



EXECUTIVE COMMITTEE AGENDA  
Room 400, Government Center

**Tuesday, May 8, 2007**

4:30 p.m.

1. Call to Order
2. Chairman's Approval of Minutes – April 17, 2007
3. Appearance by Members of the Public
4. Departmental Matters
5. Report of Standing Committees:
  - A. Executive Committee – Chairman Sweeney
    - 1) Items to be Presented for Committee Action:
      - a) REAPPOINTMENTS:

**CHENOA FIRE PROTECTION DISTRICT**

Mr. Joel Vercler  
29897 N. 2950 E. Road  
Chenoa, IL 61726  
(Three-year term to expire on April 30, 2010)

**EMERGENCY TELEPHONE SYSTEM BOARD**

Mr. Dennis Powell  
12795 E. 350 North Rd.  
Heyworth, IL 61745  
(Four-year term to expire on January 15, 2011)

**GRIDLEY FIRE PROTECTION DISTRICT**

Mr. David Roth  
10940 North 300 East Road  
Gridley, IL 61744  
(Three-year term to expire on April 30, 2010)

**MT. HOPE-FUNKS GROVE FIRE PROTECTION DISTRICT**

Mr. Bradley D. Wade  
6355 E. 535 North Wade  
McLean, IL 61754  
(Three-year term to expire on April 30, 2010)

b) APPOINTMENTS:

**BLOOMINGTON TOWNSHIP PUBLIC WATER DISTRICT**

Mr. Dan O'Neal  
14430 Twin Grove Rd.  
Bloomington, IL 61704  
(Five-year term to expire on April 30, 2012)

**CLEARVIEW SANITARY DISTRICT**

Mr. Stephen L. Rousey  
3022 Joseph Street  
Bloomington, IL 61704  
(To complete a Three-year term to expire on May 4, 2009)

**McLEAN COUNTY BOARD OF REVIEW**

Mr. Steve Whelan  
16 Independence Square  
Bloomington, IL 61704  
(Two-year term to expire on June 1, 2009)

**ZONING BOARD OF APPEALS**

Mr. Marc G. Judd  
9008 E. 2100 North Rd.  
Carlock, IL 61725  
(To complete a term to expire on June 27, 2009)

**ZONING BOARD OF APPEALS (Alternate)**

Mr. David Kinsella  
Box 153  
Merna, IL 61758  
(Five-year Term to expire on January 1, 2012)

c) RESIGNATIONS:

**BLOOMINGTON TOWNSHIP PUBLIC WATER DISTRICT**

Mr. Jeff Paxton  
13795 Antler Ct.  
Bloomington, IL 61704

**CLEARVIEW SANITARY DISTRICT**

Mr. Donald W. Nelson  
40 Joseph Street  
Bloomington, IL 61704-8929

**CLEARVIEW SANITARY DISTRICT**

Mr. Gerald Pickett  
3021 Robert Street  
Bloomington, IL 61704

**CLEARVIEW SANITARY DISTRICT**

Ms. Louise Reeves  
3002 Joseph Street  
Bloomington, IL 61704

**McLEAN COUNTY BOARD OF REVIEW**

Mr. Winford L. McElroy  
23 Lake Ridge Court  
Bloomington, IL 61701

**ZONING BOARD OF APPEALS**

Mr. David Kinsella  
Box 153  
Merna, IL 61758

**ZONING BOARD OF APPEALS**

Mr. Dale L. Williamson  
501 West Randolph Street  
Heyworth, IL 61745

- d) Introduction and Presentation by Candidates seeking Appointment to Board District #5  
Seat:
  - (1) Mr. Walter D. Clark 1-3
  - (2) Mr. Andrew Matthews 4-5
  - (3) Ms. Sondra (Sonny) Rodgers O'Connor 6-8
  
- e) Request Approval of a Resolution Rescinding the Appointment of Everett H. Laesch as a Member of the Carlock Fire Protection District 9-11
  
- f) Request Approval of a Resolution of the McLean County Board in Connection with the Village of Downs Tax Increment Finance District And an Extension of Downtown Redevelopment Project Area (TIF #1) 12-13
  
- g) Request Approval of an Ordinance Amending "An Ordinance Describing and Designating an Area located partially within the City of Bloomington, the Town of Normal and Unincorporated McLean County as an Enterprise Zone" 14-25

- h) Request Approval of an Intergovernmental Agreement with the Village of Saybrook to make available certain Facilities and Computer Networking Resources for use by the Sheriff's Department – Information Services Department 26-28
  - 2) Items to be Presented to the Board:
    - a) Information Services Status Report 29
    - b) General Report
    - c) Other
- B. Property Committee – Chairman Bostic
  - 1) Items to be Presented to the Board:
    - a) Request Approval of Bid received from McLean County Asphalt to Resurface the Ambulance Drive at the McLean County Nursing Home – Nursing Home
    - b) Request Approval of Fairview Campus Sign Landscape Project by Boy Scout, Anthony McCauley – Facilities Management
    - c) Request Approval of a Lease Agreement between The County of McLean and McLean County State's Attorney for the Child Support Enforcement Division – Facilities Management
    - d) Request Approval of Lease Agreement for ATM Machine at the Government Center – Facilities Management
    - e) General Report
    - f) Other
- C. Transportation Committee – Vice Chairman Hoselton
  - 1) Items to be Presented to the Board:
    - a) Request Approval of Nicor Gas Company Utility Relocation – Revision 1, Village of Danvers – 1800 North and 500 East Roads
    - b) General Report
    - c) Other
- D. Finance Committee – Chairman Sorensen
  - 1) Items to be Presented for Committee Action:
    - a) Request Approval of State Fiscal Year 2008 Section 5311 Non-Metro Public Transportation Operating Assistance Grant Application – Building and Zoning 30-62
    - b) Request Approval of Purchase of Service Agreement between McLean County and Meadows Mennonite Retirement Community d/b/a Show Bus – Building and Zoning 63-70

- c) Request Approval of the Resolution  
Establishing the Budget Policy for Fiscal  
Year 2008 – County Administrator’s Office 71-81
  - 2) Items to be Presented to the Board:
    - a) General Report
    - b) Other
  
- E. Justice Committee – Chairman Renner
  - 1) Items to be Presented for Committee Action:
    - a) Request Approval of an Emergency Appropriation  
Ordinance Amending the McLean County  
Fiscal Year 2007 Combined Annual  
Appropriation and Budget Ordinance  
(grant of \$1,171.40 from the McLean County  
Crime Detection Network), General Fund 0001,  
Coroner’s Office 0031 – County Coroner’s Office 82-83
    - b) Request Approval of Sub-Grant Agreement  
between Prairie State Legal Services, Inc.  
and the Eleventh Judicial Circuit Court of  
Illinois – McLean County to Establish a  
Legal Self-help Center for the McLean  
County Law Library – Circuit Court 84-106
    - c) Request Approval of the 2007-2008 Annual  
Intergovernmental Grant Agreement with  
IEMA Nuclear Safety Grant for the Amount  
Of \$10,725.00 – EMA 107-116
    - d) Request Approval to Provide, for Purchase,  
Phone Cards to McLean County Detention  
Facility Inmates – Sheriff’s Department 117-120
  - 2) Items to be Presented to the Board:
    - a) General Report
    - b) Other
  
- F. Land Use and Development Committee – Chairman Gordon
  - 1) Items to be Presented to the Board:
    - a) Request Approval of Grant Funding Awards  
from the McLean County Solid Waste  
Management Fund as recommended by the  
McLean County Solid Waste Management  
Technical Committee, and presentation of  
the Ecology Action Center quarterly Solid  
Waste Report
    - b) Request Approval of Application of a Preliminary  
Plan for the Kings Mill Acres Subdivision which is  
located in Dry Grove Township immediately  
southwest of the intersection of 975 East Road  
and the Old Peoria Road, File No. S-07-06
    - c) General Report
    - d) Other

- G. Report of the County Administrator
  - 1) Items to be Presented to the Board:
    - a) General Report
    - b) Other

6. Other Business and Communications

7. Recommend Payment of Bills and Approval of Transfers, if any, to County Board

8. Adjournment

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**WALTER D. CLARK**  
**1102 Asbury Farms Ct.**  
**Normal, IL 61761**  
**(309)862-4350**

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April 19, 2007

Mr. Mike Sweeney, Chairman  
McLean County Board  
Government Center  
115 E. Washington St.  
Bloomington, IL 61701

Dear Mr. Sweeney:

I am very interested in filling the County Board District #5 vacancy. I have been a McLean County resident for over 36 years and a resident of Normal for over half of that time. I believe my demonstrated experience in management, government administration and budgeting will be an asset to the County Board.

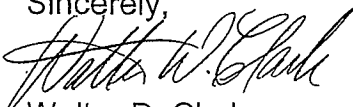
As a resident of McLean County, I have appreciated the application of good judgment by the Board and the conservative nature of the way it does its business. I believe I will bring like judgments and continued fiscal responsibility to the Board.

I retired from the Normal Police Department in 2004 after nearly 33 years of service, the last nine years as Chief of Police. The past two and one half years, I have served as Director of the Law and Justice Commission Mobile Team Eight. This Commission is responsible for in-service police training for a four county region, including McLean County. The majority of the Commission's operating budget is provided through a state training grant, with the remainder coming from 32 local government bodies.

Since retiring from the Normal Police Department, I have kept active with Town government. In December of 2004, Normal Mayor Chris Koos asked me to Chair the Community Enrichment Committee. The Committee's charge was to further explore the role the Town should serve in promoting and encouraging positive youth and family development in the community.

I would be happy to have the opportunity to share with you and the Executive Committee why I would like to serve on the County Board.

Sincerely,

  
Walter D. Clark

**WALTER D. CLARK**  
**1102 Asbury Farms Ct.**  
**Normal, IL 61761**  
**(309)862-4350**

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**QUALIFICATIONS:** Forty years of managerial and administrative responsibilities involving duties in operations, community relations, labor negotiations, training, data analysis, reporting, human resources, investigation, inter-agency communications, grants, purchasing and budgeting. Forty years of management experience in business and government; earned a reputation for integrity, leadership and managerial ability. Certified Police Chief through Illinois Association of Chiefs of Police.

**EDUCATION:** University of Illinois at Springfield, Springfield, Illinois  
B.A., Social Justice – 1977  
University of Virginia, Graduate Studies  
National F.B.I. Academy, Graduate  
Continuing Education, Numerous schools, seminars and training in management and public safety  
Licensed Real Estate Sales Person, (not in active sales)

**EMPLOYMENT:** Law & Justice Commission, MTU #8  
**Director** **July 12, 2004 – Present**

Normal Police Department, Normal, Illinois  
**Chief of Police** **1995 – 2004**  
**Assistant Chief** **1989 – 1994**  
**Lieutenant** **1983 – 1989**  
**Sergeant** **1978 – 1983**  
**Executive Aide to Chief** **1974 – 1978**  
**Detective/Investigator** **1973 – 1974**  
**Patrol Officer** **1971 - 1973**

General Grocer of Illinois  
**District Manager, Wholesale/Retail Grocery** **1970 – 1971**

Jewel Tea Company, Melrose Park, Illinois  
**Store Manager, Retail Grocery** **1967 – 1970**

High Low Foods, Inc., Chicago, IL  
**Assistant Manager, Retail Grocery** **1967**

**MILITARY:** U.S. Navy Recruiting Service, Washington, D.C.  
**Bureau of Naval Personnel** **1963 – 1967**

**AFFILIATIONS:** Normal Community Enrichment Committee Chairman; Illinois Association of Chiefs of Police; F.B.I. National Academy Associates of Illinois, Past President (Southern Division); McLean County Crimestoppers, Past Police Coordinator; Normal Lions Club, Past President; Normal Employees Assistance Program Committee Past Chairman; Normal Employee Credit Union, Past President; University of Illinois Alumni Association



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**1102 Asbury Farms Ct.**  
**Normal, IL 61761**  
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**Assistant Chief of Operations** **1991 – 1994**  
**Assistant Chief of Support Services** **1989 – 1990**  
**Lieutenant** **1983 – 1989**  
**Sergeant** **1978 – 1983**  
**Executive Aide to Chief** **1974 – 1978**  
**Detective/Investigator** **1973 – 1974**  
**Patrol Officer** **1971 - 1973**

General Grocer of Illinois  
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Subj: **McLean County Board Opening**  
Date: 3/21/2007 6:51:45 PM Central Standard Time  
From: [asmatth@ilstu.edu](mailto:asmatth@ilstu.edu)  
To: [michaelsweenz@aol.com](mailto:michaelsweenz@aol.com)  
CC: [jwpjr@parrott-associates.com](mailto:jwpjr@parrott-associates.com)

Mr Sweeney-

My name is Andrew Matthews and I am writing to express my interest in the recently opened seat on the Board due to the passing of Mr. Bass. I regret the circumstances under which the opening has occurred as Mr. Bass was a wonderful man and a benefit to the community, however I also understand the need to fill the seat due to the circumstances.

Attached you will find my resume in short form, but I would also like to share my reasons for pursuing the position. If you have further questions after reading through my email and resume, please do not hesitate to contact me.

I was born and raised in Bloomington-Normal and remained in the community through my graduation from University High School. After serving in the U.S. Navy, my wife and I returned to Normal to start a family and future together. My family has always been closely involved with local politics as my father served as a department head for the Town of Normal and was heavily involved with Metcom as well. As such, I have been raised with an acute awareness of local politics, development, and policies.

I have remained devoted to the political process and feel it is important to seek out opportunities to serve in order to serve the greater good and needs of our society. I have served in the military, in ministry, and in education; and I continue to seek out further opportunities to serve. While I was unsuccessful in my candidacy for Unit 5 Board of Education, I have remained committed to serving other campaigns and returning to the pursuit of public service. As such, I believe that my experience and involvement have prepared me for this seat and would appreciate your consideration for appointment.

