



FINANCE COMMITTEE AGENDA
Room 400, Government Center

Friday, August 5, 2005

2:00 p.m.

1. Roll Call
2. Approval of Minutes – July 5, 2005
3. Departmental Matters
 - A. Don Lee, Director, Nursing Home
 - 1) Items to be Presented for Information:
 - a) Monthly Reports 1-3
 - b) General Report
 - c) Other
 - B. Lee Newcom, County Recorder
 - 1) Items to be Presented for Action:
 - a) Request Approval to purchase Canon Microfilm Scanner/Printer using State Contract Bid Price – County Recorder’s Document Storage Fund 0137 4-9
 - b) Request Approval of an Amendment to the Fiscal Year 2005 Funded Full-Time Equivalent Positions Resolution – County Recorder’s Document Storage Fund 0137 10-12
 - c) Request Approval of an Emergency Appropriation Ordinance Amending the Fiscal Year 2005 Combined Annual Appropriation and Budget Ordinance – County Recorder’s Document Storage Fund 0137 13-14
 - 2) Items to be Presented for Information:
 - a) Recording Fee Schedule 15-16
 - b) General Report 17-36
 - c) Other

- C. Robert Keller, Director, Health Department
- 1) Items to be Presented for Action:
 - a) Request Approval of an Ordinance of the McLean County Board Amending the 2005 Combined Appropriation and Budget Ordinance for Fund 0107 – Bioterrorism Grant 37-38
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other
- D. Peggy Ann Milton, County Clerk
- 1) Items to be Presented for Information:
 - a) Federal Grant Reporting and Segregation of Duties 39
 - b) Birth Record Requests 40-51
 - c) General Report 52
 - d) Other
- E. Becky McNeil, County Treasurer
- 1) Items to be Presented for Information:
(Documents to be provided at meeting)
 - a) County Treasurer's Monthly Financial Reports, July 31, 2005
 - b) General Report
 - c) Other
- F. Jackie Dozier, County Auditor
- 1) Items to be Presented for Action:
 - a) Request Approval of American Disposal Deposit Refund Request 53-60
 - 2) Items to be Presented for Information:
 - a) Summary of SHOWBUS Audit 61
 - b) Summary of Safe Havens Audit 62
 - c) General Report
 - d) Other
- G. Billie Larkin, Director, Children's Advocacy Center
- 1) Items to be Presented for Action:
 - a) Request Approval of Resolution Amending the Fiscal Year 2005 Funded Full-Time Equivalent Positions Resolution 63
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other
- H. Jennifer Ho, Risk Management
- 1) Items to be Presented for Action:
 - a) EXECUTIVE SESSION:
Pending Litigation
 - 2) Items to be Presented for Information
 - a) General Report 64-65
 - b) Other

- I. John M. Zeunik, County Administrator
 - 1) Items to be Presented for Action:
 - a) EXECUTIVE SESSION:
Personnel Matters
 - 2) Items to be Presented for Information
 - a) General Report
 - b) Other
4. Recommend Payment of Bills and Transfers, if any, to County Board
5. Adjournment

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McLEAN COUNTY NURSING HOME

ACCRUED EXPENDITURE

Prt Date July 19, 2005

	2005 BUDGET	2005 MONTHLY ALLOC	JUNE,2005 ACCRUED EXPENSE	YTD ALLOC	ADJUSTED YTD EXPENSE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET SPENT	PROJECTED EXPENSE 12/31/05
SALARIES	3,200,045	263,017	287,584	1,586,800	1,700,356	1,499,689	1,499,689	53.14%	3,428,894
IMRF	208,003	17,096	18,693	103,147	110,644	97,359	7,498	53.19%	223,122
MED/LIFE	365,085	11,267	30,007	181,042	181,018	184,067	(24)	49.58%	365,036
SOC/SEC	244,803	20,121	22,000	121,396	130,220	114,584	8,824	53.19%	262,598
VAC LIAB	25,000	2,055	2,055	12,397	12,380	12,620	(17)	49.52%	24,966
SELLBACK	0	0	0	0	0	26,259	0	0.00%	#DIV/0!
PERSONNEL	4,042,936	313,556	360,339	2,004,782	2,160,877	1,908,318	129,837	53.45%	4,304,617
COMMODITIES	642,965	52,846	51,400	318,840	312,681	330,284	(6,159)	48.63%	630,545
CONTRACTUAL	1,296,041	105,784	84,826	642,694	556,728	739,313	(85,966)	42.96%	1,122,683
CAPITAL	189,438	15,570	2,194	93,940	11,519	177,919	(82,422)	6.08%	23,228
GRAND TOTAL	6,171,380	487,757	498,759	3,060,256	3,041,804	3,129,576	(18,452)	49.29%	6,081,073

McLEAN COUNTY NURSING HOME

ACCRUED REVENUE

Prt Date July 19, 2005

	2005 BUDGET	2005 MONTHLY ALLOC	JUNE,2005 ACCRUED REVENUE	YTD ALLOC	ADJUSTED YTD REVENUE	REMAINING BUDGET	YTD VARIANCE AMOUNT	OF BUDGET SPENT	PROJECTED REVENUE 12/31/05
MEDICARE REVENUE	775,400	63,732	52,636	384,513	398,748	376,652	14,235	51.42%	804,106
IDPA REVENUE	2,581,280	212,160	267,226	1,280,032	1,557,607	1,023,673	277,575	60.34%	3,141,031
SCHOOLING REIMB	0	0	0	0	265	(265)	265	#DIV/0!	534
JDC LAUNDRY	7,100	584	849	3,521	3,026	4,074	(495)	42.62%	6,102
JDC FOOD	31,501	2,589	3,409	15,621	13,096	18,405	(2,525)	41.57%	26,409
MEALS	500	41	54	248	327	173	79	65.40%	659
PVT PAY REVENUE	1,862,960	153,120	167,655	923,824	1,023,148	839,812	99,324	54.92%	2,063,254
UNCLASS	7,300	600	346	3,620	2,493	4,870	(1,127)	34.16%	5,028
INTEREST EARNED	41,604	3,420	6,915	20,631	29,801	11,803	9,170	71.63%	60,096
SALE OF ASSETS	0	0	0	0	0	0	0	#DIV/0!	0
TRANSFER IN	424,373	34,880	41,196	210,443	244,892	179,481	34,449	57.71%	493,842
TELEPHONE REIMB	0	0	1,140	0	6,870	(6,870)	6,870	#DIV/0!	13,854
TOTAL ACC REVENUE	5,732,018	471,125	541,425	2,842,453	3,280,273	2,451,745	437,821	57.23%	6,614,916
TOTAL ACC REVENUE	5,732,018	471,125	541,425	2,842,453	3,280,273	2,451,745	437,821	57.23%	6,614,916
LESS ACCRUED EXPENSE	(6,171,380)	(487,757)	(498,759)	(3,060,256)	(3,041,804)	(3,129,576)	18,452	49.29%	(6,081,073)
ACC REV - (ACC EXP)	(439,362)	(16,632)	42,667	(217,804)	238,469	(677,831)	456,273		533,843
PLUS CAP EXP	0	15,570	2,194	93,940	11,519	177,919	(82,422)		23,228
ACC BALANCE	(439,362)	(1,062)	44,861	(123,863)	249,987	(499,911)	373,851		557,071

McLEAN COUNTY NURSING HOME

JUNE 30 DAYS

2005

DAILY CENSUS

JUNE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 TOT AVG

CERT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOT	AVG
MEDICARE	4	4	4	4	4	5	5	6	6	4	4	4	5	6	6	6	6	6	5	5	6	6	6	6	6	6	6	6	7	7	7	0	158
PA SKILL	4	4	4	4	4	4	4	4	4	3	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2	2	2	2	2	2	2	0	88
PA INT	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	4	4	4	4	5	5	5	5	5	5	0	115	
PP SKILL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
PP INT	3	3	3	3	3	3	3	3	3	4	4	4	4	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	4	4	0	123	
SUB TOTAL	14	14	14	14	14	14	15	16	16	17	17	14	14	14	16	16	18	18	18	18	16	17	17	18	18	18	18	18	18	18	0	484	

NON-CERT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOT	AVG
MEDICARE	5	5	5	5	5	4	4	4	4	4	4	4	4	4	4	4	4	3	4	4	4	5	5	5	5	5	5	5	5	5	0	138	
PA SKILL	79	78	78	78	79	80	80	81	81	81	81	81	80	81	81	81	81	81	81	81	82	82	82	82	82	82	82	82	81	81	0	2421	
PA INT	3	3	3	3	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	3	3	0	112		
PP SKILL	38	38	38	38	38	37	36	36	36	37	37	37	37	38	38	38	38	37	38	38	38	38	38	38	38	38	38	38	39	39	0	1132	
PP INT	125	124	124	124	124	125	124	125	124	125	127	127	126	126	127	127	127	125	127	127	128	129	129	129	129	129	129	128	128	128	0	3803	

TOTAL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOT	AVG
MEDICARE	4	4	4	4	4	5	5	6	6	4	4	4	5	6	6	6	6	6	5	5	6	6	6	6	6	6	6	6	7	7	7	0	168
PA SKILL	9	9	9	9	9	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	7	7	7	7	7	7	7	7	7	7	0	226	
PA INT	82	81	81	81	82	84	84	84	84	84	84	84	84	84	84	84	85	86	86	86	86	86	86	87	87	87	87	86	86	0	2536		
PP SKILL	3	3	3	3	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	3	3	0	112		
PP INT	41	41	41	41	41	40	39	40	41	41	41	41	41	42	41	41	42	42	43	43	43	43	43	43	43	43	43	43	43	0	1255		

TOT IN HOUSE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOT	AVG
TOT IN HOUSE	139	138	138	138	141	141	140	142	141	141	141	141	142	141	142	143	143	145	145	144	145	146	146	147	147	147	147	146	146	0	4287		
PP BED HOLD	1	1	1	1	0	1	2	1	1	3	3	3	3	3	3	3	3	2	1	1	1	0	0	0	0	0	0	0	0	0	0	0	36
PA BED HOLD	0	0	1	1	1	1	1	1	0	0	0	0	1	2	1	1	2	1	1	1	1	0	0	0	0	0	0	1	1	1	18		
TOTAL CENSUS	140	140	140	140	142	143	143	143	143	144	144	144	146	146	146	147	147	147	147	147	146	146	146	147	147	147	147	146	147	0	4340		
VACANCIES	10	10	10	10	10	8	7	7	7	6	6	6	4	4	4	3	3	3	3	3	4	4	4	4	3	3	3	4	3	3	150		

McLEAN COUNTY NURSING HOME

CENSUS Report - 2005

MONTH	AVG MEDICARE	AVG PVT PAY	AVG IDPA	AVG IN HOUSE	AVG BED HOLD	AVG CENSUS	AVG VACANT
JANUARY	10.94	46.48	87.16	144.58	2.45	147.03	2.97
FEBRUARY	9.36	46.64	88.68	144.68	0.68	145.36	4.64
MARCH	6.16	50.26	90.61	147.03	1.26	148.29	1.71
APRIL	4.43	45.50	90.37	140.30	1.23	141.53	8.47
MAY	5.45	43.39	89.32	138.16	1.19	139.35	10.65
JUNE	5.27	45.57	92.07	142.90	1.77	144.67	5.33
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							

YTD AVERAGE 6.93 46.31 89.70 142.94 1.43 144.37 5.63
 % OF CAPACITY 4.62% 30.87% 59.80% 95.29% 0.95% 96.25% 3.75%

II. Action Items – 2006 Recorder's Office goals

The Recorder's Office 2006 budget includes the beginnings of four major projects to make our records more reliable, accessible and accurate, and to ensure their historical preservation for future generations. These projects will include:

- Begin a multi-year program of restoration and preservation of deteriorating books and film records. These records are in poor condition and will be lost to history if action is not taken soon. This project will result in preserving our historical land and business records for future generations.
- Addition of computer accessible scanned document images from 1975 to 1993. Currently document images are available from 1993 forward. Most title searches are confined to the previous 30 years. Making all document images available by computer for the past 30 years will eliminate the need to have professional searchers in our office accessing film records on a daily basis. We will be able to eliminate the microfiche card storage system in our office.
- Correction of an extensive problem of improperly entered indexes which compromises the ability of the office to meet our statutory responsibility and is a financial drain on firms that rely on our office for public information.
- Beginning full electronic recording of documents which will eliminate paper transactions and the processing of real estate paper in our office.

To meet a current office need for a scanner/printer, and in anticipation of the goals above in 2006, I am here proposing a purchase and a project to begin laying the ground work for successful projects next year.

A. Purchase of Scanner/Printer

Two motivations compel the purchase of a new microfilm scanner/printer for plats.

1. The current 3M Scanner-Printer for plat printing dates from the mid 1970s. It has some of the following problems:

- It is slow.
- Prints must be done one-at-a-time as the film holder will no longer firmly hold the medium.
- It does not accommodate roll film, the only medium on which all of our years since 2002 are available.
- It produces marginal quality prints from excellent, new film, and poor quality to unreadable prints from older, poorer quality film.
- Parts and service are no longer easily available. Although we do not have issues now, when they arrive we may be unable to have the unit fixed.

2. We have a serious problem of computer document records that lack an image of the document. All years since 1993 should contain correct index records with attached scanned images of the associated documents. We have found records in all of these years which lack an attached image of the document, forcing searchers or our office staff to find the image on film rolls, display it on a reader and print it. This is a very time consuming and inefficient process. The office needs a reader unit capable of scanning a film image into a TIFF file for inclusion into our computer database when we find such individual records that lack an image. This will allow us to permanently correct the problem when it is discovered.

Based on the above, I recommend the purchase of a new microfilm scanner/printer. I have considered the following:

Two types of printers are available for us to use.

1. A large scale plotter that can produce full size plat prints up to 36" wide. Although these units provide impressive plat printing, the actual need for such large plats in our office is extremely limited. To use such a printer we would have to install software specific to the printer, access the image by computer and print it. This is impractical for public use and time consuming for our office staff. Scanning images would require a reader/scanner. Given the pricing for such a unit, which would have to include a computer workstation to drive it, software and the large physical footprint in our office, I do not think it necessary.
2. Engineering size microfilm display, scanner, printer with an 11" x 17" display and print size. In questioning surveyors who use our office the 11" x 17" unit meets most needs.

I am recommending the purchase of a unit with an 11" x 17" display and 11" x 17" print size. These will be adequate for most all applications. I have surveyed the market to find that two units are manufactured, sold under three names, that meet our needs. The Kodak unit is the same as the Minolta. Although features vary slightly, all three would meet our need.

I am recommending purchase of the Canon unit. I have eliminated the Konica/Minolta because of the availability of parts and service. The dealer for this unit has a very low installed base in Central Illinois, is based in St. Louis, and has only a single service representative based out of Beardstown. No parts are stocked in this area so any service call would result in having to diagnose, ship in parts and repair in a second call.

Both Canon and Kodak have installed bases of machines in Central Illinois and service techs in the area often. The Kodak factory service staff is based in Peoria. Although we have no experience dealing with them it would appear that they have the staff and commitment to the area to offer adequate service. The Canon dealer, Record Systems, Inc. is based in Springfield, has 3 full-time service techs, and a large installed base in Bloomington/Normal and all of Central Illinois. We have experienced excellent service and support from this company for our current Canon unit.

Our specifications include the following:

- Scanner body with 11" x 17" display and output print size. Versatile and flexible controls to accommodate current and future applications, including, but not limited to, the following features:
 - Up to 600 dpi resolution
 - Compatibility with all McLean County microfilm applications: 16 or 35 mm roll film, aperture and microfiche film cards.
 - Semi-automatic load and rewind power roll film carrier.
 - Automatic size, negative/positive, skew correction, and focus.
 - Manual override for all of the above.
 - Connectivity with current McLean County computer applications to download images into our Cott software.
 - Zoom lenses of approximately 9-16 and 14-30 power.
 - Ability for the public to easily understand and use the controls, paper selections and operate the unit.
 - Document cropping and masking.
- Imaging software to correct, crop and edit images.
- Printer capable of 8 1/2" x 11" print with a 2nd selectable paper tray for 11" x 17."
- Workstation to hold scanner and printer.

