		08/15/2017	08/16/2017	08/17/2017		08/17/2017	(4,189.92)
4978 - GASAWAY DISTRIBUTORS INC.	1057364	Twp MFT Fund - 17-11000-00-GM calcium chloride	Paid by Check # 97633		08/15/2017	08/16/2017	08/17/2017		08/17/2017	(4,143.23)
4978 - GASAWAY DISTRIBUTORS INC.	1057367	Twp MFT Fund - 17-11000-00-GM calcium chloride	Paid by Check # 97633		08/15/2017	08/16/2017	08/17/2017		08/17/2017	(4,207.18)
2647 - MARTIN AND COMPANY EXCAVATING	25693	Twp MFT Fund - 17-09000-00-GM road rock	Paid by Check # 97634		08/15/2017	08/16/2017	08/17/2017		08/17/2017	(13,498.11)
2051 - ROCK CUT QUARRIES	4158	Twp MFT Fund - 17-11000-00-GM road rock	Paid by Check # 97636		08/15/2017	08/16/2017	08/17/2017		08/17/2017	(49,982.16)



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Fund 250 - Township Roads - Motor Fuel Tax										
Account 2002 - Due To										
5153 - PORTER BROTHERS	PORTWP1708a	Twp MFT Fund - 17-16000-00-GM seal coat partial payment	Paid by Check # 97646		08/25/2017	08/25/2017	08/25/2017		08/25/2017	(44,619.83)
5153 - PORTER BROTHERS	PORTWP1708c	Twp MFT Fund - 17-16000-00-GM seal coat - final payment	Paid by Check # 97652		08/25/2017	08/25/2017	08/29/2017		08/29/2017	(2,557.11)
								Account 2002 - Due To Totals	Invoice Transactions 22	<u>(\$374,788.78)</u>
								Fund 250 - Township Roads - Motor Fuel Tax Totals	Invoice Transactions 22	<u>(\$374,788.78)</u>
Fund 300 - Insurance - Hospital & Medical										
Account 2002 - Due To										
3463 - GROUP ADMINISTRATORS, LTD.	08-2017	AUGUST 2017	Paid by Check # 97504		08/07/2017	08/07/2017	08/11/2017		08/11/2017	(27,670.39)
3463 - GROUP ADMINISTRATORS, LTD.	09-2017	SEPTEMBER 2017	Paid by Check # 97650		08/28/2017	08/28/2017	08/29/2017		08/29/2017	(28,177.49)
								Account 2002 - Due To Totals	Invoice Transactions 2	<u>(\$55,847.88)</u>
								Fund 300 - Insurance - Hospital & Medical Totals	Invoice Transactions 2	<u>(\$55,847.88)</u>
Fund 320 - Self Insurance Reserve										
Account 2002 - Due To										
5154 - RAYMOND BOCKMAN	12907	REIMBURSEMENT FOR VEHICLE BUMPER DAMAGE - 7/10/2017	Paid by Check # 97576		08/09/2017	08/09/2017	08/11/2017		08/11/2017	(165.20)
3559 - BYRON AUTOBODY	3051	#71-29 2014 DODGE CHARGER RT - DEER COLLISION	Paid by Check # 97602		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(2,624.95)
1572 - RAY O'HERRON COMPANY INC	1741638-IN	CUST #00-61061SH - PUSH BUMPER W/LED - #71-29 2014 DODGE CHARGER	Paid by Check # 97603		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(718.00)
								Account 2002 - Due To Totals	Invoice Transactions 3	<u>(\$3,508.15)</u>
								Fund 320 - Self Insurance Reserve Totals	Invoice Transactions 3	<u>(\$3,508.15)</u>
Fund 350 - County Ordinance										
Account 2002 - Due To										
1728 - THOMSON REUTERS - WEST	836559420	WEST INFORMATION CHARGES - JULY 2017	Paid by Check # 97642		08/16/2017	08/16/2017	08/17/2017		08/17/2017	(1,405.69)
								Account 2002 - Due To Totals	Invoice Transactions 1	<u>(\$1,405.69)</u>
								Fund 350 - County Ordinance Totals	Invoice Transactions 1	<u>(\$1,405.69)</u>
Fund 400 - Public Health										
Account 2002 - Due To										
1753 - A T & T	1891.001.8.1.1 7	Oregon Long Distance	Paid by Check # 97446		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(41.98)
5078 - CHUCK CANTRELL	8.1.17	Cell Phone Reimbursement	Paid by Check # 97448		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(25.00)



Fund Payments

G/L Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 400 - Public Health										
Account 2002 - Due To										
4906 - CUSTOM DATA PROCESSING INC.	95434	Billing Service	Paid by Check # 97450		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(366.30)
2995 - DPS, INC.	8.1.17	Rochelle Rent	Paid by Check # 97451		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(3,710.00)
1941 - FRONTIER	8.1.17	COUNTY PHONE	Paid by Check # 97452		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(259.63)
4070 - PAUL HARMON	8.1.17	Cell Phone	Paid by Check # 97453		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(39.94)
1452 - MOTOROLA	244106302016	IDPH user fee subscription	Paid by Check # 97454		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(300.00)
1849 - ROCHELLE MUNICIPAL UTILITIES	36313.8.1.17	Electric / Water - Rochelle	Paid by Check # 97456		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(450.85)
1856 - VILLAGE OF PROGRESS	8.1.17	Rochelle Maintenance	Paid by Check # 97458		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(338.33)
4785 - WELLS FARGO BANK, N.A.	8.1.17	Copier Lease	Paid by Check # 97459		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(292.93)
4958 - HALEY WHALEY	8.1.17	Cell Phone Reimbursement	Paid by Check # 97460		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(156.05)
4997 - KYLE AUMAN	8.10.17	Employee Appreciation Lunch	Paid by Check # 97526		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(77.10)
3991 - CARD SERVICE CENTER	0063.8.10.17	Credit Card	Paid by Check # 97527		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(345.01)
4853 - CARDINAL HEALTH 411, INC.	9613262	Private Stock Vaccines	Paid by Check # 97528		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(4,924.61)
1941 - FRONTIER	70395-5.8.10.17	Rochelle Phone System	Paid by Check # 97529		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(165.68)
4070 - PAUL HARMON	8.10.17	Postage Reimbursements	Paid by Check # 97530		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(48.70)
5112 - ELIZABETH JACKSON	8.10.17	FCM Home Visits	Paid by Check # 97532		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(21.51)
4866 - McKESSON MEDICAL-SURGICAL INC.	54370954.8.10.17	Needles	Paid by Check # 97533		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(44.72)
4440 - NORTHERN ILLINOIS DISPOSAL SERVICES, INC.	17687939	Waste Disposal - Rochelle	Paid by Check # 97534		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(47.95)
3801 - PDC LABORATORIES, INC.	871656S	Water Testing	Paid by Check # 97536		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(1,115.00)
1564 - QUEST DIAGNOSTICS	9172051053	Health Ed Lab Work	Paid by Check # 97537		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(3.25)
1109 - STERICYCLE, INC.	2017-00001328	Rochelle Office	Paid by Check # 97538		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(115.85)
							Account 2002 - Due To Totals	Invoice Transactions 22	<u>(\$12,890.39)</u>	
							Fund 400 - Public Health Totals	Invoice Transactions 22	<u>(\$12,890.39)</u>	



Fund Payments

G/L Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 410 - TB Fund										
Account 2002 - Due To										
1753 - A T & T	1891.001.8.1.1 7	Oregon Long Distance	Paid by Check # 97446		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(2.21)
4997 - KYLE AUMAN	8.1.17	Cell Phone Reimbursement	Paid by Check # 97447		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(25.00)
4974 - CONTROL SOLUTIONS, INC.	CS42481	Data Loggers	Paid by Check # 97449		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(198.00)
1941 - FRONTIER	8.1.17	COUNTY PHONE	Paid by Check # 97452		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(13.67)
5114 - NORTHERN ILLINOIS CPR AND FIRST AID	8.1.17	CPR class	Paid by Check # 97455		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(210.00)
2532 - SANOFI PASTEUR INC.	908271075	Tubersol	Paid by Check # 97457		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(663.22)
4785 - WELLS FARGO BANK, N.A.	8.1.17	Copier Lease	Paid by Check # 97459		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(2.05)
3991 - CARD SERVICE CENTER	0063.8.10.17	Credit Card	Paid by Check # 97527		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(79.23)
2044 - ILLINOIS COUNCIL ON TUBERCULOSIS	8.10.17	ICOT membership & TB clinic	Paid by Check # 97531		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(210.00)
1502 - OGLE COUNTY LIFE	5529.8.10.17	Human Services Annual Fee	Paid by Check # 97535		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(99.00)
1109 - STERICYCLE, INC.	2017-00001328	Rochelle Office	Paid by Check # 97538		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(15.80)
							Account 2002 - Due To Totals	Invoice Transactions 11		<u>(\$1,518.18)</u>
							Fund 410 - TB Fund Totals	Invoice Transactions 11		<u>(\$1,518.18)</u>
Fund 430 - Solid Waste										
Account 2002 - Due To										
1015 - BURKARDT'S LP GAS	0165034	Propane for forklift	Paid by Check # 97539		08/07/2017	08/07/2017	08/11/2017		08/11/2017	(16.75)
1846 - BUSINESS CARD	07272017	CC - SR 7377	Paid by Check # 97540		08/07/2017	08/07/2017	08/11/2017		08/11/2017	(112.59)
1846 - BUSINESS CARD	07272017PC	CC - PC 8553	Paid by Check # 97541		08/07/2017	08/07/2017	08/11/2017		08/11/2017	(401.48)
3105 - CONSERV FS INC.	2017-00001277	Fuel for truck	Paid by Check # 97542		08/07/2017	08/07/2017	08/11/2017		08/11/2017	(48.00)
4679 - PAUL COONEY	072017	Expense report	Paid by Check # 97543		08/07/2017	08/07/2017	08/11/2017		08/11/2017	(9.30)
1765 - CATHY CRUTHIS	08072017	Forreston recycling site maintenance	Paid by Check # 97544		08/07/2017	08/07/2017	08/11/2017		08/11/2017	(125.00)
4936 - DYNAMIC RECYCLING, INC.	1-25517	E-waste recycling	Paid by Check # 97545		08/07/2017	08/07/2017	08/11/2017		08/11/2017	(341.58)
4936 - DYNAMIC RECYCLING, INC.	1-25043-2	E-waste recycling	Paid by Check # 97545		08/07/2017	08/07/2017	08/11/2017		08/11/2017	(524.55)
1246 - FISCHER'S	0703784-001	Pencil lead .5MM	Paid by Check # 97546		08/07/2017	08/07/2017	08/11/2017		08/11/2017	(2.38)



Fund Payments

G/L Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 430 - Solid Waste										
Account 2002 - Due To										
1941 - FRONTIER	07282017	Account 630-159-0035-072202-5, due 08/21/17	Paid by Check # 97547		08/07/2017	08/07/2017	08/11/2017		08/11/2017	(75.00)
5069 - GFC LEASING WI	100382346SW	Copier agreement - 60% Solid Waste Mgmt.	Paid by Check # 97548		08/07/2017	08/07/2017	08/11/2017		08/11/2017	(539.98)
3404 - ANDREW J. GOOD	08072017	Rochelle recycling site maintenance	Paid by Check # 97549		08/07/2017	08/07/2017	08/11/2017		08/11/2017	(120.00)
4440 - NORTHERN ILLINOIS DISPOSAL SERVICES, INC.	17682604	Bin move to new site 07/11/2017	Paid by Check # 97550		08/07/2017	08/07/2017	08/11/2017		08/11/2017	(125.00)
4440 - NORTHERN ILLINOIS DISPOSAL SERVICES, INC.	17682553	Recycling bins pick up 07/03-07/13/2017	Paid by Check # 97550		08/07/2017	08/07/2017	08/11/2017		08/11/2017	(2,138.00)
1265 - VERIZON	9789609210	Cell phone	Paid by Check # 97551		08/07/2017	08/07/2017	08/11/2017		08/11/2017	(70.81)
2192 - VILLAGE OF STILLMAN VALLEY	08072017	clean up day grant	Paid by Check # 97552		08/07/2017	08/07/2017	08/11/2017		08/11/2017	(1,832.50)
1830 - CITY OF ROCHELLE	2ND QTR 2017	FLAT HOST FEES - 2ND QUARTER 2017	Paid by Check # 97643		08/22/2017	08/22/2017	08/22/2017		08/22/2017	(9,895.66)
1174 - VILLAGE OF CRESTON	2ND QTR 2017	FLAT HOST FEES - 2ND QUARTER 2017	Paid by Check # 97645		08/22/2017	08/22/2017	08/22/2017		08/22/2017	(4,904.04)
							Account 2002 - Due To Totals	Invoice Transactions 18		<u>(\$21,282.62)</u>
							Fund 430 - Solid Waste Totals	Invoice Transactions 18		<u>(\$21,282.62)</u>
Fund 475 - Mental Health										
Account 2002 - Due To										
1857 - EASTER SEALS METROPOLITAN CHICAGO	2017-00001330	Ogle County Mental Health - August 2017	Paid by Check # 97577		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(958.34)
1859 - HOPE	2017-00001332	Ogle County Mental Health - August 2017	Paid by Check # 97578		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(6,666.67)
1858 - LUTHERAN SOCIAL SERVICES OF ILLINOIS	2017-00001335	Ogle County Mental Health - August 2017	Paid by Check # 97579		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(1,250.00)
1860 - SERENITY HOSPICE AND HOME	2017-00001333	Ogle County Mental Health - August 2017	Paid by Check # 97580		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(2,333.34)
1639 - SINNISSIPPI CENTERS INC.	2017-00001331	Ogle County Mental Health - August 2017	Paid by Check # 97581		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(25,000.00)
1856 - VILLAGE OF PROGRESS	2017-00001329	Ogle County Mental Health - August 2017	Paid by Check # 97582		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(31,250.00)
1855 - CECILIA ZIMMERMAN	2017-00001334	Ogle County Mental Health - August 2017	Paid by Check # 97583		08/15/2017	08/15/2017	08/15/2017		08/15/2017	(292.00)
							Account 2002 - Due To Totals	Invoice Transactions 7		<u>(\$67,750.35)</u>
							Fund 475 - Mental Health Totals	Invoice Transactions 7		<u>(\$67,750.35)</u>



Fund Payments

G/L Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 500 - Recorder's Automation										
Account 2002 - Due To										
1983 - COMCAST CABLE	2017-00001336	HIGH SPEED INTERNET - RECORDER'S OFFICE	Paid by Check # 97639		08/16/2017	08/16/2017	08/17/2017		08/17/2017	(104.85)
1504 - OGLE COUNTY RECORDER	2017-00001337	Tax Liens July	Paid by Check # 97641		08/16/2017	08/16/2017	08/17/2017		08/17/2017	(55.50)
1220 - DYNAMIC HORIZONS COMPUTER SERVICES	21615 - CC	APC for Recorders Office	Paid by Check # 97649		08/25/2017	08/25/2017	08/29/2017		08/29/2017	(175.00)
							Account 2002 - Due To Totals	Invoice Transactions 3		<u>(\$335.35)</u>
							Fund 500 - Recorder's Automation Totals	Invoice Transactions 3		<u>(\$335.35)</u>
Fund 530 - Vital Records										
Account 2002 - Due To										
4955 - ILLINOIS NATIONAL BANK	2017-00001338	Accounty Maintenance	Paid by Check # 97640		08/17/2017	08/17/2017	08/17/2017		08/17/2017	(15.49)
							Account 2002 - Due To Totals	Invoice Transactions 1		<u>(\$15.49)</u>
							Fund 530 - Vital Records Totals	Invoice Transactions 1		<u>(\$15.49)</u>
Fund 550 - Document Storage Fee Fund										
Account 2002 - Due To										
1628 - SECURITY ENVELOPE COMPANY	57587	2018 YEAR LABELS, CASE FOLDERS, TRAFFIC TICKET JACKETS, ETC.	Paid by Check # 97574		08/11/2017	08/11/2017	08/11/2017		08/11/2017	(6,504.19)
							Account 2002 - Due To Totals	Invoice Transactions 1		<u>(\$6,504.19)</u>
							Fund 550 - Document Storage Fee Fund Totals	Invoice Transactions 1		<u>(\$6,504.19)</u>
Fund 554 - Circuit Clerk Ops & Admin										
Account 2002 - Due To										
4527 - KIMBERLY A STAHL	6/16&7/21/17	MILEAGE & TRAIN TICKET REIMBURSEMENT	Paid by Check # 97575		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(141.78)
1202 - JENNIFER DIEHL	08-22-2017	MILEAGE REIMBURSEMENT - 68.2 MILES @ \$0.535 PER MILE	Paid by Check # 97648		08/29/2017	08/29/2017	08/29/2017		08/29/2017	(36.48)
4479 - HINCKLEY SPRINGS	9667201 081117	COOLER RENTAL & WATER DELIVERY	Paid by Check # 97651		08/29/2017	08/29/2017	08/29/2017		08/29/2017	(200.32)
							Account 2002 - Due To Totals	Invoice Transactions 3		<u>(\$378.58)</u>
							Fund 554 - Circuit Clerk Ops & Admin Totals	Invoice Transactions 3		<u>(\$378.58)</u>
Fund 555 - County Automation -Circuit Clerk										
Account 2002 - Due To										
1246 - FISCHER'S	703571-001	ACCT #1446-0 - (3) LJ ENT M602N PRINTERS	Paid by Check # 97503		08/11/2017	08/11/2017	08/11/2017		08/11/2017	(2,277.00)