It is my belief that public office is best suited for those who desire to serve others. My life has been built around public service and attempting to improve the systems and processes that we have in place to govern. I look forward to the chance to serve the people of this county should I be selected to serve in this capacity.

If you would like to discuss the appointment further, please call me at 309.212.1267. I can also provide references if you would like to speak with others regarding my resume or service.

Thank you for your consideration and time. I look forward to hearing from you soon regarding the position.

Very respectfully,  
Andrew Matthews

# ANDREW MATTHEWS

2343 CASCADE COURT • NORMAL, ILLINOIS 61761 • PHONE 309.212.1267  
FAX 309.862.3643 • E-MAIL ASMATTH@ILSTU.EDU

## OBJECTIVE

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Seeking a challenging position that utilizes my passion to make a difference for people through my proven ability to lead and excel in a team environment.

## EXPERIENCE

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### **Graduate Assistant, Illinois State University School of Communication, 2006-2007**

- Assisted in implementation of nationally recognized Political Engagement Program
- Instructed undergraduate students in public speaking, critical thinking, and political engagement

### **Campaign Manager, Gambill for State Senate, 2006**

- Developed campaign plan and budget
- Coordinated all campaign operations, including press relations, field operations, and policy

### **Candidate for Unit 5 Board of Education, McLean County, Illinois, 2005**

- Developed campaign platform based upon research and communication with district constituents
- Earned endorsements from AFL-CIO and teachers' union

### **Nuclear Engineering Laboratory Technician, US Navy, 1999-2004**

- Supervised a work center and watch team of ten personnel that included four of higher rank
- Coordinated meeting of top-ranking officers and civilians on the west coast regarding implementation of Lean concepts in the Navy

### **Youth Pastor/Preaching Intern, Iroquois Valley Christian Church, 1998-1999**

- Wrote and presented weekly sermons to youth and congregation
- Served as liaison to the pastor, elders, and other groups within the church, and community

## COMMUNITY AND SERVICE ORGANIZATIONS

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- Vice President of Citizens Advisory Council for the Unit 5 Board of Education
- Secretary of Encounter Campus Ministry Board of Trustees

## EDUCATION

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- Illinois State University, currently pursuing M.S. in Communication, completion May 2008
- Illinois State University, B.S. in Politics and Government, Magna Cum Laude, May 2006
- Lincoln Christian College, Lincoln, Illinois, 40 semester hours
- U.S. Naval Nuclear Power Pipeline, 2 years of nuclear and chemistry training

March 30, 2007

608 Whispering Pines  
Normal, IL 61761  
309-452-2988 (home) 309-261-4268 (cell)

Mr. Michael Sweeney, Chairman  
115 East Washington  
P.O. Box 2400  
Bloomington, IL 61702-2400


Please accept this letter and accompanying materials as an expression of my keen interest in applying for the position of McLean County Board Member from District 5 of McLean County. I would like to offer my extensive experience as a former educator as well as my past experience as a County Board Member.

Having served four years (2002-2006) on the Justice and Transportation Committees, I would bring current experience in those areas as well as all other aspects of the McLean County Board. I feel confident that I would make a smooth and seamless transition to assure continued representation for the constituents of District Five. I see my skill set and background to be a good match for this appointment.

I am motivated to seek this position at this time for several reasons. I have established my commitment to the Republican Party. I have established my credibility and commitment to the citizens of District Five of McLean County. I know that this district is one whose constituents hold high expectations for their elected officials. I would relish the opportunity to meet these high expectations. I very much enjoyed my previous experience on the McLean County Board and would like the opportunity to fill the vacancy in District Five.

Thank you for your consideration.

Sincerely,



Sondra (Sonny) Rodgers O'Connor

# **Sondra (Sonny) Rodgers O'Connor**

608 Whispering Pines CC LN

Normal, IL 61761

Home (309) 452-2988; Cell (309) 261-4268

**EDUCATIONAL RECORD** B.A. in Education, August 1968, Illinois State University  
M.S. in Educational Administration, August 1982, Illinois State University  
C.A.S. In Educational Administration, December 1988, Illinois University

**PROFESSIONAL EXPERIENCES** 1968 – 1974 French and English Teacher  
Normal Community High School  
1974 – 1989 French Teacher/Foreign Language Building Chair  
Parkside Junior High  
1989 – 2000 Foreign Language and English as a Second  
Language Department Head  
McLean County Unit District No. Five  
2002 – 2006 McLean County Board Member

**FOREIGN LANGUAGE/ESL DEPARTMENT HEAD**  
**Major Responsibilities**

- Establish meaningful goals, objective and priorities for the K-12 program.
- Prepare institutes, workshops and in-service training.
- Prepare and administrate the department budget.
- Serve as a liason between the staff and the central administration.
- Interview and hire foreign language and ESL teachers.
- Evaluate teachers within the district on a regular basis.
- Mentor teachers within the district on a regular basis.
- Serve as an instructor for the district in Seven Habits of Highly People Training.

**MCLEAN COUNTY BOARD MEMBER**  
**Major Responsibilities**

- Make policy determinations with regard to services and programs the county provides.
- Make policy determinations with regard to resource allocations.
- Make policy determinations with regard to levying taxes.
- Communicate the observations and opinions of constituents to the entire Board.
- Review and update policies already in place.
- Communicate with residents and groups with regard to policy preference and assisting residents with individual concerns and problems.

**PERSONAL  
DATA**

- Married to J. Brent Rodgers, deceased (1965-1998)
- Married to Martin L. O'Connor (2003-present)
- Two adult children and four adult stepchildren
- Four grandchildren

**PROFESSIONAL  
MEMBERSHIPS**

Illinois Association of Retired Teachers and School Administrators  
Illinois League of Women Voters  
National League of Women Voters  
McLean County Republican Party  
McLean County Republican Women  
Phi Delta Kappa

**REFERENCES**

Mrs. Brenda Melcher  
1310 Joan Way  
Normal, IL 61761  
(309) 454-1621  
(309) 826-6718

Mrs. Diane Bostic  
907 N. Mitsubishi Motorway  
Normal, IL 61761  
(309) 828-6890

Mr. Benjamin Owens  
21 Bay Pointe Drive  
Bloomington, IL 61704  
(309) 662-6904

Mr. Floyd Aper  
806 Whispering Pines CC LN  
Normal, IL 61761  
(309) 454-4844

Others available upon request.

**STATE OF ILLINOIS  
COUNTY OF McLEAN**

**A RESOLUTION RESCINDING THE APPOINTMENT OF EVERETT H. LAESCH  
AS A MEMBER OF THE CARLOCK FIRE PROTECTION DISTRICT**

**WHEREAS**, at the regular meeting of the McLean County Board on April 17, 2007, the Chairman of the McLean County Board recommended and the County Board approved the appointment of Mr. Everett H. Laesch as a member of the Carlock Fire Protection District; and,

**WHEREAS**, pursuant to 70 ILCS 705/4(a) (4), when a Fire Protection District's territorial boundaries lie within two counties, an appointee "shall be a resident of whichever county is entitled to such representation in order to bring about the proportional representation required" and, furthermore, such appointee "shall be appointed by the County Board of that county;" and,

**WHEREAS**, the Carlock Fire Protection District's boundaries lie within two counties and, based upon the 2000 census, Woodford County is entitled to appoint one trustee from Kansas Township to serve as a member of the Carlock Fire Protection District Board; and,

**WHEREAS**, the Chairman of the County Board, in accordance with the provisions of 70 ILCS 705/4(a) (4), hereby recommends that the appointment of Mr. Everett H. Laesch to the Carlock Fire Protection District Board be rescinded, now, therefore,

**BE IT FURTHER RESOLVED** by the McLean County Board, now meeting in regular session, that the appointment of Mr. Everett H. Laesch as a member of the Carlock Fire Protection District for a term of three years to expire on April 30, 2010 or until a successor shall have been qualified and appointed is hereby rescinded.

**BE IT FURTHER RESOLVED** that the County Clerk forward a certified copy of this Resolution Rescinding the Appointment of Mr. Everett H. Laesch as a member of the Carlock Fire Protection District Board to Mr. Everett H. Laesch and Mr. William Wetzel, Attorney for the District, as well as the County Clerk, County Auditor and County Administrator's Office.

Adopted by the County Board of McLean County, Illinois, this 15<sup>th</sup> day of May, 2007.

**ATTEST:**

**APPROVED:**

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

\_\_\_\_\_  
Michael F. Sweeney, Chairman  
McLean County Board

**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](mailto:eric.ruud@mcleancountyil.gov)

**MEMO**

TO: John Zeunik

FROM: Eric T. Ruud 

RE: Error in Appointment to Carlock Fire Protection District Board of Trustees

DATE: April 27, 2007

The Carlock Fire Protection District has a five member board of trustees. Its territorial boundaries lie within two counties. According to Section 4(a)(4) of the Fire Protection District Act (the "Act"), "if the district is located in more than one county, the number of trustees who are residents of a county shall be in proportion, as nearly as practicable, to the number of residents of the district who reside in the county in relation to the total population of the district." (70 ILCS 705/4(a)(4)) Section 4(a)(4)(B) of the Act provides that "the trustees for the district shall be appointed by the presiding officer of the county board with the advice and consent of the county board." (70 ILCS 705/4(a)(4)(B)) However, when a fire protection district's territorial boundaries lie within two counties, then Section 4(a)(4) goes on to provide that an appointee "shall be a resident of whichever county is entitled to such representation in order to bring about the proportional representation required" and such appointee "shall be appointed by the county board of that county." (70 ILCS 705/4(a)(4) emphasis added)

Based upon the 2000 census, the population of the three townships located in the Carlock Fire Protection District are as follows:

807 in White Oak Township, McLean County, Illinois  
362 in Dry Grove Township, McLean County, Illinois  
346 in Kansas Township, Woodford County, Illinois  
= 1,515 TOTAL population



Using the formula required by Section 4(a)(4) of the Act, then:

$\% \text{ of population in Woodford County} / \text{Total Population (346/1515)} = 23\%$   
 $0.23 \times 5 \text{ seats} = 1.15$  or 1 trustee seat for Woodford County

$\% \text{ of population in McLean County} / \text{Total Population (1169/1515)} = 77\%$   
 $0.77 \times 5 \text{ seats} = 3.85$  or 4 trustee seats for McLean County

Therefore, our Chairman, subject to the advice and consent of the McLean County Board, may appoint only four trustees to the Carlock Fire Protection District Board. The remaining trustee must be appointed by the Chairman of the Woodford County Board, subject to the advice and consent of his County Board.

I understand the McLean County Board appointed Everett H. Laesch to the Carlock Fire Protection District at its regular meeting earlier this month. Mr. Laesch is a resident of McLean County. I also understand that the McLean County Board had already appointed four McLean County residents to the Carlock Fire Protection District board of trustees. Because one of their trustees must be appointed by the Woodford County Board, then Mr. Laesch's appointment is in error and should be rescinded at the next meeting of the McLean County Board.

To rescind the appointment, I recommend that a Resolution Rescinding the Appointment of Everett H. Laesch to the Carlock Fire Protection District Board of Trustees be prepared and acted upon at the May, 2007 McLean County Board meeting. In the meantime, I have advised the Woodford County State's Attorney of the situation and have suggested to him that the Woodford County Board appoint a resident of Kansas Township in Woodford County to be a member of the Carlock Fire Protection District Board of Trustees.

Please feel free to contact me if you have any further questions or concerns.

Cc: Mike Stroh, Woodford County State's Attorney

**A RESOLUTION OF THE McLEAN COUNTY BOARD  
IN CONNECTION WITH THE VILLAGE OF DOWNS  
TAX INCREMENT FINANCE DISTRICT AND AN  
EXTENSION OF DOWNTOWN REDEVELOPMENT  
PROJECT AREA (TIF #1)**

**WHEREAS**, under the Tax Increment Allocation Redevelopment Act (65 ILCS 5/11-74.4-1 *et seq.*, the "TIF Act") the Village of Downs, Illinois on September 9, 1999 adopted a series of ordinances adopting and approving the Downtown Redevelopment Project Area (TIF #1) (the "Redevelopment Project Area") and the related redevelopment plan (the "Redevelopment Plan"), designated the Downtown Redevelopment Project Area (the "Redevelopment Project Area") and adopted tax increment finance ("TIF") to effect the Redevelopment Project and the Redevelopment Plan for the Redevelopment Project Area; and,

**WHEREAS**, the Village has, and reasonably expects to have, private sector proposals for private development and redevelopment within the Redevelopment Project Area and finds that it is desirable and in the Village's best interest to have the ability to offer developers and redevelopers more time than is presently available in the life of the Redevelopment Project Area to recover qualifying redevelopment project costs; and,

**WHEREAS**, the Village has requested that the McLean County Board support the Village's request for a nine-year extension in the life of the Village's Downtown Redevelopment Project Area;

**NOW, THEREFORE, BE IT ORDAINED BY THE McLEAN COUNTY BOARD**, as follows:

**Section 1. Requests.** The McLean County Board hereby supports the request of the Village of Downs, Illinois, that the General Assembly legislate, and the Governor approve, an approximate nine-year extension from 23 years to 32 years (through the year 2031) in the life of the Downtown Redevelopment Project Area.

**Section 2. Assistance.** The McLean County Board hereby requests that the members of the General Assembly representing the Village support legislation to effect such an extension.

**Section 3. Certification.** The McLean County Board hereby directs the County Clerk to forward a certified copy of this Resolution to the Mayor of the Village of Downs.