Package prices, including all software, hardware and printer meeting this criteria:

Manufacturer	Model	Package Price	Annual Support	Mfg Warrantee
Canon	MS-800	\$18,440	\$775	90 day
Konica/Minolta	MS-7000	\$15,745	\$1,175	90 day
Kodak	DSV-3000	\$17,715	\$3,589	90 day

In each case I have queried multiple sources to ensure that I am purchasing from the lowest priced source and most reliable dealer. In each case the pricing is Illinois State contract price. Each machine is sold by an exclusive dealer in a protected territory. This has been confirmed by multiple phone calls by myself and by Craig Nelson of Information Services.

Budget Request

I am requesting an appropriation \$20,000 within the Document Storage Fund, which is earmarked for this specific purpose, to the appropriate Computer Hardware/Software account. This will cover purchase of the unit and any incidentals that may occur in the process. The order for the unit will be placed on approval of the amount at the August County Board meeting. Delivery and installation is expected within 10 days of the order.

A brochure on the Canon MS-800 and the bid price follow.

**The Desktop
Digital Microfilm
Scanner that
dramatically
changes the image
of film scanning.**

Start with a wide-screen microfilm scanner capable of handling everything from checks to blueprints to newspapers, and more. But make it compact enough to fit on any desktop. Then raise the bar by pushing output resolution up to 600 dpi. And design it for high-speed, simple operation, great versatility, easy connectivity, and fast throughput. While you're at it, make it affordable, too. Now, what do you call this perfect solution to your ever-expanding workgroup needs?

Canon calls it the MS-800.

**Quality right down
to the smallest detail.**

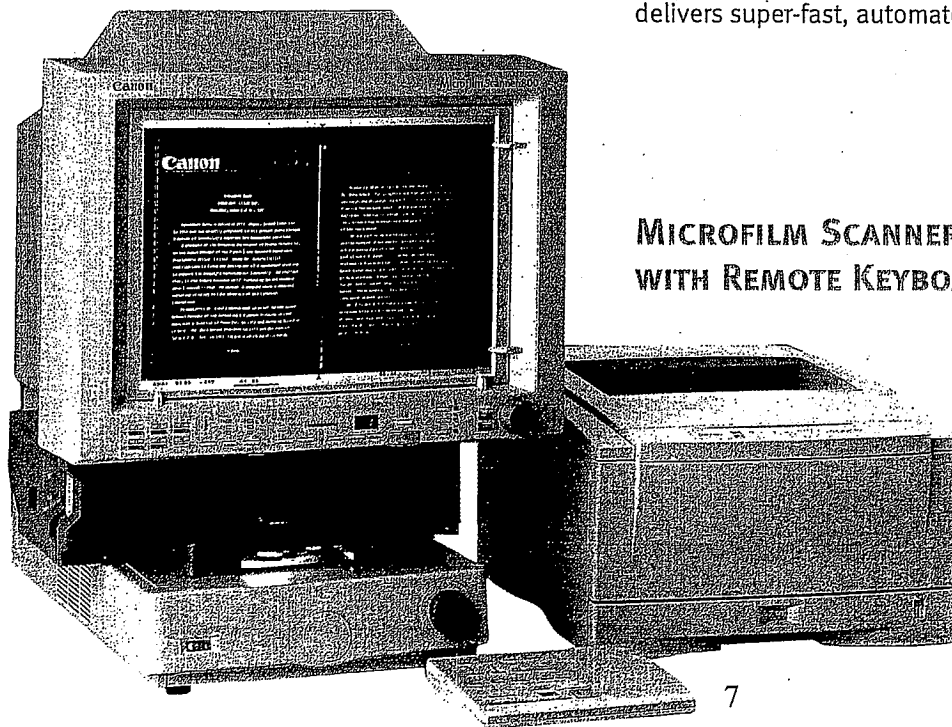
With up to 600-dpi resolution, the MS-800 sets new standards for image quality. Such high resolution offers a wide range of enhanced printing and distribution capabilities, including laser printing and electronic image transmission. Ideal for financial institutions, the MS-800 brings greater efficiency to item processing. And it's an expert at meeting the demands of engineering applications which require large-format printing. The MS-800 further refines image quality with multiple scanning modes (Fine, Photo, Grayscale), plus Background Erasure and Automatic Exposure. The result is enhanced image data for a variety of applications.

**Compatibility with virtually any
film format.**

Interchangeable film carriers enable the MS-800 to handle all types of microfilm applications. Compatible with 16mm/35mm open reels, 16mm cartridges, microfiche, jackets, and aperture cards, the MS-800 provides totally seamless support for every format.

**Productivity soars for even the
busiest workgroups.**

Overall performance gets a boost from the high-speed MS-800. Requiring only about three seconds per image to scan letter-sized documents at standard dpi settings, the MS-800 excels at high-volume processing and media conversion. Even its built-in features accelerate performance—Automatic Size Detection, Automatic Negative/Positive Detection, and Automatic Skew Correction—all designed to make short work out of complex jobs. For high-volume batch processing, the MS-800 shifts into high gear. When paired with Canon's FS Controller III, the MS-800 delivers super-fast, automated image retrieval.



**MICROFILM SCANNER 800
WITH REMOTE KEYBOARD AND FILEPRINT 400**

SHARE w/ ms 400

July 19, 2005

H. Lee Newcom
McLean County Recorder
Bloomington, Illinois

Dear Mr. Newcom,

The following is an updated proposal for the Canon MS 800 Microfilm Scanner.

MS 800 Body and Utility Software	\$ 9,800.00
9-16x Zoom Lens	1,295.00
14-30x Zoom Lens	1,295.00
RFC 200 Universal Roll/Fiche Carrier	2,095.00
Installation Kit L	289.00
Fileprint 400 Laser Printer	2,977.00
MP 400 Toner Cartridge	included
Paper Feeder 500	<u>599.00</u>
	\$18,350.00
Estimated Shipping	<u>90.00</u>
	\$18,440.00

The quoted prices include installation, training and a 90-day warranty covering all parts, labor and transportation.

A maintenance agreement will be offered at the end of the warranty period for \$1000/year.

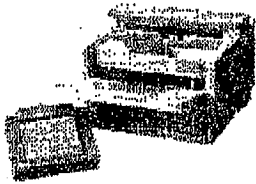
If you have any questions, please call me at 217-544-0747.

Yours truly,

Craig Countryman
Sales Representative

TOTAL P.02

Retrieval • Storage • Microfilm • Systems



Document Management

RECORD SYSTEMS, INC.

2168 South Ninth Street
P.O. Box 296

Springfield, Illinois 62705

217/544-0747 • FAX 217/544-0765



Reader/Printer

May 20, 2005

H. Lee Newcom
McLean County Recorder
Bloomington, IL

Dear Mr. Newcom,

The following is information you requested on proposed equipment for McLean County.

Annual Maintenance Contracts

MS 300	\$ 693.00
→ MS 800 (with printer)	775.00

The maintenance contracts include all parts, labor, transportation, two preventative maintenance calls and up to three emergency service calls per year.

The proposed MS 800 can be used with your existing Fileprint 400 Laser Printer. Both the used MS 800 and the new unit are compatible. An A/B switch could be used to share the Fileprint 400 between the MS 400 and MS 800.



B. Records Correction Project.

Records in the McLean County Recorder's Office have several historical problems that must be corrected. Among these problems are:

- Document index records that lack attached document images. This means the searchers must come to the office, to physically pull film or microfiche to manually print images that should have been remotely computer accessible.
- Documents which have been improperly linked or not linked at all to corresponding documents (i.e. a Mortgage Release to the Original Mortgage). This means that important documents which affect a title to property will not appear when the property or names are searched.
- Documents have many different types of indexing problems from incorrectly entered items:
 - incorrect PINs
 - Incorrect spelling of names
 - Incorrect property descriptions
 - Incorrect types of document

Each of these problems will result in an incorrect search for documents associated with a property or name.

Extent of the problem.

The problems appear to be extensive, involving thousands of documents over many years, particularly during the last decade. These problems are so acute that some title firms will not guarantee searches conducted in McLean County. Although this is merely anecdotal, professional searchers have told us that no county in Central Illinois has record indexing that is as poor as McLean County. This problem reflects a very long term neglect of training and standards of entry and quality control in the office.

Importance of addressing this problem.

The Recorder's office is the public agency given the responsibility to maintain accurate and reliable land records. These records are vital to the economic health of our community and are relied upon by the real estate, banking and commercial finance industries in McLean County to do business. Not having reliable and accessible records is an embarrassment to the otherwise superior professional administration of McLean County and an economic drain on the firms that rely on our information to do business. At it's worst, these poor records can mean a major financial loss for an institution that relied on this information. Not having properly indexed records can stop a private or commercial property transaction. At this time local private firms are providing a more reliable land records service than this public office, which is legally charged with that responsibility. As commercial and residential lending is becoming more a national business document standards are also becoming standardized. We need to meet that challenge.

A project to address the indexing problem.

For the 2006 Budget I have proposed two additional temporary employees to undertake a systematic project of correcting indexing records year-by-year. I estimate a goal of correcting records for 10 years. To begin the project and discover both the depth and scope of the problem, and develop a plan to address it, I propose a project to begin September 1, 2005.

This project will purchase a work station, computer and COTT software license. We will develop a testing model for several years of the last decade and test ranges of documents to give a reliable estimate of the extent of the problem, time involved in correcting it and the range of years for which it is both desirable and economically practical to make corrections. This initial project will have a goal of producing such a sampling resulting in a plan by January 1, 2006.

Budget Request

I am requesting an appropriation within the Document Storage Fund of \$5,000 for purchase of the computer work station and table, \$5,100 for the Cott software purchase and support, and the appropriate amount to be determined by the Administrator for the temporary employee.

1 FTE employee Office Support Specialist I, step 1, beginning September 1st.

1 Dell computer work station with 2 17" monitors
Budget \$4,000 to be purchased by Information Services

1 Chair and work station desk
Budget \$750 to be purchased by Facilities Management (Jack Moody)

1 Cott Resolution software license with monthly support
Budget \$4,749 for the license, \$340 for monthly support September-December
To be purchased by the Recorder.

**RESOLUTION AMENDING THE FUNDED
FULL-TIME EQUIVALENT POSITIONS RESOLUTION
FOR 2005**

WHEREAS, the McLean County Board adopted a Funded Full-Time Equivalent Positions (FTE) Resolution on November 16, 2004 which became effective on January 1, 2005; and,

WHEREAS, the County Recorder has arranged to provide an Office Support Specialist I to review documents and correct past errors; and,

WHEREAS, the Recorder's Document Storage Fund has sufficient funds to reimburse the salary and benefit expense of an Office Support Specialist I; and,

WHEREAS, the Finance Committee, at the Committee's regular meeting on August 5, 2005, recommended approval of this change in the Full-Time Equivalent Positions Resolution for the remainder of the 2005 Fiscal Year; now, therefore,

BE IT RESOLVED, by the County Board of McLean County, Illinois, now in regular session, that the Fiscal Year 2005 Funded Full-Time Equivalent Positions Resolution be and hereby is amended as follows:

<u>Fund-Dept-Program</u>	<u>Pay Grade</u>	<u>Position Classification</u>	<u>Full-Time</u>		
			<u>Now</u>	<u>Amend</u>	<u>New</u>
0137-0006-0008	04	0515.0011 (part-time) Office Support Specialist I	0.00	0.33	0.33
		TOTAL	0.00	0.33	0.33

BE IT FURTHER RESOLVED by the County Board of McLean County, Illinois that the County Clerk is hereby directed to provide a certified copy of this Resolution to the County Recorder, the County Treasurer, and the County Administrator's Office.

ADOPTED by the McLean County Board this 16th day of August, 2005.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the County Board,
McLean County, Illinois

Michael F. Sweeney, Chairman
McLean County Board

**An EMERGENCY APPROPRIATION Ordinance
 Amending the McLean County Fiscal Year 2005
 Combined Annual Appropriation and Budget Ordinance
 County Recorder's Document Storage Fund 0137, County Recorder's Office 0006**

WHEREAS, the McLean County Board, on November 16, 2004, adopted the Combined Annual Appropriation and Budget Ordinance, which sets forth the revenues and expenditures deemed necessary to meet and defray all legal liabilities and expenditures to be incurred by and against the County of McLean for the 2005 Fiscal Year beginning January 1, 2005 and ending December 31, 2005; and,

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the County Recorder's Document Storage Fund; and,

WHEREAS, the Finance Committee, at the Committee's regular meeting on August 5, 2005, recommended to the County Board approval of the request received from the County Recorder to add a new part-time position to review and correct previously recorded documents; and,

WHEREAS, the Finance Committee, at the Committee's regular meeting on August 5, 2005, approved and recommended to the County Board an Emergency Appropriation Ordinance from the County Recorder's Document Storage Fund in the amount of \$ 38,147.00 to cover the cost of said position; now, therefore,

BE IT ORDAINED by the McLean County Board as follows:

1. That the County Treasurer is directed to make an Emergency Appropriation from the unappropriated fund balance of the County Recorder's Document Storage Fund 0137 in the amount of \$ 38,147.00.

2. That the County Treasurer is directed to amend the fiscal year 2005 Combined Annual Appropriation and Budget Ordinance by increasing the following line-item appropriation:

	<u>ADOPTED</u>	<u>ADD</u>	<u>AMENDED</u>
0137-0006-0008-0400.0000			
Unappropriated Fund Balance	\$ 79,146.00	\$ 38,147.00	\$117,293.00

3. That the County Auditor is directed to amend the fiscal year 2005 Combined Annual Appropriation and Budget Ordinance by increasing the following line-item appropriations:

(2)

	<u>ADOPTED</u>	<u>ADD</u>	<u>AMENDED</u>
0137-0006-0008-0515.0001 Part-time Employee Salaries	\$ 0.00	\$ 7,356.00	\$ 7,356.00
0137-0006-0008-0599.0001 County's IMRF Contribution	\$ 0.00	\$ 479.00	\$ 479.00
0137-0006-0008-0599.0002 Employee Medical/Life Insurance	\$5,700.00	\$ 950.00	\$6,650.00
0137-0006-0008-0599.0003 Social Security Contribution	\$ 0.00	\$ 563.00	\$ 563.00
0137-0006-0008-0621.0001 Non-Major Equipment	\$10,000.00	\$ 5,000.00	\$15,000.00
0137-0006-0008-0750.0001 Equipment Maintenance Contract	\$ 3,000.00	\$ 259.00	\$ 3,259.00
0137-0006-0008-0750.0004 Software License Agreement	\$18,000.00	\$ 5,100.00	\$23,100.00
0137-0006-0008-0832.0001 Purchase Furnishings/Office Equip.	\$ 5,000.00	\$18,440.00	\$23,440.00
TOTAL:		\$38,147.00	

4. That the County Clerk shall provide a Certified Copy of this Ordinance to the County Recorder, County Treasurer, County Auditor, and the County Administrator.

ADOPTED by the McLean County Board this 16th day of August, 2005.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the County Board
McLean County, Illinois

Michael F. Sweeney, Chairman
McLean County Board



H. Lee Newcom
McLean County Recorder
 (309) 888-5170 FAX (309) 888-5927
 115 E. Washington St., Room M104
 PO Box 2400
 Bloomington, IL 61702-2400

Recording Fee Schedule - Effective August 1, 2005

Fee includes: \$12 Recording fee, \$3 Document Storage Fund fee, \$6 County Geographic Information System fee, and a \$10 State of Illinois Rental Housing Support Program surcharge on real-estate related documents. **School districts, units of local and state government, and easements for public utilities are exempt from the Illinois Rental Housing Support surcharge. ****

Real-Estate Documents (Illinois Rental Housing Support Program surcharge applies) \$ 31.00 1st 4 pages

Includes, but is not limited to:

Agreements / Options to purchase	Extensions	LIS Pendens	Notice of Reclamation
Coal Lease	Foreclosures	Mineral Deed	Oil & Gas Lease
Contracts of Deed	Land Grants	Monument Records	Royalty Deed
Deeds	Leases	Mortgages and Notes	Subordinations
Easements (other than public utility)	Liens	Mortgage Releases	Timber Agreement / Lease

Other Documents (EXEMPT from Illinois Rental Housing Support Program surcharge) \$ 21.00 1st 4 pages

Includes, but is not limited to:

Articles of incorporation & related documents	Transcript (involving a Will, Death Certificate, etc)
Birth records, death certificates, marriage records	UCC's (in real estate only) ***
Judgments, Memo of Judgments, etc.	Wills
Notice of Probate	** Any document (other than Final & Condo Plats) recorded for a state agency, unit of local government, federal government, or school district
Power of Attorney for Property	

Additional Charges to apply to Real-Estate or Other documents above

Each additional page beyond the first 4 pages	1.00 ea
Each additional assignment or document reference number within a document (after the first one)	7.00 ea

Note: Document reference numbers within a legal description are not chargeable.