Fund Payments

G/L Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 555 - County Automation -Circuit Clerk										
Account 2002 - Due To										
4740 - SYNDEO NETWORKS, INC.	6903	ACCT #1099 - ANNUAL DEDICATED SERVER HOSTING - 6/1/17 TO 6/1/18	Paid by Check # 97509		08/11/2017	08/11/2017	08/11/2017		08/11/2017	(1,303.00)
							Account 2002 - Due To Totals	Invoice Transactions 2		<u>(\$3,580.00)</u>
							Fund 555 - County Automation -Circuit Clerk Totals	Invoice Transactions 2		<u>(\$3,580.00)</u>
Fund 560 - Dependent Children										
Account 2002 - Due To										
2398 - OGLE COUNTY GENERAL FUND	FY17/3RD TRANSFR	FY2017 TRANSFER TO COUNTY GENERAL FUND	Paid by Check # 97505		08/08/2017	08/08/2017	08/11/2017		08/11/2017	(100,000.00)
							Account 2002 - Due To Totals	Invoice Transactions 1		<u>(\$100,000.00)</u>
							Fund 560 - Dependent Children Totals	Invoice Transactions 1		<u>(\$100,000.00)</u>
Fund 570 - Probation Services										
Account 2002 - Due To										
1275 - GK GRAPHICS	1466	Vehicle Door Lettering	Paid by Check # 97654		08/14/2017	08/14/2017	08/29/2017		08/29/2017	(127.19)
1502 - OGLE COUNTY LIFE	Customer 5285	Adult Probation Officer Ad.	Paid by Check # 97655		08/14/2017	08/14/2017	08/29/2017		08/29/2017	(135.00)
1573 - REDWOOD TOXICOLOGY LABORATORY, INC.	215720177	DRUG TESTING JULY	Paid by Check # 97656		08/14/2017	08/14/2017	08/29/2017		08/29/2017	(102.58)
1849 - ROCHELLE MUNICIPAL UTILITIES	040812 JULY	ROCHELLE UTILS JULY	Paid by Check # 97657		08/14/2017	08/14/2017	08/29/2017		08/29/2017	(300.80)
1639 - SINNISSIPPI CENTERS INC.	OCP-DC JULY	Nichols Adult Drug Court	Paid by Check # 97658		08/14/2017	08/14/2017	08/29/2017		08/29/2017	(750.00)
3690 - TIKKALA WAREHOUSING	3/15/17-10/15/17	Rent Rochelle Office 3/15/17-10/15/17	Paid by Check # 97659		08/14/2017	08/14/2017	08/29/2017		08/29/2017	(4,200.00)
							Account 2002 - Due To Totals	Invoice Transactions 6		<u>(\$5,615.57)</u>
							Fund 570 - Probation Services Totals	Invoice Transactions 6		<u>(\$5,615.57)</u>
Fund 571 - Drug Court										
Account 2002 - Due To										
3991 - CARD SERVICE CENTER	0043 JULY DC	Kris Nichols - Conference Registration	Paid by Check # 97555		08/04/2017	08/04/2017	08/11/2017		08/11/2017	(195.00)
2244 - DENNIS RILEY P C	RILEY - DRUG CT	DRUG COURT CONFERENCE - RILEY	Paid by Check # 97570		08/04/2017	08/04/2017	08/11/2017		08/11/2017	(750.47)
2244 - DENNIS RILEY P C	MILEAGE RILEY	MILEAGE	Paid by Check # 97570		08/04/2017	08/04/2017	08/11/2017		08/11/2017	(112.35)



Fund Payments

G/L Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 571 - Drug Court										
Account 2002 - Due To										
4476 - SERENITY HOUSE COUNSELING SERVICES, INC.	Invoice #739	Attention: Jane Maty	Paid by Check # 97653		08/22/2017	08/22/2017	08/29/2017		08/29/2017	(589.00)
							Account 2002 - Due To Totals	Invoice Transactions 4		<u>(\$1,646.82)</u>
							Fund 571 - Drug Court Totals	Invoice Transactions 4		<u>(\$1,646.82)</u>
Fund 595 - Juvenile Diversion										
Account 2002 - Due To										
3991 - CARD SERVICE CENTER	JJC TRAINING	JJC TRAINING SUPPLIES & FOOD	Paid by Check # 97555		08/03/2017	08/03/2017	08/11/2017		08/11/2017	(290.13)
1246 - FISCHER'S	0704140	FOLDERS 2 PCOKET	Paid by Check # 97560		08/03/2017	08/03/2017	08/11/2017		08/11/2017	(33.62)
3582 - OGLE COUNTY TREASURER	FOCUS HOUSE	FOCUS HOUSE/REPORTING CENTER VAN PAYMENT	Paid by Check # 97565		08/03/2017	08/03/2017	08/11/2017		08/11/2017	(3,753.10)
5149 - QUICK QUALITY SIGNS	Ogle County JJC	Ogle County JJC shirts	Paid by Check # 97568		08/03/2017	08/03/2017	08/11/2017		08/11/2017	(76.00)
							Account 2002 - Due To Totals	Invoice Transactions 4		<u>(\$4,152.85)</u>
							Fund 595 - Juvenile Diversion Totals	Invoice Transactions 4		<u>(\$4,152.85)</u>
Fund 610 - OEMA										
Account 2002 - Due To										
1941 - FRONTIER	07-17/8155621850	WRHL - MONTHLY LINE CHARGES - JUNE & JULY 2017	Paid by Check # 97442		08/02/2017	08/02/2017	08/02/2017		08/02/2017	(189.81)
							Account 2002 - Due To Totals	Invoice Transactions 1		<u>(\$189.81)</u>
							Fund 610 - OEMA Totals	Invoice Transactions 1		<u>(\$189.81)</u>
Fund 625 - DUI Equipment										
Account 2002 - Due To										
3991 - CARD SERVICE CENTER	08/2017DUI	Acct # 0007; Office Supplies	Paid by Check # 97584		07/28/2017	08/23/2017	08/15/2017		08/15/2017	(103.80)
5096 - FARO TECHNOLOGIES INC.	20115853/DUI	Service Laser Scanner	Paid by Check # 97586		05/04/2017	08/11/2017	08/15/2017		08/15/2017	(5,227.60)
							Account 2002 - Due To Totals	Invoice Transactions 2		<u>(\$5,331.40)</u>
							Fund 625 - DUI Equipment Totals	Invoice Transactions 2		<u>(\$5,331.40)</u>
Fund 632 - Sex Offender Registration										
Account 2002 - Due To										
4645 - ILLINOIS ATTORNEY GENERAL	07-2017	30% OF RECEIVED FEES - JULY 2017	Paid by Check # 97443		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(60.00)
3192 - ILLINOIS STATE POLICE	07-2017	30% OF RECEIVED FEES - JULY 2017	Paid by Check # 97444		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(60.00)



Fund Payments

G/L Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 632 - Sex Offender Registration										
Account 2002 - Due To										
2319 - OFFICE OF THE ILLINOIS STATE TREASURER	07-2017	5% OF RECEIVED FEES - JULY 2017	Paid by Check # 97445		08/01/2017	08/01/2017	08/02/2017		08/02/2017	(10.00)
							Account 2002 - Due To Totals	Invoice Transactions 3		<u>(\$130.00)</u>
							Fund 632 - Sex Offender Registration Totals	Invoice Transactions 3		<u>(\$130.00)</u>
Fund 634 - Administrative Tow Fund										
Account 2002 - Due To										
3991 - CARD SERVICE CENTER	08/2017Tow	Acct # 0007; OCSO	Paid by Check # 97584		07/28/2017	08/23/2017	08/15/2017		08/15/2017	(210.68)
3565 - DIXON AUTOBODY CLINIC	21224	TowYamaha Warrior Terry Page	Paid by Check # 97585		05/31/2017	08/10/2017	08/15/2017		08/15/2017	(224.00)
5096 - FARO TECHNOLOGIES INC.	20115853/Tow	Service for Laser scanner	Paid by Check # 97586		05/04/2017	08/10/2017	08/15/2017		08/15/2017	(5,277.60)
4227 - RADAR MAN INC	3532	Lidar repair	Paid by Check # 97587		07/10/2017	08/09/2017	08/15/2017		08/15/2017	(539.00)
							Account 2002 - Due To Totals	Invoice Transactions 4		<u>(\$6,251.28)</u>
							Fund 634 - Administrative Tow Fund Totals	Invoice Transactions 4		<u>(\$6,251.28)</u>
Fund 640 - 911 Emergency										
Account 2002 - Due To										
2980 - CARD MEMBER SERVICE (ELAN FINANCIAL)	07-2017/0184	ACCT#0184 - JULY 2017 - POSITIVE PROMOTIONS - TEMP. TATTOOS	Paid by Check # 97510		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(255.85)
1206 - DIXON OTTAWA COMMUNICATIONS	443256	ACCT #71283 - FIBER TO BYRON TOWER SITE - PROGRAMMING & INSTALL	Paid by Check # 97511		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(30,080.00)
1246 - FISCHER'S	703815-001	ACCT: OC911 - LAMINATING SHEETS & PAPER	Paid by Check # 97512		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(36.98)
1941 - FRONTIER	07-17/111594-5	MONTHLY LINE CHARGES - JULY 2017	Paid by Check # 97513		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(51.58)
4378 - PROMOS 911, INC.	6864	PROJ #16577 - 2,500 EA. #55L 12" MOOD RULERS	Paid by Check # 97514		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(1,436.33)
4378 - PROMOS 911, INC.	6915	PROJ #16621 - 2,500 EA. NEON PENCILS W/ WHITE ERASER	Paid by Check # 97514		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(458.58)
1265 - VERIZON	9789457340	MONTHLY CHARGE FOR CELL PHONES - JULY 2017	Paid by Check # 97515		08/10/2017	08/10/2017	08/11/2017		08/11/2017	(345.54)



Fund Payments

G/L Date Range 08/01/17 - 08/31/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 640 - 911 Emergency										
Account 2002 - Due To										
5161 - VALMONT STRUCTURES	PFI-37701121	CUST #21498/280' SELF SUPPORT TOWER # 97644 W/ENGR DRAWG.&FOUNDATIO N DES	Paid by Check		08/21/2017	08/21/2017	08/22/2017		08/22/2017	(64,965.00)
							Account 2002 - Due To Totals	Invoice Transactions 8	<u>(\$97,629.86)</u>	
							Fund 640 - 911 Emergency Totals	Invoice Transactions 8	<u>(\$97,629.86)</u>	
							Grand Totals	Invoice Transactions 296	<u>(\$2,021,547.80)</u>	

**OGLE COUNTY HOLIDAY SCHEDULE
2018**

January 1, 2018	New Year's Day (observed)	Monday
January 15	Martin Luther King Jr. Day	Monday
February 12	Lincoln's Birthday (observed)	Monday
February 19	Washington's Birthday (observed)	Monday
March 30	Good Friday	Friday
May 28	Memorial Day	Monday
July 4	Independence Day	Wednesday
September 3	Labor Day	Monday
October 8	Columbus Day (observed)	Monday
November 12	Veteran's Day (observed)	Monday
November 22	Thanksgiving Day	Thursday
November 23	Day following Thanksgiving	Friday
December 25	Christmas Day	Tuesday

**OGLE COUNTY BOARD MEETING DATES
2018**

January 16	February 20	March 21*	April 17
May 15	June 19	July 17	August 21
September 18	October 16	November 20	December 18
October 29 - Budget Hearing			

The Ogle County Board meets on the third Tuesday of the month at 5:30 p.m.
Ogle County Courthouse
105 S. 5th Street – 3rd Floor
Oregon, IL

COPY

STATE OF ILLINOIS
IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
COUNTIES OF CARROLL, JO DAVIESS, LEE, OGLE and STEPHENSON

SUBJECT: Legal Holidays-2018 ADMINISTRATIVE ORDER NO. 17-9

IT IS HEREBY ORDERED THAT:

(1) The Circuit Court of the Fifteenth Judicial Circuit (Counties of Carroll, Jo Daviess, Lee, Ogle and Stephenson) shall adjourn, and the Offices of the Circuit Clerk of the Fifteenth Judicial Circuit and the Probation Departments of said counties shall be closed on the following legal holidays for the year 2018:

January 1, 2018	New Year's Day	Monday
January 15	Martin Luther King, Jr. Day	Monday
February 12	Lincoln's Birthday	Monday
February 19	Washington's Birthday (Observed)	Monday
March 30	Spring Holiday	Friday
May 28	Memorial Day	Monday
July 4	Independence Day	Wednesday
September 3	Labor Day	Monday
October 8	Columbus Day (Observed)	Monday
November 12	Veterans' Day (Observed)	Monday
November 22	Thanksgiving Day	Thursday
November 23	Day Following Thanksgiving Day	Friday
December 25	Christmas Day	Tuesday

(2) All matters returnable on said legal holidays be continued to the next business day of this Court.

(3) The time for filing all motions and pleadings is extended to the next business day of this Court.

Dated this 23rd of May, 2017. This Order shall be spread upon the records of this Court and published.

FILED
MAY 24 2017

Kimberly A. Hall
CLERK OF THE CIRCUIT COURT
OGLE COUNTY

Daniel A. Fish
Daniel A Fish, Chief Judge
Fifteenth Judicial Circuit

STATE OF ILLINOIS)
) SS
COUNTY OF OGLE)

RESOLUTION NO. 2017-0902

**A RESOLUTION AMENDING THE FEE SCHEDULE
OF THE PLANNING & ZONING DEPARTMENT**

WHEREAS, the County Board of the County of Ogle has authority to set reasonable fees for amendments, special use permits, variations or zoning certificates pursuant to Section 16-9-11 of the Ogle County Amendatory Zoning Ordinance, and other reasonable fees; and,

WHEREAS, it is necessary to periodically review, adjust and incorporate new fees; and,

WHEREAS, the Supervisor of Assessments and Planning & Zoning Committee of the Ogle County Board has recommended that the amended fee schedule, a copy of which is appended hereto as Exhibit "A", be adopted.

NOW THEREFORE BE IT RESOLVED BY THE OGLE COUNTY BOARD AS FOLLOWS:

That the amended fee schedule of the Planning & Zoning Department, a copy of which is appended hereto as Exhibit "A", be adopted and shall become effective immediately upon adoption.

PASSED BY THE OGLE COUNTY BOARD THIS 19TH DAY OF SEPTEMBER 2017.

Kim P. Gouker
Chairman, Ogle County Board

Attest:

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

EXHIBIT "A"
AMENDED FEE SCHEDULE OF THE OGLE COUNTY PLANNING & ZONING DEPARTMENT
Note: "Redline" text indicates added language to fee schedule.