**ADOPTED** by the McLean County Board this 15<sup>th</sup> day of May, 2007.

ATTEST:

APPROVED:

\_\_\_\_\_  
Peggy Ann Milton, County Clerk  
McLean County, Illinois

\_\_\_\_\_  
Michael F. Sweeney, Chairman  
McLean County Board

STATE OF ILLINOIS )  
COUNTY OF McLEAN )SS.

**CERTIFICATION OF RESOLUTION**

I, the undersigned, do hereby certify that I am the duly elected, qualified, County Clerk of the County of McLean, Illinois (the "**County**"), and as such official I am the keeper of the records and files of the County and of its Chairman and County Board.

I do further certify the attached resolution constitutes a full, true and correct excerpt from the proceedings of the McLean County Board held on May 15, 2007, insofar as same relates to the adoption of a Resolution.

**A RESOLUTION OF THE McLEAN COUNTY BOARD IN CONNECTION WITH THE VILLAGE OF DOWNS TAX INCREMENT FINANCE DISTRICT AND AN EXTENSION OF DOWNTOWN REDEVELOPMENT PROJECT AREA (TIF #1),**

A true, correct and complete copy of which resolution as adopted at such meeting appears in the minutes of such meeting and is hereto attached. Such resolution was adopted and approved on the date thereon set forth by not less than an affirmative vote of a majority of the County Board.

I do further certify that the deliberations of the County Board on the adoption of the above resolution were taken openly, that the vote on the adoption of such resolution was taken openly and was preceded by a public recital of the nature of the matter being considered and such other information as would inform the public of the business being conducted, that such meeting was held at a specified time and place convenient to the public, that notice of such meeting was duly given to all of the news media requesting such notice, that such meeting was called and held in strict compliance with the provisions of the Illinois Municipal Code, as amended, and that the County Board has complied with all of the applicable provisions of such laws and such Code and their procedural rules in the adoption of such resolution.

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the County of McLean, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 2007.

(SEAL)

\_\_\_\_\_  
Peggy Ann Milton, County Clerk  
McLean County, Illinois

**AN ORDINANCE AMENDING "AN ORDINANCE DESCRIBING AND DESIGNATING AN AREA LOCATED PARTIALLY WITHIN THE CITY OF BLOOMINGTON, THE TOWN OF NORMAL AND UNINCORPORATED MCLEAN COUNTY AS AN ENTERPRISE ZONE"**

WHEREAS, the County of McLean did on December 18, 1984 adopt an *Ordinance Describing and Designating an Area Located Partially within the City of Bloomington, Town of Normal and Unincorporated McLean County as an Enterprise Zone*; and

WHEREAS, the County of McLean did on March 19, 1985 amend said Ordinance by revising the functions of the designated zone organizations and the powers and duties of the zone administrator; and

WHEREAS, the County of McLean did on October 15, 1985 amend said Ordinance by extending the duration of the Enterprise Zone and providing certain tax abatements therein; and

WHEREAS, the County of McLean did on July 15, 1986 amend said Ordinance by amending the territory included in the Enterprise Zone; and

WHEREAS, the County of McLean did on December 15, 1998 amend said Ordinance by extending the duration of the Enterprise Zone to December 31, 2005, and removing local tax incentives in the Enterprise Zone post December 31, 1998; and

WHEREAS, the County of McLean did on December 20, 2005 amend said Ordinance by amending the territory included in the Enterprise Zone to include property for a wind farm in Eastern McLean County, Illinois; extending the duration of the Enterprise Zone to December 31, 2015; adopting an Enterprise Zone Certification Fee; and enacting a technical correction regarding the issuance of a Certificate of Eligibility for Sales Tax Exemption in order to claim a sales tax exemption on building materials for eligible projects; and to clarify that the local sales tax exemption on building materials for eligible projects is available for nonresidential projects; and

WHEREAS, the County of McLean did on May 16, 2006 amend said Ordinance by amending the territory included in the Enterprise Zone to include property for the Afni, Inc. expansion; and

WHEREAS, the County of McLean did on January 16, 2007 amend said Ordinance by amending the territory in the Enterprise Zone to include property located in Uptown Normal and revise the Certification Fee imposed for development within the Enterprise Zone; and

WHEREAS, the County of McLean did on March 20, 2007 amend said Ordinance by amending the territory in the Enterprise Zone to include a wind farm in eastern McLean County; and

WHEREAS, the County of McLean now desires to amend said Ordinance by amending the territory in the Enterprise Zone to include property located in north Normal (Wildwood warehouse); and

WHEREAS, a public hearing regarding such amendments has been held as provided by law; now, therefore

BE IT ORDAINED by the County Board of McLean County, Illinois as follows:

**SECTION ONE:** That Appendix "A" which is attached to the original *Ordinance Describing and Designating an Area Located Partially within the City of Bloomington, Town of Normal and Unincorporated McLean County as an Enterprise Zone* and incorporated by reference in Section One of said Ordinance and amended by the Ordinance enacted on July 15, 1986; and further amended by the Ordinance enacted December 20, 2005; and further amended by the Ordinance enacted May 16, 2006; and further amended by the Ordinance enacted June 20, 2006; and further amended by the Ordinance enacted January 16, 2007; and further amended by the Ordinance enacted March 20, 2007 shall be, and the same is, hereby further amended by adding the property described in "Exhibit 1-Wildwood Warehouse" a copy of which is attached hereto and incorporated herein by reference.

**SECTION TWO:** That the provisions of said Ordinance as previously amended and as hereby amended, being an *Ordinance Describing and Designating an Area Located Partially within the City of Bloomington, the Town of Normal, and Unincorporated McLean County as an Enterprise Zone* shall remain in full force and effect.

**SECTION THREE:** That this Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law and from and after its approval by the Illinois Department of Commerce and Economic Opportunity.

**SECTION FOUR:** That the County Clerk be and she is hereby directed and authorized to publish this Ordinance in pamphlet form as required by law and forward a certified copy of this Ordinance to the Illinois Department of Commerce and Economic Opportunity for its approval and to file a certified copy of this Ordinance with County Clerk for McLean County.

**SECTION FIVE:** That this Ordinance is adopted pursuant to the authority granted the County of McLean by the Illinois Enterprise Zone Act.

**SECTION SIX:** That the Enterprise Zone Administrator is hereby authorized and directed to cause application to be made to the State of Illinois pursuant to the Illinois Enterprise Zone Act.

APPROVED this 15th day of May, 2007.

APPROVED:

---

Michael F. Sweeney  
Chairman, McLean County Board

ATTEST:

---

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

(SEAL)

**EXHIBIT 1-WILDWOOD WAREHOUSE**

4600.832

3/16/07

RDN:kk

Enterprise Zone Extension

Legal Description Tract I

A part of the SW $\frac{1}{4}$  of Section 9, a part of the W $\frac{1}{2}$  of Section 16, a part of the W $\frac{1}{2}$  of Section 21, a part of the W $\frac{1}{2}$  of Section 28, a part of Section 29, and a part of Section 30, all in Township 24 North, Range 2 East of the Third Principal Meridian, Town of Normal, McLean County, Illinois, being a tract of land 3 feet of even width lying 1.5 feet on each side of the following described centerline: Beginning at a point on the east line of the Bloomington/Normal "Enterprise Zone" as described in Ordinance No. 3618 dated May 19, 1986, filed with the Town Clerk of the Town of Normal, Illinois, said point being the intersection of the east right of way line of White Oak Road (Formerly U. S. Route 150), and the westerly extension of the centerline of West College Avenue; thence Easterly 3613 feet on the westerly extension and the centerline of said West College Avenue to the centerline of Parkside Road; thence Easterly 2715 feet on the centerline of said West College Avenue to the centerline Cottage Avenue; thence Easterly 2709 feet on the centerline of said West College Avenue to the centerline of Adelaide Street; thence Easterly 1833 feet on the centerline of said West College Avenue and Sudduth Road extended easterly to the centerline of northbound North Main Street (U.S. Route 51); thence Northerly 309 feet on the centerline of said North Main Street to the centerline of West College Avenue, as lying east of North Main Street; thence Northerly 1904 feet on the centerline of said North Main Street to the centerline of Gregory Street and Bowles Street; thence Northerly 739 feet on the centerline of said North Main Street to the centerline of Gregory Street, as lying east of North Main Street; thence Northerly 5040 feet on the centerline of said North Main Street to the centerline of Raab Road; thence Northerly 6740 feet on the centerline of said North Main Street to the south line of N $\frac{1}{2}$  of the S $\frac{1}{2}$  of said Section 9; thence continuing Northerly 86.7 feet on the centerline of said Main Street to a point lying 86.5 feet North of the south line of N $\frac{1}{2}$  of the S $\frac{1}{2}$  of said Section 9; thence Easterly 79.8 feet parallel with the south line of the N $\frac{1}{2}$  of the S $\frac{1}{2}$  of said Section 9 to the Point of Termination on the east right of way line of said North Main Street, containing 77,306 square feet/1.77 acres, more or less.

Legal Description Tract II

The N $\frac{1}{2}$  of the S $\frac{1}{2}$  of Section 9, Township 24 North, Range 2 East of the Third Principal Meridian which lies Westerly of and adjacent to a line that lies parallel and 25 feet Westerly from the centerline of the Illinois Central Gulf's Amboy District North Main track on the East and the highway on the West, being North Main Street of Bloomington, Illinois, as extended North, EXCEPTING THEREFROM that part conveyed to McLean County Service Company in Quit



Claim Deed recorded January 5, 1996 as Document No. 96-505, ALSO EXCEPTING the South 85 feet thereof, in McLean County, Illinois, said tract containing 3,000,413 square feet/68.88 acres, more or less.

# **EDC ACTION REPORT**

## **WILDWOOD INDUSTRIES ENTERPRISE ZONE EXPANSION**

**To:** Mark Peterson, City Manager, Normal  
Tom Hamilton, City Manager, Bloomington  
John Zeunik, County Administrator, McLean  
County

**PREPARED BY:** Marty Vanags, CEO of the EDC  
Enterprise Zone Administrator

**ATTACHMENTS:**

- Letter from William Wetzel, Attorney  
Representing Wildwood Industries
- Enterprise Zone Certification Fee Calculation
- Enterprise Zone Expansion Criteria

### **CURRENT STATUS:**

The Economic Development Council is the Administrator of the Bloomington-Normal-McLean County Enterprise Zone. The EDC provides administrative services and manages the expansion and project certification process and works with the State of Illinois with any issues related to the Enterprise Zone. The EDC also files a quarterly report with the State of Illinois reporting on changes to the existing Enterprise zone.

After the last extension and with the anticipation of new expansion requests, the EDC and the units of government met and developed new expansion criteria. These expansion criteria are listed in the attached document. State law does not dictate what criteria are required to expand the enterprise zone at the local level. The state does require that expansions can only be done using the original poverty qualifications, or through what is deemed "single project" expansions. It was decided that in order to maintain the original goals of the enterprise zone, that expansions should only be considered when the applicant has met some stringent requirements. A copy of the criteria is attached.

### **DISCUSSION/ANALYSIS**

Based upon the criteria established the proposed applicant does meet the qualifications to be considered for an enterprise zone expansion:

1. The anticipated value of the project for Phase I is \$23 million dollars exceeding the \$10 million dollar threshold. Phase II will likely be developed which will more than double the value of the project.

2. The project is expected to generate in excess of the \$100,000 of tax revenue. The value of the property once fully developed will have a property value of approximately \$18 to \$20 million if fully utilized. This means the property would generate approximately \$440,000 in property taxes alone.
3. The job creation criteria of the project, while not meeting the 100 job minimum at \$25,558 (Median family income of \$51,176 x 50%) as set forth in our criteria, the job creation is significant with 72 jobs meeting that criteria (see attached letter).

The applicant does meet two out of three criteria and is nearly meeting the job creation criteria.

The applicant also meets the other criteria required. The applicant indicates that only site with adequate utilities that would meet their other criteria (which includes interstate access and visibility) is too costly to develop. In addition, the operation is a highly intensive logistics operation and they need to be as close to the east-west access point of the interstate as possible. Another site they were considering just outside the enterprise zone (and just adjacent) would have needed \$3.2 million in offsite improvements as well.

**RECOMMENDATION:**

Based upon the information we have regarding the project, I would recommend the enterprise zone be expanded to assist the Wildwood Project. This project will be of high quality concrete construction, provide many jobs at higher wage rates, and provide additional tax base. The estimated savings the project would receive if they fully take advantage of the sales tax exemption on building materials would be \$828,000.

Please feel free to call me should you have any questions regarding this matter.

LAW OFFICE  
**LIVINGSTON, BARGER, BRANDT & SCHROEDER**

SUITE 400  
115 W. JEFFERSON STREET  
POST OFFICE BOX 3457  
**BLOOMINGTON, ILLINOIS 61702-3457**  
(309) 828-5281 FAX (309) 827-3432

WILLIAM R. BRANDT  
JAMES T. FOLEY  
WILLIAM C. WETZEL  
THOMAS M. BARGER, III  
CHRISTOPHER L. NYWIDE  
SUSAN H. BRANDT  
RICHARD E. STITES  
PETER W. BRANDT  
THOMAS H. HORTON  
RICHARD T. MARVEL  
KIRK A. HOLMAN  
MICHAEL A. WOZNIAK  
THOMAS A. JENNINGS  
BARBARA O. TAFT  
RYAN D. GAMMELGAARD  
ADAM T. SMITH

-----  
HERBERT M. LIVINGSTON  
(1891-1927)  
RALPH E. SCHROEDER  
(1927-1991)  
THOMAS M. BARGER, JR.  
(1912-1992)

April 17, 2007

*Via email*

Economic Development Council  
Of the Bloomington Normal Area  
ATTN: Marty Vanags, Director

IN RE: Wildwood Industries, Inc./Enterprise Zone Expansion

Dear Marty:

Thank you very much for your assistance in connection with the Wildwood Industries, Inc. proposed development to be located on Kerrick Road at the north edge of Normal. We believe this will be a benefit to the entire McLean County community both because of its provision of new jobs and because of the significant property tax revenue it should generate.