NON-STANDARD DOCUMENT FEE: document contains any of the following: **** \$ 12.00

- Paper not white or less than 20 lb weight
- One or more sheets not measuring 8 1/2 x 11
- Lacks clean margin of at least 1/2 inch top, bottom and side
- 1st page lacks blank space measuring 3 x 5 inches in upper right corner
- Permanently bound or of continuous form
- Contains colored ink, is not type written or computer generated
- Type face smaller than 10 point
- Contains an attachment stapled, taped or otherwise affixed to doc

Final Plats and Condo Plats: (Including Additions or Subdivisions) \$ 69.00 ea

** If recorded for state agency, unit of local or federal government, or school district	\$ 59.00 ea
Each additional 8 1/2 x 11 page that is attached to the plat	1.00 ea
Additional plat(s) attached to first plat (dimensions, elevations, etc.)	10.00 ea

UCC Terminations (for UCC documents filed before 8-1-2005) *** 9.00 ea

Terminate UCC filed in Real-Estate (from any filing date)	21.00 ea
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Copies (not certified)

Plats larger than 8 1/2" x 11 (first page)	\$ 3.00 ea
Plat copies additional pages	\$ 0.50 ea
Other instruments (first page)	\$ 1.00 ea
Each additional page of copied group or session	\$ 0.25 ea

Certified Copies

Plats	\$ 10.00
All other instruments (Military Discharges excepted)	Original recordation fee

Military Discharge Records - recorded & with two certified copies No Charge
 Additional certified copies 1.25 ea

Other Services

Financing Searches - per name or stated husband/wife	10.00 ea
Microfilm records (per roll charge) (by special order only) <i>(excludes Military Discharges)</i>	55.00 ea roll
CD of recorded images - <i>Regular Subscription Service (excludes Military Discharges)</i>	
Daily CD of instruments recorded (monthly subscription)	\$ 100.00 per month
Weekly CD of all instruments entered the previous week	\$ 80.00 per month
Monthly CD of all instruments	\$ 25.00 per month

Notes and Additional Information

UCC ***

Effective August 1, 2005 McLean County will no longer enter UCC filings as a separate index. In 2001 the Uniform Commercial Code was amended to create national standards. The Illinois UCC was brought into conformity, naming the Illinois Secretary of State's office as the official repository for all UCC forms. This statute has rendered UCC filings at the county level unnecessary, except for UCC real estate liens, which will be recorded in our real estate records only. For more information the Secretary of State UCC Division may be contacted at (217) 782-7518 or accessed at: www.cyberdriveillinois.com/departments/business_services/home.html

Real Estate Deed and Document Requirements

- 1) Statement of exemption from or Transfer Tax Declaration (required on deed only)
- 3) "Send future taxes to" statement (name and address) (required on Deed only)
- 2) "Prepared By" statement (preparer's name & address)
- 4) Notary seal, date, and signature
- 5) A complete legal description which should include
 - a) A specific Lot, Block, and Subdivision name
 Example: Lot 2, BL 4 of the Sunshine Subdivision to the Town of Normal, in McLean County, Illinois
 or
 A specific Quarter Section, Section TWP and Range
 Example: Being a part of SW 1/4 of SEC 1, TWP 19, RGE 11
 - b) County Property Index Number (PIN) of Legal Description
- 6) "Return to" statement (name & address to mail recorded document to)

Final Plats & Condominium Plats Requirements

- Mylar and 3 paper copies (maximum size 30" x 36")
- Surveyor's Certificate (must state if within an incorporated city or within 1/2 mile of same)
- Approval of municipality (City Council, Board of Trustees, or County Board)
- County Clerk's Certificate of no delinquent taxes or special assessments
- Owner's Certificate
- School District Certificate

Vacation of Property Requirements

- Mylar and 3 copies
- Owner's Certificate
- Approval of municipality

Annexation of Property Requirements

- Mylar and 3 copies (plat must be prepared by land surveyor)
- Petition signed by majority of owners, or municipal ordinance

Survey Plat

- Mylar & 3 copies
- Owner's Certificate
- Surveyor's Certificate

**** Re: Illinois Statute 55 ILCS 5/3-5018 - A document that does not conform to these standards shall not be recorded except upon payment of the additional fee required. This applies only to documents dated after January 1, 1995.

Legal advice, opinions, or legal descriptions will not be given by the Recorder's Staff either in person or by telephone.

FOR THE MONTH OF JUNE 2005

Description	Revenue Account #	GL Balance As Of 6/30/2005	Recorder's Rcpts For the Month Of June 2005	PLUS 5/31/2005 Rec Rcpts Dep To GL 06/01/2005	Less 06/30/2005 Rec Rcpts Dep To GL 07/01/2005	Total	Difference
Copy Fees	0001-0006-0008 0410-0008	2,291.40	2,322.15	69.00	(99.75)	2,291.40	-
Recording Fees	0001-0006-0008 0410-0029	55,366.00	57,139.00	1,985.00	(3,758.00)	55,366.00	-
County Revenue Stamps	0001-0006-0008 0410-0032	41,024.75	42,718.25	1,034.75	(2,728.25)	41,024.75	-
Micro Film Sales	0001-0006-0008 0410-0128						-
Compact Disc Sales	0001-0006-0008 0410-0132	100.00	200.00		(100.00)	100.00	-
Document Storage	0137-0006-0008 0410-0089	11,043.00	11,346.00	396.00	(699.00)	11,043.00	-
GIS Document Storage	0137-0006-0008 0410-0181	3,681.00	3,782.00	132.00	(233.00)	3,681.00	-
GIS Fund	0167-0006-0008 0410-0181	7,362.00	7,564.00	264.00	(466.00)	7,362.00	-

(A) (B) (C) (D) Sum(B:D)=E (A-E)

Adjustments are made to column C & D because the Recorder's daily receipts are not turned into the General Ledger until the next business day. These adjustments must be made in order to balance to the General Ledger.

Explanation of Differences:

DON EVERHART
CHIEF DEPUTY RECORDER



Year-to-date Totals through June, 2005

Month-to-date Totals

Account #	Account Description	Cash/Check/ Change	Charge	Charges Paid	Total	Cash/Check/ Change	Charge	Charges Paid	Total
101-0-0-201-070-034	Due Idor-Rental Hsg Prog	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-6-8-410-008-034	Copy Fees	\$2,322.15	\$0.00	\$0.00	\$2,322.15	\$12,982.75	\$8.00	\$13.00	\$12,977.75
101-6-8-410-029-035	Recording Fees	\$56,756.00	\$383.00	\$0.00	\$57,139.00	\$274,173.00	\$1,976.00	\$1,609.00	\$274,540.00
101-6-8-410-032-036	County Revenue Stamps	\$42,718.25	\$0.00	\$0.00	\$42,718.25	\$192,259.50	\$0.00	\$0.00	\$192,259.50
101-6-8-410-111-111	Payment On Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-6-8-410-128-100	Microfilm Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$1,210.00	\$0.00	\$0.00	\$1,210.00
101-6-8-410-132-100	Compact Disc Sales	\$200.00	\$0.00	\$0.00	\$200.00	\$400.00	\$0.00	\$0.00	\$400.00
101-6-8-410-195-035	Rental Hsg Support Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
116-8-4-102-222-222	Balance Brought Forward	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
116-8-4-102-222-222	Balance Brought Forward/Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-6-8-410-089-284	Document Storage	\$11,145.00	\$201.00	\$0.00	\$11,346.00	\$54,868.00	\$1,065.00	\$955.00	\$54,978.00
37-6-8-410-181-100	Gis Document Storage	\$3,715.00	\$67.00	\$0.00	\$3,782.00	\$18,168.00	\$291.00	\$197.00	\$18,262.00
51-0-0-126-001-903	State Revenue Stamps	\$85,436.50	\$0.00	\$0.00	\$85,436.50	\$384,495.00	\$0.00	\$0.00	\$384,495.00
67-6-8-410-181-100	Gis Fund	\$7,430.00	\$134.00	\$0.00	\$7,564.00	\$36,518.00	\$678.00	\$576.00	\$36,620.00
Final Total:		\$209,722.90	\$785.00	\$0.00	\$210,507.90	\$975,074.25	\$4,018.00	\$3,350.00	\$975,742.25

PROJECT #	G/L DATE	JOURNAL	TYPE	SOURCE	TRANSACTION DESCRIPTION	BUDGET	REVENUES
G/L ACCOUNT NUMBER: 0001-0006-0008 0410-0029							
					DESCRIPTION: Recording Fees		
					BEGINNING BALANCE	600,000.00	215,416.00-
	6/01/2005	502129	RA	Recording	Recording Fees		1,975.00-
	6/01/2005	502129	RA	Rec FeeCH	Recording Fee Charges		10.00-
	6/02/2005	502047	RA	Recording	Recording Fees		2,384.00-
	6/02/2005	502047	RA	Rec FeeCH	Recording Fee Charges		16.00-
	6/03/2005	502066	RA	Recording	Recording Fees		2,648.00-
	6/06/2005	502093	RA	Recording	Recording Fees		2,355.00-
	6/07/2005	502124	RA	Recording	Recording Fees		2,901.00-
	6/08/2005	502124	RA	Rec FeeCH	Recording Fee Charges		24.00-
	6/08/2005	502151	RA	Recording	Recording Fees		3,294.00-
	6/09/2005	502151	RA	Rec FeeCH	Recording Fee Charges		5.00-
	6/09/2005	502167	RA	Recording	Recording Fees		2,735.00-
	6/10/2005	502167	RA	Rec FeeCH	Recording Fee Charges		11.00-
	6/10/2005	502185	RA	Recording	Recording Fees		2,802.00-
	6/13/2005	502202	RA	Recording	Recording Fees		2,224.00-
	6/14/2005	502202	RA	Rec FeeCH	Recording Fee Charges		6.00-
	6/14/2005	502218	RA	Recording	Recording Fees		2,773.00-
	6/15/2005	502218	RA	Rec FeeCH	Recording Fee Charges		10.00-
	6/15/2005	502258	RA	Recording	Recording Fees		2,955.00-
	6/16/2005	502258	RA	Rec FeeCH	Recording Fee Charges		195.00-
	6/16/2005	502274	RA	Recording	Recording Fees		2,217.00-
	6/17/2005	502274	RA	Rec FeeCH	Recording Fee Charges		45.00-
	6/17/2005	502313	RA	Recording	Recording Fees		2,151.00-
	6/20/2005	502313	RA	Rec FeeCH	Recording Fee Charges		5.00-
	6/20/2005	502335	RA	Recording	Recording Fees		1,939.00-
	6/21/2005	502360	RA	Recording	Recording Fees		2,271.00-
	6/22/2005	502360	RA	Rec FeeCH	Recording Fee Charges		10.00-
	6/22/2005	502385	RA	Recording	Recording Fees		3,137.00-
	6/23/2005	502385	RA	Rec FeeCH	Recording Fee Charges		30.00-
	6/23/2005	502396	RA	Recording	Recording Fees		2,533.00-
	6/24/2005	502404	RA	Recording	Recording Fees		1,708.00-
	6/27/2005	502404	RA	Rec FeeCH	Recording Fee Charges		5.00-
	6/27/2005	502425	RA	Recording	Recording Fees		2,518.00-
	6/28/2005	502425	RA	Rec FeeCH	Recording Fee Charges		10.00-
	6/29/2005	502453	RA	Recording	Recording Fees		2,947.00-
	6/29/2005	502500	RA	Recording	Recording Fees		2,547.00-
	6/30/2005	502535	RA	Recording	Recording Fees		1,959.00-
	6/30/2005	502535	RA	Rec FeeCH	Recording Fee Charges		11.00-
MONTH TOTAL: JUNE 2005						.00	55,366.00-
	7/01/2005	502544	RA	Recording	Recording Fees		3,758.00-
MONTH TOTAL: JULY 2005						.00	3,758.00-
Base Acct#/Detl Acct# TOTAL: Recording						600,000.00	274,540.00-
Sub-Dept. TOTAL : LEGAL REC.						600,000.00	274,540.00-
Department TOTAL : CO.RECORDR						600,000.00	274,540.00-
Fund TOTAL : GEN. FUND						600,000.00	274,540.00-

PROJECT #	G/L DATE	JOURNAL	TYPE	SOURCE	TRANSACTION DESCRIPTION	BUDGET	REVENUES
G/L ACCOUNT NUMBER: 0001-0006-0008 0410-0132							
	6/20/2005	502335	RA	CD Sales	Compact Disk Sales	.00	200.00-
				MONTH TOTAL: JUNE	2005	.00	100.00-
	7/01/2005	502544	RA	CD Sales	Compact Disk Sales	.00	100.00-
				MONTH TOTAL: JULY	2005	.00	100.00-
				Base Acct#/Detl Acct#	TOTAL: CDisksales	.00	400.00-
				Sub-Dept. TOTAL	: LEGAL REC.	.00	400.00-
				Department TOTAL	: CO.RECORDR	.00	400.00-
				Fund TOTAL	: GEN. FUND	.00	400.00-