FEE SCHEDULE
OGLE COUNTY PLANNING & ZONING DEPARTMENT

ZONING CERTIFICATES	
	FEE
Dwelling.	\$200.00 per dwelling unit
Addition to dwelling (May 19, 2009)	\$100.00
Private residential garage (>216 sq. ft.) or other building (May 19, 2009)	\$75.00
Residential accessory structures (sheds [<216 sq. ft.], decks, patios, etc.) (May 19, 2009)	\$50.00
Private residential swimming pools (May 19, 2009)	\$75.00
Principal commercial/industrial building.	\$300.00
Addition to a commercial/industrial building.	\$150.00
Accessory commercial/industrial building.	\$150.00
Cellular Communications Facility (8/21/01)	\$25.00/foot of tower height
Co-location off additional equipment to an existing cellular communications facility (8/21/01)	\$1,200.00
Commercial Wind Energy Conversion System (WECS) (September 21, 2004)	5 or fewer WECS - \$25.00 per foot of tower height 6-20 WECS - \$12 per foot of tower height 20 or more WECS - \$8 per foot of tower height
Replacement of major components of an existing Wind Energy Conversion System (June 17, 2003)	\$1,200.00
Commercial television/radio tower facility (September 21, 2004)	\$25 per foot of tower height up to 300', and \$1.00 per foot of tower height thereafter. Co-location of additional equipment to an existing television and/or radio tower facility shall be a flat fee of \$1,200.
Commercial Solar Farm	\$0.50 per kW (nameplate capacity) up to 10,000 kW (nameplate capacity), and \$0.10 per kW (nameplate capacity) over the first 10,000 kW.
Mobile home, mobile office, recreational vehicle.	\$100.00 initial, \$100.00 renewal
Change in the use of a building/structure or change in the use of land.	\$50.00
Home occupation permit.	\$25.00
Miscellaneous	\$25.00

HEARINGS

	FEE	PUBLICATION FEE	OTHER FEES
Amendment and Special Use Permit	\$500.00	Applicant billed for actual cost of publication.	Applicant billed for actual cost of public hearing (transcript and reporting time of court reporter) and actual postage costs incurred by County of Ogle for adjoining owner notification via Certified Mail. Applicant responsible for consultation under the Illinois Endangered Species Protection Act and Illinois Natural Areas Preservation Act and applicable fee(s). (October 15, 2013)
Variation and Appeal	\$300.00	Applicant billed for actual cost of publication.	Applicant billed for actual cost of public hearing (transcript and reporting time of court reporter) and actual postage costs incurred by County of Ogle for adjoining owner notification via Certified Mail. Applicant responsible for consultation under the Illinois Endangered Species Protection Act and Illinois Natural Areas Preservation Act and applicable fee(s). (October 15, 2013)
Variation when necessary to correct a violation of the Zoning Ordinance.	\$350.00	Applicant billed for actual cost of publication.	Applicant billed for actual cost of public hearing (transcript and reporting time of court reporter) and actual postage costs incurred by County of Ogle for adjoining owner notification via Certified Mail. Applicant responsible for consultation under the Illinois Endangered Species Protection Act and Illinois Natural Areas Preservation Act and applicable fee(s). (October 15, 2013)
Special Use Permit petition for Commercial Wind Energy Conversion System project on multiple parcels of land.	\$2,500.00	Applicant billed for actual cost of publication.	1) Applicant billed for actual cost of public hearing (transcript and reporting time of court reporter); 2) Applicant shall be responsible for payment of actual postage costs incurred by County of Ogle for adjoining owner notification via Certified Mail; 3) Applicant shall provide signs of design and quantity as determined by Planning & Zoning Administrator for posting at proposed turbine sites prior to public hearing(s). Applicant responsible for consultation under the Illinois Endangered Species Protection Act and Illinois Natural Areas Preservation Act and applicable fee(s). (October 15, 2013)
Special Use Permit for Commercial Solar Farm	\$1,500.00	Applicant billed for actual cost of publication.	1) Applicant billed for actual cost of public hearing (transcript and reporting time of court reporter); 2) Applicant shall be responsible for payment of actual postage costs incurred by County of Ogle for adjoining owner notification via Certified Mail; 3) Applicant shall provide signs of design and quantity as determined by Planning & Zoning Administrator for posting at proposed solar farm sites prior to public hearing(s) if deemed necessary by Zoning Administrator. Applicant responsible for consultation under the Illinois Endangered Species Protection Act and Illinois Natural Areas Preservation Act and applicable fee(s). (October 15, 2013)

PLATS	
	FEE
Filing of a Preliminary Plat	\$200.00
Filing of a Final Plat	\$100.00 + \$5.00 per lot.
Final Plat - Mapping Fees	\$35.00 per lot.
Applicant responsible for consultation under the Illinois Endangered Species Protection Act and Illinois Natural Areas Preservation Act. (October 15, 2013)	As applicable payable to the Illinois Department of Natural Resources. (October 15, 2013)

SPECIAL FLOOD HAZARD AREAS (SFHA) DEVELOPMENT PERMITS	
For clearing debris, demolishing buildings, or removing buildings out of the SFHA.	No fee
For construction of a building valued at more than one hundred thousand dollars (\$100,000.00).	\$100.00
For construction or reconstruction of a building valued at less than one hundred thousand dollars (\$100,000.00).	\$75.00
For improvements made to an existing building and for any other development project.	\$50.00
Use Permit	No fee

OTHER	
	FEE
Variation of 10% or less pursuant to Section 9.06, Subsection D(3) of the Ogle County Amendatory Zoning Ordinance.	\$100.00
Variation of 10% or less pursuant to Section 9.06, Subsection D(3) of the Ogle County Amendatory Zoning Ordinance when necessary to correct a violation of the zoning ordinance.	\$200.00
Temporary use permits pursuant to Section 6.07 of the Ogle County Amendatory Zoning Ordinance.	\$100.00
Copies	\$0.25 per page

FEE SCHEDULE AMENDMENTS: OCTOBER 15, 1996; AUGUST 21, 2001; FEBRUARY 18, 2003; JUNE 17, 2003; DECEMBER 16, 2003 (EFFECTIVE JANUARY 23, 2004); SEPTEMBER 21, 2004; MAY 19, 2009; OCTOBER 15, 2013

GOVERNMENTAL PROPERTY
SPACE LEASE

LEASE made this _____ day of _____, 2017 between:

LESSOR: County of Ogle
c/o Ogle County Clerk
105 S. 5th Street-Suite104
Oregon, Illinois 61061

and

LESSEE: Ogle County Health Department
907 West Pines Road
Oregon, Illinois 61061

In consideration of the mutual covenants herein contained, the parties agree as follows:

1. LEASED SPACE. LESSOR leases to LESSEE and LESSEE takes as tenant from LESSOR the space identified as approximately 3,360 square feet in the governmental building located at 510 Lincoln Highway, Rochelle, Illinois as depicted in Exhibit A attached hereto.

LESSEE has examined the leased space and accepts the same in its present condition and state of repair. No representations as to the condition or repair of the leased space have been made by the LESSOR prior to or at the time of execution of this lease.

2. SPACE USE. The space described above is leased for use as a health department clinic and office space. LESSEE shall not use the leased space for any other purpose and shall limit the business conducted thereon to such activities which would be considered by the LESSOR to be included with the stated use and compatible with the other building tenants. LESSEE shall not place any items outside of the leased space within the building nor place any projection on the exterior of the building except for signage as hereinafter provided. LESSEE shall not cause a nuisance or disturb or endanger the other tenants or unreasonably interfere with other tenants' use of their respective spaces. LESSEE will take good care of the leased space and shall keep same free from waste at all times. All windows shall be displayed and maintained in neat and attractive condition. The LESSEE shall not cause, or permit to be caused, by negligence, omission, or otherwise, any violation of any Federal, State, County or Municipal law, order, rule or regulation.

3. TERM. This lease shall be for a term commencing November 1, 2017 and ending December 31, 2020. Any extensions or renewals hereof must be in writing and signed by the parties not less than

ninety (90) days prior to the termination of this lease and failure to execute an extension or renewal by said date shall be constructive notice to both parties of the lease termination at the end of the term hereof.

4. RENT. LESSEE shall pay to the LESSOR monthly rent for the leased space as set forth below per month in advance on the 1st day of each month throughout the term of this lease. Rent shall be payable at the office of the LESSOR or at such other place as the LESSOR may designate in writing.

November and December 2017	\$3,710.00/month
January 2018 to December 2018	\$3,825.00/month
January 2019 to December 2019	\$3,940.00/month
January 2020 to December 2020	\$4,050.00/month

5. MAINTENANCE AND REPAIRS. LESSOR shall keep the foundation, exterior walls, exterior doors, door closure devices and other exterior openings, common areas, heating, air conditioning, plumbing and other building utilities, signs and the roof of the building in good repair. LESSEE shall be required to make any repairs occasioned by the act or negligence of the LESSEE, its agents, employees or invitees. LESSEE shall give immediate written notice of any repairs required to be made by the LESSOR and LESSOR shall not be responsible for failure to make such repairs until a reasonable time after receipt of such written notice.

LESSEE shall keep the leased space in good, clean and habitable condition and at LESSEE's sole cost and expense, pay all decorating cost for the leased space and maintain and/or replace all carpeting in the leased space. LESSEE shall keep the leased space free of insects, rodents and other pests.

LESSEE shall make no permanent alterations to the leased space without the prior written consent of LESSOR. Any such permitted alterations or improvements shall become the property of the LESSOR, unless otherwise agreed in writing. LESSEE may remove any fixtures which it installs in the leased space providing same can be removed without significant damage to the leased space, otherwise such fixtures shall become the property of the LESSOR. All permitted alterations shall be constructed in a workmanlike manner, in compliance with LESSOR's requirements and in such manner as to cause a minimum of interference with other tenants. LESSEE shall not permit or suffer any liens to be filed or claimed on the property.

6. UTILITIES. The total square footage of the governmental building located at 510 Lincoln Highway, Rochelle, Illinois is 13,270 square feet. The leased premises is approximately 3,360 square feet which represents approximately 25.3% of the total square footage. The natural gas, electricity and water and sewer utilities for the building are billed through the use of one meter per utility to be paid by LESSOR. LESSOR shall bill LESSEE, on a monthly basis, for 25.3 % of the total natural gas, electricity and water and sewer bills. LESSEE shall pay the amount due to LESSOR within 30 days of receiving said bill.

LESSEE shall be responsible for its own telephone utility expenses.

7. INSURANCE. LESSEE and LESSOR agree that there is sufficient insurance coverage in regard to the contents of the leased space against loss or damage by any casualty and liability insurance for bodily injury to any group of persons as a result of accident and/or property damage.

8. HAZARDOUS SUBSTANCES. LESSEE shall be responsible for cleanup, remediation and all liability for contamination of the real estate by hazardous substances in the possession of LESSEE, its agents, employees or invitees.

9. SUBLEASE. LESSEE shall not assign this lease nor sublet the leased space, or any portion thereof or permit others to occupy the leased space without LESSOR's prior written consent.

10. SIGNS. LESSEE may install and maintain exterior and interior signage identifying the LESSEE and its business. All signage shall be of a style, size, color and arrangement consistent with the architectural character of the building and installed only after the prior written consent of the LESSOR.

11. LESSOR'S ENTRY FOR INSPECTION AND REPAIR. The LESSOR, its employees and agents shall have the right at all reasonable times during the business hours of the LESSEE, to enter upon the leased space for the purpose of examining, inspecting, repairing or showing the same to prospective tenants or purchasers. Such inspections shall not unreasonably interfere with LESSEE's use.

12. CASUALTY DAMAGE TO LEASED SPACE. In the event the leased space is damaged by casualty, the LESSOR, except as provided below, shall repair and restore the leased space in a timely manner. If the leased space is not reasonably available for LESSEE's use for more than thirty (30) days, rental shall abate for the period the leased space is untenantable for LESSEE's business purpose, but rental shall not abate for any periods the leased space is untenantable for less than thirty (30) days.

If LESSOR is required to either repair or restore the damaged leased space, the LESSOR shall pursue the necessary work with all reasonable diligence in a workmanlike manner. LESSOR shall not be liable for any delays or interruptions occasioned by strikes, casualties, material shortages, government regulations, weather, or by any other cause beyond LESSOR's control.

In the event of a total or partial destruction of the leased space so as to render the property unfit for its intended use, LESSOR may, at its option, rebuild or reconstruct the facilities and this lease shall continue in effect, if such rebuilding and reconstruction can be completed within three months. If LESSOR elects not to reconstruct or if the reconstruction cannot be accomplished within three months, either party may terminate this lease by written notice to the other party.

13. INDEMNIFICATION. LESSEE shall indemnify the LESSOR against all liability whatsoever, including expenses incurred in connection therewith, from injury to person or property arising out of or in connection with the use and occupancy of the leased space by the LESSEE, its agents, employees or invitees. Should any action be commenced in which the LESSOR is made a party due to the acts of the LESSEE, its agents, employees or invitees, LESSEE shall pay, on demand, LESSOR's attorney's fees and costs together with any other damages or awards resulting from such action.

14. DELIVERY OF PREMISES. LESSEE shall deliver the leased space to the LESSOR at the end or termination of the lease term, without further demand or notice, and in as good order and repair as it is at the time of commencement of the lease, allowing only for reasonable wear and tear.

15. DEFAULT AND TERMINATION. If the LESSEE fails to comply with any term, provision or covenant of this lease, or should the LESSEE cause or suffer any of the following conditions, the LESSEE shall be deemed to be in default under the terms of this lease: Abandonment of leased space; LESSEE's bankruptcy or an assignment for benefit of its creditors; or a judgment entered against LESSEE. Upon the occurrence of any such default, LESSOR shall have the option to: (1) take any one or more of the actions permissible at law to enforce LESSEE's covenants and obligations under this lease; (2) enter upon and take possession of the leased space and continue to demand from the LESSEE all monies which are due and unpaid; or (3) may terminate this lease by written ten (10) day notice to the LESSEE and the LESSEE shall immediately surrender the leased space to the LESSOR. In addition to any amounts due LESSOR at the time of default, LESSEE agrees to pay LESSOR, on demand, the amount of all loss and damage which the LESSOR may suffer by reason of any such default, including but not limited to attorney's fees, court costs and lost rent.

16. LANDLORD'S LIEN. In addition to the statutory Landlord's lien, LESSOR shall have, at all times, a valid security interest upon all the goods, equipment, fixtures, furniture, improvements and inventory and security deposit of the LESSEE to secure payment of any damages or loss which the LESSOR may suffer by reason of the breach of any covenant, agreement or condition by the LESSEE. Upon the occurrence of any event of default by LESSEE, LESSOR may, in addition to any other remedies provided herein, enter upon the leased spaced and take possession of any personal property of the LESSEE, without liability for trespass or conversion, and sell the same at public or private sale, after giving LESSEE reasonable notice thereof, and apply the proceeds of such sale to LESSOR's expenses, damages and all other amounts due the LESSOR under this lease.

Any personal property not removed from the leased space by expiration or termination date of this lease shall be deemed abandoned by LESSEE and may be disposed of by LESSOR in any manner whatsoever except, LESSOR may require LESSEE to remove same, at LESSOR's sole discretion.

17. SUBORDINATION. LESSOR reserves the right to maintain any existing mortgage or

security interest in the building containing the leased space and to make other mortgages and grant additional security interests. Whenever, as may be required by LESSOR, LESSEE shall execute and deliver such instruments in writing as may be required to subordinate its leasehold interest to any such mortgage liens or security interests.

18. NOTICES. Whenever any notice is required, it shall be in writing and shall be deemed delivered when deposited in the United States mail, postage prepaid, certified mail, return receipt requested, addressed to the parties as shown in the opening paragraph of this lease. Such notice shall also be deemed delivered to LESSEE when delivered by hand to LESSEE, its employee or agent or posted to the door of the leased space.

19. GENERAL PROVISIONS. This lease agreement shall be binding upon the heirs, executors, successors and assigns of the parties. The invalidity or unenforceability of any provision of this lease shall not impair any other provision. Any necessary grammatical changes required to make the provisions of this lease apply and the plural as to corporations, associations, partnerships, individuals, males or females, shall in all instances be assumed as though in each case fully expressed. Laws of the State of Illinois shall govern this lease. The headings of sections are for convenience only and do not limit the content of such provision. Persons executing this lease on behalf of the LESSEE represent and certify they are fully empowered to do so. Waiver of any covenant, term or condition of this lease by any party shall not be construed as a waiver of a subsequent breach of the covenant. Consent or approval by either party to or of any act by the other party requiring such consent or approval, shall not be deemed to waive or render unnecessary the consent to or approval of any subsequent similar act.

IN WITNESS WHEREOF, the parties have executed this lease at Oregon, Illinois on the day and year first above written.

LESSOR:

LESSEE:

County of Ogle

Ogle County Health Department

By: _____

By: _____

Its _____

Its _____

OGLE COUNTY HIRING FREEZE POLICY

R-2017-0906

WHEREAS, the current financial status of Ogle County (hereinafter “the County”) coupled with the uncertainty of funding from the State of Illinois indicates that the County may be unable to sustain current levels of staffing within the available resources of the County;

WHEREAS, the Ogle County Board (hereinafter “Board) desires to make reductions in staffing without the necessity of terminating the employment of existing employees;

WHEREAS, the Board desires to cooperate with the Department Heads and Elected Officials to maintain staffing levels which allow for services to provide for the safety and welfare of Ogle County residents;

WHEREAS, the Board understands that its budgetary authority is limited to the appropriation of aggregate or lump-sum dollar amounts for the budgets of elected officials (i.e. State’s Attorney, Sheriff, Treasurer, County Clerk and Recorder, Circuit Clerk and Coroner) and the Board has no power to restrict these elected officials in the use of the budgeted amounts so long as the expenditure is within the amount of the appropriation for the fiscal year, but the Board desires to cooperate with these elected officials to plan for future appropriations;

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

It shall be the policy of the Ogle County Board that the following procedure shall be followed upon the vacation of any current full or part-time employment position.

1. The position shall remain open and unfilled for three (3) months from the date of the vacating employee’s last day worked. The Department Head/Elected Official shall maintain the duties of the vacant position as best as reasonably possible with remaining staff.
2. After the three (3) month time period referenced above has elapsed or at any time during that three (3) month period, if the Department Head/Elected Official believes the vacant position is critical to the operations of the department, the Department Head/Elected Official may submit to simultaneously to their respective oversight committee and the Personnel and Salary Committee a request to fill the vacant position.

The Personnel and Salary Committee shall take into consideration the following:

- a. Whether the work performed by the vacant position is essential to Ogle County;
- b. Whether the Department Head/Elected Official has examined possible alternatives to filling the position;
- c. Whether the elimination of the vacant position is necessary considering a projection of future revenue and possible future reductions of budget allocations for the department in question;
- d. Any other information relevant to the decision.