We have reviewed the criteria for expansion which you recently forwarded to us. We believe the project meets all three of the mandated criteria and in support thereof we submit the following:

1. We understand the reference to "primary wage jobs" is to those jobs which pay 50% of "median family income" for the community. We further understand that the "median family income" for this community is \$51,176. The project involves the possibility of two phases. The first phase, which will begin as soon as possible, involves the construction of a 500,000 square foot warehouse and office complex. The second phase, which will be constructed when the business circumstances warrant it, will consist of approximately 500,000 square feet of additional warehouse space. In the first phase it is anticipated that the project will involve 15 drivers at an annual compensation rate of \$55,000.00 per year, 25 management personnel with a compensation rate of \$25,000 to \$40,000 per year, 32 lead positions at a compensation rate of approximately \$28,000 per year and 120 skilled laborers at an annual compensation rate of \$15,000 to \$18,000 per year.

April 17, 2007

Page 2

2. The anticipated cost of the project for Phase I is \$23,000,000 excluding land, soft costs, as well as fixtures, furniture and equipment.

3. The McLean Assessor's Office will establish the assessed valuation for the project based upon the applicable law. Utilizing the information available to us the property tax generated by the facility will exceed \$100,000 per year.

Based upon the foregoing we believe we have met all three criteria.

A second set of criteria for expansion of the Enterprise Zone relates to the lack of a suitable alternative site currently located within the Enterprise Zone. We believe we meet these criteria due to the fact that the only site available within the current boundaries of the Enterprise Zone that has a full complement of utilities available to it has such variations in elevations due to the hilly nature of the area that the necessary earth moving to accommodate the building proposed by Wildwood Industries, Inc. would be prohibitively expensive.

We look forward to working with you in moving through the process and certainly if you have any questions or need additional information you should contact the undersigned.

Yours very truly,

LIVINGSTON, BARGER, BRANDT & SCHROEDER

William C. Wetzel  
WCW/dsg

**Bloomington-Normal-McLean County Enterprise Zone  
Certification Fee Calculation**

Total Project Value (TPV)		\$23,000,000
Labor Costs	\$	9,200,000
Construction Value	\$	13,800,000
Estimated Savings Rate (Ave. Sales Tax)		6.00%
Estimated Sales Tax Savings in EZ		\$828,000
Certification Fee Rate		2.50%
<b>Certification Fee</b>		<b>\$20,700</b>



ECONOMIC DEVELOPMENT COUNCIL  
OF THE BLOOMINGTON-NORMAL AREA

## **Bloomington-Normal-McLean County Enterprise Zone**

### **Criteria for Expansion**

The Enterprise Zone (EZ) was established in 1984 by joint agreement by the City of Bloomington, Town of Normal and McLean County to help provide additional incentives to the new Mitsubishi Plant being located in the area. The EZ is a creation of the State of Illinois and because of that we can only offer the incentives outlined in the State enabling ordinance. Expansion of the EZ is also dictated by State statute and it allows expansion by two methods: Option 1 which is for single purpose projects, or by Option 2, expanding the EZ through the original poverty criteria.

Any expansion of the EZ will be considered only if the project meets two of the three following criteria:

1. The project must create or retain 100 full-time equivalent primary wage jobs within 12 months of the date the project begins operations. Primary wage jobs are defined by jobs paying 50% of the median family income for the community which as of January 1, 2007 was \$51,176.
2. The value of real property in the project must be at least \$10 million, excluding land, soft costs, as well as fixtures, furniture and equipment.
3. The project must generate tax revenue of \$100,000. This can be sales tax or property tax or a total based upon the combination of both.

Once this criterion is met, the potential applicant must show the EZ Administrator that a building or site in the current boundaries of the EZ is not suitable due to one or more of the following conditions:

1. Inadequate utilities to meet the needs of the project.
2. Inadequate transportation or rail facilities or access to a site.
3. Inability to acquire property at a cost suitable to the project owners.

Any expansion of the EZ must meet current long range land use planning requirements and or be consistent with the existing zoning classification.

**INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE VILLAGE OF SAYBROOK  
AND McLEAN COUNTY GOVERNMENT  
TO ESTABLISH A MCLEAN COUNTY SHERIFF'S SUBSTATION**

**Article I: Local Governments**

The local governments which are parties to this agreement are the Village of Saybrook, hereafter referred to as the VILLAGE, and the McLean County Government, hereafter referred to as the COUNTY.

**Article II: Purpose of the Agreement**

The purpose of this agreement is to set forth the terms and conditions by which the VILLAGE may make available to the COUNTY use of certain facilities and computer networking resources of the VILLAGE, in order that the COUNTY may establish a substation for the office of the McLean County Sheriff in the VILLAGE.

**Article III: Responsibilities of the VILLAGE**

Be responsible for the cost, installation, and maintenance of the VILLAGE'S computer hardware within the VILLAGE'S facility.

Be responsible for the cost of installation and maintenance of a network/ broadband connection for exclusive use by the COUNTY computer hardware. This connection may be DSL (Data Service Line), cable modem or some other means of wired networking, but not wireless connectivity..

Provide access for the McLean County Sheriff's Office to the VILLAGE facility housing the COUNTY'S computer(s) on a Sunday-Saturday 24x7 basis.

Be responsible for appointing a single point-of-contact with whom the COUNTY will liaison concerning this agreement.

**Article IV: Responsibilities of the COUNTY**

Be responsible for the cost, installation, and maintenance of the COUNTY'S computer hardware and software within the VILLAGE'S facility.

Be responsible for configuring the COUNTY'S computer(s) at the VILLAGE'S location to receive and apply security patches released by the operating system vendor. All patches of this nature must be applied within 30 days of release.



Be responsible for appointing a single point-of-contact with whom the VILLAGE will liaison concerning this agreement.

## **Article VI: Agreements**

The COUNTY and the VILLAGE Agree to the following:

Catastrophes such as hardware failure and/or loss of power beyond the capacity of the universal power supply can and will occur.

No hub, switch or wireless networking device will be attached to the network connection that is being provided solely for the COUNTY'S purposes.

No USB drive, floppy drive, cd-rom disk, dvd disk or other media is to be used to transport information between the equipment owned by the VILLAGE and the equipment owned by the COUNTY.

The equipment owned by the COUNTY is to be operated and used solely by employees of the COUNTY.

The equipment owned by the VILLAGE is not to be used by employees of the COUNTY.

The COUNTY reserves the right to audit the COUNTY's equipment for compliance and to notify the VILLAGE and COUNTY of areas that are deemed non-compliant.

No liability will be attributed to the COUNTY for not meeting the obligations of this agreement unless failure of system is caused by negligent acts or omissions of the COUNTY or failure on the part of the COUNTY to properly maintain those components of the system under its obligation to maintain. If the COUNTY or its employees are negligent, then damages recoverable by the VILLAGE will be limited to actual damages incurred. The COUNTY shall, upon request, provide the VILLAGE with evidence of general liability insurance coverage in the minimum amount of \$1 million per occurrence.

No liability will be attributed to the VILLAGE for not meeting the obligations of this agreement unless failure of system is caused by negligent acts or omissions of the VILLAGE or failure on the part of the VILLAGE to properly maintain those components of the system under its obligation to maintain. If the VILLAGE or its employees are negligent, then damages recoverable by the COUNTY will be limited to actual damages incurred. The VILLAGE shall, upon request, provide the COUNTY with evidence of general liability insurance coverage in the minimum amount of \$1 million per occurrence.

This Intergovernmental Agreement shall be binding upon both parties until and unless amended by agreement of the parties, provided, however, that the COUNTY may unilaterally terminate this Agreement with 60 days notice and the VILLAGE may unilaterally terminate this Agreement with 60 days notice.

The COUNTY may waive the 60 days notice and terminate immediately if it deems that its own network resources are placed at an immediate and unacceptable risk by continuing in the agreement. The COUNTY's judgment in this is final and without remedy.

This Intergovernmental Agreement is subject to the approval of the VILLAGE and the COUNTY before it becomes effective.

This Intergovernmental Agreement is severable, and the validity or unenforceability of any provision of the Agreement, or any part hereof, shall not render the remainder of this Agreement invalid or unenforceable.

This Intergovernmental Agreement shall continue in full force and effect commencing upon the date the last party to this Agreement has signed until such time as it may be amended or revised by the same action that caused its adoption, or terminated as provided above.

This agreement shall not supersede nor replace any other intergovernmental agreement already in force between the COUNTY and the VILLAGE. In case of conflict or discrepancy, this agreement shall yield to any prior agreement already in place.

The VILLAGE and the COUNTY hereto agree that the foregoing constitutes all of the Agreement and in witness whereof, the parties have affixed their respective signatures and certifications on the dates indicated below.

For the Village of Saybrook

For McLean COUNTY:

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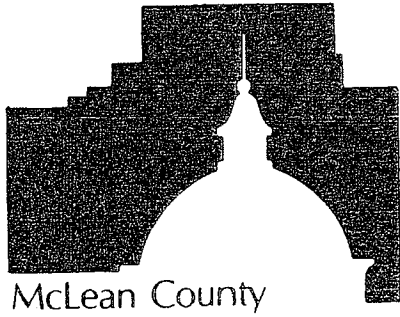
Ron Stauffer, Mayor  
Village of Saybrook

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Michael F. Sweeney, Chairman  
McLean COUNTY Board

ATTEST:

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



McLean County

**INFORMATION SERVICES**

(309) 888-5100 FAX (309) 888-5124

115 E. Washington, Room 202 PO. Box 2400 Bloomington, Illinois 61702-2400

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**Information Services Status Report  
May 8, 2007**

To the Honorable Members of the McLean County Executive Committee and the McLean County Board:

Following is a brief summary of issues addressed by Information Services since my last report in April.

**General Administration:**

- Reviewed needs for continuing remodeling at LNJ.
- Set up Blackberry training.
- Reviewed CID interview system with Sheriff's department.
- Obtained demo Mobile Data computing solution for Squad Cars.
- Met w ISU grad class to discuss "Digital Divide" and Internet public access to information.

**Hardware/Network**

- Began deployment of new PCs.
- Equipped specific LNJ network closets with new switches.
- Implemented virtual servers.

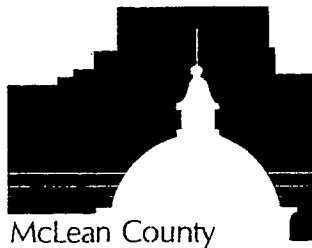
**Programming/Database/Web**

- Continued improving internally developed reports and forms for IJIS project.
- Reviewed Child Support data extract files from contract.
- Continued to investigate programming for Blackberry services.
- Began converting legacy as/400 tapes.
- Continued evaluation of Office 2007, Windows Vista, Exchange 2007 and needed training.

Respectfully submitted,

*Craig Nelson*

Craig Nelson  
Director of McLean County Information Services



INTER-OFFICE COMMUNICATION  
DEPARTMENT OF BUILDING AND ZONING  
Phone: 888-5160

TO: Chairman Matt Sorensen and Finance Committee  
FROM: <sup>mjb</sup> Mike Behary, County Planner  
DATE: April 24, 2007  
RE: **SHOW BUS Items**

---

The attached are key sections of the application and the purchase of service agreement that are similar to the ones presented last year. SHOWBUS provides rural public transportation for McLean, Livingston, Ford, and Iroquois counties. SHOWBUS is applying for \$321,756.00 of federal funds for rural public transportation in all four counties. Please see the complete documents at the Department of Building and Zoning.

- 1) **Section 5311 – Operating Assistance Application for Fiscal Year 2008:** This application is with the Illinois Department of Transportation and coincides with their fiscal year.
- 2) **Purchase of Service Agreement:** This is an agreement between McLean County and SHOW BUS that is similar to the one now in effect.

Laura Dick the Director of SHOW BUS and I will be present at the May 1<sup>st</sup> Finance Committee meeting to answer any questions or concerns. Please call me if I can be of further assistance.