PROJECT #	G/L DATE	JOURNAL	TYPE	SOURCE	TRANSACTION DESCRIPTION	BUDGET	REVENUES
G/L ACCOUNT NUMBER: 0137-0006-0008 0410-0181							
DESCRIPTION: GIS Document Fees							
BEGINNING BALANCE							
	6/01/2005	502129	RA	Rec-GIS DS	Recorder-GIS Doc Storage	.00	14,348.00-
		502129	RA	GIS Doc Ch	GIS Document Storage Char		130.00-
	6/02/2005	502047	RA	Rec-GIS DS	Recorder-GIS Doc Storage		2.00-
		502047	RA	GIS Doc Ch	GIS Document Storage Char		167.00-
	6/03/2005	502066	RA	Rec-GIS DS	Recorder-GIS Doc Storage		3.00-
	6/06/2005	502093	RA	Rec-GIS DS	Recorder-GIS Doc Storage		163.00-
	6/07/2005	502124	RA	Rec-GIS DS	Recorder-GIS Doc Storage		150.00-
		502124	RA	GIS Doc Ch	GIS Document Storage Char		188.00-
	6/08/2005	502151	RA	Rec-GIS DS	Recorder-GIS Doc Storage		3.00-
		502151	RA	GIS Doc Ch	GIS Document Storage Char		216.00-
	6/09/2005	502167	RA	Rec-GIS DS	Recorder-GIS Doc Storage		1.00-
		502167	RA	GIS Doc Ch	GIS Document Storage Char		185.00-
	6/10/2005	502185	RA	Rec-GIS DS	Recorder-GIS Doc Storage		2.00-
	6/13/2005	502202	RA	Rec-GIS DS	Recorder-GIS Doc Storage		182.00-
		502202	RA	GIS Doc Ch	GIS Document Storage Char		141.00-
	6/14/2005	502218	RA	Rec-GIS DS	Recorder-GIS Doc Storage		1.00-
		502218	RA	GIS Doc Ch	GIS Document Storage Char		187.00-
	6/15/2005	502258	RA	Rec-GIS DS	Recorder-GIS Doc Storage		2.00-
		502258	RA	GIS Doc Ch	GIS Document Storage Char		213.00-
	6/16/2005	502274	RA	Rec-GIS DS	Recorder-GIS Doc Storage		39.00-
		502274	RA	GIS Doc Ch	GIS Document Storage Char		147.00-
	6/17/2005	502313	RA	Rec-GIS DS	Recorder-GIS Doc Storage		2.00-
		502313	RA	GIS Doc Ch	GIS Document Storage Char		131.00-
	6/20/2005	502335	RA	Rec-GIS DS	Recorder-GIS Doc Storage		1.00-
	6/21/2005	502360	RA	Rec-GIS DS	Recorder-GIS Doc Storage		120.00-
		502360	RA	GIS Doc Ch	GIS Document Storage Char		153.00-
	6/22/2005	502385	RA	Rec-GIS DS	Recorder-GIS Doc Storage		2.00-
		502385	RA	GIS Doc Ch	GIS Document Storage Char		205.00-
	6/23/2005	502396	RA	Rec-GIS DS	Recorder-GIS Doc Storage		6.00-
	6/24/2005	502404	RA	Rec-GIS DS	Recorder-GIS Doc Storage		171.00-
		502404	RA	GIS Doc Ch	GIS Document Storage Char		119.00-
	6/27/2005	502425	RA	Rec-GIS DS	Recorder-GIS Doc Storage		1.00-
		502425	RA	GIS Doc Ch	GIS Document Storage Char		159.00-
	6/28/2005	502453	RA	Rec-GIS DS	Recorder-GIS Doc Storage		2.00-
	6/29/2005	502500	RA	Rec-GIS DS	Recorder-GIS Doc Storage		195.00-
	6/30/2005	502535	RA	Rec-GIS DS	Recorder-GIS Doc Storage		159.00-
		502535	RA	GIS Doc Ch	GIS Document Storage Char		131.00-
							2.00-
MONTH TOTAL: JUNE 2005						.00	3,681.00-
	7/01/2005	502544	RA	Rec-GIS DS	Recorder-GIS Doc Storage		233.00-
MONTH TOTAL: JULY 2005						.00	233.00-
Base Acct#/Detl Acct# TOTAL: GIS Doc Fe						.00	18,262.00-
Sub-Dept. TOTAL : LEGAL REC.						.00	18,262.00-
Department TOTAL : CO.RECORDR						.00	18,262.00-
Fund TOTAL : RECORD DOC						.00	18,262.00-

Recorder's Receivable Reconciliation

Jun 2005

Date		General	Doc Storage	GIS
		0001	0137	0167
06/01/2005	Recorder	1,322.00	968.00	484.00
06/02/2005	General Ledger	1,322.00	968.00	484.00
	Difference	-	-	-
06/02/2005	Recorder	1,322.00	968.00	484.00
06/03/2005	General Ledger	1,322.00	968.00	484.00
	Difference	-	-	-
06/03/2005	Recorder	1,322.00	968.00	484.00
06/06/2005	General Ledger	1,322.00	968.00	484.00
	Difference	-	-	-
06/06/2005	Recorder	1,346.00	980.00	490.00
06/07/2005	General Ledger	1,346.00	980.00	490.00
	Difference	-	-	-
06/07/2005	Recorder	1,351.00	984.00	492.00
06/08/2005	General Ledger	1,351.00	984.00	492.00
	Difference	-	-	-
06/08/2005	Recorder	1,362.00	992.00	496.00
06/09/2005	General Ledger	1,362.00	992.00	496.00
	Difference	-	-	-
06/09/2005	Recorder	1,362.00	992.00	496.00
06/10/2005	General Ledger	1,362.00	992.00	496.00
	Difference	-	-	-
06/10/2005	Recorder	1,368.00	996.00	498.00
06/13/2005	General Ledger	1,368.00	996.00	498.00
	Difference	-	-	-
06/13/2005	Recorder	1,378.00	1,004.00	502.00
06/14/2005	General Ledger	1,378.00	1,004.00	502.00
	Difference	-	-	-
06/14/2005	Recorder	1,573.00	1,160.00	580.00
06/15/2005	General Ledger	1,573.00	1,160.00	580.00
	Difference	-	-	-
06/15/2005	Recorder	1,618.00	1,168.00	584.00
06/16/2005	General Ledger	1,618.00	1,168.00	584.00
	Difference	-	-	-
06/16/2005	Recorder	1,623.00	1,172.00	586.00
06/17/2005	General Ledger	1,623.00	1,172.00	586.00
	Difference	-	-	-

Recorder's Receivable Reconciliation

Jun 2005

<u>Date</u>		<u>General 0001</u>	<u>Doc Storage 0137</u>	<u>GIS 0167</u>
06/17/2005	Recorder	1,623.00	1,172.00	586.00
06/20/2005	General Ledger	1,623.00	1,172.00	586.00
	Difference	-	-	-
06/20/2005	Recorder	1,633.00	1,180.00	590.00
06/21/2005	General Ledger	1,633.00	1,180.00	590.00
	Difference	-	-	-
06/21/2005	Recorder	1,663.00	1,204.00	602.00
06/22/2005	General Ledger	1,663.00	1,204.00	602.00
	Difference	-	-	-
06/22/2005	Recorder	1,663.00	1,204.00	602.00
06/23/2005	General Ledger	1,663.00	1,204.00	602.00
	Difference	-	-	-
06/23/2005	Recorder	1,668.00	1,208.00	604.00
06/24/2005	General Ledger	1,668.00	1,208.00	604.00
	Difference	-	-	-
06/24/2005	Recorder	1,678.00	1,216.00	608.00
06/27/2005	General Ledger	1,678.00	1,216.00	608.00
	Difference	-	-	-
06/27/2005	Recorder	1,678.00	1,216.00	608.00
06/28/2005	General Ledger	1,678.00	1,216.00	608.00
	Difference	-	-	-
06/28/2005	Recorder	1,678.00	1,216.00	608.00
06/29/2005	General Ledger	1,678.00	1,216.00	608.00
	Difference	-	-	-
06/29/2005	Recorder	1,689.00	1,224.00	612.00
06/30/2005	General Ledger	1,689.00	1,224.00	612.00
	Difference	-	-	-
06/30/2005	Recorder	1,689.00	1,224.00	612.00
07/01/2005	General Ledger	1,689.00	1,224.00	612.00
	Difference	-	-	-

PROJECT #	G/L DATE	JOURNAL	TRAN JRN TYPE	TYPE	SOURCE	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT	ACTUAL BALANCE
G/L ACCOUNT NUMBER: 0167 0122-0022									
	6/01/2005	502129	RA	JE	GIS Fd Ch	Due From Recording Chrgs	4.00		474.00
	6/02/2005	502047	RA	JE	GIS Fd Ch	GIS Fund Charges	6.00		478.00
	6/07/2005	502124	RA	JE	GIS Fd Ch	GIS Fund Charges	6.00		484.00
	6/08/2005	502151	RA	JE	GIS Fd Ch	GIS Fund Charges	2.00		490.00
	6/09/2005	502167	RA	JE	GIS Fd Ch	GIS Fund Charges	4.00		492.00
	6/13/2005	502202	RA	JE	GIS Fd Ch	GIS Fund Charges	2.00		496.00
	6/14/2005	502218	RA	JE	GIS Fd Ch	GIS Fund Charges	4.00		498.00
	6/15/2005	502258	RA	JE	GIS Fd Ch	GIS Fund Charges	78.00		502.00
	6/16/2005	502274	RA	JE	GIS Fd Ch	GIS Fund Charges	4.00		580.00
	6/17/2005	502313	RA	JE	GIS Fd Ch	GIS Fund Charges	2.00		584.00
	6/21/2005	502360	RA	JE	GIS Fd Ch	GIS Fund Charges	4.00		586.00
	6/22/2005	502385	RA	JE	GIS Fd Ch	GIS Fund Charges	4.00		590.00
	6/24/2005	502404	RA	JE	GIS Fd Ch	GIS Fund Charges	12.00		602.00
	6/27/2005	502425	RA	JE	GIS Fd Ch	GIS Fund Charges	2.00		604.00
	6/30/2005	502535	RA	JE	GIS Fd Ch	GIS Fund Charges	4.00		608.00
							4.00		612.00
MONTH TOTAL: JUNE							138.00	.00	612.00
MONTH TOTAL: JULY							.00	.00	612.00
Base Acct#/Detl Acct# TOTAL: From Recrd							138.00	.00	612.00
Fund TOTAL							138.00	.00	612.00

STATE STAMP INVENTORY AND RECEIPTS TO GENERAL LEDGER FOR JUNE 2005					
RECORDER					
Inventory as of 5/31/2005	64,641.65	A			66,834.65 I
Inventory Purchases for June 2005	61,204.00	B			61,081.00 J
Less stamps damaged or issued in error for June 2005	(25.50)	C			
Less inventory as of 06/30/2005	(40,383.65)	D			(45,866.15) K
Total Receipts for June 2005	85,436.50	E=SUM(A:D)			
Plus 5/31/2005 Receipts	2,069.50	F			
Less 06/30/2005 Receipts	(5,456.50)	G			
Total	82,049.50	H=SUM(E:G)			82,049.50 M=SUM(I:K)
<p>B = Amount includes an IDOR credit of \$123.00 C = Stamps were voided and will be submitted to IDOR for credit F = Receipts for the last business day of previous month G = Receipts for the last business day of report month Adjustments are made by F & G because the Recorder's daily receipts are not turned into the General Ledger until the next business day. These adjustments must be made in order to balance to the General Ledger.</p>					
DON EVERHART					
CHIEF DEPUTY RECORDER					

Date	End-of-day (EOD) register balance	CREDIT to General Ledger	EOD register +/- (-)	Stamp Purchases
06/01/2005	60,934.15	3,707.50		
06/02/2005	54,943.15	5,991.00		
06/03/2005	49,458.65	5,484.50		
06/06/2005	45,110.65	4,348.00		
06/07/2005	38,509.15	6,601.50		
06/08/2005	35,676.15	2,833.00		
06/09/2005	32,034.15	3,642.00		
06/10/2005	28,633.65	3,400.50		
06/13/2005	23,671.15	4,962.50		
06/14/2005	20,657.65	3,013.50		
06/15/2005	18,000.15	2,657.50		
06/16/2005	76,829.65	2,349.00	25.50	61,204.00
06/17/2005	73,868.15	2,961.50		
06/20/2005	71,306.15	2,562.00		
06/21/2005	64,684.65	6,621.50		
06/22/2005	60,755.65	3,929.00		
06/23/2005	59,030.15	1,725.50		
06/24/2005	55,568.65	3,461.50		
06/27/2005	53,005.15	2,563.50		
06/28/2005	47,213.15	5,792.00		
06/29/2005	45,840.15	1,373.00		
06/30/2005	40,383.65	5,456.50		
June Total:		85,436.50	25.50	61,204.00

Day Average: 3,883.48

**DON EVERHART
CHIEF DEPUTY RECORDER**

don.everhart:
\$ 123.00 IDOR credit (May 31, 2005)
\$ 61081.00 purchase
NOTE: 0.50 cent remaining credit with IDOR

don.everhart:
Stamp issued in excess. Stamp voided & will be submitted to IDOR for credit.

2005

MONTH OF JUNE

DATE	(A) ASCENDING REGISTER	(B) DESCENDING REGISTER	(C) TOTAL OF COLUMNS (A) AND (B)
6/1	91355485	6093415	
6/2	91954585	5494315	
6/3	92503035	4945865	
6/6	92937835	4511065	
6/7	93597985	3850915	
6/8	93881285	3567415	
6/9	94245485	3203415	
6/10	94585535	2863365	
6/13	95081785	2367115	
6/14	95383135	2065765	
6/15	95648885	1800015	
6/16	9595684985	7884315	403569300
6/16	95886335	7682965	
6/17	96182485	7386815	
6/20	964938685	7130615	
6/21	97100835	6468465	
6/22	97493735	6075565	
6/23	97660285	5903015	
6/24	98012435	5556865	
6/27	98268785	5300515	
6/28	98847985	4721315	
6/29	98985285	4584015	
6/30	99530935	4038365	

2005

MONTH OF May

DATE	(A) ASCENDING REGISTER	(B) DESCENDING REGISTER	(C) TOTAL OF COLUMNS (A) AND (B)
5/23	83773585	3552315	3999115
5/23	84545585	2780315	
5/23	85123636	2202265	
5/23	85481785	1844115	
5/23	85518785	6743715	392262500
5/23	85885135	6377365	
5/23	86234485	6028015	
5/23	86483885	5778015	
5/23	86854085	5408415	
5/23	87105635	5156865	
5/23	87298035	4964465	
5/23	87408335	4854165	
5/23	87681435	4581065	
5/23	87818335	4444165	
5/23	88086685	4175815	
5/23	88360835	3901665	
5/23	89052935	329565	
5/23	89670735	2591765	
5/23	90080535	2181965	
5/23	90548185	1714315	
5/23	90765435	6683465	
5/23	90984735	6464165	

METER RECORD BOOK (STATE REVENUE STAMPS) FOR MAY 2005 AND JUNE 2005

PROJECT #	G/L DATE	JOURNAL	TRAN JRN	TYPE	SOURCE	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT	ACTUAL BALANCE
G/L ACCOUNT NUMBER: 0151 0126-0001									
	6/01/2005	502129	RA	JE	Sale	Inventory			66,834.65
	6/02/2005	502047	RA	JE	Reven	Sale Revenue		2,069.50	64,765.15
	6/03/2005	502066	RA	JE	Reven	Sale Revenue		3,707.50	61,057.65
	6/06/2005	502093	RA	JE	Reven	Sale Revenue		5,991.00	55,066.65
	6/07/2005	502124	RA	JE	Reven	Sale Revenue		4,484.50	49,582.15
	6/08/2005	502151	RA	JE	Reven	Sale Revenue		4,348.00	45,234.15
	6/09/2005	502167	RA	JE	Reven	Sale Revenue		6,601.50	38,632.65
	6/10/2005	502185	RA	JE	Reven	Sale Revenue		2,833.00	35,799.65
	6/13/2005	502202	RA	JE	Reven	Sale Revenue		3,642.00	32,157.65
	6/14/2005	502218	RA	JE	Reven	Sale Revenue		3,400.50	28,757.15
	6/15/2005	502219	AP	JE	Acctspaybl	ILLINOIS D RECORDER/REAL	61,081.00	4,962.50	23,794.65
	6/16/2005	502258	RA	JE	Reven	Sale Revenue		3,013.50	84,875.65
	6/17/2005	502274	RA	JE	Reven	Sale Revenue		81,862.15	81,862.15
	6/20/2005	502313	RA	JE	Reven	Sale Revenue		2,657.50	79,204.65
	6/20/2005	502335	RA	JE	Reven	Sale Revenue		2,349.00	76,855.65
	6/21/2005	502360	RA	JE	Reven	Sale Revenue		2,961.50	73,894.15
	6/22/2005	502385	RA	JE	Reven	Sale Revenue		2,562.00	71,332.15
	6/23/2005	502396	RA	JE	Reven	Sale Revenue		6,621.50	64,710.65
	6/24/2005	502404	RA	JE	Reven	Sale Revenue		3,929.00	60,781.65
	6/27/2005	502425	RA	JE	Reven	Sale Revenue		1,725.50	59,056.15
	6/28/2005	502453	RA	JE	Reven	Sale Revenue		3,461.50	55,594.65
	6/29/2005	502500	RA	JE	Reven	Sale Revenue		2,563.50	53,031.15
	6/30/2005	502535	RA	JE	Reven	Sale Revenue		5,792.00	47,239.15
		502599	AP	JE	Acctspaybl	ILLINOIS D RECORDER/REAL	63,843.00	1,373.00	45,866.15
MONTH TOTAL: JUNE							124,924.00	82,049.50	109,709.15
	7/01/2005	502544	RA	JE	Sale	Revenue		5,456.50	104,252.65
MONTH TOTAL: JULY							.00	5,456.50	104,252.65
Base Acct#/Detl Acct# TOTAL: Supplies							124,924.00	87,506.00	104,252.65
Fund TOTAL							124,924.00	87,506.00	104,252.65



H. LEE NEWCOM
COUNTY RECORDER

115 East Washington Street, Room M-104 • PO Box 2400 • Bloomington, Illinois 61702-2400
Phone (309) 888-5170 • Fax (309) 888-5927
Email: recorder@mcleancountyil.gov • Website: www.mcleancountyil.gov/recorder

July 15, 2005

Re: G/L Acct #: 0151 0126-0001
Journal Entry #: 502599
Entry Date: 06/30/2005

The debited amount of \$63,843.00 was erroneously given a journal entry date of June 30, 2005 by the Auditor's office. Per the Auditor's office, a G/L date cannot be changed.