OGLE COUNTY HIRING FREEZE POLICY

3. The Personnel and Salary Committee shall make specific findings as to the reasons that a position should or should not be filled and shall make a recommendation to the Finance Committee.
4. The Finance Committee shall determine, by a simple majority vote whether the position shall be filled.
5. This policy shall not grant any member of the Board a role in determining the successful candidate for any vacant position.
6. This policy shall not prohibit the replacement of employees with credentials which are deemed necessary by statute, regulation or ordinance to conduct the business of the department in question or any position which is required by statute or regulation.
7. This policy shall not infringe upon the authority of any other board given hiring and/or budgetary authority over employees of Ogle County, by statute, regulation or ordinance, including, but not limited to, the Board of Health.
8. This policy shall not apply to those departments which have their own separate streams of revenue which fully fund their operations. These departments include the Highway Department, Animal Control Department and Solid Waste Department.
9. This policy shall become effective October 15, 2017 and shall terminate five (5) years therefrom unless otherwise modified by Resolution or Ordinance of the Ogle County Board.

Presented and Approved at the September 19, 2017 Ogle County Board Meeting.

By: _____
Kim P. Gouker
Ogle County Board Chairman

Attest:

Laura J. Cook
Ogle County Clerk



AIA[®]

Document G701[™] – 2001

Change Order

PROJECT (Name and address): Ogle County Annex Building 105 S. 5th Street Oregon, Illinois	CHANGE ORDER NUMBER: 005 DATE: August 30, 2017	OWNER: <input checked="" type="checkbox"/>
TO CONTRACTOR (Name and address): Schmeling Construction 315 Harrison Avenue Rockford, Illinois 61104	ARCHITECT'S PROJECT NUMBER: 106.16 CONTRACT DATE: March 24, 2107 CONTRACT FOR: General Construction	ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input checked="" type="checkbox"/> OTHER: <input type="checkbox"/>

THE CONTRACT IS CHANGED AS FOLLOWS:*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*

PCO #50	\$7,909.00
PCO #51	\$5,060.00
PCO #52	\$1,859.00
PCO #54	\$2,596.00
PCO #55	\$1,355.20

Total CO #5 \$18,779.20

Previously Used Contingency:	\$35,785.04
Plus CO #5 from Contingency:	\$18,779.20


Currently Used Contingency:	\$54,564.24
Contract Contingency Remaining:	\$25,435.76


The original Contract Sum was	\$	<u>1,108,000.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The Contract Sum prior to this Change Order was	\$	<u>1,108,000.00</u>
The Contract Sum will be unchanged by this Change Order in the amount of	\$	<u>0.00</u>
The new Contract Sum including this Change Order will be	\$	<u>1,108,000.00</u>


The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is


NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Rewerts Design Group</u> ARCHITECT (Firm name)	<u>Schmeling Construction</u> CONTRACTOR (Firm name)	<u>Ogle County</u> OWNER (Firm name)
<u>4320 Spring Creek Road Rockford, Illinois 61107</u> ADDRESS	<u>315 Harrison Avenue Rockford, Illinois 61104</u> ADDRESS	<u>105 S. 5th Street Oregon, Illinois</u> ADDRESS
		


BY (Signature)
Gregory G. Rewerts
(Typed name)
8-30-17
DATE


BY (Signature)
Stephen E. Schmeling
(Typed name)
8-31-17
DATE


BY (Signature)
Donald Griffin
(Typed name)
8-30-17
DATE

Presented at the Ogle County Board Meeting on September 19, 2017.

Kim P. Gouker, Ogle County Board Chairman

Laura J. Cook, Ogle County Clerk

Proposed Change Order Log						
DATE	PCO #	DESCRIPTION	TOTAL	ACC	REJ	FINAL CO #
4/7/17	1	Substitute HVAC Units and Controls	(\$17,000.00)	x		1
4/7/17	2	Substitute Lighting Package	(\$4,000.00)	x		1
4/7/17	3	Leave Boiler & Air Handler	(\$2,940.00)	x		1
		Change Order #1 from Original PO Contract				(\$23,940.00)
4/12/17	4	Change in Block Walls with Plumbing Repair	3,740.00		x	
4/19/17	5	Credit for Reusing Casework	(\$16,375.59)	x		1
4/19/17	6	Loescher Changes Per RFI Answers	\$29,463.50	x		1
4/19/17	7	Block Wall Changes (Dry Wall Option) (Choose 4 or 7)	\$2,059.00	x		1
4/21/17	8	Add Cleanouts to All Bathrooms	\$2,155.23	x		1
4/24/17	9	Lower Level Abatement Damage Credit	(\$7,700.00)	x		1
4/24/17	10	Loescher to Repair/Replace Cast Iron Pipe & Repair Line	\$3,357.20	x		1
4/24/17	11	Loescher/SCC/N/WC Install 3" PVC Drains	\$706.20	x		1
4/24/17	12	Cap & Abandon Drains/New PVC Vent/Remove Boiler Piping	\$1,432.20	x		1
4/24/17	13	Remove Drain/Plumb New Mop Sink Drain, Demo & Patch	\$1,684.10	x		1
4/24/17	14	Remove Water Lines & Add New 3: Drains for Mop Sink	\$1,685.40	x		1
4/24/17	15	Remove Copper Line/Demo Galv Line, Install Insul. Copper	\$2,110.90	x		1
4/24/17	16	Remove/Install New Copper Line for Fixtures	\$2,443.10	x		1
4/25/17	17	Replace Vent in Exam Room 115	\$2,931.50	x		1
4/25/17	18	Substitute South Concrete Sloop with Metal	\$0.00	x		1
4/25/17	19	Additional Labor for Demo of Limestone in Elevator Pit	\$6,600.00	x		1
5/10/17	20 R A	Eliminate Work in Room 122 (Choose Option A or B)	-3,120.00		x	
5/10/17	20 R B	Eliminate Work in Room 122 (Choose Option A or B)	(\$2,293.00)	x		2
5/2/17	21	Cap Line Found Underground in Conf Room	\$558.80	x		1
5/2/17	22	Remove and Replace Crooked Wall	\$1,800.70	x		1
5/2/17	23	Provide Electric for 40 Gal Water Heater	\$1,182.50	x		1
5/2/17	24	Run Conduit and Bore Holes for Future Generator	\$2,684.00	x		1
5/3/17	25	Additional Electrical for Basement	\$6,272.75	x		1
5/3/17	26	Change LL East Side Wall Plan (Leave as is)	(\$2,825.00)	x		2
5/3/17	27	Change LL East Wall Plan (Relocate Wall or Eliminate & Move Door)	1,525.00		x	
5/4/17	28	New Floor Tile at Lobby 107	\$8,069.60	x		1
5/4/17	29	Eliminate Selected RR Wall Tile	(\$7,118.00)	x		1
5/4/17	30	Loescher Credit for Venting and Gas Piping Not Needed for WH	(\$418.50)	x		1
5/12/17	31	Loescher Add for Installing one diffuser in Rm 123	265.10		x	SCC will pay
5/24/17	32	Eliminate Door 131 Relocation	(\$1,311.00)	x		2
5/24/17	33	Correct Error on PCO 8	(\$1,026.30)	x		2
5/24/17	34	Provide Steel Supports for (2) Roof Top Units	\$2,922.15	x		2
5/24/17	35	Install Transfer Switch	3,894.00		x	
5/25/17	36	Air Handler Removal	\$1,732.50	x		2
5/25/17	37	Credit for Eliminating Fire Ext and Cabinets + Labor	\$1,600.00		x	We will supply
5/26/17	38	Supply Automatic Transfer Switch	7,826.50		x	
5/30/17	39	Add Mixing Valves in TLt room 105 and Powder Room 121	\$533.50	x		2
6/8/17	40	Install Stylemark Sliding Window Over Reception Areas	\$915.20	x		2
6/16/17	41R1	Revisions to Foyer 131, Office 132, Closet 127-Bldg Codes	\$4,908.50	x		3
6/22/17	42	New Hollow Metal Frame and Door for Opening 130B	\$3,487.00	x		3
6/28/17	43	Install Half Wall at Nurses Station	\$724.90	x		3
6/29/17	44	Carney Add 1 Fire Rated Cabinet	\$363.00	x		3
7/17/17	45	Patch Concrete Floor Opening at Removed Duct on 1st Floor	\$1,492.70	x		4
7/21/17	46	Rim Exit Device Trim and Keyway Cylinder	\$397.00	x		4
8/2/17	47	Demo and Install (2) New Ceiling LED Fixtures to NW Stairwell	\$708.40	x		4
8/2/17	48	Replaster entire inverted mushroom skylight.	\$3,025.00	x		4
8/2/17	49	Soundproofing & Trim Work at Ext Windows and Floors	\$2,187.90	x		4
8/7/17	50	Norwest Median Recon, Pavement Patch & Leveling Binder t&m	\$7,909.00	x		5
8/7/17	51	Benchmark to Prepare 1st Floor for Flooring	\$5,060.00	x		5
8/7/17	52	Additional EXIT Signs, Data Rough Ins, Chgs to Lighting	\$1,859.00	x		5
8/7/17	53	Additional Quad and Duplex Outlets, Data Rough Ins	\$1,677.50			
8/10/17	54	Install Parking Blocks (20) 6 ft blocks	\$2,596.00	x		5
8/22/17	55	Remove Black Out Film From Windows with Option	\$1,355.20	x		5
		Allowance	\$80,000.00			
		Change Order #1 Total	\$19,844.59			
		Remaining Allowance	\$60,155.41			
		Change Order #2 Total	(\$1,351.85)			
		Remaining Allowance	\$61,507.36			
		Change Order #3 Total	\$9,481.40			
		Remaining Allowance	\$52,025.96			
		Change Order #4 Approved	\$7,811.00			
		Remaining Allowance	\$44,214.96			
		Change Order #5 Pending	\$18,779.20			
		Remaining Allowance	\$25,435.76			
		Open PCO's	\$1,677.50			
		Total Contract Unchanged				\$1,108,000.00
		Estimated Allowance Balance	\$23,758.26			



Proposed Change Order

PCO # 50

Date: 8/7/2017

To: Ogle County
105 South 5th Street
Oregon, IL 61115

Project: # 0263 Ogle County Annex Building

Parking Lot Paving Revisions (Time and Material)

- 1 ASPHALT MEDIAN RECONSTRUCTION / SCOPE OF WORK:
 Bid based on approximately 90 sy. yd's. of asphalt median removal.
 To mill off asphalt / aggregate / dirt median to 2" depth below existing parking lot elevation.
 To excavate / remove remaining material within median to a depth of 8".
 To place and compact approximately 6" of aggregate base.
 To place and compact 2" of asphalt binder course to match milled parking lot elevation.
 To provide additional cross-hatch striping as directed, after asphalt surface course is placed.

TOTAL ASPHALT MEDIAN RECONSTRUCTION JOB PRICE \$3,555.00

ASPHALT CURB REMOVAL / SCOPE OF WORK:

- To remove approximately 245 ft. of asphalt curb along existing parking lot.
 This work to be completed during milling of existing lot.

TOTAL ASPHALT CURB REMOVAL JOB PRICE \$ (NO CHARGE)

Estimate \$ 3,555.00

- 2 ASPHALT PAVEMENT PATCHING 2" / SCOPE OF WORK:
 Bid based on an estimated quantity of 100 sq. yd's. of patching.
 To remove an additional 2" of asphalt pavement / aggregate base after original scheduled 2" milling.
 To place and compact 2" of asphalt binder course to match milled parking lot elevation.
 Work to be determined in the field with owner, engineer, and Norwest personnel.
 Square yardage to be field verified.
 Per Sq. Yd. Price / 100 Sq. Yd's. x \$26.50 per Sq. Yd.

CALCULATED ASPHALT PAVEMENT PATCHING 2" JOB PRICE \$2,650.00

Estimate 2,650.00

- 3 ASPHALT LEVELING BINDER / SCOPE OF WORK:
 Bid based on an estimated quantity of 10 tons of asphalt leveling binder.
 To place and compact leveling binder to fill low / depressed areas as directed.
 Work to be determined in the field with owner, engineer, and Norwest personnel.
 Tonnage to be field verified.
 Per Ton Price / 10 Tons x \$98.50 per Ton

CALCULATED ASPHALT LEVELING BINDER JOB PRICE \$985.00

Estimate 985.00

Note: This is an estimate for a Time and Material addition to the original Asphalt Pavement Work. Adjustments will be made on a PCO once work is completed.

EAKDOWN SUMMARY

Schmeling Change Order Fee for All Work 10% \$ 719.00

Total 7,909.00

This proposal is valid for 30 days.

Changes Approved:

Don Duff AUG 7, 2017
 Signature Date (20021022)

[Signature] 8/7/2017
 Signature Date

SCHMELING CONSTRUCTION CO.



BUILDING ON PRINCIPLES
SINCE 1903

Proposed Change Order

PCO # 51

Date: 8/7/2017

To: Ogle County
105 South 5th Street
Oregon, IL 61115

Project: # 0263 Ogle County Annex Building

Furnish Materials and Labor Necessary to Prepare the First Floor for Carpet Tile and Resilient Flooring

(Time & Material Costs, not to exceed)

Benchmark Estimating	Prepare the first floor for carpet tile and resilient flooring. Time and Material, not to exceed	4,600.00
		\$ 4,600.00
	Fee @ 10%	460.00
	Total	\$ 5,060.00

This proposal is valid for 30 days.

Changes Approved:

Owner

Schmeling Construction Co.

Don Smith AUG 7, 2017
Signature Date

[Signature] 8/7/2017
Signature Date

SCHMELING CONSTRUCTION CO.



BUILDING ON PRINCIPLES
SINCE 1903

Proposed Change Order

PCO # 52

Date: 8/7/2017

To: Ogle County
105 South 5th Street
Oregon, IL 61115

Project: # 0263 Ogle County Annex Building

Additional Exit Signs Required, Additional Data Rough-Ins and Changes to Lighting Design

River Valley Electric	Add (2) EXIT signs in Hall #117	500.00
	Install an F3 Light Outside of Vault	200.00
	Change Switch to 3-way, add 3-way in #132	240.00
	Change Switch to Occupancy Sensor in #131	50.00
	Change (2) Switches to 3-ways in #133	100.00
	Change Switch to Occupancy Sensor in #117	50.00
	Add (2) 3-ways in balance of #117	400.00
	Install (2) Data Rough-ins in #104 and #103	150.00
		\$ 1,690.00
	Fee @ 10%	169.00
	Total	\$ 1,859.00


This proposal is valid for 30 days.

Changes Approved:

Owner

Schmeling Construction Co.

 AUG. 7 - 2017
Signature Date

 8/7/2017
Signature Date

SCHMELING CONSTRUCTION CO.



BUILDING ON PRINCIPLES
SINCE 1903

Proposed Change Order

PCO # 54

Date: 8/9/2017

To: Ogle County
105 South 5th Street
Oregon, IL 61115

Project: # 0263 Ogle County Annex Building

Furnish and Install (20) six foot Parking Blocks

Schmeling 20 at \$118.00 each 2,360.00

\$ 2,360.00

Fee @ 10%

236.00

Total \$ 2,596.00

This proposal is valid for 30 days.

Changes Approved:

Owner

Schmeling Construction Co.

[Signature] / AUG, 10, 17
Signature Date

[Signature] / 8/9/2017
Signature Date



Proposed Change Order

PCO # 55

Date: 8/22/2017

To: Ogle County
105 South 5th Street
Oregon, IL 61115

Project: # 0263 Ogle County Annex Building

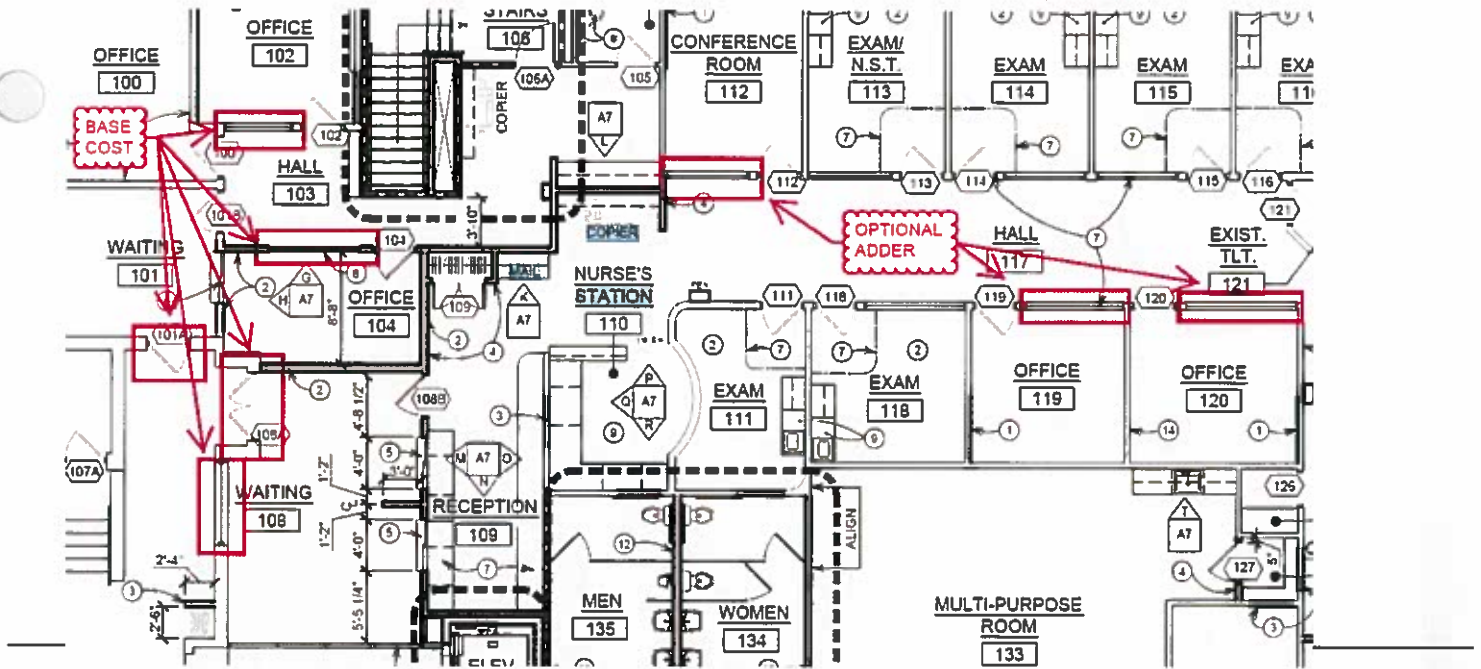
Remove Blackout Film from Windows

SCC/Glass Enhancmnts Remove (9) Panes of Blackout Film and Adhesive from Windows 552.00

Optional Adder:

Yes or No

SCC/Glass Enhancmnts Remove Blackout Film and Adhesive from Room 112, 119, 120 680.00



\$ 1,232.00

Fee @ 10%

123.20

Total \$ 1,355.20

This proposal is valid for 30 days.