Enclosures: Key section of the Operating Assistance Application & Purchase of Service Agreement

X:\IDOT\ldot2007\FinanceCommittee04-24-2007.doc

**Illinois Department of Transportation**

**State Fiscal Year 2008**

**Section 5311 Non-Metro Public Transportation**

**Operating Assistance Grant Application  
and  
Intercity Bus Grant Application**

**Submitted By**

**McLean County**

# Table of Contents

<b>I. Introduction.....</b>	<b>5</b>
<b>II. State and Regional Planning Requirements.....</b>	<b>7</b>
<b>III. Description of the Project.....</b>	<b>8</b>
A. Mode of Service .....	8
B. System Service Area.....	9
1. Core Service Area .....	9
2. Services Provided Outside the Core Service Area.....	10
3. Services Provided to Out-of-State Destinations .....	10
C. Proposed Service Levels.....	11
1. Passenger Trips .....	11
2. Vehicle Miles & Peak Vehicle Use .....	12
3. Intercity Bus Service.....	12
4. Charter Services.....	12
<b>IV. Service Operators.....</b>	<b>15</b>
A. Identification of Operators .....	15
B. Service Coordination Methods.....	15
C. Operating Entity Certification.....	16
D. Grantee Contact Person.....	17
E. Operator Contact Person(s) .....	17
F. Lower Tier Relationship Between Grantee and Operator.....	17
G. Operator Managerial and Technical Capacity.....	18
H. Contractor Service Monitoring Methodology.....	18
<b>V. Other Transportation Services .....</b>	<b>19</b>
A. Coordination with Other Human Service Agencies and Programs.....	19
B. Effort to Involve the Private Sector in Public Transit Service Delivery.....	20
<b>VI. Labor Protection .....</b>	<b>21</b>
A. Special Warranty.....	21
B. Labor Organizations in the Service Area .....	21
<b>VII. LOCAL PLANNING EFFORTS .....</b>	<b>22</b>
A. Planning Efforts to Support this Application.....	22
B. Planning Efforts in the Last Five (5) Years.....	22
C. Ridership and Service Demand Surveys .....	22

<b>VIII. Project Cost and Revenue Proposal</b> .....	<b>23</b>
A. Program Cost Comparison .....	23
B. Operator Organization and Level of Human Resource Effort.....	24
C. Project Revenue.....	25
D. Fare Structure .....	25
E. Proposed FY 2008 Budget Instructions – Exhibit B .....	26
F. Indirect Cost Proposal .....	27
<b>IX. Intercity Bus Operating Assistance Requests</b> .....	<b>30</b>
A. Project Description .....	30
B. Geographical Service Area.....	30
C. Project Justification .....	30
D. Proposed Intercity Bus Project Operating Assistance Budget.....	30
<b>X. Forms, Certifications and Assurances</b> .....	<b>32</b>
A. Applicant's Certification of Intent .....	32
B. Board Resolution.....	32
C. Sample Ordinance.....	32
D. Standard FTA Assurances and Certifications .....	32
<b>XI. Compiling the Application</b> .....	<b>33</b>
Exhibit A	Standard Form 424 (Electronic versions – see separate file)
Exhibit B	Proposed FY 2008 Budget (Electronic versions – see separate file)
Exhibit C	Standard Certifications and Assurances
Exhibit D	Sample Board Resolution
Exhibit E	Special Section 5333(B) Warranty For Application To The Small Urban And Rural Program
Exhibit F	IDOT Chart of Accounts for the Section 5311 Program Expense Account Definitions
Exhibit G	Applicant's Certification of Intent
Exhibit H	Sample Ordinance
Exhibit I	Non-Vehicle Capital Asset Inventory (Electronic versions – see separate file)
Exhibit J	Vehicle Asset Inventory (Electronic versions – see separate file)
Exhibit K	Year End NTD Operating Data Report for FY 07

## I. Introduction

The United States Department of Transportation, Federal Transit Administration provides federal financial assistance funds for public transportation in nonurbanized areas (Section 5311 Non-Metro Public Transportation Program -- formerly Section 18). The Federal Transit Administration (FTA), on behalf of the Secretary of Transportation, apportions the funds appropriated annually to the Governor of each state for public transportation projects in nonurbanized areas. The statutory formula is based solely on the nonurbanized population of the states. Each state prepares an annual program of projects, which must provide for fair and equitable distribution of funds within the states, including Indian reservations, and must provide for maximum feasible coordination with transportation services assisted by other Federal sources. Article III of the Downstate Public Transportation Act (30 ILCS 740/2-1 et seq., formerly Ill. Rev. Stat. ch. 111 2/3, Section. 661 et seq.) authorizes the Illinois Department of Transportation to receive and expend Section 5311 funds allotted to Illinois.

The goals of the nonurbanized formula program are: to enhance the access of people in nonurbanized areas to health care, shopping, education, employment, public services and recreation; to assist in the maintenance, development, improvement, and use of public transportation systems in rural and small urban areas; to encourage and facilitate the most efficient use of all Federal funds used to provide passenger transportation in nonurbanized areas through the coordination of programs and services; to assist in the development and support of intercity bus transportation; and to provide for the participation of private transportation providers in nonurbanized transportation to the maximum extent feasible.

Prospective applicants are advised that the Department has published administrative regulations for the Illinois Section 5311 program under Part 601 of the Illinois Department of Transportation Rules and Regulations entitled "Regulations for Public Transportation Assistance to New Programs in Nonurbanized Areas." These regulations, which prescribe procedures and requirements to be followed by applicants for Section 5311 funding, should be carefully reviewed prior to an applicant's submission of a Section 5311 Application. In order to be considered for funding, prospective grantees must submit a fully completed application (Sections I – VIII and Section X for Rural General Public Operating Assistance and Sections IX for Intercity Bus Assistance).

To assist applicants ensure that applications packages are complete, an "Application Checklist" in this section has been provided. **Applicants must complete and submit this completed checklist in their application package.**



## Section 5311 Non-Metro Operating Assistance Grant Application Checklist

*(Must be completed and submitted with Application.)*

1.  Non-Metro Operating Assistance Grant Application Checklist
2.  Completed Copy of Standard Form 424 (Exhibit A)
3.  Operating Entity Certification (One for each operator)
4.  Executed Agreement to Terms and Conditions of Special Warranty (Exhibit E)
5.  Fully Completed Proposed FY 2008 Budget (Exhibit B)
6.  Applicant's Certificate of Intent (Exhibit G)
7.  Executed Resolution of the Governing Board (Exhibit D)
8.  Executed County Ordinance to Operate a Public Transit Project (Exhibit H)
9.  Executed Certifications and Assurances for Grantees (Exhibit C)
10.  Executed Affirmation of Applicant's Attorney (Contained in Exhibit C)
11.  Fully completed Non-Vehicle Capital Asset Inventory (Exhibit I)
12.  Fully completed Vehicle Asset Inventory (Exhibit J)
13.  Maps of the service area (Attachment I)
14.  Copies of Material Documenting Private Sector Effort (Attachment II)
15.  Grantee/Operator Organization Charts (Attachment III)
16.  Indirect Costs Rate Proposal (Attachment IV)
17.  Copy of Most Recent Audit (Attachment V)

### Comments

All costs are direct costs. Therefore, a cost allocation plan is not being submitted.

### III. Description of the Project

#### A. Mode of Service

In the sections below, specify the service mode for each operator in the project. If you are unsure about what mode of service a particular operator provides, refer to the definitions at the end of this section. Service definitions are based on those provided in the Americans with Disabilities Act regulations (49 CFR part 37) and will determine the statutory service obligations of the grantee/operator.

##### Operator 1 (Check all that apply)

SHOW BUS

- Fixed route
- Demand response
- Route deviation
- Commuter routes

##### Operator 2 (Check all that apply)

[Type Operator Name Here]

- Fixed route
- Demand response
- Route deviation
- Commuter routes

##### Operator 3 (Check all that apply)

[Type Operator Name Here]

- Fixed route
- Demand response
- Route deviation
- Commuter routes

##### Operator 4 (Check all that apply)

[Type Operator Name Here]

- Fixed route
- Demand response
- Route deviation
- Commuter routes

Definitions:

**Fixed route system** means a system of transporting individuals (other than by aircraft), including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including, but not limited to, specified public transportation service, on which a vehicle is operated along a prescribed route according to a fixed schedule.

**Demand responsive system** means any system of transporting individuals, including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including but not limited to specified public transportation service, which is not a fixed route system.

**Route deviation system** means a system of transporting individuals (other than by aircraft), including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including, but not limited to, specified public transportation service, on which a vehicle is operated along a prescribed route according to a fixed schedule where the system permits user-initiated deviations of vehicles from the prescribed routes.

**Commuter bus service** means fixed route bus service, characterized by service predominantly in one direction during peak periods, limited stops, use of multi-ride tickets, and routes of extended length, usually between the central business district and outlying suburbs. Commuter bus service may also include other service, characterized by a limited route structure, limited stops, and a coordinated relationship to another mode of transportation.

**B. System Service Area**

**1. Core Service Area**

In the space below, please identify the geographic area that is to be served by this Section 5311 grant. The core service area is defined as the **geographic area in which Section 5311 service is provided by this grant, as supported by the grantees Board Resolution and any Intergovernmental Agreements with other governmental entities.** The service area does not include areas served through incidental services such as charter services or extended commuter routes.

<b>County Served</b>	<b>Square Mileage</b>	<b>Population</b>
Ford	468	14,241
Iroquois	1,120	31,334
Livingston	1,043	39,678
McLean (rural area only)	1,184	40,249 (rural only)

If existing maps are available, that show the dimensions of the geographic service area, please attach to the application. If no existing maps are available, please draw a reasonable representation of the service area that clearly shows geographic limits of the service area. Please indicate on the map the street or road names where service is provided. The map does not need to be an exact or official representation; rather, it is mainly intended to convey the project service area. Include this information as Attachment I to the application.

**2. Services Provided Outside the Core Service Area**

Since the goal of Section 5311 is to enhance access of people living in nonurbanized areas to activities, Section 5311 projects may include transportation to and from urbanized areas or provide services to other destinations that extend beyond the core service. In this section, list the extended services operated outside the core service area. Examples of such routes would be regularly or periodic shopping trips to an urban center, services provided to regional medical facilities under a contract to a human service agency, or similar service.

In the table below, list or describe the services provided by the project that meet the criterion above for periodic or regularly scheduled services provided outside the core service area. **Note: Do not include charter services in this section. Services provided to destinations located outside Illinois should be addressed in Section III.B.3.**

**Example:**

<b><i>Extended Service Provided</i></b>	<b><i>Frequency</i></b>
<i>Shopping Trip to Springfield</i>	<i>Every 3<sup>rd</sup> Tuesday</i>

<b><u>Extended Service Provided</u></b>	<b><u>Frequency</u></b>
Iroquois to Kankakee County (primarily dialysis transport to units in Kankakee County)	Three times a week
Iroquois County to Champaign (service primarily medical)	Every Tuesday
Ford County to Champaign (service primarily medical)	2 <sup>nd</sup> and 4 <sup>th</sup> Monday

Note: Use additional pages if necessary.

**3. Services Provided to Out-of-State Destinations**

The services provided by a Section 5311 project may include destinations across a state line. Operators of interstate service are required to register with the Federal Motor Carrier Safety Administration (FMCSA). Projects that provide service to out-of-state destinations on a regular, periodic, or even an infrequent basis must notify IDOT for additional guidance.

**Each project must complete this section of the application. You must check one of the following boxes:**

- This project operates regular or special transit service to out-of-state destinations on a regular, periodic, or infrequent basis.
- This project never operates regular or special service to out-of-state destinations.

**C. Proposed Service Levels**

**1. Passenger Trips**

In this section, project the total number of passenger trips to be provided under the project by all operators of public transportation services. For purposes of completing this section, "Trip" is defined as a one-way trip by a transit vehicle in revenue service starting at one point of a route and ending at another point. A round trip is counted as two separate trips. Transfers (if applicable), are counted separately and should not be reported here.

Projected number of total system (all operators) passenger trips: **32,000**

If there is more than one operator of public transit services under the project, provide the number of projected total passenger trips by operator. In completing this table, IDOT notes that operators may be engaged in other, non-public transit services that are not eligible for reimbursement under the project. Operators should identify total passenger trips and trips to be operated in public transit service in accordance with the project service plan:

Operator	Total Number of Passenger Trips Provided by Operator
SHOW BUS	32,000

**2. Vehicle Miles & Peak Vehicle Use**

In this section, project the total number of vehicle miles to be provided under the project by all operators of public transportation services:

Projected number of total system (all operators) vehicle miles : **250,000**

If there is more than one operator of public transit services under the project, provide the number of projected total vehicle miles by operator. In completing this table, IDOT notes that operators may be engaged in other, non-public transit services that are not eligible for reimbursement under the project. Operators should identify total mileage and mileage to be operated in public transit service in accordance with the project service plan:

Operator	Total Number of Vehicle Miles Provided by Operator
SHOW BUS	250,000

In this section, project the total number of Peak Vehicles. Peak Vehicles is calculated by determining the maximum number of vehicles needed for any given service hour for all operators of public transportation services, in any given day:

Projected number of total system (all operators) Peak Vehicles: **Eleven**

**3. Intercity Bus Service**

Intercity bus service miles (estimated) **50,000**

**4. Charter Services**

Charter Service means transportation using buses or vans, or facilities funded by the Federal Transit Administration of a group of persons who pursuant to a common purpose, under a single contract, at a fixed charge (in accordance with the carrier's tariff) for the vehicle or service, have acquired the exclusive use of the vehicle or service to travel together under an itinerary either specified in advance or modified after having left the place of origin.

**C. Operating Entity Certification**

For each proposed operator(s) please provide a fully completed and executed copy of the following (*this document should be completed and signed by the operator, if different from the grantee/applicant*):

Robert O. Bertsche hereby certifies that  
(Name of Authorized Official)

Meadows Mennonite Retirement Community, d/b/a SHOW BUS is organized as :  
(Name of Operator Agency)

(Check one)

- |  |   |
|--|---|
| <input type="checkbox"/> An individual                   | <input type="checkbox"/> a partnership        |
| <input checked="" type="checkbox"/> A private non-profit | <input type="checkbox"/> a private for-profit |
| <input type="checkbox"/> A municipal corporation         | <input type="checkbox"/> other                |

And that Meadows Mennonite Retirement Community, d/b/a SHOW BUS's  
(Name of operator)

Federal Employer's Identification Number

is 37-0791831.

Robert O. Bertsche  
Officer or Official Signature

CEO, Meadows Mennonite Retirement Community, d/b/a SHOW BUS  
Title

4/19/07  
Date

**D. Grantee Contact Person**

Please list the Grantee's contact person responsible for project and financial oversight:

Name: Michael Behary

Title: Grant Project Manager for McLean County

Phone: 309-888-5160

Fax Number: 309-888-5768

E-Mail: mike.behary@mcleancountyil.gov

**E. Operator Contact Person(s)**

Please list the Operator's contact person(s) responsible for project and financial management:

<b>Operator</b>	<b>Contact Name</b>	<b>Title</b>	<b>Phone</b>	<b>E-Mail</b>
SHOW BUS	Laura Dick	Director	309-747-2454	<u>showbus@gridcom.net</u>

**F. Lower Tier Relationship Between Grantee and Operator**

There are two circumstances when a grantee can enter into a lower tier relationship with a third party to deliver Section 5311 services. First, a grantee follows either state (under the common rule) or Federal procedures outlined in FTA Circular 4220.1D to competitively secure the services of a contractor (using micro purchase, small purchase, Invitation for Bid (IFB), or Request For Proposal procedures (RFP)) to deliver all or some component of Section 5311 services. Second, a state may elect to grant Section 5311 funds to a subrecipient through an intermediary subrecipient, a practice expressly permitted pursuant to FTA Circular 9040.1E, Chapter IV, paragraph 3. FTA uses the example of a state that might pass funds to a nonprofit organization through a local public body. FTA notes that this type of arrangement is not a third party contract.