The actual invoice date for check # 104395 is July 05, 2005.

Don Everhart
Chief Deputy

7/1

Bank

-Di

Vendor Number : 2396 ILLINOIS DEPT. OF REVENUE
Vendor Invoice : XXX0500007260
Shipper Number :
Invoice Date : 7/05/2005
Invoice Due Date : 7/07/2005
Invoice Description . . : RECORDER/REAL ESTATE STAMPS
Invoice Amount : 63,843.00
Freight Amount :
Invoice Discount Amount:
Invoice Terms :
State Tax Amount :
County Tax Amount :
City Tax Amount :
Paying Bank : 1A BANK ONE A
Invoice Status :
Vendor Mail Code :
Pay Code/Date/Num/Type : 1 7/07/2005 104395 CHECK
General Ledger Date . . : 6/30/2005

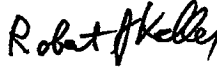
F14=Invoice Items F15=G/L Distributions F24=Documents

-F3 -F3=Exit , F7=Full Exit , F12=Cancel-----

Memorandum

To: Honorable Members of the McLean County Board Finance Committee

From: Robert J. Keller, Director



Date: July 15, 2005

Re: FY05 Bioterrorism Supplemental Awards

The McLean County Health Department was notified during late June and early July by the Illinois Department of Public Health of two supplemental bioterrorism awards:

\$49,428

An award of \$49,428 was allocated from funds unexpended by IDPH at the state level. This is part of a statewide award to local health departments based upon population and risk profile. The funds are to be expended for bioterrorism and other public health emergency preparation. The majority of funds will be used to purchase contractual Web-based services to utilize hospital ICD9 codes to conduct syndromic surveillance for McLean County. \$21,000 of the funds will be used to establish contracts for the McLean County Health Department and subcontracts to develop links with both BroMenn and St. Joseph's Medical Center for the Real-Time Outbreak and Disease Surveillance (RODS) system. The system, administered by the University of Pittsburgh, will develop reports and track unusual disease clusters. \$4,000 of the supplemental award will be set aside for training to be held in Pittsburg for two Health Department staff. \$14,000 of the total will be used to purchase Starcom 21 radios for selected areas of the department. These radios will link with the County's overall emergency communications system. Amounts set aside within the salary lines will be used to record a variety of staff time for public health competency reassessment under the IDPH Learning Management System (LMS). This will involve reassessing approximately 85 staff. Funds also will be used to conduct two local training workshops on the national Incident Command System.

\$20,000

An award of \$20,000 was made by the Illinois Department of Public Health to hold a second regional risk communication media training. The firm of Golin-Harris has been retained to conduct the training. In addition to the presentation contract, funding is used to secure conference space and staff time assigned to the project. The Health Department arranged a similar training exercise in 2004.

For personal services resources expended, no FTE resolution amendment is being sought. Existing staff are assigned to the project and their prorated compensation charged to the fund and supplemental grant.

An Ordinance of the McLean County Board
Amending the 2005 Combined
Appropriation and Budget Ordinance for Fund 0107

WHEREAS, Chapter 55, Section 5/6-1003 of the Illinois Compiled Statutes (1992) allows the County Board to approve appropriations in excess of those authorized by the budget; and,

WHEREAS, the McLean County Health Department has requested an amendment to the McLean County Fiscal Year 2005 appropriation in Fund 0107 AIDS/Communicable Disease Prevention, and the Board of Health and Finance Committee concur; and,

WHEREAS, the County Board concurs that it is necessary to approve such amendment, now, therefore,

BE IT ORDAINED AS FOLLOWS:

1. That the Treasurer is requested to increase revenue line 0407-0072 Bioterrorism Grant - in Fund 0107, Department 0061, Program 0062, by \$69,428 from \$175,307 to \$244,735.
2. That the County Auditor is requested to increase the appropriations of the following line - item accounts in Fund 0107, Department 0061, Program 0062, AIDS/Communicable Disease Prevention as follows:

LINE	DESCRIPTION	PRESENT AMOUNT	INCREASE (DECREASE)	NEW AMOUNT
0503-0001	Full Time Employees	\$ 52,123	\$ 4,842	\$ 56,965
0599-0001	County IMRF Contrib.	\$ 6,503	\$ 443	\$ 6,946
0599-0003	Social Security Contrib.	\$ 7,653	\$ 350	\$ 8,003
0612-0001	Books/Videos	\$ 208	\$ 1,100	\$ 1,308
0620-0001	OP/Office Supplies	\$ 600	\$ 313	\$ 913
0621-0001	Non-Major Equipment	\$ 265	\$ 6,800	\$ 7,065
0630-0001	Postage	\$ 3,000	\$ 30	\$ 3,030
0706-0001	Contract Services	\$ 15,000	\$ 37,500	\$ 52,500
0718-0001	Schooling & Conferences	\$ 15,000	\$ 4,050	\$ 19,050
0839-0001	Radio Equipment	\$ 0	\$ 14,000	\$ 14,000
TOTALS:		\$100,352	\$ 69,428	\$169,780

3. That the County Clerk shall provide a copy of this ordinance to the County Administrator, County Treasurer, County Auditor, and the Director of the Health Department.

Adopted by the County Board of McLean County this _____ day of _____, 2005.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of
the McLean County Board of
the County of McLean

Michael F. Sweeney Chairman of the
McLean County Board



PeggyAnn Milton
McLean County Clerk

(309) 888-5190
Fax (309) 888-5932
115 E Washington Street, Room 102
PO Box 2400
Bloomington, IL 61702-2400
Website: www.mcleancountyil.gov/countyclerk

DATE: July 8, 2005
TO: Finance Committee Members
FROM: PeggyAnn Milton
RE: Federal Grant Reporting and Segregation of Duties

Wanted to touch base with you regarding the recommendations received from Clifton Gunderson.

Federal Grant Reporting

Due to the implementation of HAVA (Help America Vote Act), 2004 was the first year for the County Clerk's office to apply for and receive grants. We had a learning curve while educating our office on the proper handling of grants. It was our understanding that it was acceptable to write a check to the Public Building Commission to reimburse them for ADA alterations to our building, yet we now understand all grant funds must be recorded in the County's general ledger. All future grants will be recorded in the County's general ledger.

We pointed out to the outside auditor that a grant check was received in late 2004 and deposited in early 2005. We both agreed that this was an oversight. This should not happen in the future.

Segregation of Duties

It has always been our practice that all deputy clerks have the capability to handle the receipt of cash when serving a customer, not only two key clerks as indicated. Each year we asked the outside auditor if our office duties were sufficiently segregated and they confirmed they were. We set up our office policy based on the suggestions they gave us. Various deputy clerks collect fees, one person balances receipts and prepares the deposit, and another handles the banking duties. This has been our practice for the past six years. This year, when discussing our process that was previously approved by the outside auditor, the outside auditor advised us that they would like for another person who does not receive and record payments to actually balance the checkbook. We immediately implemented their new recommendation.

It is my goal to ensure our office is always accountable and handles every County Clerk duty according to statute and appropriate accounting methods.

If you have any questions please let me know. You are always welcome in the County Clerk's office.

"We look forward to serving you."

We've moved to:

Government Center
115 E Washington Street, Room 102
PO Box 2400
Bloomington, IL 61702-2400
www.mcleancountyil.gov/countyclerk
peggyann.milton@mcleancountyil.gov



PeggyAnn Milton
McLean County Clerk
(309) 888-5190
Fax (309) 888-5932
Tax Administration (309) 888-5187
Elections Administration (309) 888-5186
104 W. Front Street, Room 704 • P.O. Box 2400 • Bloomington, IL 61702-2400
E-mail: peggyann@mclean.gov Website: www.mclean.gov/countyclerk

Birth Record Requests in the County Clerk's Office

The County Clerk is an official custodian of vital records in McLean County. It is our responsibility and duty to:

- Protect the integrity of the vital records.
- Issue Certified copies of birth records.
- Alphabetize, file in binders, and maintain such records in a safe place.
- Insure the proper use and administration of the vital records system, including access to the vital records and their indexes.
- Issue birth index numbers as provided by the State.
- Make all corrections as provided by the State on birth records.
- Make all legal name changes as provided by the State on birth records.
- Return to the State the original birth record of adoptions and replace it with the newly issued birth record.
- Record the dates of death on birth records of deceased persons.
- Flag birth records of runaways or children in potential danger when notified by the State to do so and contact I-Search if the record is requested.
- Assist with and provide paperwork for birth record corrections, delayed records of birth, voluntary acknowledgements of paternity, rescissions voluntary acknowledgement of paternity, and child legitimations.
- Record that a record was accessed on all birth records of a deceased person requested and report each such request to the Illinois Department of Public Aid.
- Create a detailed genealogical Index of all births prior to 1916, which is available on the County Clerk's website.
- Certify searches of records requested and not found in McLean County.
- Return all vital record applications received which do not include all of the required information or are from a requestor who does not meet the eligibility requirements for obtaining a specific record.

Guidelines established by the Illinois Compiled Statutes (410 ILCS 535/23-25 – see copy attached) determine who is able to obtain copies of each type of vital record. Attached is our application for Vital Records which includes, on the reverse side, the guidelines for obtaining each type of record.

A customer requesting a certified copy of a birth record from the County Clerk's office must make their request in writing. This may be accomplished in one of three ways:

1. In person at the County Clerk's office where the customer must:
 - Meet the statutory guidelines for who is required to access the record (See reverse side of attached Vital Records Application).
 - Complete the application requiring the name and date of birth on the record, mother's maiden name, father's name, and written signature.
 - Provide proper identification (a valid, state-issued driver's license, ID card, signed, state-issued firearm owner's card, federal military ID, or US issued passport in English).
2. Through the mail where the customer must:
 - Meet the statutory guidelines for who is required to access the record.
 - Provide the name and date of birth on the record, mother's maiden name, father's name, written signature, and copy of a signature ID (i.e., any form of identification with their signature on it).
3. *By fax or e-mail after receiving confirmation of their payment online using our Illinois E-Pay website (see copy attached) where the customer must:
 - Meet the statutory guidelines for who is required to access the record.
 - Provide the name and date of birth on the record, mother's maiden name, father's name, and a faxed signed confirmation page including a copy of a photo ID that displays their signature (state-issued driver's license or ID, state-issued firearm owner's card, Federal military ID, or US issued passport in English).

*The total number of vital records requested online through the County Clerk's E-Pay website for the month of June was 77.

A customer requesting a certified copy of a birth record of a deceased person must complete a separate application which includes the death information of the decedent and they must also provide proof of death for all birth records 75 or fewer years old. (See attached Application for Search of Birth Record Files of Deceased Person.)

Application for Certified Copy of Vital Record



Peggy Ann Milton, County Clerk
 Government Center
 115 E Washington Street, Room 102
 PO Box 2400
 Bloomington IL 61702-2400
 Phone: (309) 888-5190
 Fax: (309) 888-5932
 www.mcleancountyil.gov/countyclerk
 E-Mail: peggyann.milton@mcleancountyil.gov

Please Note:

The fee for a vital record is \$10.00 for Birth, Marriage, or Death. This includes the search and the first certified copy. Each additional certified copy of the same record is \$4.00 for Birth or Marriage, and \$6.00 for Death. If the record is searched and not located the original search fee of \$10.00 still applies. Genealogical record fees are the same. Birth Records are available from 1860, Marriage Records from 1831, and Death Records from 1878.

A COPY OF A SIGNATURE ID IS REQUIRED WITH ALL MAIL REQUESTS PLEASE MAKE CHECK PAYABLE TO: McLean County Clerk

Please Check the Type or Types of Records Requested
 Then Fill out the Appropriate Sections Below

BIRTH: MARRIAGE:
 DEATH:

Birth		Number of Copies:
Name on Record		
Date of Birth		
Mother's Maiden Name		
Father's Name		
Requested By	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Self <input type="checkbox"/> Agent Other _____	

Marriage (License and/or Application)		Number of Copies: Lic. ___ App. ___
Applications can only be acquired by Bride or Groom		
Date of Marriage		
Groom's Name		
Bride's Maiden Name		
Requested By	<input type="checkbox"/> Bride <input type="checkbox"/> Groom Other _____	

Death		Number of Copies:
Name on Record		
Date of Death		
Requested By	<input type="checkbox"/> Spouse Other _____ Intended Use _____	

I, the undersigned Applicant, swear or affirm that I have completed the foregoing Application for a Certified Copy of a Vital Record and that my relationship to the individual whose name appears on the record requested is correct as stated in said Application.

Applicant's Signature _____

Driver's License Number _____

Date _____

E-Mail Address _____

Address To Which Vital Record Should Be Mailed	
Name	_____
Address	_____
City, State, Zip	_____

Receipt Number (For Office Use Only) _____

VITAL RECORDS GUIDELINES

Under Illinois State Law (410 ILCS 535-Vital Records Act) only specific individuals are eligible to receive birth, death or marriage certificates. The McLean County Clerk's Office will issue certificates to authorized individuals **ONLY**. To do otherwise is a violation of Illinois Law. Vital Records are not considered public information, nor are they subject to the Freedom of Information Act.

To obtain a Certified Birth Record, you must be:

- Of legal age (18 or an emancipated minor) if requesting your own.
- The mother of the child whose certificate is being requested.
- The father of the child, **if listed** on the certificate.
- A legal Guardian with certified **Court** documentation to support this.
- An Agent having a **Notarized** letter from any of the above, authorizing your access to the record.
- Other legal representative, i.e. attorney acting on behalf of a person, an agent authorized by a Power of Attorney, an agent approved by the State Registrar as a legal representative.

NOTE: If the record has been on file for 75 years **anyone** is able to receive a copy stamped "For Genealogical Purposed Only" (non-certified).

To obtain a Certified Birth Record of a Deceased person, please see separate form.

To obtain a Certified Death Record, you must be:

- Executor or Administrator of decedent's estate.
- The informant listed on the Death Certificate.
- The next of kin.
- Someone who has a personal or property right interest in the record.

For genealogical purposes the death certificate must be on file for at least 20 years.

To obtain a Certified Marriage License, you must be:

- Front of License; anyone is allowed to request a copy of the license.
- Back of License; bride and groom only for the first 50 years.
- Back of License; anyone for genealogical purposes after 50 years.

To obtain a Certified Marriage Application, you must be:

- The Bride or Groom

NOTE: Photo identification is required for all records.

The fee is \$10.00 for the first certified copy of each birth or marriage record and \$4.00 for each additional certified copy of the same record. The fee is \$10.00 for the first certified copy of each death record and \$6.00 for each additional certified copy of the same record. Genealogical record fees are the same. If the record is searched and not located, the original search fee of \$10.00 still applies.

Application for Search of Birth Record Files of Deceased Person



Peggy Ann Milton, County Clerk
 Government Center
 115 E Washington Street, Room 102
 PO Box 2400
 Bloomington IL 61702-2400
 Phone: (309) 888-5190
 Fax: (309) 888-5932
 www.mcleancountyil.gov/countyclerk
 E-Mail: peggyann.milton@mcleancountyil.gov

Please Note:

The Fee is \$10.00 for the first certified copy of each record and \$4.00 for each additional certified copy of the same record. There is a \$10.00 search fee for records searched, yet not located.