Changes Approved:

Owner

Schmeling Construction Co.

Don Smith 8-27-17
Signature Date

[Signature] 8/22/2017
Signature Date

R- 2017-0907

Resolution to Authorize Long Range Planning Invoices

WHEREAS, on September 19, 2017, 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:

<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Fehr Graham Engineering	Coordination with Contractors and City - Rochelle EOC - July 2017	\$ 706.50
Anderson Plumbing & Heating	New Furnace at Focus House farm house	\$ 6,025.00
Bruns Construction, Inc.	Concrete Foundation/Flatwork for new generator storage room - Focus House	\$ 9,925.00
Schmeling Construction Co.	Payment Request #5 - Rochelle EOC	\$ 94,758.44
Rewerts Design Group	Construction Admin. - Pymt #6 - September	\$ 2,328.00
GovConnection	Camera Project	\$ 10,337.25
GovConnection	SmartUPS - IT Hardware	\$ 1,844.05
Big R	Landscaping supplies for Rochelle EOC	\$ 55.94
Card Service Center - Sheriff	Lowe's - Landscaping for Rochelle EOC	\$ 317.87
Card Service Center - IT	IT Hardware for Rochelle EOC	\$ 49.95
Card Service Center - IT	IT Hardware	\$ 346.73
Larry Callant	Menards - Supplies for Rochelle EOC	\$ 159.88
Card Service Center - IT	(2) LG Smart TV's - Camera Project	\$ 1,199.98

TOTAL: \$ 128,054.59

Presented and Approved at the September 19, 2017 Ogle County Board Meeting.

Kim P. Gouker, Ogle County Board Chairman

Laura J. Cook, Ogle County Clerk

RESOLUTION R-2017-0901
and
CERTIFICATE OF APPOINTMENT

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

WHEREAS, the name of

Ernest W Richards
108 Woodland Dr
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 Ernest W Richards that ends 4/30/2020.

Voted upon and passed by the Ogle County Board on September 19, 2017.

Kim P. Gouker, Chairman
Ogle County Board

(COUNTY SEAL)

Laura J. Cook, Ogle County Clerk



Ogle County
Personnel Policy Manual

Revised: September 19, 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. I 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, Bloomingville; 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 present courthouse was completed for occupancy in 1891 at a total cost of \$106,951.46 for building and equipment.

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

Each employee is entitled to a reasonable amount of break time to express breast milk for the employee's infant child. 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. 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. 5th 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 – Non-CDL 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 drugs and alcohol. This policy applies to all employees and other individuals who perform work for the County.

1. A drug-free workplace prohibits the unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, manufacture, dispensing, sale, or distribution of controlled substances, drug paraphernalia, 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 or any controlled substance, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work (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 parked on any County premises.
3. Any violation of this policy or outside involvement in illegal drug activities leading to arrest and resulting in anything other than a "not guilty" verdict, will cause disciplinary action to be taken, up to and including, termination.
4. 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.

5. 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.
6. 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.

7. 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.

Reasonable Suspicion

Employees are subject to testing based upon (but not limited to) observation of apparent workplace use, possession, or impairment.

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.

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.

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 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.

8. 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.
9. 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. 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-Q. 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.

3-C. Background Checks

Reference, criminal background, 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 January 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

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 15th 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.

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.

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:

Benefit	Plan date	Open Enrollment Period
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.

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.

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 (12th) 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.

6-1. 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. Victim's Economic Security and Safety Act (VESSA)

The purpose of this policy is to inform employees of their rights under the Victims' Economic Security and Safety Act (the "Act"), 820 ILCS 180/1. Subject to certification requirements outlined below, an employee shall be entitled to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period if that employee is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence.

Eligibility for Leave

Leave may be taken intermittently or on a reduced work schedule for the following purposes:

1. To seek medical attention for or recovering from physical or psychological injuries
2. To obtain services from a victim services organization
3. To obtain psychological or other counseling
4. To participate in safety planning, temporarily or permanently relocating, or taking other actions to increase safety from future domestic or sexual violence or insure economic security
5. To seek legal assistance or remedies, including preparing for or participating in any civil or criminal proceeding related to or derived from domestic or sexual violence

Notice

The employee shall provide the Department Head with at least 48 hours advance notice of the employee's intention to take the leave, unless such notice is not practicable. The County will not take any action against the employee if an unscheduled absence occurs provided the employee provides the proper certification set forth below as soon as is practicable.

Confidentiality

All information provided to the County pursuant to this policy shall be retained in the strictest confidence by the County, except for disclosure requested or consented to in writing by the employee or otherwise required by state or federal law.

Certification

Upon taking leave, the employee shall provide to the County a sworn statement (Appendix G) and obtain one of the following documents:

1. Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, County, or Circuit Court, or a medical or other professional from whom assistance has been sought in addressing domestic or sexual violence and the effects of the violence
2. A police or court record
3. Other corroborating evidence as determined sufficient by the County

Employee Benefits

Upon returning to work after taking leave enumerated under this policy, the employee shall be restored to the position held prior to taking leave or to an equivalent position. The employee shall retain any employment benefits accrued prior to the date on which leave commenced. However, nothing in this policy shall be construed to entitle any restored employee to have accrued any seniority or employment benefits during any period of leave or any right, benefit, or position of employment that the employee would not have received had they not taken leave. Additionally, the County shall maintain coverage for the employee and family or household member under any group plan for the duration of such leave at the leave and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

In the event that the employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired and for reasons other than, the continuation, reoccurrence or onset of domestic or sexual violence, the County may recover from the employee the premium that the County paid for maintaining the level of coverage for the employee.

According to the provisions of the VESSA Act as amended, employees may use paid time off or unpaid time off for VESSA leave. Any paid time off used for VESSA Leave may not be counted toward the twelve (12) week leave provision.

Nothing in this subsection shall be construed to prohibit the County from requiring an employee on leave to report periodically to the County.

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/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. It is the responsibility of each employee to understand and comply with the business expense policy prior to submitting expenses for payment. Any questions or guidance should be directed to the employee's supervisor or Treasurer. The following limitations are set forth as guides. Please keep in mind that any type of entertainment offered at any conference shall not be reimbursed by the County (in accordance with the Travel Expense Control Act).

- 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 and receipts are required for reimbursement of all travel expenses, and must be approved by the Supervisor and/or Department Head.
- Original Agenda and receipts 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 |

⊖ **Receipts for actual costs incurred must be provided with the completed Expense Reimbursement Form.**

- 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.

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, iPads, 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:

- 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.

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.

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. Medical and Dental Coverage

Employees who retire with the County drawing on a qualified pension, may have access to health and dental insurance at 100% of the cost of the County's monthly premium for the level of coverage that the employee was enrolled in upon retirement.

11-H. 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:

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 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 Drug & Alcohol policy. 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 - 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 no 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 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.

APPENDIX E -

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 F -
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 G -
Sworn Statement for Taking Leave Under VESSA**

I, _____, swear that I am taking leave under the Victims' Economic Security and Safety Act 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 H - 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. ¹		
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:		

¹ Under the Act, "child" includes biological, adopted, foster, stepchild of the employee and/or a legal ward of the employee.

APPENDIX I -

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 J -
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 K -
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 L -
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 M - 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.	1 Poor	2	3 Average	4	5 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.	1 Never	2 Seldom	3 Often	4 Usually	5 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 N - 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 O - 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

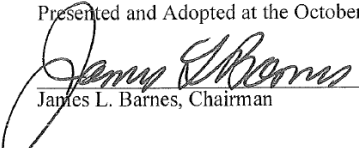
The failure to comply with any of the foregoing requirements, a conviction or payment of a bond forfeiture as described above and/or the imposition of a driving prohibition as described above may result in disciplinary action including, but not limited to, placement on restricted duty, administrative leave, suspension or termination.

I have read and understand the content of this policy.

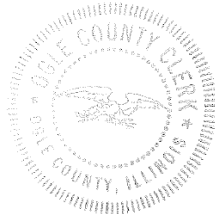
Signature

Date

Presented and Adopted at the October 16, 2012 Ogle County Board Meeting.


James L. Barnes, Chairman


Rebecca Huntley, Ogle County Clerk



APPENDIX P - 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.

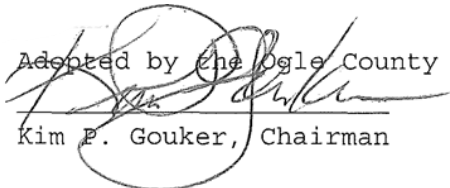
INELIGIBLE USES

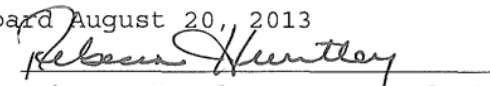
The credit cards may NOT be used for:

- 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 those attending who were provided meals)</u>	<u>TYPE OF ODER:</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>
				Total:	\$	

Department Head's Signature _____

Date: _____

APPENDIX Q - Employee Right to Privacy in the Workplace Act (R-2014-0608)

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.

APPENDIX R - Employee Credit Privacy Act (R-2014-0609)

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.

APPENDIX S - Illinois Firearm Concealed Carry Act (R-2014-0610)

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.

August 21, 2017

Kenneth M. Burn
Director of Court Services
Ogle County Judicial Center
106 S. 5th Street, Suite 100
Oregon, Illinois 61061

Re: Proposal for Conceptual Architectural Services the Focus House Facility in Rochelle, Illinois

Dear Mr. Burn:

We are pleased to submit the following proposal for conceptual services for your proposed Remodeling and Addition of the Focus House in Rochelle, Illinois. We have assumed the building and site work to be approximately of the scope that we discussed at our meeting on August 15, 2017. The facility will house female and male residents. The facility will be in the range of 9,000 to 12,500 SF approximately in size.

The following proposal outlines the general terms, conditions and standard services provided by Saavedra Gehlhausen Architects.

Conceptual Design Phase

In the Conceptual Design Phase, SGA will explore and develop design solutions based on the space program, conceptual floor and site plan, functional requirements, and zoning and building code analysis.

- Establish space and functional requirements for the building.
- Development of Conceptual Design Site Plan, Floor Plan, and Exterior Elevations.
- Meeting with Owner representatives to review Conceptual Design Documents.
- Revise Design drawings based upon results of meetings.
- Develop Zoning and Building Code Analysis and provide report outlining our findings.
- Provide final Conceptual Design Phase Site Plan, Floor Plan, Elevations and estimate of Probable Construction Cost to Owner for their use during project approval process.

Since the Conceptual Design Phase can have many variables and inherent unknowns, we propose to complete this phase of the work on professional hourly rate basis (Time and Materials). See SGA hourly rates that we will utilize for this project and outlined on the following pages. **We estimate that the cost of the Conceptual Design Phase will not exceed \$6,500.00.** If a building design can be arrived at and approved in a timely manner, this cost would be less and all savings will be passed on to you.

At Owners discretion an **OPTIONAL 3D Conceptual Rendering** of the project will be provided for a fixed sum of **\$1,500.00.**

Final Design, Construction Documents, Bidding and Negotiation, and Construction Administration Phases

After Focus House Representatives' approval of the Conceptual Design Phase for the building design, the project moves into the Final Design, Construction Documents, Bidding and Negotiation, and Construction Administration Phases. A scope of professional Architectural Services will be determined at the time of project approval.

Reimbursable Expenses

Reimbursable expenses are in addition to the fees enumerated above and include the cost incurred by the Architect and their consultants in the interest of the project for items such as travel mileage, long distance communications, postage and handling, reproductions, printing, plotting, photography, and jurisdictional approval fees.

Services Not Included:

- Land Surveying: A detailed property, topographic and utility survey will be needed which Focus House will contract directly for. We will assist Focus House in obtaining the topographic survey.
- Geotechnical Services and Environmental Studies and Investigation: Soil borings may be needed, which Focus House will contract directly for. We will provide locations for the borings at the direction of our structural engineer and will assist Focus House in obtaining these services.
- Civil Engineering, Storm Water Detention Design, Septic System Design and Well Supply System Design.
- Signage Design: We will, however, coordinate our work with the installation of both exterior and interior signage.
- Obtaining zoning variances or other government approvals, if required, other than the basic building permit.
- Obtaining County Health Department approvals for the food service areas.

We look forward to meeting with you soon to discuss this proposal. We are truly excited about this project and look forward to moving ahead with the design.

Sincerely,

Saavedra Gehlhausen Architects



Daniel G. Saavedra, AIA
Partner

APPROVED BY: Focus House

Signed: _____ Date: _____

Title: _____

Resolution 2017-0909 was presented at the Ogle County Board Meeting on September 19, 2017.