## VIII. Project Cost and Revenue Proposal

### A. Program Cost Comparison

For each proposed operator involved in the project, please provide the information requested below.

Note: Programmed Services are all of the operator's services provided on a regular basis including transportation. Annual Program Budget is the total amount budgeted for the listed program. Percentage of Total Budget is the percentage of the operator's Total Programmed Services budget represented by the listed program. Attach additional pages if necessary. Include all programmed service: transportation, nutrition, training, etc.

#### Operator's Proposed Program Budget Activity Report: FY 2008

Programmed Services	Annual Program Budget	Percent (%) of Total Program Budget
Transportation	\$620,000.00	100%
Total Operator Expenditures	<u>\$ 620,000.00</u>	100%

**B. Operator Organization and Level of Human Resource Effort**

In this section, provide a description of the level of effort that will be provided by each operator providing service in the project. List the staff positions, by job title, in the following table. List both personnel whose time will be charged to the project, either as a direct or indirect expense by typing "Direct" or "Indirect" in the second column. Also list if the position will be charged to the Administrative category ("Admin") or the Operating category ("Op"). Finally, list the approximate or estimated number of staff, expressed in terms of Full-Time Equivalents (FTEs) in the last column.

Submit one table for each operator.

**Operator's Proposed Transportation Employee Utilization: FY 2008**

Operator: SHOW BUS

Job Title	Direct or Indirect Staff Position	Administration or Operating? (Admin or Op)	Estimated Full-Time Equivalents (FTEs)
Director	Direct	Admin	1
Office Mgr./Bookkeeper	Direct	Admin	.75
Clerical	Direct	Admin	1.75
Dispatch	Direct	Op	.25
Drivers	Direct	Op	7.5

For each operator, submit with this application an organization chart showing all functional divisions of the entity with a detailed organizational breakdown of the transportation unit as Attachment III.

**C. Project Revenue**

Detail all non-IDOT contracts, grants and non-passenger donations (including in-kind) to be used in the provision of Section 5311 Transportation Service: (attach additional pages if necessary)

**Note:** All program contract income from for-profit agencies must be recorded as Section 5311 program revenue and not used as local match.

<b>Contract or Revenue Source</b>	<b>Total Contract Amount</b>	<b>Expected Revenue for the Section 5311 Program</b>
Agency Contracts	\$138,000	\$138,000
Local Government	\$43,050	\$43,050
United Way, Contributed Cash	\$71,591	\$71,591
<b>TOTALS</b>	<b>\$ 252,641.00</b>	<b>\$ 252,641.00</b>

**D. Fare Structure**

Please describe your proposed fare structure by passenger category, (e.g., adult, senior, disabled, student, child or other) and include or attach a copy of fare structure. Please make note of any multi-ride pass books, tickets etc. and the associated costs to purchase by consumers.

**ALL COUNTIES BUT IROQUOIS:**

Senior and Adult \$5 Round Trip Base Fare, travel within one county (slightly lower if travel is within a municipality), \$7 Round Trip Base Fare, travel beyond one county, \$14.52+ Special Service Round Trip (SSRT). A portion of senior fares is reported to Area Agency on Aging vs. IDOT. The fare is not mandatory for seniors in McLean, Livingston and Ford.

**IROQUOIS COUNTY**

Adult \$3.50+ Round Trip Base Fare, \$14.52+ SSRT-Iroquois County  
Child Sliding Scale  
No multi ride discounts

Attachment to Page 30

Detailed Description of Proposed Intercity Bus Service. For existing service, the applicant must submit a printed schedule or timetable for intercity bus service.

**SHOW BUS will provide intercity bus service to passengers of all ages according to the following schedule. Passengers will be picked up at a central community location or at their homes. They may access the service by calling 800-525-2454.**

#### **FORD COUNTY**

**Tuesday**

**9:30 Gibson City to Paxton  
11:00 Paxton to Gibson City  
1:45 Gibson City to Paxton  
3:15 Paxton to Gibson City**

#### **LIVINGSTON COUNTY**

**Monday**

**9:15 Fairbury to Bloomington/Normal  
3:15 Bloomington/Normal to Fairbury**

**Wednesday**

**8:30 Dwight to Bloomington/Normal  
2:30 Bloomington/Normal to Dwight**

**Friday**

**9:00 Pontiac to Bloomington/Normal  
3:15 Bloomington/Normal to Pontiac**

#### **MCLEAN COUNTY**

**Tuesday**

**9:30 LeRoy to Bloomington/Normal  
2:30 Bloomington/Normal to LeRoy**

#### **IROQUOIS COUNTY**

**Every Monday, Wednesday and Friday**

**8:15 Watseka to Kankakee  
3:15 Kankakee to Watseka**

## Estimated Intercity Bus Project Financing

### FY 2008 Mileage Share Calculation

A.	Projected Total Section 5311 Program Mileage	<u>D250,000</u>
B.	Projected Total Intercity Bus Mileage	<u>E50,000</u>
C.	Percentage Intercity Bus (E divided by D)	<u>F20%</u>
G.	Total Section 5311 Operating Assistance (50% of deficit)	<u>\$ 114,933</u>
H.	Intercity Bus Operating Component (F x G)	<u>\$22,987</u>
I.	Total Section 5311 Adm. Assistance(80% of cost maximum)	<u>\$206,823</u>
J.	Intercity Bus Administrative Component (F x I)	<u>\$41,365</u>
K.	Total Local Share (total non FTA/IDOT funds)	<u>\$298,244</u>
L.	Total Intercity Bus Component (H + J)	<u>\$64,352</u>
M.	Total Non Intercity Bus (G+I-L)	<u>\$257,404</u>
	Total Program Cost (K+ L+ M)	<u>\$620,000</u>

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED 15-May-07	Applicant Identifier
1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	3. DATE RECEIVED BY STATE	State Applicant Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name: McLean County		Organizational Unit:	
Address (give city, county, State and zip code): McLean County Law & Justice Center 104 W Front Street; POBox 2400 Bloomington, IL 61702-2400		Name and telephone number of person to be contacted on matters involving this application (give area code) Mike Behary 309-888-5160	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 37-6001569		7. TYPE OF APPLICANT: (enter appropriate letter) <u>B</u>	
8. TYPE OF APPLICATION: ___ New <u>X</u> Continuation ___ Revision If Revision, enter appropriate letter(s) A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (Specify): _____		A. State H. Independent School District B. County I. State Controlled Institution of Higher Learning C. Municipal J. Private University D. Township K. Indian Tribe E. Interstate L. Individual F. Intermunicipal M. Profit Organizer G. Special District N. Other (Specify) _____	
		9. NAME OF FEDERAL AGENCY: Federal Transit Administration	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: Section 5311 <u>20 - 509</u> TITLE: Operating Assistance Program		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Public transportation operating assistance grant program for the non-urbanized areas of the State of Illinois and a grant for the Rural Public Transportation Assistance Program.	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Non-urbanized counties and cities in the downstate Illinois area.			
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF:	
Start Date Ending Date 7/1/2007 to 6/30/2008	a. Applicant Johnson, Weller	b. Project Johnson, Weller	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 321,756.00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE <u>  /  /  </u> 15-May-07	
b. Applicant	\$	b. NO. ___ PROGRAM IS NOT COVERED BY E. O. 12372 ___ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
c. State	\$		
d. Local	\$ 252,641.00		
e. Other	\$		
f. Program Income	\$ 45,603.00		
g. TOTAL	\$ 620,000.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? ___ Yes If "Yes," attach an explanation <u>X</u> No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Type Name of Authorized Representative Michael Sweeney		b. Title Chairman, McLean County Board	c. Telephone Number 309-888-5110
d. Signature of Authorized Representative		e. Date Signed	

GRANTEE:

McLean County

Exhibit B

FINANCIAL DATA  
PROPOSED FY 2008 BUDGET

REVENUES:

<u>Item</u>	<u>Description</u>	<u>AGENCY TOTAL (ALL TRANSIT)</u>	<u>SECTION 5311 TOTAL BUDGETED</u>	<u>PROJECT INCOME (Proposed)</u>	<u>LOCAL MATCH (Proposed)</u>
401.01	Full Adult Fare	\$17,850	\$17,850	\$17,850	
401.02	Senior Citizen Fares	27,753	27,753	27,753	
401.03	Student Fares		0		
401.04	Child Fares		0		
401.05	Disabled Rider Fares		0		
401.06	Parking Lot Fares		0		
401.99	Other Rider Fares		0		
402.00	Special Transit Fares	138,000	138,000		138,000
403.00	School Bus Service		0		
404.00	Freight Tariffs		0		
405.00	Charter Service Revenues		0		
406.00	Auxiliary Revenues		0		
407.01	Sales of Maintenance Service		0		
407.02	Rental of Revenue Vehicles		0		
407.03	Rental of Buildings & Property		0		
407.99	Other Non-transportation Revenue		0		
408.00	Taxes Levied by Transit System		0		
409.00	Local Cash Grants	43,050	43,050		43,050
410.01	Local Disabled Fare Assistance		0		
410.02	Local Senior Fare Assistance		0		
410.03	Local Student Fare Assistance		0		
410.99	Other Local Special Fare Assistance		0		
411.00	State Cash Grants		0		
412.00	State Special Fare Assistance		0		
413.00	Federal Cash Grants (Section 18)	\$321,756.00	\$321,756.00		
413.99	Other Federal Financial Assistance		0		
414.00	Interest Income		0		
430.01	Contributed Services - Allowable		0		
430.03	Contributed Services - Unallowable				
430.04	Contra Account for 430.03				
431.00	Contributed Cash	71,591	71,591		71,591
440.00	Subsidy From Other Sources		0		
		<u>AGENCY TOTAL (ALL TRANSIT)</u>	<u>SECTION 5311 TOTAL BUDGETED</u>	<u>PROJECT INCOME (Proposed)</u>	<u>LOCAL MATCH (Proposed)</u>
	(Exclude grey areas from total)	\$298,244	\$298,244	\$45,603	\$252,641
	TOTAL REVENUE 401 - 440	\$298,244	\$298,244	\$45,603	\$252,641

**PROPOSED FY 2008 BUDGET**

**McLean County**

**EXPENSES:**

<u>Item</u>	<u>Description</u>	<u>AGENCY TOTAL (ALL TRANSIT)</u>	<u>SECTION 5311 TOTAL BUDGETED</u>	<u>SECTION 5311 ADMINISTRATION (Proposed)</u>	<u>SECTION 5311 OPERATING (Proposed)</u>
<b>LABOR:</b>					
501.01	Operator's Salaries & Wages	\$140,338	\$140,338		\$140,338
501.02	Training Salaries & Wages		0		
501.03	Dispatcher's Salaries & Wages	9,500	9,500		9,500
501.04	Administrative Salaries & Wages	93,790	93,790	93,790	
501.99	Other Salaries & Wages	2,200	2,200	2,200	
	<b>TOTAL</b>	<b>\$245,828</b>	<b>\$245,828</b>	<b>\$95,990</b>	<b>\$149,838</b>
<b>FRINGE BENEFITS:</b>					
502.01	FICA	\$21,000	\$21,000	\$8,000	\$13,000
502.02	Pensions & Long Term Disability	3,800	3,800	1,656	2,144
502.03	Health Insurance	22,145	22,145	12,875	9,270
502.04	Dental Plans		0		
502.05	Life Insurance	1,422	1,422	747	675
502.06	Short Term Disability		0		
502.07	Unemployment Insurance		0		
502.08	Worker's Compensation	16,000	16,000	483	15,517
502.09	Sick Leave		0		
502.10	Holiday		0		
502.11	Vacation	24,700	24,700	10,700	14,000
502.12	Other Paid Absence		0		
502.13	Uniform Allowance	4,600	4,600		4,600
502.99	Other Fringe Benefits	3,600	3,600	1,250	2,350
	<b>TOTAL</b>	<b>\$97,267</b>	<b>\$97,267</b>	<b>\$35,711</b>	<b>\$61,556</b>
<b>SERVICES:</b>					
503.01	Management Services		\$0		
503.02	Advertising Services	1,000	1,000	1,000	
503.03	Professional & Technical Services	17,500	17,500	17,500	
503.04	Temporary Services	2,300	2,300		2,300
503.05	Contract Maintenance	38,267	38,267	1,267	37,000
503.06	Custodial Services		0		
503.07	Security Services		0		
503.99	Other Services	7,300	7,300		7,300
	<b>TOTAL</b>	<b>\$66,367</b>	<b>\$66,367</b>	<b>\$19,767</b>	<b>\$46,600</b>



PROPOSED FY 2008 BUDGET (continued)