A COPY OF A SIGNATURE ID IS REQUIRED WITH ALL MAIL REQUESTS PLEASE MAKE CHECK PAYABLE TO: McLean County Clerk

This application form is prescribed and furnished by the Illinois Department of Public Health as set forth in 410 ILCCS 535/25.1

Section A - Birth Information

1. Name at Birth	First	Middle	Last
2. Place of Birth	Hospital	City or Town	County
3. Date of Birth	Month	Day	Year
	Sex		Birth Number (If Known)
	Male <input type="checkbox"/> Female <input type="checkbox"/>		
4. Father's Full Name	First	Middle	Last
5. Mother's Full Name	First	Middle	Last
			Mother's Maiden Surname

Section B - Death Information

1.	Full Legal Name At Death (First, Middle, Last)
2.	For Female Decedents, Maiden Surname
3.	Date of Death (Month/Day/Year)
4.	Place of Death (City, State)
5.	Relationship to Decedent

Section C - Applicant Information

1.	Name (First, Middle, Last)
2.	Street Address
3.	City, State, Zip
4.	Social Security Number
5.	Driver's License Number/State

I affirm under the penalties of perjury, that the representations made on this application are true to the best of my knowledge and belief.

Date:	()	Work Telephone:
Written Signature:	()	Home Telephone:

You Must Include Proof of Death
ON BIRTH RECORDS 75 YEARS AND UNDER
PLEASE MAKE CHECK PAYABLE TO: McLean County Clerk

410 ILCS 535/25.1 (Effective July1, 1997) [Death to be noted in birth certificate record; copy of birth certificate; request forms]

- (a) When the State Registrar of Vital Records receives or prepares a death certificate the Registrar shall make an appropriate notation in the birth certificate record of that person that the person is deceased. The Registrar shall also notify the appropriate municipal or county custodian of such birth record that the person is deceased, and such custodian shall likewise make an appropriate notation in its records.
- (b) In response to any inquiry, the Registrar or a custodian shall not provide a copy of a birth certificate or information concerning the birth record of any deceased person except as provided in this subsection (b) or as otherwise provided in this Act or as approved by the Department. When a copy of the birth certificate of a deceased person is requested, the Registrar or custodian shall require the person making the request to complete an information form, which shall be developed and furnished by the Department and shall include, at a minimum, the name, address, telephone number, social security number and driver's license number of the person making the request. Before furnishing the copy, the custodian shall prominently stamp on the copy the word "DECEASED" and write or stamp on the copy the date of death of the deceased person. The custodian shall retain the information form completed by the person making the request, and note on the birth certificate record that such a request was made. The custodian shall make the information form available to the Department of State Police or any local law enforcement agency upon request. A city or county custodian shall promptly submit copies of all completed forms to the Registrar.
- (c) The Registrar shall furnish, no later than 60 days after receipt of a form used to request a birth certificate record of a deceased person, a copy of the form and a copy of the corresponding birth certificate record to the Illinois Department of Public Aid and the Department of Human Services. The Illinois Department of Public Aid and the Department of Human Services shall, upon receipt of such information, check their records to ensure that no claim for public assistance under the Illinois Public Aid Code [305 ILCS 5/1-1 et seq.] is being made either by a person purporting to be the deceased person or by any person on behalf of the deceased person.

SPECIMEN COPY- DECEASED STAMP AS USED BY THE DIVISION OF VITAL RECORDS

DECEASED

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State Registrar ate Registrar of mmary descrip-

tion to the custodian of any permanent local records and such records shall be amended accordingly.

Laws 1961, p. 2935, § 22, eff. Jan. 1, 1962. Amended by Laws 1963, p. 3205, § 1, eff. Aug. 19, 1963; P.A. 76-678, § 1, eff. Aug. 7, 1969; P.A. 79-412, § 1, eff. Oct. 1, 1975; P.A. 83-100, § 1, eff. Jan. 1, 1984; P.A. 84-1480, § 4, eff. May 1, 1987; P.A. 89-6, § 33, eff. March 6, 1995; P.A. 89-257, § 5, eff. Jan. 1, 1996; P.A. 89-626, Art. 2, § 2-61, eff. Aug. 9, 1996; P.A. 89-641, § 20, eff. Aug. 9, 1996; P.A. 90-18, § 75, eff. July 1, 1997.

Formerly Ill.Rev.Stat.1991, ch. 111½, ¶ 73-22.

1305 ILCS 5/1-1 et seq.

For emergency rules to implement the amendatory changes of P.A. 90-18, see note following 410 ILCS 535/11.

535/23. Custodians of records

§ 23. The State Registrar of Vital Records, local registrars, and county clerks, are hereby declared official custodians of vital records in this State, and shall maintain such records in a safe place.

Laws 1961, p. 2935, § 23, eff. Jan. 1, 1962. Amended by P.A. 76-678, § 1, eff. Aug. 7, 1969.

Formerly Ill.Rev.Stat.1991, ch. 111½, ¶ 73-23.

535/24. Access to vital records

§ 24. (1) To protect the integrity of vital records, to insure their proper use, and to insure the efficient and proper administration of the vital records system, access to vital records, and indexes thereof, including vital records in the custody of local registrars and county clerks originating prior to January 1, 1916, is limited to the custodian and his employees, and then only for administrative purposes, except that the indexes of those records in the custody of local registrars and county clerks, originating prior to January 1, 1916, shall be made available to persons for the purpose of genealogical research. Original, photographic or microphotographic reproductions of original records of births 100 years old and older and deaths 50 years old and older, and marriage records 75 years old and older on file in the State Office of Vital Records and in the custody of the county clerks may be made available for inspection in the Illinois State Archives reference area, Illinois Regional Archives Depositories, and other libraries approved by the Illinois State Registrar and the Director of the Illinois State Archives, provided that the photographic or microphotographic copies are made at no cost to the county or to the State of Illinois. It is unlawful for any custodian to permit inspection of, or to disclose information contained in, vital records, or to copy, or permit to be copied, all or part of any such record except as authorized by this Act or regulations adopted pursuant thereto.

(2) The State Registrar of Vital Records, or his agent, and any municipal, county, multi-county, public health district, or regional health officer recognized by the Department may examine vital records for the purpose only of carrying out the public health programs and responsibilities under his jurisdiction.

(3) The State Registrar of Vital Records, may disclose, or authorize the disclosure of, data contained in the vital records when deemed essential for bona fide research purposes which are not for private gain.

This amendatory Act of 1973 does not apply to any home rule unit.

(4) The State Registrar shall exchange with the Illinois Department of Public Aid information that may be necessary

for the establishment of paternity and the establishment, modification, and enforcement of child support orders entered pursuant to the Illinois Public Aid Code, ¹ the Illinois Marriage and Dissolution of Marriage Act, ² the Non-Support of Spouse and Children Act, ³ the Non-Support Punishment Act, ⁴ the Revised Uniform Reciprocal Enforcement of Support Act, ⁵ the Uniform Interstate Family Support Act, ⁶ or the Illinois Parentage Act of 1984. ⁷ Notwithstanding any provisions in this Act to the contrary, the State Registrar shall not be liable to any person for any disclosure of information to the Illinois Department of Public Aid under this subsection or for any other action taken in good faith to comply with the requirements of this subsection.

Laws 1961, p. 2935, § 24, eff. Jan. 1, 1962. Amended by Laws 1967, p. 2514, § 1, eff. July 31, 1967; P.A. 76-678, § 1, eff. Aug. 7, 1969; P.A. 78-633, § 1, eff. Oct. 1, 1973; P.A. 85-232, § 1, eff. Jan. 1, 1988; P.A. 86-572, § 1, eff. Jan. 1, 1990; P.A. 87-1058, § 2, eff. Jan. 1, 1993; P.A. 90-18, § 75, eff. July 1, 1997; P.A. 91-613, § 940, eff. Oct. 1, 1999.

Formerly Ill.Rev.Stat.1991, ch. 111½, ¶ 73-24.

1305 ILCS 5/1-1 et seq.

2750 ILCS 5/101 et seq.

3750 ILCS 15/1 et seq.

4750 ILCS 16/1 et seq.

5750 ILCS 20/1 et seq.

6750 ILCS 22/100 et seq.

7750 ILCS 45/1 et seq.

535/24.1. Vital records information; availability

§ 24.1. Any information contained in the vital records shall be made available to the Department of Public Health pursuant to the Illinois Health and Hazardous Substances Registry Act.¹

Laws 1961, p. 2935, § 24.1, added by P.A. 83-1361, Art. II, § 5, eff. Sept. 10, 1984.

Formerly Ill.Rev.Stat.1991, ch. 111½, ¶ 73-24.1.

1410 ILCS 525/1 et seq.

535/25. Search of files; certification of records; fee; conditions

§ 25. In accordance with Section 24 of this Act, and the regulations adopted pursuant thereto:

(1) The State Registrar of Vital Records shall search the files of birth, death, and fetal death records, upon receipt of a written request and a fee of \$10 from any applicant entitled to such search. A search fee shall not be required for commemorative birth certificates issued by the State Registrar. If, upon search, the record requested is found, the State Registrar shall furnish the applicant one certification of such record, under the seal of such office. If the request is for a certified copy of the record an additional fee of \$5 shall be required. If the request is for a certified copy of a death certificate or a fetal death certificate, an additional fee of \$2 is required. The additional fee shall be deposited into the Death Certificate Surcharge Fund. A further fee of \$2 shall be required for each additional certification or certified copy requested. If the requested record is not found, the State Registrar shall furnish the applicant a certification attesting to that fact, if so requested by the applicant. A further fee of \$2 shall be required for each additional certification that no record has been found.

Any local registrar or county clerk shall search the files of birth, death and fetal death records, upon receipt of a written request from any applicant entitled to such search. If upon search the record requested is found, such local registrar or

county clerk shall furnish the applicant one certification or certified copy of such record, under the seal of such office, upon payment of the applicable fees. If the requested record is not found, the local registrar or county clerk shall furnish the applicant a certification attesting to that fact, if so requested by the applicant and upon payment of applicable fee. The local registrar or county clerk must charge a \$2 fee for each certified copy of a death certificate. The fee is in addition to any other fees that are charged by the local registrar or county clerk. The additional fees must be transmitted to the State Registrar monthly and deposited into the Death Certificate Surcharge Fund. The local registrar or county clerk may charge fees for providing other services for which the State Registrar may charge fees under this Section.

A request to any custodian of vital records for a search of the death record indexes for genealogical research shall require a fee of \$10 per name for a 5 year search. An additional fee of \$1 for each additional year searched shall be required. If the requested record is found, one uncertified copy shall be issued without additional charge.

Any fee received by the State Registrar pursuant to this Section which is of an insufficient amount may be returned by the State Registrar upon his recording the receipt of such fee and the reason for its return. The State Registrar is authorized to maintain a 2 signature, revolving checking account with a suitable commercial bank for the purpose of depositing and withdrawing-for-return cash received and determined insufficient for the service requested.

No fee imposed under this Section may be assessed against an organization chartered by Congress that requests a certificate for the purpose of death verification.

(2) The certification of birth may contain only the name, sex, date of birth, and place of birth, of the person to whom it relates, the name, age and birthplace of the parents, and the file number; and none of the other data on the certificate of birth except as authorized under subsection (5) of this Section.

(3) The certification of death shall contain only the name, Social Security Number, sex, date of death, and place of death of the person to whom it relates, and file number; and none of the other data on the certificate of death except as authorized under subsection (5) of this Section.

(4) Certification or a certified copy of a certificate shall be issued:

(a) Upon the order of a court of competent jurisdiction; or

(b) In case of a birth certificate, upon the specific written request for a certification or certified copy by the person, if of legal age, by a parent or other legal representative of the person to whom the record of birth relates, or by a person having a genealogical interest; or

(c) Upon the specific written request for a certification or certified copy by a department of the state or a municipal corporation or the federal government; or

(d) In case of a death or fetal death certificate, upon specific written request for a certified copy by a person, or his duly authorized agent, having a genealogical, personal or property right interest in the record.

A genealogical interest shall be a proper purpose with respect to births which occurred not less than 75 years and deaths which occurred not less than 20 years prior to the date of written request. Where the purpose of the request is a genealogical interest, the custodian shall stamp the certification or copy with the words, FOR GENEALOGICAL PURPOSES ONLY.

(5) Any certification or certified copy issued pursuant to this Section shall show the date of registration; and copies issued from records marked "delayed," "amended," or "court order" shall be similarly marked and show the effective date.

(6) Any certification or certified copy of a certificate issued in accordance with this Section shall be considered as prima facie evidence of the facts therein stated, provided that the evidentiary value of a certificate or record filed more than one year after the event, or a record which has been amended, shall be determined by the judicial or administrative body or official before whom the certificate is offered as evidence.

(7) Any certification or certified copy issued pursuant to this Section shall be issued without charge when the record is required by the United States Veterans Administration or by any accredited veterans organization to be used in determining the eligibility of any person to participate in benefits available from such organization. Requests for such copies must be in accordance with Sections 1 and 2 of "An Act to provide for the furnishing of copies of public documents to interested parties," approved May 17, 1935, as now or hereafter amended. 1

(8) The National Vital Statistics Division, or any agency which may be substituted therefor, may be furnished such copies or data as it may require for national statistics; provided that the State shall be reimbursed for the cost of furnishing such data; and provided further that such data shall not be used for other than statistical purposes by the National Vital Statistics Division, or any agency which may be substituted therefor, unless so authorized by the State Registrar of Vital Records.

(9) Federal, State, local, and other public or private agencies may, upon request, be furnished copies or data for statistical purposes upon such terms or conditions as may be prescribed by the Department.

(10) The State Registrar of Vital Records, at his discretion and in the interest of promoting registration of births, may issue, without fee, to the parents or guardian of any or every child whose birth has been registered in accordance with the provisions of this Act, a special notice of registration of birth.

(11) No person shall prepare or issue any certificate which purports to be an original, certified copy, or certification of a certificate of birth, death, or fetal death, except as authorized in this Act or regulations adopted hereunder.

(12) A computer print-out of any record of birth, death or fetal record that may be certified under this Section may be used in place of such certification and such computer print-out shall have the same legal force and effect as a certified copy of the document.

(13) The State Registrar may verify from the information contained in the index maintained by the State Registrar the authenticity of information on births, deaths, marriages and dissolution of marriages provided to a federal agency or a public agency of another state by a person seeking benefits or employment from the agency, provided the agency pays a fee of \$10.

(14) The State Registrar may issue commemorative birth certificates to persons eligible to receive birth certificates under this Section upon the payment of a fee to be determined by the State Registrar.

Laws 1961, p. 2935, § 25, eff. Jan. 1, 1962. Amended by Laws 1963, p. 3205, § 1, eff. Aug. 19, 1963; Laws 1965, p. 833, § 1, eff. July 1, 1965; Laws 1965, p. 2362, § 1, eff. Aug. 2, 1965; Laws 1967, p. 227, § 1, eff. July 1, 1967; P.A. 76-678, § 1, eff. Aug. 7, 1969; P.A. 79-412, § 1, eff. Oct. 1, 1975; P.A. 81-652, § 2, eff. Jan. 1, 1980; P.A. 83-100, § 1, eff. Jan. 1, 1984; P.A. 83-345, § 66, eff. Sept. 14, 1983; P.A. 83-1362,

Art. II, § 17, 1985; § 4, eff. P.A. 90-1-1 July 30, 19 Formerly 1330 ILC

535/25.1.

§ 25.1. receives o make an ; of that pe shall also an of such custodian records.

(b) In r an shall n tion conce except as provided When a c requested son makin which sha and shall phone nu number o ing the cc copy the c an shall re making th that such informatio or any loc county cus ed forms t

(c) The receipt of a decease correspon ment of P The Illinois Human S check thei tance und either by by any pe Laws 196 Sept. 1, 1 eff. July 1, Formerly 1305 ILC

535/25.5.

§ 25.5. al \$2 fee death cert cate Surc. treasury. amendator January 1. until July

Art. II, § 116, eff. Sept. 11, 1984; P.A. 84-491, § 1, eff. Sept. 17, 1985; P.A. 84-1480, § 4, eff. May 1, 1987; P.A. 85-1261, § 4, eff. Aug. 30, 1988; P.A. 87-1058, § 2, eff. Jan. 1, 1993; P.A. 90-144, § 49, eff. July 23, 1997; P.A. 91-382, § 5, eff. July 30, 1999; P.A. 92-141, § 5, eff. July 24, 2001.