Kim P. Gouker, Ogle County Board Chairman

Laura J. Cook, Ogle County Clerk



Tom Colan

09/12/2017

Accounts Payable by G/L Distribution Report

G/L Date Range 08/05/17 - 09/06/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 200 - County Highway											
Department 17 - Highway											
Account 4210 - Disposal Service											
1140 - CITY OF OREGON	OREHWY1708	CH Fund - sewer service	Paid by Check # 97663		08/25/2017	08/30/2017	08/30/2017		08/31/2017	61.50	
									Account 4210 - Disposal Service Totals	Invoice Transactions 1	<u>61.50</u>
Account 4212 - Electricity											
3503 - CONSTELLATION NEWENERGY, INC.	CONWY1708	CH Fund - monthly usage	Paid by Check # 97609		08/14/2017	08/16/2017	08/16/2017		08/17/2017	628.26	
									Account 4212 - Electricity Totals	Invoice Transactions 1	<u>628.26</u>
Account 4214 - Gas (Heating)											
1898 - NICOR	NICHWY1708	CH Fund - monthly usage	Paid by Check # 97619		08/14/2017	08/16/2017	08/16/2017		08/17/2017	92.16	
									Account 4214 - Gas (Heating) Totals	Invoice Transactions 1	<u>92.16</u>
Account 4216.10 - Telephone Primary Location											
1941 - FRONTIER	FROHWY1708b	CH Fund - monthly usage	Paid by Check # 97613		08/14/2017	08/16/2017	08/16/2017		08/17/2017	79.36	
1265 - VERIZON	9790544919	CH Fund - monthly usage	Paid by Check # 97628		08/14/2017	08/16/2017	08/16/2017		08/17/2017	157.89	
									Account 4216.10 - Telephone Primary Location Totals	Invoice Transactions 2	<u>237.25</u>
Account 4412 - Official Publications											
1846 - BUSINESS CARD	BUSHWY1708	CH Fund - job advertising	Paid by Check # 97662		08/25/2017	08/30/2017	08/30/2017		08/31/2017	328.00	
									Account 4412 - Official Publications Totals	Invoice Transactions 1	<u>328.00</u>
Account 4474 - Deer Expense											
1876 - ROCHELLE WASTE DISPOSAL, LLC	164	CH Fund - deer expense	Paid by Check # 97623		08/14/2017	08/16/2017	08/16/2017		08/17/2017	75.00	
1876 - ROCHELLE WASTE DISPOSAL, LLC	187	CH Fund - deer expense	Paid by Check # 97676		08/25/2017	08/30/2017	08/30/2017		08/31/2017	60.00	
									Account 4474 - Deer Expense Totals	Invoice Transactions 2	<u>135.00</u>
Account 4510 - Office Supplies											
1565 - QUILL CORPORATION	9293685	CH Fund - office supplies	Paid by Check # 97675		08/25/2017	08/30/2017	08/30/2017		08/31/2017	100.95	
									Account 4510 - Office Supplies Totals	Invoice Transactions 1	<u>100.95</u>
Account 4540 - Repairs & Maint - Facilities											
1557 - PRO COM SYSTEMS	1331349	CH Fund - serviced fire alarm	Paid by Check # 97621		08/14/2017	08/16/2017	08/16/2017		08/17/2017	262.00	
1871 - HOWARD LEE & SONS INC	57221	CH Fund - repair shop hoist	Paid by Check # 97668		08/25/2017	08/30/2017	08/30/2017		08/31/2017	393.21	
1557 - PRO COM SYSTEMS	1331508	CH Fund - serviced fire alarm	Paid by Check # 97674		08/25/2017	08/30/2017	08/30/2017		08/31/2017	206.50	
2029 - STETSON BUILDING PRODUCTS, INC.	1517922-00	CH Fund - floor sealer	Paid by Check # 97679		08/25/2017	08/30/2017	08/30/2017		08/31/2017	1,071.17	
									Account 4540 - Repairs & Maint - Facilities Totals	Invoice Transactions 4	<u>1,932.88</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 200 - County Highway											
Department 17 - Highway											
Account 4545.10 - Petroleum Products - Gasoline											
1924 - KELLEY WILLIAMSON COMPANY	IN-162425	CH Fund - gas	Paid by Check # 97670		08/25/2017	08/30/2017	08/30/2017		08/31/2017	5,653.43	
									Account 4545.10 - Petroleum Products - Gasoline Totals	Invoice Transactions 1	<u>\$5,653.43</u>
Account 4545.20 - Petroleum Products - Diesel											
1924 - KELLEY WILLIAMSON COMPANY	IN-162424	CH Fund - diesel fuel	Paid by Check # 97670		08/25/2017	08/30/2017	08/30/2017		08/31/2017	10,167.30	
									Account 4545.20 - Petroleum Products - Diesel Totals	Invoice Transactions 1	<u>\$10,167.30</u>
Account 4545.30 - Petroleum Products - Motor Oil											
3036 - BIRKEY'S	P35076	CH Fund - oil	Paid by Check # 97661		08/25/2017	08/30/2017	08/30/2017		08/31/2017	184.40	
1924 - KELLEY WILLIAMSON COMPANY	IN-162864	CH Fund - oil	Paid by Check # 97670		08/25/2017	08/30/2017	08/30/2017		08/31/2017	366.77	
									Account 4545.30 - Petroleum Products - Motor Oil Totals	Invoice Transactions 2	<u>\$551.17</u>
Account 4610.10 - Maint of Roads & Bridges Road Rock											
2275 - EAGLE CREEK QUARRIES	2554a	CH Fund - road rock	Paid by Check # 97611		08/14/2017	08/16/2017	08/16/2017		08/17/2017	645.65	
2647 - MARTIN AND COMPANY EXCAVATING	25731b	CH Fund - road rock	Paid by Check # 97616		08/14/2017	08/16/2017	08/16/2017		08/17/2017	487.39	
2051 - ROCK CUT QUARRIES	4149a	CH Fund - road rock	Paid by Check # 97624		08/14/2017	08/16/2017	08/16/2017		08/17/2017	287.24	
2647 - MARTIN AND COMPANY EXCAVATING	25750	CH Fund - road rock	Paid by Check # 97672		08/25/2017	08/30/2017	08/30/2017		08/31/2017	1,064.61	
2647 - MARTIN AND COMPANY EXCAVATING	25778	CH Fund - road rock	Paid by Check # 97672		08/25/2017	08/30/2017	08/30/2017		08/31/2017	1,091.59	
1657 - STEVE BENESH & SONS QUARRIES	12207b	CH Fund - road rock	Paid by Check # 97680		08/25/2017	08/30/2017	08/30/2017		08/31/2017	5,335.22	
									Account 4610.10 - Maint of Roads & Bridges Road Rock Totals	Invoice Transactions 6	<u>\$8,911.70</u>
Account 4610.30 - Maint of Roads & Bridges Seeding Material											
5152 - K&G LANDSCAPING	K&GWY1708	CH Fund - 13-00297-00 -RS r-o-w seeding	Paid by Check # 97615		08/14/2017	08/16/2017	08/16/2017		08/17/2017	3,000.00	
									Account 4610.30 - Maint of Roads & Bridges Seeding Material Totals	Invoice Transactions 1	<u>\$3,000.00</u>
Account 4610.40 - Maint of Roads & Bridges Guard Rail Material											
3039 - NORTHERN CONTRACTING, INC.	6941	CH Fund - guardrail repairs	Paid by Check # 97673		08/25/2017	08/30/2017	08/30/2017		08/31/2017	1,292.60	
									Account 4610.40 - Maint of Roads & Bridges Guard Rail Material Totals	Invoice Transactions 1	<u>\$1,292.60</u>
Account 4610.50 - Maint of Roads & Bridges Extreme Weather Conditions											
2275 - EAGLE CREEK QUARRIES	2554b	CH Fund - weather- road rock	Paid by Check # 97611		08/14/2017	08/16/2017	08/16/2017		08/17/2017	2,065.76	
2647 - MARTIN AND COMPANY EXCAVATING	25731a	CH Fund - weather- road rock	Paid by Check # 97616		08/14/2017	08/16/2017	08/16/2017		08/17/2017	351.81	



Accounts Payable by G/L Distribution Report

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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 200 - County Highway										
Department 17 - Highway										
Account 4610.50 - Maint of Roads & Bridges Extreme Weather Conditions										
2051 - ROCK CUT QUARRIES	4149b	CH Fund - weather-road rock	Paid by Check # 97624		08/14/2017	08/16/2017	08/16/2017	08/17/2017		867.21
2051 - ROCK CUT QUARRIES	4150	CH Fund - weather-road rock	Paid by Check # 97624		08/14/2017	08/16/2017	08/16/2017	08/17/2017		1,594.39
1657 - STEVE BENESH & SONS QUARRIES	12207a	CH Fund - weather-road rock	Paid by Check # 97680		08/25/2017	08/30/2017	08/30/2017	08/31/2017		1,507.95
								Account 4610.50 - Maint of Roads & Bridges Extreme Weather Conditions Totals	Invoice Transactions 5	<u>\$6,387.12</u>
Account 4610.90 - Maint of Roads & Bridges JULIE										
2503 - G4S SECURE INTEGRATION LLC	34701	CH Fund - julie locates	Paid by Check # 97667		08/25/2017	08/30/2017	08/30/2017	08/31/2017		284.64
								Account 4610.90 - Maint of Roads & Bridges JULIE Totals	Invoice Transactions 1	<u>\$284.64</u>
Account 4610.99 - Maint of Roads & Bridges Other Maint of Roads & Bridges										
4150 - COUNTRYSIDE PROFESSIONAL LAND SERVICES LLC	2017519	CH Fund - drainage material	Paid by Check # 97666		08/25/2017	08/30/2017	08/30/2017	08/31/2017		40.80
								Account 4610.99 - Maint of Roads & Bridges Other Maint of Roads & Bridges Totals	Invoice Transactions 1	<u>\$40.80</u>
Account 4620.10 - Repair Parts - License Vehicles										
4522 - SCOTT'S RV TRUCK & AUTO REPAIR, INC.	2017-00001339	CH Fund - truck part	Paid by Check # 97678		08/25/2017	08/30/2017	08/30/2017	08/31/2017		65.26
								Account 4620.10 - Repair Parts - License Vehicles Totals	Invoice Transactions 1	<u>\$65.26</u>
Account 4620.20 - Repair Parts - Heavy Equipment										
1869 - WEST SIDE TRACTOR SALES	R73709	CH Fund - heavy equipment parts #53	Paid by Check # 97629		08/14/2017	08/16/2017	08/16/2017	08/17/2017		173.98
1869 - WEST SIDE TRACTOR SALES	R73708	CH Fund - heavy equipment parts #53	Paid by Check # 97629		08/14/2017	08/16/2017	08/16/2017	08/17/2017		163.63
1869 - WEST SIDE TRACTOR SALES	R73867	CH Fund - heavy equipment part	Paid by Check # 97682		08/25/2017	08/30/2017	08/30/2017	08/31/2017		28.48
								Account 4620.20 - Repair Parts - Heavy Equipment Totals	Invoice Transactions 3	<u>\$366.09</u>
Account 4620.30 - Repair Parts - Tractor, Mower & Broom										
3829 - JOHNSON TRACTOR	IR25870	CH Fund - tractor parts #114	Paid by Check # 97614		08/14/2017	08/16/2017	08/16/2017	08/17/2017		68.79
3829 - JOHNSON TRACTOR	IR26675	CH Fund - tractor part #114	Paid by Check # 97614		08/14/2017	08/16/2017	08/16/2017	08/17/2017		7.08
1926 - STOCKING EQUIPMENT	97522	CH Fund - mower parts	Paid by Check # 97626		08/14/2017	08/16/2017	08/16/2017	08/17/2017		253.10
1875 - ZARNOTH BRUSH WORKS, INC.	0166135-IN	CH Fund -broom tractor wafer refills	Paid by Check # 97630		08/14/2017	08/16/2017	08/16/2017	08/17/2017		998.70
								Account 4620.30 - Repair Parts - Tractor, Mower & Broom Totals	Invoice Transactions 4	<u>\$1,327.67</u>
Account 4620.50 - Repair Parts - Snow Plows & Cinder Spreaders										
1100 - BONNELL INDUSTRIES INC.	0175414-IN	CH Fund - belt spreader part #13	Paid by Check # 97607		08/14/2017	08/16/2017	08/16/2017	08/17/2017		665.26
								Account 4620.50 - Repair Parts - Snow Plows & Cinder Spreaders Totals	Invoice Transactions 1	<u>\$665.26</u>



Accounts Payable by G/L Distribution Report

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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 200 - County Highway											
Department 17 - Highway											
Account 4620.60 - Repair Parts - Chain Saws											
1047 - ACE HARDWARE AND OUTDOOR CTR	481086	CH Fund - chain saw repair	Paid by Check # 97604		08/14/2017	08/16/2017	08/16/2017		08/17/2017	138.95	
									Account 4620.60 - Repair Parts - Chain Saws Totals	Invoice Transactions 1	<u>138.95</u>
Account 4620.99 - Repair Parts - Other Repair Parts											
3932 - TRACTOR SUPPLY CO.	TRAWY1708a	CH Fund - sign trailer #45 rims, wheel & axle	Paid by Check # 97627		08/14/2017	08/16/2017	08/16/2017		08/17/2017	409.97	
3932 - TRACTOR SUPPLY CO.	TRAHWY1708b	CH Fund - sign trail repair parts #45	Paid by Check # 97627		08/14/2017	08/16/2017	08/16/2017		08/17/2017	53.96	
									Account 4620.99 - Repair Parts - Other Repair Parts Totals	Invoice Transactions 2	<u>463.93</u>
Account 4640.10 - Sign & Striping Material - Street & Traffic Lighting											
1156 - COMED	COMHWY1708	CH Fund - street & traffic lighting	Paid by Check # 97608		08/14/2017	08/16/2017	08/16/2017		08/17/2017	32.53	
1830 - CITY OF ROCHELLE	ROCHWY1708	CH Fund - traffic signals serviced & repaired	Paid by Check # 97664		08/25/2017	08/30/2017	08/30/2017		08/31/2017	8,720.63	
1156 - COMED	COMHWY1708b	CH Fund - street & traffic lighting	Paid by Check # 97665		08/25/2017	08/30/2017	08/30/2017		08/31/2017	45.05	
									Account 4640.10 - Sign & Striping Material - Street & Traffic Lighting Totals	Invoice Transactions 3	<u>\$8,798.21</u>
Account 4640.20 - Sign & Striping Material - Sign Material											
2875 - VULCAN, INC.	311552	CH Fund - signs	Paid by Check # 97681		08/25/2017	08/30/2017	08/30/2017		08/31/2017	1,099.15	
									Account 4640.20 - Sign & Striping Material - Sign Material Totals	Invoice Transactions 1	<u>\$1,099.15</u>
Account 4640.40 - Sign & Striping Material - Striping Material											
2629 - ENNIS PAINT, INC.	335045	CH Fund - striping paint	Paid by Check # 97612		08/14/2017	08/16/2017	08/16/2017		08/17/2017	1,762.50	
									Account 4640.40 - Sign & Striping Material - Striping Material Totals	Invoice Transactions 1	<u>\$1,762.50</u>
Account 4650.20 - Hardware & Shop Supplies Shop Supplies											
1047 - ACE HARDWARE AND OUTDOOR CTR	480309	CH Fund - shop brooms	Paid by Check # 97604		08/14/2017	08/16/2017	08/16/2017		08/17/2017	36.99	
4667 - AIRGAS USA, LLC	9946414888	CH Fund - shop supplies	Paid by Check # 97605		08/14/2017	08/16/2017	08/16/2017		08/17/2017	82.83	
4445 - BIG R	10992	CH Fund - shop supplies	Paid by Check # 97606		08/14/2017	08/16/2017	08/16/2017		08/17/2017	7.74	
1515 - SNYDER PHARMACY - OREGON	00108920	CH Fund - shop supplies	Paid by Check # 97625		08/14/2017	08/16/2017	08/16/2017		08/17/2017	12.99	
1515 - SNYDER PHARMACY - OREGON	00111102	CH Fund - shop supplies	Paid by Check # 97625		08/14/2017	08/16/2017	08/16/2017		08/17/2017	12.17	
1515 - SNYDER PHARMACY - OREGON	00111469	CH Fund - shop supplies	Paid by Check # 97625		08/14/2017	08/16/2017	08/16/2017		08/17/2017	3.96	



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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 200 - County Highway											
Department 17 - Highway											
Account 4650.20 - Hardware & Shop Supplies Shop Supplies											
4895 - 1STAYD CORPORATION	PS1134563	CH Fund - shop supplies	Paid by Check # 97660		08/25/2017	08/30/2017	08/30/2017		08/31/2017	171.96	
4895 - 1STAYD CORPORATION	PS1136122	CH Fund - shop supplies	Paid by Check # 97660		08/25/2017	08/30/2017	08/30/2017		08/31/2017	150.16	
2049 - IDEAL METAL FAB., INC.	043618	CH Fund - shop supplies	Paid by Check # 97669		08/25/2017	08/30/2017	08/30/2017		08/31/2017	110.20	
2050 - LAWSON PRODUCTS, INC.	9305183573	CH Fund - shop supplies	Paid by Check # 97671		08/25/2017	08/30/2017	08/30/2017		08/31/2017	66.02	
1925 - SAFETY-KLEEN SYSTEMS, INC.	74186095	CH Fund - shop supplies	Paid by Check # 97677		08/25/2017	08/30/2017	08/30/2017		08/31/2017	326.96	
									Account 4650.20 - Hardware & Shop Supplies Shop Supplies Totals	Invoice Transactions 11	<u>\$981.98</u>
Account 4660.40 - Tires & Tubes - Tractors											
2971 - MOORE TIRES, INC.	Q35553	CH Fund - rear tires #113	Paid by Check # 97618		08/14/2017	08/16/2017	08/16/2017		08/17/2017	1,295.50	
									Account 4660.40 - Tires & Tubes - Tractors Totals	Invoice Transactions 1	<u>\$1,295.50</u>
Account 4660.99 - Tires & Tubes - Other Tires & Tubes											
2971 - MOORE TIRES, INC.	Q32853	CH Fund - mower tire repair	Paid by Check # 97618		08/14/2017	08/16/2017	08/16/2017		08/17/2017	75.00	
									Account 4660.99 - Tires & Tubes - Other Tires & Tubes Totals	Invoice Transactions 1	<u>\$75.00</u>
Account 4710 - Computer Hardware & Software											
1568 - RK DIXON	1773187	CH Fund - copier maintenance agreement	Paid by Check # 97622		08/14/2017	08/16/2017	08/16/2017		08/17/2017	32.09	
									Account 4710 - Computer Hardware & Software Totals	Invoice Transactions 1	<u>\$32.09</u>
Account 4730.30 - Equipment - New & Used Radio Equipment											
1206 - DIXON OTTAWA COMMUNICATIONS	13738	CH Fund - new radio/antenna & installation #53	Paid by Check # 97610		08/14/2017	08/16/2017	08/16/2017		08/17/2017	953.88	
									Account 4730.30 - Equipment - New & Used Radio Equipment Totals	Invoice Transactions 1	<u>\$953.88</u>
Account 4748 - Engineering Equipment & Supplies											
1862 - MILLER-BRADFORD & RISBERG, INC.	P02653	CH Fund - marking paint	Paid by Check # 97617		08/14/2017	08/16/2017	08/16/2017		08/17/2017	263.52	
									Account 4748 - Engineering Equipment & Supplies Totals	Invoice Transactions 1	<u>\$263.52</u>
Account 4780.20 - Capital - Purchase of ROW - Deed Recording Fees											
1504 - OGLE COUNTY RECORDER	OGLWY1708	CH Fund - recording fee - Buffalo Twp	Paid by Check # 97620		08/14/2017	08/16/2017	08/16/2017		08/17/2017	18.50	
									Account 4780.20 - Capital - Purchase of ROW - Deed Recording Fees Totals	Invoice Transactions 1	<u>\$18.50</u>
									Department 17 - Highway Totals	Invoice Transactions 66	<u>\$58,112.25</u>
									Fund 200 - County Highway Totals	Invoice Transactions 66	<u>\$58,112.25</u>
									Grand Totals	Invoice Transactions 66	<u>\$58,112.25</u>



Ogle County Highway Department
Road & Bridge Committee
Meeting Minutes

September 12, 2017

- I. Meeting called to order at 8:00 AM by Chairman Colson at the Ogle County Courthouse, Room 100.
Members present: Ron Colson, Marty Typer, Rick Fritz, Lyle Hopkins and Dan Janes.
- II. Approval of Minutes
 - A. Reviewed August 8, 2017 Road & Bridge Committee Minutes.
 1. Motion to approve minutes by – Marty Typer
 2. Motion seconded by – Rick Fritz
 3. Vote – All in favor
- III. Reviewed Bills and Payroll
 - A. Motion to approve Highway Dept bills and payrolls by – Marty Typer
 - B. Motion seconded by – Rick Fritz
 - C. Vote – All in favor
- IV. Received Bids
 - A. 2017–2018 Ice Abrasives
 1. Motion to award low bid subject to no protests being filed by – Rick Fritz
 2. Motion seconded by – Dan Janes
 3. Vote – All in favor
- V. Petitions and Resolutions
 - A. 2017-2018 Ice Abrasives Award & Appropriation Resolution \$35,000 from County Highway Fund
 1. Motion to approve resolution by – Lyle Hopkins
 2. Motion seconded by – Dan Janes
 3. Vote – All in favor

VI. Business & Communications

A. Unfinished Business

1. July Flooding – On August 25th, we received notice from Tom Richter with the Ogle County Emergency Management Agency that the damage experienced in northwest Illinois was not sufficient to qualify for FEMA assistance. The Ogle County Highway Department is currently working with Forrester Township on a repair of flood damage on Pit Rd, as well with Pine Creek Township for flood damage repair on Henry Rd.
2. County Engineer hired the new Ogle County Assistant County Engineer. Shaun Gallagher will begin employment on September 25, 2017.
3. The County Engineer updated the Committee on the progress of Phase 2 of the parking lot at 501 W Washington St.
4. County Engineer inquired about the availability of the Committee for an annual projects tour in October 2017. Since there was no tour in 2016, this tour will encompass 2 years worth of projects. The general consensus was to hold the tour on Tuesday, October 3rd beginning at 8:00 A.M. at the Ogle County Highway Department. The invitation will be extended to the Chairman and Vice-chairman.