McLean County

**EXPENSES:**

Item	Description	AGENCY TOTAL (ALL TRANSIT)	SECTION 5311 TOTAL BUDGETED	SECTION 5311 ADMINISTRATION (Proposed)	SECTION 5311 OPERATING (Proposed)
<b>MATERIALS &amp; SUPPLIES:</b>					
504.01	Fuel & Lubricants Consumed	\$81,377	\$81,377		\$81,377
504.02	Tires & Tubes Consumed	4,400	4,400		4,400
504.03	Inventory Purchases	9,476	9,476	\$7,776.00	1,700
504.99	Other Materials & Supplies	825	825	\$425.00	400
	<b>TOTAL</b>	<b>\$96,078</b>	<b>\$96,078</b>	<b>\$8,201</b>	<b>\$87,877</b>
<b>UTILITIES:</b>					
505.02	Telephone	\$8,500	\$8,500	\$8,500	
505.99	Other, i.e. Natural Gas, Electric, etc.	1,150	1,150		1,150
	<b>TOTAL</b>	<b>\$9,650</b>	<b>\$9,650</b>	<b>\$8,500</b>	<b>\$1,150</b>
<b>CASUALTY &amp; LIABILITY:</b>					
506.01	Physical Damage Insurance	\$30,000	\$30,000	\$30,000	
506.03	Liability & Property Insurance	39,000	39,000	39,000	
506.04	Uninsured Settlements		0		
506.05	Provisions for Uninsured Settlements		0		
506.06	Recoveries of Settlements		0		
506.08	Other Corporate Insurance		0		
506.99	Other Insurance		0		
	<b>TOTAL</b>	<b>\$69,000</b>	<b>\$69,000</b>	<b>\$69,000</b>	<b>\$0</b>
<b>TAXES:</b>					
507.00	<b>TOTAL</b>	<b>\$390</b>	<b>\$390</b>	<b>\$390</b>	
<b>PURCHASED TRANSPORTATION:</b>					
508.00	<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>		
<b>MISCELLANEOUS:</b>					
509.01	Dues & Subscriptions	\$1,180	\$1,180	\$1,180	
509.02	Travel & Meetings	3,300	3,300	3,300	
509.03	Bridge, Tunnel, & Highway Tolls		0		
509.04	Entertainment Expense				
509.05	Charitable Donations				
509.06	Fines & Penalties				
509.07	Bad Debt Expense				
509.08	Advertising/Promotion Media	2,310	2,310	2,310	
509.99	Other Miscellaneous Expense		0		
	<b>TOTAL (Excluding Grey Areas)</b>	<b>\$6,790</b>	<b>\$6,790</b>	<b>\$6,790</b>	<b>\$0</b>

**PROPOSED FY 2008 BUDGET (continued)**  
**EXPENSES**

**McLean County**

<u>Item</u>	<u>Description</u>	<u>AGENCY TOTAL (ALL TRANSIT)</u>	<u>SECTION 5311 TOTAL BUDGETED</u>	<u>SECTION 5311 ADMINISTRATION (Proposed)</u>	<u>SECTION 5311 OPERATING (Proposed)</u>
<b>INTEREST:</b>					
511.01	Long Term Debt Obligation		\$0		
511.02	Short Term Debt Obligation	7,700	7,700	7,700	
	<b>TOTAL</b>	<b>\$7,700</b>	<b>\$7,700</b>	<b>\$7,700</b>	<b>\$0</b>
<b>LEASES &amp; RENTALS:</b>					
512.01	Transit Way Structures, etc.		\$0		
512.02	Passenger Stations		0		
512.03	Passenger Parking Facilities		0		
512.04	Passenger Revenue Vehicles		0		
512.05	Service Vehicles	3,700	3,700		3,700
512.06	Operating Yards or Stations	10,750	10,750		10,750
512.07	Maintenance Facilities		0		
512.10	Data Processing Facilities		0		
512.11	Revenue Collection Facilities		0		
512.12	Other Administrative Facilities	6,480	6,480	6,480	
	<b>TOTAL</b>	<b>\$20,930</b>	<b>\$20,930</b>	<b>\$6,480</b>	<b>\$14,450</b>
<b>DEPRECIATION &amp; AMORTIZATION</b>					
513.00	<b>TOTAL</b>				
<b>CONTRIBUTED SERVICES</b>					
530.00	<b>TOTAL</b>				
<b>INELIGIBLE EXPENSES</b>					
550.00	<b>TOTAL</b>				
<b>DIRECT EXPENSE SUB-TOTAL</b>		<b>\$620,000</b>	<b>\$620,000</b>	<b>\$258,529</b>	<b>\$361,471</b>
<b>ICR</b>	<b>Indirect Cost Rate</b>	<b>0.00%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
		<b>AGENCY TOTAL (ALL TRANSIT)</b>	<b>SECTION 5311 TOTAL BUDGETED</b>	<b>SECTION 5311 ADMINISTRATION (Proposed)</b>	<b>SECTION 5311 OPERATING (Proposed)</b>
(Exclude grey areas from total)					
<b>TOTAL EXPENSES 501 - 530 &amp; ICR</b>		<b>\$620,000</b>	<b>\$620,000</b>	<b>\$258,529</b>	<b>\$361,471</b>

Please identify all anticipated Contracts or Services of \$10,000 or more to a single vendor.

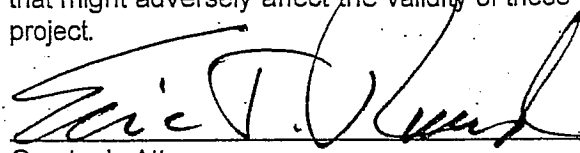
<u>Contracts and Service Agreements</u>	<u>\$ Amount</u>
Enter the anticipated contracts or services (e.g., Insurance)	\$0.00
Vehicle Insurance	\$67,000
Audit (multi year, split between grantees) yearly	\$8,800
Service Vehicle Lease (multi year-split between grantees) yearly	\$2,800

**AFFIRMATION OF GRANTEE'S ATTORNEY**

For McLean County (Name of Grantee)

As the undersigned legal counsel for the above named Grantee, I hereby affirm that the Grantee has authority under state and local law to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the certifications and assurances have been legally made and constitute legal and binding obligations on the Grantee.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or threatened that might adversely affect the validity of these certifications and assurances, or of the performance of the project.

  
\_\_\_\_\_  
Grantee's Attorney

4-24-07  
Date

**JOINT CERTIFICATION AND ASSURANCES FOR IDOT & FTA PROGRAMS**

Name of Grantee: McLean County

Name of Authorized Representative: Michael Sweeney

Relationship of Authorized Representative: McLean County Board Chair

BY ENDORSING THIS SIGNATURE PAGE, I, Michael Sweeney

declare that I am duly authorized by the Grantee to make the certifications and assurances on behalf of the Grantee and bind the Grantee to comply with them. Thus, when its authorized representative signs this document, the Grantee agrees to comply with all state and federal statutes, regulations, executive orders, and administrative guidance required for any application it makes to the Federal Transit Administration (FTA) and Illinois Department of Transportation (IDOT).

IDOT and FTA intend that the certifications and assurances apply, as required, to each project for which the Grantee seeks now, or may later seek FTA or IDOT assistance.

The Grantee affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document and any other submission made to FTA or IDOT, and acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. Section 3801 *et seq.*, as implemented by U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31 apply to any certification, assurance or submission made to IDOT or FTA. The criminal fraud provisions of 18 U.S.C. Section 1001 apply to any certification, assurance, or submission made in connection with the FTA and IDOT formula assistance program for urbanized areas, and may apply to any other certification, assurance, or submission made in connection with any program administered by FTA or IDOT.

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Grantee are true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative of Grantee

# McLean County Board Resolution

(Revised 1/05)

Number \_\_\_\_\_

Resolution authorizing application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. § 5311).

WHEREAS, the provision of public transit service is essential to the transportation of persons in the non-urbanized area; and

WHEREAS, Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. § 5311), makes funds available to help offset certain operating deficits and administrative expenses of a system providing public transit service in non-urbanized areas; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including the provision by it of the local share of funds necessary to cover costs not covered by funds provided under Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. § 5311).

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF MCLEAN COUNTY:

Section 1. That an application be made to the Division of Public Transportation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. § 5311), for the purpose of off-setting a portion of the Public Transportation Program operating deficits of McLean County.

Section 2. That while participating in said operating assistance program McLean County will provide all required local matching funds.

Section 3. That the Board Chair of McLean County (or, in the Chair's absence or by the Chair's request, the Vice Chair) of McLean County is hereby authorized and directed to execute and file on behalf of McLean County such application.

Section 4. That the Board Chair of McLean County (or, in the Chair's absence or by the Chair's request, the Vice Chair) of McLean County is authorized to furnish such additional information as may be required by the Division of Public Transportation and the Federal Transit Administration in connection with the aforesaid application for said grant.

Section 5. That the Board Chair of McLean County (or, in the Chair's absence or by the Chair's request, the Vice Chair) of McLean County is hereby authorized and directed to execute and file on behalf of McLean County all required Grant Agreements with the Illinois Department of Transportation, in order to obtain grant assistance under the provisions of the Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. § 5311).

Section 6. That the Board Chair of McLean County (or, in the Chair's absence or by the Chair's request, the Vice Chair) of McLean County is hereby authorized to provide such information and to file such documents as may be required to perform the Grant Agreement and to receive the grant.

PRESENTED and ADOPTED this 15th day of May, 2007

Attest:

Approved:

\_\_\_\_\_  
Peggy Ann Milton  
County Clerk  
McLean County, IL

\_\_\_\_\_  
Michael Sweeney  
Chair  
McLean County Board

## Acceptance of the Special Warranty

WHEREAS, Section 5311 of the Federal Transit Act of 1964, as amended, makes funds available to help offset certain operating deficits of a system providing public transit service in non-urbanized areas; and

WHEREAS, 49 U.S.C. § 5333(b) requires that fair and equitable arrangements must be made to protect the interests of employees affected by such assistance as a condition of receipt of funds under Section 5311; and

WHEREAS a simplified process for assuring employee protections that accommodates the needs of participants in the Section 5311 program has been agreed upon by the U.S. Department of Labor and the U.S. Department of Transportation by allowing execution of a Special Section 5333(b) Warranty for Section 5311 projects (Special Warranty), which the Secretary of Labor certified on May 31, 1979;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF MCLEAN COUNTY:

Section 1. That an application be made to the Division of Public Transportation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 of the Federal Transit Act of 1964, as amended.

Section 2. As a condition of the receipt of Section 5311 funds, McLean County Board hereby agrees in writing to the terms and conditions of the Special Warranty (attached) regarding fair and equitable arrangements to protect the interests of employees affected by such assistance.

PASSED by the McLean County Board on the 15th day of May, 2007.  
Officer or Official of Applicant

\_\_\_\_\_  
Signature of Authorized Official

Chair, McLean County Board  
Title

\_\_\_\_\_  
Date

**Applicant's Certification Of Intent**

Applicant: McLean County

Address: 104 W Front Street, POBox 2400

Bloomington, IL 61702-2400

<u>Michael Behary</u>	<u>Grantee Project Manager</u>	<u>309-888-5160</u>
Contact Person	Title	Telephone

309-888-5768  
Fax Number

mike.behary@mcleancountyil.gov  
E-Mail Address

The applicant hereby applies to the State of Illinois through the Illinois Department of Transportation, Division of Public Transportation for grants under Article III of the Downstate Public Transportation Act for operating and administrative assistance for public transportation service.

I hereby certify that I have reviewed this application including all attachments and information, and have found it to be true and correct.

Officer or Official of Applicant

\_\_\_\_\_  
Signature

McLean County Board Chair  
Title

\_\_\_\_\_  
Date

## Ordinance

ORDINANCE NUMBER \_\_\_\_\_  
AN ORDINANCE TO PROVIDE FOR PUBLIC TRANSPORTATION  
IN MCLEAN COUNTY, ILLINOIS

Whereby, public transportation is an essential public purpose for which public funds may be expended under Article 13, Section 7 of the Illinois Constitution; and

WHEREAS, McLean County wishes to provide public transportation for its citizens and become eligible for grants from the State of Illinois or any department or agency thereof, from any unit of local government, from the Federal government or any department or agency thereof; and

WHEREAS, Illinois Compiled Statutes 740/2-1 et seq. authorizes a county to provide for public transportation within the (county or counties) limits:

NOW, THEREFORE, BE IT ORDAINED by the President and the County Board of McLean County that:

Section 1. McLean County shall hereby provide public transportation within the (county or counties) limits.

Section 2. The County Clerk of the County of McLean shall file a certified copy of this Ordinance, within sixty days after passage of this ordinance.

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval, as required by law.

Section 4. That the Board Chair of McLean County (or, in the Chair's absence or by the Chair's request, the Vice Chair) of McLean County is hereby authorized and directed to execute and file on behalf of McLean County a Grant Application to the Illinois Department of Transportation.

Section 5. That the Board Chair of McLean County (or, in the Chair's absence or by the Chair's request, the Vice Chair) of McLean County is hereby authorized and directed to execute and file on behalf of McLean County all required Grant Agreements with the Illinois Department of Transportation.

ADOPTED by the County Board of McLean County on the 15th day of May, 2007, and deposited and filed in the office of the County Clerk of said County on that date.