Formerly Ill.Rev.Stat.1991, ch. 111½, ¶ 73-25.

1330 ILCS 70/1 and 70/2.

535/25.1. Notation of death in birth certificate record

§ 25.1. (a) When the State Registrar of Vital Records receives or prepares a death certificate the Registrar shall make an appropriate notation in the birth certificate record of that person that the person is deceased. The Registrar shall also notify the appropriate municipal or county custodian of such birth record that the person is deceased, and such custodian shall likewise make an appropriate notation in its records.

(b) In response to any inquiry, the Registrar or a custodian shall not provide a copy of a birth certificate or information concerning the birth record of any deceased person except as provided in this subsection (b) or as otherwise provided in this Act or as approved by the Department. When a copy of the birth certificate of a deceased person is requested, the Registrar or custodian shall require the person making the request to complete an information form, which shall be developed and furnished by the Department and shall include, at a minimum, the name, address, telephone number, social security number and driver's license number of the person making the request. Before furnishing the copy, the custodian shall prominently stamp on the copy the word "DECEASED" and write or stamp on the copy the date of death of the deceased person. The custodian shall retain the information form completed by the person making the request, and note on the birth certificate record that such a request was made. The custodian shall make the information form available to the Department of State Police or any local law enforcement agency upon request. A city or county custodian shall promptly submit copies of all completed forms to the Registrar.

(c) The Registrar shall furnish, no later than 60 days after receipt of a form used to request a birth certificate record of a deceased person, a copy of the form and a copy of the corresponding birth certificate record to the Illinois Department of Public Aid and the Department of Human Services. The Illinois Department of Public Aid and the Department of Human Services shall, upon receipt of such information, check their records to ensure that no claim for public assistance under the Illinois Public Aid Code¹ is being made either by a person purporting to be the deceased person or by any person on behalf of the deceased person.

Laws 1961, p. 2935, § 25.1, added by P.A. 86-503, § 2, eff. Sept. 1, 1989. Amended by P.A. 89-507, Art.90, § 90L-86, eff. July 1, 1997.

Formerly Ill.Rev.Stat.1991, ch. 111½, ¶ 73-25.1.

¹ 305 ILCS 5/1-1 et seq.

535/25.5. Death Certificate Surcharge Fund

§ 25.5. Death Certificate Surcharge Fund. The additional \$2 fee for certified copies of death certificates and fetal death certificates must be deposited into the Death Certificate Surcharge Fund, a special fund created in the State treasury. Beginning 30 days after the effective date of this amendatory Act of the 92nd General Assembly and until January 1, 2003 and then beginning again on July 1, 2003 and until July 1, 2005, moneys in the Fund, subject to appropriate

tion, may be used by the Department for the purpose of implementing an electronic reporting system for death registrations as provided in Section 18.5 of this Act. Before the effective date of this amendatory Act of the 92nd General Assembly, on and after January 1, 2003 and until July 1, 2003, and on and after July 1, 2005, moneys in the Fund, subject to appropriations, may be used as follows: (i) 25% by the Illinois Law Enforcement Training Standards Board for the purpose of training coroners, deputy coroners, forensic pathologists, and police officers for homicide investigations, (ii) 25% for grants by the Department of Public Health for distribution to all local county coroners and medical examiners or officials charged with the duties set forth under Division 3-3 of the Counties Code,¹ who have a different title, for equipment and lab facilities, (iii) 25% by the Department of Public Health for the purpose of setting up a statewide database of death certificates and implementing an electronic reporting system for death registrations pursuant to Section 18.5, and (iv) 25% for a grant by the Department of Public Health to local registrars.

Laws 1961, p. 2935, § 25.5, added by P.A. 91-382, § 5, eff. July 30, 1999. Amended by P.A. 92-16, § 79.5, eff. June 28, 2001; P.A. 92-141, § 5, eff. July 24, 2001; P.A. 93-45, § 5, eff. July 1, 2003.

¹ 55 ILCS 5/1-1001 et seq.

535/26. Persons in charge of institutions or funeral directors; records

§ 26. (1) Every person in charge of an institution shall keep a record of personal particulars and data concerning each person admitted or confined to such institution. This record shall include such information as required by the standard certificate of birth, death, and fetal death forms issued under the provisions of this Act. The record shall be made at the time of admission from information provided by such person, but when it cannot be so obtained, the same shall be obtained from relatives or other persons acquainted with the facts. The name and address of the person providing the information shall be a part of the record.

(2) When a dead human body is released or disposed of by an institution, the person in charge of the institution shall keep a record showing the name of the deceased, date of death, name and address of the person to whom the body is released, date of removal from the institution, or if finally disposed of by the institution, the date, place, and manner of disposition shall be recorded.

(3) A funeral director or other person who removes from the place of death or transports or finally disposes of a dead body or fetus, in addition to filing any certificate or other form required by this Act, shall keep a record which shall identify the body, and such information pertaining to his receipt, removal, and delivery of such body as may be prescribed in regulations adopted by the Department.

Laws 1961, p. 2935, § 26, eff. Jan. 1, 1962.

Formerly Ill.Rev.Stat.1991, ch. 111½, ¶ 73-26.

535/27. Violations; punishment

§ 27. (1)(a) Any person who willfully and knowingly makes any false statement in a report, record, or certificate required to be filed under this Act, or in an application for an amendment thereof, or who willfully and knowingly supplies false information intending that such information be used in the preparation of any such report, record, or certificate, or amendment thereof; or

(b) Any person who without lawful authority and with the intent to deceive, makes, alters, amends, or mutilates any

Brought to you by Illinois State Treasurer Judy Baar Topinka and...

McLean County Clerk

PeggyAnn Milton, McLean County Clerk



Welcome from McLean County Clerk PeggyAnn Milton

Under Illinois State law (410 ILCS 535), only specific individuals have legal access to birth, death, and marriage records. Our office will issue certified copies to authorized individuals only.

Our office only accepts Vital Record requests for events that occurred in McLean County, Illinois.

*Please note, the search fees for records are non-refundable.

The McLean County Clerk business hours are Monday through Friday from 8:00am to 4:30pm, except for County Holidays.



McLean County Clerk
PeggyAnn Milton

Requesting a copy of a vital record is easy.

Just follow these simple steps:

1. Click on the type of vital record you are requesting from the Payments list below.
2. Complete the required information on the screens that follow. You will receive a confirmation number once the transaction is successful.
3. Print the confirmation page.
4. Place your photo identification (ex: driver's license, state issued id, etc...) which displays your signature, on the confirmation page and make a photocopy, then sign, date, and fax the form to the McLean County Clerk at (309) 888-5932.

In order for your request to be completed, all required information must be supplied and the fax must be clear and legible. Required information includes: photo identification, required documentation, and the confirmation page. You will receive a confirmation number from E-Pay for your records verifying your transaction was successful. Credit Card payments can be made using Visa, MasterCard, American Express, Discover, or you can pay by electronic check.

There is a convenience fee of \$ 1.75 for each transaction.

This fee is not charged by the McLean County Clerk.

Certificates will be sent via United States Postal Service (USPS) regular mail at no charge, or you may request the USPS Priority (\$3.85, 2-3 days) or USPS Express (\$13.65, 1-2 days) mail delivery options at an additional cost.

The USPS Express option offers a one or two day delivery timeframe, please check the [USPS website](#) for confirmation of delivery date.

Please enter 61701 as the Origin Zip Code.

Under the Miscellaneous Payments option (green link below), users will also have the ability to submit payment for Notary Public Commissions, Fireworks Permits, and Class E Liquor Licenses using this website.

Please see the important statements pertaining to each of these options below:

Notary Public Commissions

Please be sure to print off the confirmation page that will display at the end of this transaction, sign and date the signature line that appears at the bottom of the page, then fax to the Clerk's office at: (309) 888-5932. If you fail to print the confirmation page, you may print your confirmation e-mail, sign, then fax.

Fireworks Permit Application

The Fireworks Permit Application will not be considered filed until originals of the Application, Bond of License, and Certificate of Insurance are filed in the McLean County Clerk's Office.

See the related links for the Fireworks Permits below:

[Information regarding Applying for a Fireworks Permit](#)

[The Fireworks Permit Application](#)

Liquor License

The Class E Liquor License Application should be filed with the County Clerk at least 14 days prior to the event. The application will not be considered filed until the original Application and a copy of the Applicant's Certificate of Insurance are filed in the McLean County Clerk's Office.

See the related links for the Class E (One Day) Liquor License Application below:

[Information on Obtaining a Class E \(One Day\) Liquor License](#)

[The Class E \(One Day\) Liquor License Application](#)

If you have any questions, please do not hesitate to contact us as listed below.
Thank you for your payment.

Visit us at our website:

www.mcleancountyil.gov/countyclerk

Payment can be made by:

Visa, MasterCard, American Express, Discover, or E-Check *(for Birth Records)*

Visa, MasterCard, American Express, Discover, or E-Check *(for Marriage Records)*

Visa, MasterCard, American Express, Discover, or E-Check *(for Death Records)*

Visa, MasterCard, American Express, Discover, or E-Check *(for Miscellaneous Payments)*

You may make the following payments via E-PAY to McLean County Clerk:

Birth Records

Marriage Records

Death Records

Miscellaneous Payments

For assistance, please contact us at:

McLean County Clerk

PO Box 2400

Bloomington, IL 61702-2400

(309) 888-5190

peggyann.milton@mcleancountyil.gov

Illinois E-PAY version 3.0.2

Copyright 2000-2003, Illinois State Treasurer

PeggyAnn Milton
McLean County Clerk
2005 Monthly Activity Report
(For Period Ended June 30)

Example	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2005 YTD
	Number Processed												
	Dollar Amount Generated												
Birth Record Requests*	715 \$4,418.00	838 \$5,102.00	782 \$4,990.00	798 \$4,920.00	840 \$5,304.00	835 \$5,060.00							4,808 \$29,794.00
Marriage Record Requests*	234 \$1,188.00	212 \$1,216.00	227 \$1,234.00	229 \$1,184.00	285 \$1,410.00	445 \$2,030.00							1,632 \$8,262.00
Death Record Requests*	67 \$314.00	59 \$292.00	74 \$344.00	49 \$234.00	84 \$432.00	55 \$262.00							388 \$1,878.00
Marriage Licenses	47 \$1,034.00	43 \$946.00	54 \$1,188.00	66 \$1,452.00	101 \$2,222.00	140 \$3,080.00							451 \$9,922.00
Tax Redemptions	113 \$7,910.00	108 \$7,560.00	150 \$10,500.00	62 \$4,340.00	57 \$3,990.00	42 \$2,940.00							532 \$37,240.00
Take Notices	97 \$1,398.74	397 \$5,724.74	204 \$2,941.68	1 \$10.00	0 \$0.00	0 \$0.00							699 \$10,075.16
Assumed Names**	29 \$145.00	36 \$180.00	30 \$150.00	27 \$128.00	32 \$106.50	31 \$91.50							185 \$801.00
Notary Public Commissions***	41 \$230.00	40 \$260.00	52 \$340.00	65 \$395.00	47 \$265.00	35 \$210.00							280 \$1,700.00
Liquor Licenses****	1 \$600.00	0 \$0.00	1 \$25.00	0 \$0.00	9 \$7,100.00	6 \$6,650.00							17 \$14,375.00
Voter Registrations/ Address Changes/ Cancellations	714	1,031	1,881	332	986	886							5,830

*The increase or decrease in number of Birth, Marriage and Death requests may not be consistent with the increase or decrease in the dollar amount generated each month as a result of the difference in fees for the number of original copy requests (\$8.00 each for Birth and Marriage, and \$6.00 each for Death) and additional copy requests (\$2.00 each)

**The increase or decrease in number of Assumed Name Requests may not be consistent with the increase or decrease in the dollar amount generated each month as a result of the difference in fees for the number of Assumed Name Applications (\$5.00 each) and Assumed Name Changes (\$1.50 each)

***The increase or decrease in number of Notary Public Commissions may not be consistent with the increase or decrease in the dollar amount generated each month as a result of the difference in fees for the number of in-person requests (\$5.00 each) and mail-in requests (\$10.00 each)

****The increase or decrease in number of Liquor Licenses issued may not be consistent with the increase or decrease in the dollar amount generated each month as a result of the difference in fees for issuance of Class A Liquor Licenses (\$1,000.00 each), Class B Liquor Licenses (\$400.00 each), Class C Liquor Licenses (\$650.00 each), Class D Liquor Licenses (\$1,200.00 each), Class E Liquor Licenses (\$45.00/day), and pro-rated liquor licenses.



**JACKIE DOZIER
COUNTY AUDITOR**

(309) 888-5151

104 W. Front • Room 602 • P.O. Box 2400 • Bloomington, Illinois 61702-2400

Date: July 14, 2005

To: The Honorable Members of the Finance Committee

Re: American Disposal Expansion Deposit

Attached are copies of the checks written by McLean County to cover American Disposal's expenses attributable to the landfill expansion request.

They are:	The Pantagraph	\$ 598.40
	The Pantagraph	1,461.60
	Kitty Malcom	853.00

Based on a conversation with Eric Ruud today stating that this a list of all expected expenses having to do with this request, I am asking the County Board to approve the refund of \$122,087.00 (\$125,000 deposit minus the above expenses of \$2,913.00) to American Disposal per our agreement.

Submitted by:

Jackie Dozier
McLean County Auditor

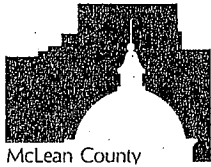
F I N A N C I A L M A N A G E M E N T
 ACCUMULATED TRANSACTION LISTING

PROJECT #	G/L DATE	JOURNAL	TYPE	SOURCE	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT	ACTUAL BALANCE
=====						=====		
3/L ACCOUNT NUMBER: 0159 0206-0000						FISCAL YEAR TO DATE:		
Due To Other Funds/Lndfil						-----		
MONTH TOTAL: JANUARY						.00	.00	.00
MONTH TOTAL: FEBRUARY						.00	.00	.00
MONTH TOTAL: MARCH						.00	.00	.00
501341	4/13/2005	AP	AcctsPaybl		PANTAGRAPH CO. CLERK/LANDE	598.40		598.40
501341		AP	AcctsPaybl		PANTAGRAPH CO. CLERK/LANDE	1,461.60		2,060.00
501502	4/27/2005	AP	AcctsPaybl		MALCOM, KI LANDFILL/#2004	853.00		2,913.00
MONTH TOTAL: APRIL						2,913.00	.00	2,913.00
MONTH TOTAL: MAY						.00	.00	2,913.00
MONTH TOTAL: JUNE						.00	.00	2,913.00
MONTH TOTAL: JULY						.00	.00	2,913.00
MONTH TOTAL: AUGUST						.00	.00	2,913.00
MONTH TOTAL: SEPTEMBER						.00	.00	2,913.00
MONTH TOTAL: OCTOBER						.00	.00	2,913.00
MONTH TOTAL: NOVEMBER						.00	.00	2,913.00
MONTH TOTAL: DECEMBER						.00	.00	2,913.00
Base Acct#/Detl Acct# TOTAL: Other Fund						2,913.00	.00	2,913.00

100838 CHECK NO.

DATE	INVOICE NO.	NET AMOUNT	DESCRIPTION
3/04/2005	#0000503393	598.40	CO. CLERK/LANDFILL/ACCT# 1027339
3/03/2005	0000500126	1,461.60	CO. CLERK/LANDFILL/ACCT# 1027339

McLean County



STATE OF ILLINOIS, McLEAN COUNTY
 BLOOMINGTON, ILLINOIS 61701

100838

2-1
710 110

*****2060 DOLLARS AND 00 CENTS

PAY TO THE ORDER OF

DATE

CHECK NO.