B. New Business

1. I.A.C.E. Legislative Committee – Nothing new to report.
2. I.A.C.E. Policy Committee – Nothing new to report.
3. Next Meeting – **Tuesday, October 10, 2017, @ 8:00 AM,**
Ogle County Courthouse, Room 100
Lettings: None Scheduled
4. IDOT will be conducting pavement and bridge repairs on IL Route 2 between Grand Detour and Oregon in 2018. During this time, northbound traffic will be detoured onto Ridge Rd and Pines Rd. In order to accommodate the detour traffic, the curve at the intersection of Broad St and Green St in Grand Detour will be improved. Patching and resurfacing of various sections of the route will also be conducted prior to traffic being detoured.
5. IDOT is currently conducting an audit of County and Township MFT accounts for the years 2013-2016. Once complete, a findings report will be submitted.

6. The County Engineer was approached by a resident regarding a fallen tree on private property blocking the Buffalo Creek. This tree is located downstream of our bridge on Milledgeville Rd and upstream of our bridge on Freeport Rd. The tree has the potential to cause local flooding and if not addressed may affect our structure on Freeport Rd. Since the tree is currently in an easily accessible location and county equipment is nearby, the County Engineer has agreed to pull the tree out of the creek. The resident is to reimburse the Highway Department for the equipment and manpower used to remove the tree from the creek. The resident will dispose of the tree after it is removed from the creek.
7. 2017 Project Status Report (See Attached)

VII. Public Comment

1. No public comment.

VIII. Meeting adjourned at 8:48 A.M. by Chairman Colson.
Minutes submitted by Jeremy A. Ciesiel, PE



Ogle County Highway Department
Road & Bridge Committee
Project Status

September 2017
Project Status

1. 2017 Culvert Extensions on Milledgeville Rd and Eagle Point Rd (Contractor: Martin & Co)
 - a. Eagle Point Rd culvert and three western Milledgeville Rd culverts are complete.
 - b. Work delayed due to utility conflict. Work to reconvene week of Sept 11th.
 - c. Work completed to date: \$85,000. Remaining work: \$114,000
2. 2017 Bridge Repairs on Daysville Rd and Big Mound Rd (Contractor: Martin & Co)
 - a. Daysville Rd work complete.
 - b. Big Mound Rd work complete.
 - c. Work completed to date: ~\$164,000. Remaining work: \$0
3. 2017 Microsilica Bridge Deck Overlays on Lindenwood Rd and Mt. Morris Rd (Contractor: Martin & Co)
 - a. Mt. Morris Rd deck complete. .
 - b. Lindenwood Rd deck complete.
 - c. Work completed to date: ~\$171,400. Remaining work: \$0
4. Milledgeville Rd Overlay (Contractor; Civil Constructors).
 - a. Work to commence week of September 18th.
 - b. Work completed to date: \$0. Remaining work: \$621,390
5. Pines Rd Patching (Contractor: Martin & Co)
 - a. Work completed: \$57,143. Remaining work: \$0
6. County Seal Coat (Contractor: Steffens 3D Construction)
 - a. Work completed to date: \$455,000. Remaining work: \$0
7. Township Seal Coat (Contractor: Various)
 - a. Work completed to date: \$843,600. Remaining work: \$0
8. County Cracksealing (Contractor: Freehill Asphalt)
 - a. Work completed: \$183,633. Remaining work: \$0
9. Flagg Twp Paving (Contractor: Martin & Company)
 - a. Work completed: \$50,000. Remaining work: \$3,588
10. Rockvale Twp Paving (Contractor: Rock Road Companies)
 - a. Work completed: \$358,983. Remaining work: \$0
11. County Striping (Contractor: Precision Pavement Marking)
 - a. Work began September 5th.
 - b. Work completed: \$5,000. Remaining work: \$62,076
12. Milledgeville Rd Pipe Culverts & Grading (Day Labor)
 - a. Pipe culverts replaced. Grading complete. Landscaping week of Sept 11th.
13. County Patching (Day Labor)
 - a. County hot-mix patching is complete.
14. 102 S 5th St Demolition (Day Labor)
 - a. Demolition complete.
15. 102 S 5th St Parking Lot (Contractor: O'Brien Civil Works)
 - a. Work to begin week of September 4th.
 - b. Work completed to date: \$0. Remaining work: \$107,000.

Road & Bridge Committee Agenda
September 12, 2017

16. Sheriff Radio Tower (Day Labor)

- a. Excavated and stoned entrance off IL Route 64.

17. Flood Response

- a. Cost of repairs to date: \$51,600. Remaining work estimate: \$38,800.
- b. Pit Rd (Forreston Twp) work to begin September 11th.

**State's Attorney Committee
Tentative Minutes
September 12, 2017**

1. Call Meeting to Order: Chairman Finfrock called the meeting to order at 4:00 p.m. Present: Colbert, Whalen and Oltmanns. Others: State's Attorney Eric Morrow (arrived at 4:01), Director of Court Services Ken Burn (arrived at 4:01), Focus House Director Martine Lyle (arrived at 4:01), Typer, Gronewold, Nordman, Janes, Kenney and Ernest Richards. Absent: Williams.
2. Approval of Minutes: August 8, 2017: Motion by Whalen to approve the minutes as presented, 2nd by Colbert. Motion carried.
3. Public Comment: None
4. Monthly Invoices
 - State's Attorney: Motion by Whalen to approve the bills totaling \$2,510.06, 2nd by Oltmanns. Motion carried.
 - Probation: Motion by Oltmanns to approve the bills totaling \$3,840.00, 2nd by Colbert. Motion carried.
 - Focus House: Discussion was held regarding the Frontier invoices. Motion by Whalen to approve the bills totaling \$14,640.34 minus the Frontier bills, 2nd by Colbert. Motion carried.
5. Department Reports
 - State's Attorney
 - Budget Update: Everything looks good.
 - Automation Update: Morrow stated they are looking at the first part of December as their live date; all data has been uploaded. Morrow stated he has another assistant attorney leaving; will be looking for a new assistant and wished Attorney Wilt best of luck.
 - Probation
 - Budget Update: Detention line is over; but overall budget looks good.
 - Staff Postings: Burn stated October 2nd is when the new Adult Probation Officer will be starting; coming with experience from Stephenson County.
 - FOP Beginnings: Next meeting is September 25th.
 - Information Management System: Still moving along; Focus House will utilize the program also.
 - Probation Office Rochelle: The move will take place later this month. Finfrock questioned their thoughts on how the move will take place; Burn stated he has reached out to the Maintenance Department for help.
 - Focus House
 - Budget Update: Everything on track.
 - Staff Update: Roy Kinn, the cook, is retiring so they will be looking for his replacement. In the meantime, everyone will pitch in.
 - Department of Juvenile Justice Update: August 2016 payment was received.
 - Maintenance Update: AC units and water heaters have been replaced; working on sidewalk repairs.
 - Insurance Claim on Lightning Strike Damage: Electronic motor on well was struck by lightning and it has been replaced and invoices submitted to insurance.
 - Car Show October 7th Park East: Lyle just informed Committee on the car show.
6. Closed Session – Interviews 5ILCS 120/2(c)(3): Motion by Oltmanns to go into closed session, 2nd by Whalen. Roll call: Whalen, Oltmanns, Colbert, Finfrock – yes. Time: 4:28 p.m.

Committee came into open session at 4:33 p.m.

Motion by Whalen to recommend Ernest Richards for the Lost Lake River Conservancy District Board vacancy, 2nd by Colbert. Motion carried.

7. New Business: None

8. Adjournment: With no further business, Chairman Finfrock adjourned. Time 4:37 p.m.

Respectfully submitted,
Tiffany O'Brien

FOCUS HOUSE CENSUS REPORT

DATE: 9/9/17

CURRENT CENSUS DATA:

8/1 - 31/2017	# of Males	# of Females	Total
Ogle County	7	1 AWOL	7
Out of County	5	1	6
DJJ Youth	1	0	1
Shelter Care (Ogle Co)			
Total			14

BREAKDOWN BY COUNTY:

DJJ: 1
 LaSalle: 1
 McHenry: 1
 Ogle: 7
 Rock Island: 3
 Tazewell: 1

BREAKDOWN BY AGE:

13 y.o.: 0
 14 y.o.: 1
 15 y.o.: 2
 16 y.o.: 5
 17 y.o.: 3
 18 y.o.: 3

CENSUS SNAPSHOT: For period of 8/1/17 through 8/31/17

Lowest census: 13

Highest census: 15

Average daily census: 14.22

REFERRAL STATUS:

Timeframe	Referral Total	# Accepted	# Denied	#Placed	Pending?
8/1/17 – 8/31/17	8 (6 official and 2 verbal inquiries)	7	1	0	5 are pending. See info below.

Referral Breakdown:

- 1 Rock Island Referral: This is her 3rd referral. We have said yes. Court scheduled for 9/12/17
- 1 Whiteside Referral. Court on 9/12/17, pending decision.
- 1 Tazewell Referral. We have said yes. **Youth was sent to prison.** Notified 9/11/17.
- 1 Peoria Referral. We believe it is a 50% chance youth will come to Focus House. Court is not scheduled until 9/26/17.
- 2 IDJJ referrals. One was for JSO program. Youth had very serious aggressive behaviors toward females. Denied. Other youth is a female. She has been accepted. Awaiting decision from IDJJ.
- 2 Phone inquiries for JSO program, pending receipt of official packet.



SUPERVISOR OF ASSESSMENTS AND
PLANNING & ZONING COMMITTEE
of the
OGLE COUNTY BOARD

**SUPERVISOR OF ASSESSMENTS AND
PLANNING & ZONING COMMITTEE REPORT
SEPTEMBER 12, 2017**

The regular monthly meeting of the Supervisor of Assessments and Planning & Zoning Committee of the Ogle County Board was held on Tuesday, September 12, 2017 at 10:00 A.M. in the Old Ogle County Courthouse, Third Floor County Board Room #317, 105 S. Fifth St., Oregon, IL.

The Order of Business is as follows:

1. ROLL CALL AND DECLARATION OF A QUORUM

Chairman Janes called the meeting to order at 10:00 A.M. Roll call indicated all seven members of the Committee were present: Rick Fritz, Dan Janes, Tom Smith, Wayne Reising, Lyle Hopkins, Ron Colson, and Bruce McKinney. Mr. Janes declared a quorum.

2. READING AND APPROVAL OF REPORT OF AUGUST 8, 2017 MEETING AS MINUTES

Mr. Janes asked for a motion regarding the report of the August 8, 2017 regular meeting. Mr. Smith made a motion to approve the report of August 8, 2017 as presented; seconded by Mr. Reising. The motion carried by a voice vote.

3. REVIEW AND APPROVAL OF CLOSED MINUTES PER 5 ILCS 120/2 © (21) (IF NEEDED)

- Approval of Closed Minutes (if needed)

Mr. Janes stated that there are no closed minutes for review.

SUPERVISOR OF ASSESSMENTS PORTION OF MEETING:

4. CONSIDERATION OF MONTHLY BILLS OF SUPERVISOR OF ASSESSMENTS, AND ACTION

Mr. Harrison presented the monthly bills of the Supervisor of Assessments to the Committee for consideration. Mr. Colson made a motion to approve the payment of the bills in the amount of \$246.54; seconded by Mr. Smith. The motion carried by a voice vote. Mr. Harrison added that the bills for November will be more due to publication of assessment changes.

5. OLD BUSINESS

Mr. Harrison stated the township assessor changes have been received by his office.

6. NEW BUSINESS

Mr. Harrison stated the assessor changes will be published and mailed by September 28, 2017. The deadline to file an appeal will be October 30, 2017.

PLANNING & ZONING PORTION OF MEETING:

7. CONSIDERATION OF MONTHLY BILLS OF PLANNING & ZONING DEPARTMENT, AND ACTION

Mr. Reibel presented the monthly bills of the Planning & Zoning Department for consideration. Mr. McKinney made a motion to approve the payment of the bills in the amount of \$197.75; seconded by Mr. Hopkins. The motion carried by a voice vote.

8. OLD BUSINESS

There was no old business for consideration.

9. NEW BUSINESS

A. DECISIONS (CONSIDERATION AND POSSIBLE ACTION)

#1-17 TEXT AMENDMENT - Michael Reibel, Ogle County Planning & Zoning Administrator under the direction of the Planning & Zoning Committee of the Ogle County Board for an Amendment to the text of the *Ogle County Amendatory Zoning Ordinance*, as follows:

- A. Division 2, Section 16-2-2: Rules and Definitions; Definitions
- B. Division 2, Section 16-2-2: Rules and Definitions; Definitions
- C. Division 5, Section 16-5-1B: AG-1 Agricultural District; Permitted Uses
- D. Division 5, Section 16-5-1C: AG-1 Agricultural District; Special Uses
- E. Division 5, Section 16-5-7B: B-1 Business District; Permitted Uses
- F. Division 5, Section 16-5-8C: B-2 Business Recreation District; Special Uses
- G. Division 5, Section 16-5-10C: I-1 Industrial District; Special Uses
- H. Division 6, Section 16-6-6D1: Accessory Buildings, Structures and Uses; Accessory building size limitations
- I. Division 6, Section 16-6-16A: Supplementary District Regulations; Home Occupations, Permitted Home Occupations
- J. Division 6, Section 16-6-25: Supplementary District Regulations; Regulation of Telecommunications Facilities
- K. Division 6, Section 16-6-25: Supplementary District Regulations; Open Storage of Unlicensed Motor Vehicles
- L. Division 8, Section 16-8-5: Sign Regulations; Prohibited Signs
- M. Division 8, Section 16-8-5: Sign Regulations; Commercial and Industrial Signage
- N. Division 8, Section 16-8-10D: Other Signage; Off-Premises Directional/Informational Signs
- O. Division 9, Section 16-9-15; Appendices; Appendix IV

Mr. Reibel reviewed the petition, and informed the Committee that the petition was recommended for approval by the Regional Planning Commission. The Zoning Board of Appeals recommended approval with a few modifications as indicated in the ZBA Findings of Fact. Mr. Reibel reviewed the changes with the Committee. Mr. Reibel informed the Committee that the court reporter was not at this meeting due to having the wrong date in her calendar, so the meeting was recorded and a report (minutes) prepared that complies with the law.

Mr. Janes asked for a motion regarding the petition, and Mr. McKinney made a motion to approve Petition #1-17 TEXT as recommended by the ZBA; the motion was seconded by Mr. Reising. The motion passed via voice vote.

#2-17 AMENDMENT - David C. & Amy S. Eder, 6553 N. Deer Path Rd., Oregon, IL for an Amendment to the Zoning District to rezone from AG-1 Agricultural District to R-1 Rural Residence District on property described as follows and owned by the petitioners:

Part of the NW1/4 of the SE1/4 of Section 2 Pine Creek Township 23N, R9E of the 4th P.M., Ogle County, IL, 12.4 acres, more or less
Property Identification Number: 15-02-400-017
Common Location: 809 S. Harmony Rd.

Mr. Reibel reviewed the petition, and informed the Committee that the petition was recommended for approval by the Regional Planning Commission and the Zoning Board of Appeals.

Mr. Janes asked for a motion regarding the petition, and Mr. Colson made a motion to approve Petition #2-17AM; the motion was seconded by Mr. Fritz. The motion passed via voice vote.

B. **MOBILE HOME APPLICATIONS (CONSIDERATION AND POSSIBLE ACTION)**

#1-17MH - Nathan Tilbury, 1093 Atlantic Ave., Apt. C, Hoffman Estates, IL permit to place a recreational vehicle (RV) for recreational purposes.

PIN#:05-29-426-010 - Part of the E1/2 of the SE1/4 of Section 29 Byron Township 25N, R11E of the 4th P.M., Ogle County, IL, 4.36 acres, more or less
Common Location: 8579 N. River Dr.

Mr. Tilbury was not present at the meeting. Mr. Reibel reviewed the application with the Committee, and noted that the RV is currently on the property, and Mr. Tilbury owns the property adjacent to the north of the RV, and has permission from the property owner to park the RV in its present location. Mr. Reibel also noted that Mr. Tilbury owns the house adjacent to the north of the RV, but rents it out and he intends to stay in the RV occasionally when in the area. Mr. Reibel also added that Mr. Tilbury has been instructed to remove a truck and tank from the floodplain behind the house, to clean up the property, and to remove commercial vehicles and equipment from the site, and recommends that if approval is given, that it be subject to those terms.

There were no members of the public present to offer support or objections to the issuance of the permit for the RV.

Mr. Colson made a motion to approve the request of Nathan Tilbury on a year-to-year basis subject to annual inspections and renewal by the Planning & Zoning department, and also subject to removal from the property at 8579 N. River Drive of all vehicles and equipment associated with the driveway seal coating business, and maintenance of said property and the RV site in a clean and orderly manner ; seconded by Mr. Fritz. The motion passed via voice vote

C. SUBDIVISION PLATS (CONSIDERATION AND POSSIBLE ACTION)

There were no subdivision plats for consideration.

10. REFERRAL OF NEW PETITIONS TO THE ZONING BOARD OF APPEALS FOR PUBLIC HEARING

#6-17 SPECIAL USE - Thomas E. & Julie L. Johnston, 5694 E. Honey Creek Rd., Chana, IL to allow a single-family dwelling for the spouse(s) of the farm owner(s) on a lot divided and set aside from a farm in the AG-1 Agricultural District on property described as follows and owned by the petitioners:

Part of the South 1,234.61 feet of the West Half (W ½) of the East Half (E ½) of Section 16 Pine Rock Township 23N, R11E of the 4th P.M., 2.0 acres, more or less
Property Identification Number: Part of 17-16-200-009
Common Location: 5694 E. Honey Creek Rd.

#3-17AMENDMENT - Freeman Family Limited Partnership by Dennis Freeman, 1230 S. Villa Ave., Villa Park, IL and Dianne McDermott, 11325 SW Courtney Dr., Lake Suzy, FL for a Map Amendment to rezone from R-2 Single Family Residence District and B-1 Business District to R-4 Mobile Home Park District on property described as follows and owned by the petitioner:

Part of the East Half (E ½) of the Southwest Quarter (SW 1/4) of Section 15 Flagg Township 40 North, Range 1 East of the Third P.M., 18.76 acres, more or less
Property Identification Number: 24-15-326-006
Common Location: 12221 E. Flagg Road

#4-17 AMENDMENT - A&H Land, LLC, % Deborah S. Maas, 2802 N. Meridian Rd., Chana, IL for an Amendment to the Zoning District to rezone from AG-1 Agricultural District to B-1 Business District on property described as follows and owned by the petitioner:

Part of the Northwest Quarter (NW1/4) of the Northwest Quarter (NW1/4) of Section 2 White Rock Township 41N, R1E of the 3rd P.M., Ogle County, IL, 0.69 acre, more or less
Property Identification Number: 18-02-100-001 & 18-02-100-009
Common Location: Southeast corner of N. Junction Road and Division Street, Holcomb, IL

Mr. Reising made a motion to refer the petition to the Zoning Board of Appeals for public hearing; seconded by Mr. Smith. The motion carried via voice vote.

Mr. Reibel added an applicant for a solar farm had indicated they were going to apply in August but after the meeting they held in Forreston, they have decided to do more work on their application.

11. OTHER BUSINESS (CONSIDERATION AND POSSIBLE ACTION)

Amendment to the Planning & Zoning Department Fee Schedule regarding solar farms

Mr. Reibel reviewed the proposed fee schedule changes with the Committee. Discussion ensued.

Mr. Janes asked for a motion regarding the Resolution to amend the fee schedule of the Planning & Zoning Department, and Mr. Reising made a motion to approve fee schedule changes as presented; the motion was seconded by Mr. Hopkins. The motion passed via voice vote.

Mr. Colson passed out information regarding a "Small Wireless Facilities Seminar" that is being presented in Bloomington, IL, and stated that it would be beneficial to the County for Mr. Reibel to attend this meeting so we are aware of the possible changes to the legislation regarding placement of small wireless facilities. Mr. Colson also provided a document containing scientific information from the European union regarding potential health issues of electromagnetic frequencies from fifth-generation wireless technology.

12. PUBLIC COMMENT

There was no public comment.

13. ADJOURN

Having no further business, Mr. Janes declared the meeting adjourned at 10:29 A.M. The next regular meeting of the Supervisor of Assessments and Planning & Zoning Committee will be Tuesday, October 10, 2017 at 10:00 A.M.

Respectfully submitted,



Michael Reibel
Planning & Zoning Administrator

SMALL CELL

Seminar

September 18, 2017
Bloomington, Illinois



Hilton

DoubleTree by Hilton

10 Brickyard Drive
Bloomington, IL 61701
(309) 664-6446
doubletree3.hilton.com

Siting, regulatory and deployment considerations

The Illinois General Assembly is currently considering Senate Bill 1451, which will establish a standardized, expedited process for statewide deployment of the small wireless facilities necessary for 5G. In particular, the measure would prohibit a city or county from adopting or enforcing any regulation on the placement or operation of a communications facility in the public right-of-way by a provider. Join us for an interactive discussion on the regulation of small wireless facilities and local control.

SPONSORED BY

Illinois Association of County Board Members
Metro West Council of Government • Northwest Municipal Conference
Municipal Services Associates, Inc. • Anderson Legislative Consulting

KEYNOTE SPEAKER

Stuart G. Chapman is President of Municipal Services Associates, Inc. (MSA). Mr. Chapman has a substantive background of more than 37 years experience in working on telecommunications related projects. Since founding MSA in 1992, he has served more than 250 communities and not-for-profit agencies in ten states on a wide variety of activities concerning wired and wireless communications. These activities include community telecommunications needs ascertainment studies, tower and wireless facilities lease preparation and negotiation, wireless facilities plan review, and antenna/tower siting.



Agenda

10:00 a.m. Welcome and Introductions

10:15 a.m. Legislative Panel

A panel of Illinois state lawmakers and legal consultants will present the main components of Senate Bill 1451 and discuss ways in which the stakeholders can cooperate to fulfill the maximum potential of small cell layers of the mobile networks. This session will include a basic overview of the federal and local laws and FCC rules that affect the regulation of small wireless facilities.



Rep. Tim Butler
87th District

11:30 a.m. Luncheon

12:30 p.m. Keynote Presentation

Stuart Chapman will provide an overview of the technical aspects of small wireless facilities and explain issues involved in right of way management and zoning, including state and federal preemption and regulatory traps. Ordinance revisions to deal with the evolving technology will also be addressed.



Rep. Mike Fortner
49th District

2:00 p.m. General Discussion

This moderated question and answer session will allow participants to share or gain more information about the focused issue.

2:30 p.m. Closing Comments / Adjourn

Registration information

Advance registration is required by September 12. Due to space constraints, seating is reserved for members of the sponsoring organizations, government officials and invited guests only.

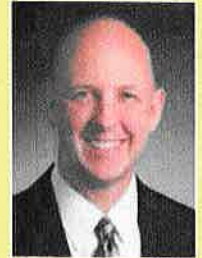
For more information contact (217) 528-5331 or ilcounty@gmail.com.

Register online at www.ilcounty.org

DoubleTree by Hilton is conveniently located off I-55 business route (Veterans Parkway). Parking available on site.

Legal Consultants

Michael Marrs is a Partner with the law firm of Klein, Thorpe and Jenkins, Ltd. in Chicago. Mr. Marrs graduated from Indiana University, Bloomington with a B.S. in Business. He is a 1994 graduate of the DePaul College



of Law. Mr. Marrs concentrates his legal practice in the general counseling of local governmental entities, including acting as Village Attorney, as counsel for Plan Commissions and Zoning Boards of Appeal, and as a Village prosecutor for various municipalities in Cook and the surrounding counties.

Charles Davis is a Partner with the law firm of Brown Hay and Stephens in Springfield. Mr. Davis graduated from Southern Illinois University School of Law with a J.D. in 2005. He is a 2002 graduate of Quincy University



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EU 5G Appeal

10 August, 2017

To:

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All Member States

Scientists warn of potential serious health effects of 5G

We, the undersigned scientists, recommend a moratorium on the roll-out of the fifth generation, 5G, for telecommunication until potential hazards for human health and the environment have been fully investigated by scientists independent from industry. 5G will substantially increase exposure to radiofrequency electromagnetic fields (RF-EMF) on top of the 2G, 3G, 4G, WiFi etc. for telecommunications already in place. RF-EMF has been proven to be harmful for humans and the environment.

5G leads to massive increase of mandatory exposure to wireless radiation

5G technology is effective only over short distance. It is poorly transmitted through solid material. Many new antennas will be required and full-scale implementation will result in antennas every 10 to 12 houses in urban areas, thus massively increasing mandatory exposure.

With "[the ever more extensive use of wireless technologies](#)", nobody can avoid to be exposed. Because on top of the increased number of 5G-transmitters (even within housing, shops and in hospitals) according to estimates "[10 to 20 billion connections](#)" (to refrigerators, washing machines, surveillance cameras, self-driving cars and buses, etc.) will be parts of the Internet of Things. All these together can cause an exponential increase of the total, long term RF-EMF exposure to all EU citizens.

Harmful effects of RF-EMF exposure are already proven

Over [200 scientists from more than 40 countries](#) have expressed their "serious concern" regarding the ubiquitous and increasing exposure to EMF generated by electric and wireless devices already before the additional 5G roll-out. They refer to the fact that "numerous recent scientific publications have shown that EMF affects living organisms at levels well below most international and national guidelines". Effects include increased cancer risk, cellular stress, increase in harmful free radicals, genetic damages, structural and functional changes of the reproductive system, learning and memory deficits, neurological disorders, and negative impacts on general well-being in humans. Damage goes well beyond the human race, as there is growing evidence of harmful effects to both plant and [animal life](#).

After the scientist' appeal was written in 2015 additional research has convincingly confirmed serious health risks from RF-EMF fields from wireless technology. The world's largest (25 million US

dollar) [National Toxicology Program \(NTP\) study](#), shows statistically significant increase in the incidence of brain and heart cancer in animals exposed to EMF below the ICNIRP (International Commission on Non-Ionizing Radiation Protection) guidelines followed by most countries. These results support results in human epidemiological studies on RF radiation and brain tumour risk. [A large number of peer-reviewed scientific reports](#) demonstrate harm to human health from EMFs.

The International Agency for Research on Cancer (IARC), the cancer agency of the World Health Organization (WHO), in 2011 concluded that EMFs of frequencies 30 KHz – 300 GHz are possibly [carcinogenic to humans \(Group 2B\)](#). However, new studies like the NTP study mentioned above and several epidemiological investigations including the latest studies on mobile phone use and brain cancer risks [confirm](#) that RF radiation is carcinogenic to humans.

The [EUROPA EM-EMF Guideline 2016](#) states that "There is strong evidence that long-term exposure to certain EMFs is a risk factor for diseases such as certain cancers, Alzheimer's disease, and male infertility. Common EHS (electromagnetic hypersensitivity) symptoms include headaches, concentration difficulties, sleep problems, depression, lack of energy, fatigue, and flu-like symptoms."

An increasing part of the European population is affected by ill health symptoms that have for many years been linked to exposure to EMF and wireless radiation in the scientific literature. The International [Scientific Declaration on EHS & multiple chemical sensitivity \(MCS\)](#), Brussels 2015, declares that: "In view of our present scientific knowledge, we thereby stress all national and international bodies and institutions...to recognize EHS and MCS as true medical conditions which acting as sentinel diseases may create a major public health concern in years to come worldwide i.e. in all the countries implementing unrestricted use of electromagnetic field-based wireless technologies and marketed chemical substances. Inaction is a cost to society and is not an option anymore. .we unanimously acknowledge this serious hazard to public health. Major primary prevention measures are adopted and prioritized, to face this worldwide pan-epidemic in perspective."

Precautions

The [Precautionary Principle](#) (UNESCO) was [adopted by EU 2005](#): "When human activities may lead to morally unacceptable harm that is scientifically plausible but uncertain, actions shall be taken to avoid or diminish that harm."

The [Resolution 1815](#) (Council of Europe, 2011): "Take all reasonable measures to reduce exposure to electromagnetic fields, especially to radio frequencies from mobile phones, and particularly the exposure to children and young people who seem to be most at risk from head tumours. .Assembly strongly recommends that the ALARA (as low as reasonably achievable) principle is applied, covering both the so-called thermal effects and the athermal [non-thermal] or biological effects of electromagnetic emissions or radiation" and to (pt. 8.5) "improve risk-assessment standards and quality".

The [Nuremberg code](#) (1949) applies to all experiments on humans, thus including the roll-out of 5G with new, higher RF-EMF exposure. All such experiments: "Should be based on previous knowledge (e.g., an expectation derived from animal experiments) that justifies the experiment. No experiment should be conducted, where there is an a priori reason to believe that death or

disabling injury will occur.” (Nuremberg code pts 3-5). Already published scientific studies show that there is “a priority reason to believe” in real health hazards.

The [European Environment Agency](#) (EEA) is warning for “Radiation risk from everyday devices” in spite of the radiation being [below the WHO/ICNIRP standards](#). EEA also concludes: “There are many examples of the failure to use the precautionary principle in the past, which have resulted in serious and often irreversible damage to health and environments. Harmful exposures can be widespread before there is both 'convincing' evidence of harm from long-term exposures, and biological understanding [[mechanism](#)] of how that harm is caused.”

“Safety guidelines” protect industry – not health

The current ICNIRP “[safety guidelines](#)” are obsolete. All proofs of harm mentioned above arise although the radiation is [below the ICNIRP "safety guidelines"](#). Therefore new safety standards are necessary.

The reason for the misleading guidelines is that “[conflict of interest of ICNIRP members](#) due to their relationships with telecommunications or electric companies undermine the impartiality that should govern the regulation of Public Exposure Standards for non-ionizing radiation...To evaluate cancer risks it is necessary to include scientists with competence in medicine, especially oncology.” The current ICNIRP/WHO guidelines for EMF are based on the obsolete hypothesis that “The critical effect of RF-EMF exposure [relevant to human health and safety is heating of exposed tissue](#).” However, scientists have proven that many different kinds of illnesses and harms are caused without heating (“non-thermal effect”) at radiation levels well below ICNIRP guidelines.

We urge EU:

- 1) To take all reasonable measures to halt the 5G RF-EMF expansion until independent scientists can assure that 5G and the total radiation levels caused by RF-EMF (5G together with 2G, 3G, 4G, and WiFi) will not be harmful for EU-citizens, especially infants, children and pregnant women, as well as the environment.
- 2) To recommend that all EU countries, especially their radiation safety agencies, follow Resolution 1815 and inform citizens, including, teachers and physicians, about health risks from RF-EMF radiation, how and why to avoid wireless communication, particularly in/ near e.g., daycare centers, schools, homes, workplaces, hospitals and elderly care.
- 3) To appoint immediately, without industry influence, an EU task force of independent, truly impartial EMF and health scientists with no conflicts of interest¹ to re-evaluate the health risks and:
 - a) To decide about new, safe “maximum total exposure [standard](#)” for all wireless communication within EU.
 - b) To study the total and cumulative exposure affecting EU-citizens.
 - c) To create rules that will be prescribed/enforced within the EU about how to avoid exposure exceeding new EU “maximum total exposure [standard](#)” concerning all kinds of EMFs in order to protect citizens, especially infants, children and pregnant women.

¹ Avoid similar mistakes as when EU appointed [industry supportive members for SCENIHR](#), who [gave telecom industry a clean bill to irradiate](#) EU-citizens. The text is now quoted by radiation safety agencies in EU.

4) To prevent the wireless/telecommunication industry through its lobbying organizations from persuading EU-officials to make decisions about further propagation of RF radiation including 5G in Europe.

5) To favor and implement wired digital telecommunication instead of wireless.

We expect an answer from you no later than October 31, 2017 to the two first mentioned signatories about what measures you will take to protect the EU-inhabitants against RF-EMF and especially 5G radiation. This appeal and your response will be publicly available.

Respectfully submitted

Note: The endorsement is personal and is not necessarily supported by the affiliated university or organization

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