AMOUNT

PANTAGRAPH, INCORPORATED
 P.O. BOX 2907
 BLOOMINGTON

4/14/2005

100838

\$2,060.00

IL 61702-2907

NON-NEGOTIABLE


McLEAN CO. TREASURER

McLEAN CO. AUDITOR

Bank One
 Bank One, Illinois, NA

⑈ 100838 ⑈ ⑆071000013⑆ 273006999⑈

RECEIVED

 Pantagraph Publishing

#234

APR 12 2005

AUDITOR'S OFFICE

The Pantagraph
301 WEST WASHINGTON ST. P.O. BOX 2907
BLOOMINGTON, ILLINOIS 61702-2907
PHONE 309-829-9000

LEGAL ADVERTISING INVOICE - COPY

MCLEAN COUNTY CLERK
PO BOX 2400
BLOOMINGTON, IL 617022400

Account Number: 1027339
Invoice Date: 3/3/2005
Order Number: 0000500126

4/12/05 Approved *[Signature]*

ACCOUNT #	AD #	INVOICE DATE	DESCRIPTION	Size	TIMES	TOTAL CHARGES
1027339	0000500126	3/3/2005	Pollution Control Site hearing Committee	232.00 li	6	\$ 1,461.60
DATES APPEARED					AMOUNT DUE	\$ 1,461.60
2/17/2005, 2/24/2005, 3/3/2005						<i>cc</i>

KEEP THIS COPY FOR YOUR RECORDS

PAID


APR 14 2005

This is a Land fill expense

0159-0206.0000

APPROVED	
0001-0005-0006-0701-0001	
<i>4/12/05</i> Date	<i>Maria A. Perna</i> Name

RECEIVED

 Pantagraph Publishing

234

APR 12 2005

AUDITOR'S OFFICE

The Pantagraph
301 WEST WASHINGTON ST. P.O. BOX 2907
BLOOMINGTON, ILLINOIS 61702-2907
PHONE 309-829-9000

LEGAL ADVERTISING INVOICE - COPY

MCLEAN COUNTY CLERK
PO BOX 2400
BLOOMINGTON, IL 617022400

Account Number: 1027339
Invoice Date: 3/4/2005
Order Number: 0000503393

4/12/05 Approved [Signature]

ACCOUNT #	AD #	INVOICE DATE	DESCRIPTION	Size	TIMES	TOTAL CHARGES
1027339	0000503393	3/4/2005	Hearing new pollution control facility	2 x 8.00	1	\$ 598.40
DATES APPEARED					AMOUNT DUE	\$ 598.40
3/4/2005						

PAID

APR 14 2005

KEEP THIS COPY FOR YOUR RECORDS

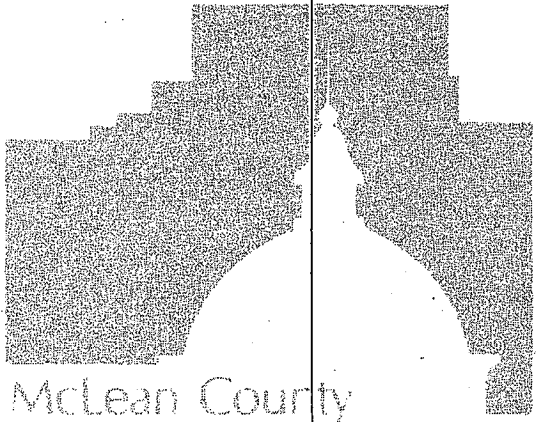
This is a landfill expense

0159-0206.0000

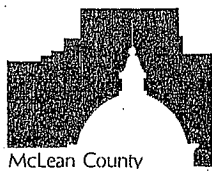
APPROVED	
0001-0005 0006-0701-0001	
<i>4/12/05</i> Date	<i>Marie L. Pascoe</i> Name

DATE	INVOICE NO.	NET AMOUNT	DESCRIPTION
4/21/2005	#5197	853.00	LANDFILL/#2004 PCF 1 HEARING

101472 CHECK NO.



McLean County



McLean County

STATE OF ILLINOIS, McLEAN COUNTY
BLOOMINGTON, ILLINOIS 61701

101472

2-1
710 110

*****853 DOLLARS AND 00 CENTS

PAY TO THE ORDER OF

DATE

CHECK NO.

AMOUNT

MALCOM, KITTY
MALCOM REPORTING SERVICE
1310 E. IRONWOOD COUNTRY CLUB
NORMAL IL 61761-5228

4/28/2005

101472

\$853.00

NON-NEGOTIABLE

McLEAN CO. TREASURER

McLEAN CO. AUDITOR

Bank One
Bank One, Illinois, NA

⑈ 101472⑈ ⑆071000013⑆ 273006999⑈

INVOICE NO 5197

Kitty Malcom d/b/a MALCOM REPORTING
1310 E. Ironwood CC Drive
Normal, IL 61761
309/454-3378, cell 830-0957

#9902

DATE: 4/21/05

TO: Eric Ruud,
Legal Counsel, McLean County
Government Center
115 E. Washington, P.O. Box 2400
Bloomington, IL 61702-2400

RE: Hearing - Siting application for expansion of
the ADS/McLean County Landfill #2
#2004 PCF 1

I N V O I C E

DESCRIPTION

AMOUNT

COURT REPORTING SERVICES

03/10/05 SITE HEARING TRANSCRIPT
(original transcript; ASCII; attendance,
full day)

TOTAL DUE UPON RECEIPT

\$ 853.00

cc

THANK YOU!

*** THIS INVOICE IS DUE UPON RECEIPT ***

PAID

APR 28 2005

RECEIVED

APR 21 2005

AUDITOR'S OFFICE

0159-0206.0000

WILLIAM A. YODER

McLean County State's Attorney

Eric T. Ruud
First Assistant State's Attorney

Government Center
115 East Washington Street
Suite 401, P.O. Box 2400
Bloomington, Illinois 61702-2400
Telephone: (309) 888-5110
Fax: (309) 888-5111
E-mail: eric.ruud@mcleancountyil.gov

MEMO

TO: Jackie Dozier
McLean County Auditor

FROM: Eric T. Ruud *Eric*

RE: **Court Reporter's Bill for Transcript**
ADS of Illinois, Inc. Landfill Expansion Public Hearing
Case # 2004 PCF 1

DATE: April 21, 2005

Enclosed is the invoice from Kitty Malcom for the transcript she prepared in the recent landfill expansion hearing. Under the County's Pollution Control Facilities Ordinance, her bill should be paid from the application fee submitted by ADS of Illinois, Inc. on December 10, 2004. Section 33.18 of the Ordinance provides that court reporter fees may be directly submitted by the County Auditor to the County Board for approval of payment without the need for preliminary approval by the County Administrator.

I will appreciate it very much if you could submit this invoice to the County Board for approval at their May 17, 2005 meeting. If you have any questions or concerns, just let me know. Thanks!

Enclosure

Cc: John Zeunik

0159-0206.0000

PAID
APR 28 2005

RECEIVED

APR 21 2005

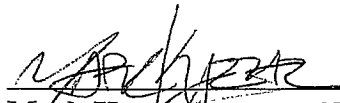
AUDITOR'S OFFICE

Management Interview Date: 6/23/05

Findings:

- Automotive fleet is owned between three entities: McLean County, Kankakee County, and Meadows/SHOWBUS. Kankakee's fleet is self contained while McLean County's and Meadows/SHOWBUS's fleets are maintained by the grant. When a Kankakee vehicle is temporarily out of service, a vehicle owned by a different entity is sent to accommodate the shortage with the vehicle insurance being charged against the grant. When this occurs, the "number of vehicles in service" changes on the *Request for Payment* letters.
- There are not any non-vehicle assets that have been purchased using grant award money. There is a computer that has not yet been charged against the grant. Once it does, it will be listed on the McLean County asset list.
- SHOWBUS operates with two types of interest expenses: interest from vehicle insurance and interest from a line of credit. The interest expense derived from a line of credit is not accrued; instead it is recognized when a bill is received. This procedure is used to accommodate Illinois Department of Transportation's reporting requirements and causes the debt reported on the *Request for Payment* letters to vary.
- Vehicle inventory is being completed throughout the summer. Vehicles not yet inventoried by the Auditor's Office are being cycled through the Bloomington area so the Vehicle Identification Number (VIN) and mileage may be collected. A follow-up findings report will be issued once all of the vehicles titled to McLean County have been inventoried.

After reviewing the *Request for Payment* letters, financial records, and questioning management regarding specific compliance requirements, it is my opinion that SHOWBUS is operating in compliance with the grant agreement between the State of Illinois Department of Transportation, Division of Public Transportation, and McLean County (Contract #3409). **This opinion may change depending upon the vehicle inventory follow-up findings report.**



Mark Kazza

7/5/05


Date

Management Interview Date: 6/27/05

Findings:

- In compliance with the grant agreement, the Family Visitation Center provides adequate safety measures including: recently updated camera system monitoring the rooms and the surrounding property, wall mounted panic buttons in addition to wireless panic buttons, parking on separate sides of the building to avoid contact between conflicting individuals, and a hired safety monitor to review case files. Management stated the Family Visitation Center's security plans have been reviewed by the Bloomington Fire Department.
- The Family Visitation Center retains a "no turn-away" policy regarding its case selection methods. They provide supervised visitation and safe exchange for children in McLean County, and the surrounding rural counties, in situations involving domestic violence, child abuse, sexual assault, or stalking. The Family Visitation Center may decline its services in the event the individuals seeking its services represent a threat to the staff or the children's safety.
- Reported in the semi-annual progress report, the number of people trained (question 14) represents both the number of individuals who attend the Family Visitation Center's presentations in the community and events hosted by the Family Visitation Center. The Family Visitation Center presents between 6 and 8 training sessions a year and hosts large sized events 1 or 2 times a year. The Family Visitation Center keeps a record of the individuals who attend their hosted training session but do not keep a record of the individuals serviced at a presentation.
- A financial audit of the Family Visitation Center consisted of obtaining the quarterly reports for 2004, requesting documentation showing receipt of grant funds, and auditing the transactions for one of the quarterly reports. A test of transactions from the quarterly report, period ending 9/30/04, proved adequate accounting records are maintained as required by the grant agreement.

After reviewing the semi-annual progress reports and quarterly financial reports, auditing a quarter's transactions, and questioning management regarding specific compliance requirements, it is my opinion that the Family Visitation Center is operating in compliance with the Safe Havens: Supervised Visitation and Safe Exchange Grant Program (CFDA: 16.527) agreement between the Office on Violence Against Women, United States Department of Justice and McLean County.



Mark Kazzaz

7/20/05

Date

**RESOLUTION AMENDING THE FUNDED
FULL-TIME EQUIVALENT POSITIONS RESOLUTION
FOR 2005**

WHEREAS, the McLean County Board adopted a Funded Full-Time Equivalent Positions (FTE) Resolution on November 16, 2004 which became effective on January 1, 2005; and,

WHEREAS, the Children's Advocacy Center desires to adjust its staffing complement to better match current needs and available resources; and,

WHEREAS, the Finance Committee, at the meeting on August 5, 2005, recommended the approval of this change in the Full-Time Equivalent Positions Resolution for the remainder of the 2005 Fiscal Year; now, therefore,

BE IT RESOLVED, by the County Board of McLean County, Illinois, now in regular session, that the Funded Full-Time Equivalent Positions Resolution be and hereby is amended as follows:

<u>Fund-Dept-Program</u>	<u>Pay Grade</u>	<u>Position Classification</u>	<u>Full-Time</u>		
			<u>Now</u>	<u>Amend</u>	<u>New</u>
0129-0062-0021	08	0503.8123 Case Manager	6.50	(0.50)	6.00
0129-0062-0021	04	0503.0011 Office Support Specialist I	0.50	0.50	1.00
TOTAL			7.00	0.00	7.00

BE IT FURTHER RESOLVED by the County Board of McLean County, Illinois that the County Clerk is hereby directed to provide a certified copy of this Resolution to the Children's Advocacy Center, the County Treasurer, and the County Administrator's Office.

ADOPTED by the McLean County Board this 16th day of August, 2005.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the County Board,
McLean County, Illinois

Michael F. Sweeney, Chairman
McLean County Board



RISK MANAGEMENT OFFICE

TEL: (309) 888-5940

FAX: (309) 888-5949

E-MAIL: riskmgt@mclean.gov

104 West Front Street

P. O. Box 2400

Bloomington, IL 61702-2400

Memo To: Matt Sorensen, Chairman, Finance Committee
Members, Finance Committee

From: Jennifer Ho, Risk Manager

Date: July 19, 2005

Subject: Second Quarter Risk Management Fund Report FY 2005

The Second Quarter Report of the Risk Management Fund as of June 30, 2005 is presented in Table 1 for your attention. At of this reporting, there are 45 open claims on the County's books, of which 14 are new workers compensation claims, one new general liability claim, and 2 new auto liability claims. However, none of these new claims are projected to exceed the County's excess coverage limits or present a significant exposure to the County's financial position.

From a historical perspective, the average number of claims for the second quarter of each year from 2000 - 2004 is 62 claims. At of June 30, 2005, there are 61 reported claims, indicative of a constant claims experience for the County. The average total claims for 2000 - 2004 is 83.6. We are hopeful that the County's claims experience will be less than average.

I will be available for questions. Thank you.

McLEAN COUNTY RISK MANAGEMENT FUND
AS OF June 30, 2005

TABLE 1: CUMULATIVE CLAIMS SUMMARY BY LINE:

CLAIM TYPE	ALL	OPN	PD LOSSES	RESERVES	RECOVRS	INCRD LOSSES
A. AUTO PHYSICAL DAMAGE:						
PY 1992 - 2000	109	0	\$ 159,520	\$ -	16,889	\$ 92,529
PY 2001	6	0	8,915	0	846	8,069
PY 2002	8	0	52,866	0	32,046	20,820
PY 2003	11	0	33,596	0	700	32,896
PY 2004	13	0	31,720	0	3,489.58	28,230
PY 2005	9	0	15,669	0	1,797	13,873
B. AUTO LIABILITY:						
PY 1992 - 2000	41	0	\$ 92,393	\$ -	11,387	\$ 98,780
PY 2001	4	0	3,301	0	-	3,301
PY 2002	3	0	2,474	0	-	2,474
PY 2003	4	0	9,391	0	-	9,391
PY 2004	2	1	4,541	12,414	200	16,754
PY 2005	2	2	-	5000	-	5,000
C. GENERAL LIABILITY:						
PY 1992 - 1999	69	0	248,054	-	-	\$ 248,054
PY 2000	11	1	5,665	4,639	-	\$ 10,304
PY 2001	8	1	66,760	13,108	-	\$ 79,867
PY 2002	7	0	3,304	-	-	\$ 3,304
PY 2003	15	3	15,862	13,141	-	\$ 29,003
PY 2004	6	1	1,308	11,000	-	\$ 12,308
PY 2005	1	1	127	-	-	\$127
D. WORKER'S COMPENSATION:						
PY 1992 - 1996*	450	1	\$ 3,859,017	\$ 39,352	1,993,479	\$ 1,904,890
PY 1997**	76	1	256,186	25,677	10,520	\$ 271,343
PY 1998	105	1	311,995	1	-	\$ 311,996
PY 1999	73	2	342,747	252,147	-	\$ 594,894
PY 2000	64	2	255,372	97,718	-	\$ 353,090
PY 2001	71	6	262,007	33,533	-	\$ 295,540
PY 2002	76	2	337,015	95023	-	\$ 432,038
PY 2003	65	3	150,036	200,263	659	\$ 349,640
PY 2004	67	6	41,269	29,091	1,216	\$ 69,144
PY 2005	27	12	57,762	65,605	-	\$ 123,367

• Includes catastrophic incident of 2/16/93 ** Includes Fatality of 8/15/97

Table 2: Historical Second quarter experience FY 2001 – FY 2005

COVERAGES:	PY 2001		PY 2002		PY 2003		PY 2004		PY 2005	
	#	INCRD \$	#	INCRD \$	#	INCRD \$	#	INCRD \$	#	INCRD \$
Auto Physical Damage	3	8,004	2	6,174	3	2,479	5	12,244	9	13,873
Auto Liability	2	2,026	1	1,000	1	1,973	1	8,300	2	5,000
General Liability	4	1,499	-	-	-	-	1	350	1	127
Worker's Compensation	29	49,253	43	34,481	20	29,808	28	30,041	27	123,367
TOTAL:	38	60,782	46	41,655	24	34,260	17	50,935	39	142,367