Attest:

Approved:

\_\_\_\_\_  
Peggy Ann Milton  
County Clerk  
McLean County, IL

\_\_\_\_\_  
Michael Sweeney  
Chair  
McLean County Board



EXHIBIT J  
MC LEAN COUNTY  
SECTION 5311 VEHICLE INVENTORY SUMMARY

VEHICLE CONDITION CODE  
EXCELLENT  
GOOD  
FAIR  
POOR  
INOPERABLE

VEHICLE STATUS CODE  
ACTIVE  
RESERVE  
OUT OF SERVICE  
O  
FAIR  
REPLACED  
RPL  
DISPOSED  
D

VIN	TITLE HOLDER OWNER	OPERATOR	BUS FLEET #	CHASSIS YEAR	CHASSIS MANUF.	VEHICLE TYPE	VEHICLE LENGTH	STATE GRANT NUMBER	FED GRANT NUMBER	Acquisition COST	Dollars OF FEDERAL Participation	DATE IN SERVICE/ PURCHASE	FTA ELIGIBLE REPLACEMENT DATE	CURRENT MILEAGE	CURRENT VEHICLE CONDITION	DATE OF LAST IDOT INSPECTION	VEHICLE STATUS
<b>Fixed Route Vehicles:</b>																	
286B131ZSYK124040	Meadows/SHOW BUS	SHOW BUS	17	2000	Dodge	Raised roof van	20'	ECIAAALLOCAL		\$ 45,000.00	\$ -	07/10/00	2000	132,089	POOR	04/10/07	A
287LB31Z7YK168458	McLean County	SHOW BUS	18	2000	Dodge	Raised roof van	20'	CAP-00-690-ILL		\$ 37,684.00	\$ -	07/20/00	2000	101,226	FAIR	04/10/07	A
1FDXE45F0YHCO1202	McLean County	SHOW BUS	19	2000	Ford	Medium Duty	23.3'	CAP-00-690-ILL		\$ 54,698.00	\$ -	11/03/00	2000	151,769	FAIR	04/10/07	A
1FDXE45F5YHCD1227	McLean County	SHOW BUS	20	2000	Ford	Medium Duty	23.3'	CAP-00-690-ILL		\$ 54,698.00	\$ -	11/27/00	2000	106,361	FAIR	04/10/07	A
1FDXE45F22H840538	McLean County	SHOW BUS	22	2002	Ford	Medium Duty	23.3'	CAP-02-791-CVP	IL-03-0225	\$ 52,561.00	\$ 42,049.00	01/24/03	2003	105,921	GOOD	04/10/07	A
1FDXE45F42H840539	McLean County	SHOW BUS	23	2002	Ford	Medium Duty	23.3'	CAP-01-743-CVP	IL-03-0213	\$ 52,561.00	\$ 42,049.00	01/24/03	2003	102,589	GOOD	04/10/07	A
1FDXE45F03H880338	McLean County	SHOW BUS	24	2003	Ford	Medium Duty	23.3'	CAP-03-856-CVP	IL-18-X018	\$ 54,404.53	\$ 43,523.53	02/20/04	2004	74,550	EXCELLENT	04/10/07	A
1FDXE45F313H88076	McLean County	SHOW BUS	25	2003	Ford	Light Duty	20'	CAP-03-856-CVP	IL-18-X018	\$ 45,619.83	\$ 36,495.86	04/09/04	2004	72,005	EXCELLENT	04/10/07	A
1FDXE45F2H840551	Meadows/SHOW BUS	SHOW BUS	26	2003	Ford	Medium Duty	23.3'	194 CVP		n/a-rec'd from closed agency		06/30/04	2004	81,788	EXCELLENT	04/10/07	A
1FDXE45F2H840551	McLean County	SHOW BUS	27	2005	Ford	Medium Duty	23.3'	CAP-04-876-CVP	IL-16-0030	\$ 58,435.00	\$ 58,435.00	11/04/05	2005	29,046	EXCELLENT	04/10/07	A
1FDXE45F15H826530	McLean County	SHOW BUS	28	2005	Ford	Medium Duty	23.3'	CAP-04-876-CVP	IL-18-X021	\$ 58,435.00	\$ 58,435.00	11/04/05	2005	31,375	EXCELLENT	04/10/07	A
1G8DV13175D265377	Bloomington Normal Tc	SHOW BUS	29	2005	Chevrolet	Mini Van	16.6'					11/07/05	2005	9,787	EXCELLENT	04/10/07	A
1FDWE30SXXH50204	Meadows/SHOW BUS	SHOW BUS	30	1999	Ford	Medium Duty	23.3'					11/30/06	2006	28,045	FAIR	04/10/07	A
<b>5309 Vehicles:</b>																	
<b>DISPOSED VEHICLES:</b>																	
1FTJ534GRRH878592	McLean County	SHOW BUS	3	94	Ford	Raised roof van	20'	CAP-94-480-1LL		\$ 35,597.00	\$ -	12/01/94	1994	SOLD	SOLD	07/21/04	SOLD
1CDK54E2P2106426	Meadows/SHOW BUS	SHOW BUS	11	93	MST	Heavy Duty	23.3'	CAP-92-401 FED	IL-16-0018	\$ 65,192.00	\$ 52,122.00	03/01/93	1993	SOLD	SOLD	02/22/05	SOLD
1FDLE40F2VH832790	Meadows/SHOW BUS	SHOW BUS	14	97	Ford	Medium Duty	23.3'	IL-97-569 FED	IL-16-0021	\$ 52,857.00	\$ 42,126.00	07/26/97	1997	SOLD	SOLD	02/22/05	SOLD
1FDWE55L32H852792	McLean County	SHOW BUS	21	2003	Ford	Light Duty	20'	CAP-02-791-CVP	IL-03-0225	\$ 44,353.00	\$ 35,482.00	12/20/02	2002	WRECKED	SOLD	01/25/07	SOLD



McLean County

**COPY**

DEPARTMENT OF BUILDING & ZONING

(309) 888-5160 Fax (309) 888-5768 [www.mcleancountyil.gov](http://www.mcleancountyil.gov)  
115 E. Washington, Room M102 P.O. Box 2400 Bloomington, Illinois 61702-2400

April 23, 2007

Beyer Twin City Cab & Circle City Cab  
1001 West Washington Street  
Bloomington, IL 61701

**RE:** Opportunity to Provide Rural Public Transportation in McLean, Livingston, Ford & Iroquois Counties

Dear Transportation Provider:

McLean County applies annually to the Illinois Department of Transportation (IDOT) on behalf of the four above named counties for Section 5311 federal transit funding to help fund rural public transportation. These funds have been received since 1988 to operate rural public transportation in McLean and Livingston Counties. Ford County was added in 1989. Iroquois County was added in 1992.

SHOW BUS, which is sponsored by Meadows Mennonite Retirement Community, is currently the provider of this service. SHOW BUS offers public transportation in the four county area Monday through Friday. Service is open to wheelchair passengers as well as to those who are ambulatory.

According to Section 5311 requirements, private transportation providers in the four county area need to be informed about this service and asked if they are interested in participating in a contract for service arising from a funding agreement under the Section 5311 Rural Public Transportation Funding Assistance Program. Any provider would need to deliver all of the transportation obligations under the terms of the contract with IDOT for the four county area.

Please contact me by May 4, 2007 if you are interested in providing this public transportation or if I can be of further assistance.

Sincerely,

Mike Behary, County Planner  
Grantee Project Manager

## Providers List for 2008 Application

Beyer Twin City Cab & Circle City Cab  
1001 West Washington Street  
Bloomington, IL 61701

The ARC  
700 E. Elm Street  
Watseka, IL 60970

Checker Cab Inc.  
1508 South Main Street  
Bloomington, IL 61701

Bee Express Taxi Cab  
100 N. Main Street  
Pontiac, IL 61764

Dehm Bus Service  
8 N. 3<sup>rd</sup>  
Chatsworth, IL 60921

Ryder Student Transportation  
1103½ E. Croxton Avenue  
Bloomington, IL 61701

Volunteer Services of Iroquois County  
1001 E. Grant Street  
Watseka, IL 60970

TLC Express  
334 ½ E. Baker Street  
Bloomington, IL 61701

St. Mary's Hospital  
111 East Spring Street  
Streator, IL 61364

Wilken Bus Service  
1565 N 600 E Road  
Onarga, IL 60955

Willow Estates Cooperative, Inc.  
RR 1 Box W-27  
Beaverville, IL 60912

Red Top Cab  
208 North Morris Avenue  
Bloomington, IL 61701

Elegant Limousines / Bloomington Charter  
112 E. Jefferson  
Bloomington, IL 61701

Good Times Taxi  
901 W Water Street  
Pontiac, IL 61764

Dave Wenger Transportation  
510 W Oak Street  
Fairbury, IL 61739

Dwight Cab Service  
414 S Lincoln Street  
Dwight, IL 60420

Lifeline Mobile Medic Van  
112 Southgate Drive  
Bloomington, IL 61701

First Student  
704 S McLean Street  
Bloomington, IL 61701

Aaron Party Bus  
1628 Commerce Parkway  
Bloomington, IL 61704

Anderson Top Hat Limo  
110 Main Street  
Emington, IL 60934

April 24, 2007

Page - 2 -

Baker Chauffeuring  
209 W Division Street  
Bloomington, IL 61701

Blue Nite Limo  
402 N Roosevelt Street  
Bloomington, IL 61701

Cassano Limo  
P.O. Box 534  
Peoria, IL 61651

L&M Limo  
509 Smith Lane  
Dwight, IL 60420

Miss Ann's Charter  
115 S Regency Drive  
Bloomington, IL 61704

Gerdes Transportation  
511 E Locust Street  
Chatsworth, IL 60921

RE Moore & Company  
1607 Visa Drive  
Normal, IL 61761

YWCA Transportation  
905 N Main Street  
Normal, IL 61761

Sheldon Transportation Inc.  
1121 N Jefferson Street  
Watseka, IL 60970

Crawford Bus Systems  
809 1/2 S 2<sup>nd</sup> Street  
Watseka, IL 60970

Red Arrow Bus  
326 E Cherry Street  
Watseka, IL 60970

Dwight Cab Service  
414 S Lincoln Street  
Dwight, IL 60420

Futures Unlimited  
210 E. Torrance Avenue  
Pontiac, IL 61764

Bloomington Normal Public Transportation  
104 E. Oakland Avenue  
Bloomington, IL 61701

Turner Bus Service  
209 1/2 S Old Route 66  
Dwight, IL 60420

Big Larry Cab & Limo  
490 S Schuyler Avenue  
Kankakee, IL 60901

**PURCHASE OF SERVICE AGREEMENT**  
**FOR THE RURAL GENERAL PUBLIC TRANSPORTATION**  
**under the Section 5311 Operating and Assistance program**

between

**McLean County**

and

**Meadows Mennonite Retirement Community**

**d / b / a SHOW BUS**

**Contract Number** \_\_\_\_\_

**State Fiscal Year 2008**

TABLE OF CONTENTS

<u>Item Number</u>	<u>Title</u>	<u>Beginning on Page</u>
1	DEFINITIONS	1
2	THE PROJECT SCOPE	2
3	AMOUNT OF GRANT	2
4	DOCUMENTS FORMING THIS AGREEMENT	2
5	ILLINOIS GRANT FUNDS RECOVERY ACT	2
6	ACCOMPLISHMENT OF THE PROJECT	3
7	CONTINUANCE OF SERVICE	4
8	USE OF FACILITIES	4
9	ETHICS	5
10	THE PROJECT BUDGET	5
11	ACCOUNTING RECORDS	6
12	REQUISITIONS AND PAYMENTS	8
13	RIGHT OF GRANTEE TO TERMINATE	9
14	PROJECT SETTLEMENT AND CLOSE-OUT	9
15	PROVIDER'S WARRANTIES	9
16	CONTRACTS OF THE PROVIDER	9
17	COMPETITIVE BIDDING	10
18	THIRD PARTY CONTRACT CHANGES	10
19	PRE-BID REVIEW	10
20	ASSIGNMENT OF AGREEMENT	10
21	INDEMNIFICATION AND INSURANCE	10
22	NON-WAIVER	11
23	NON-COLLUSION	11
24	INDEPENDENCE OF PROVIDER	11
25	LABOR LAW COMPLIANCE	11

TABLE OF CONTENTS (cont'd)

<u>Item Number</u>	<u>Title</u>	<u>Beginning on Page</u>
26	EQUAL EMPLOYMENT OPPORTUNITY AND FAIR EMPLOYMENT PRACTICES	12
27	PAYMENT WITHHOLDING, DELAY, TERMINATION, AND RECALL	14
28	SEVERABILITY	15
29	PATENT RIGHTS	15
30	AMENDMENT	15
31	TITLES	15
32	SCHOOL BUS OPERATIONS	15
33	NON-CONSTRUCTION CONTRACTS	15
34	SUBSTANCE ABUSE	16
35	PREFERENCE FOR RECYCLED PRODUCTS	16
36	DEBARMENT AND SUSPENSION	16
37	ENVIRONMENTAL, RESOURCE CONSERVATION, AND ENERGY REQUIREMENTS	15
38	CHARTER SERVICE OPERATIONS	13
39	PRIVACY	13
<u>Exhibic A - Final Approved Service Plan</u>		
<u>Exhibic B - Approved Protect Budget</u>		
<u>Exhibic C - Drug-free Workplace Certification</u>		
<u>Exhibic D - Special Provisions to the Agreement</u>		

This Agreement is made by and between McLean County (hereinafter referred to as "Grantee") and MMRC d/b/a SHOW BUS (hereinafter referred to as the "Provider" which term shall include its successors and assigns).

WHEREAS, the Grantee proposes to provide public transportation services in a non-urbanized area of Illinois (herein referred to as the Project);

WHEREAS, the Grantee has applied under the Section 5311 of the Federal Transit Act, as amended, (49 USC App 1614), to the Illinois Department of Transportation (hereinafter "IDOT") for operating and administrative assistance for this Project;

WHEREAS, the Grantee's application has been approved by IDOT;

WHEREAS, the Grantee has made application under the provisions of Illinois Combined Statutes 20 ILCS 2705/49 et seq., paragraph 30 ILCS 415/2 et seq. (1992 State Bar Edition), herein referred to as the "Acts";

WHEREAS, the Provider has been selected by the Grantee to provide public transportation services;

WHEREAS, such application has been approved by IDOT; and

NOW THEREFORE, in consideration of the mutual covenants hereinafter set forth, this Agreement is made to provide for the provision of service, to set forth the terms and conditions upon which the financial assistance will be made available, and to set forth the Agreement of the Parties as to the manner to which the Project will be undertaken, completed and used.

#### ITEM 1 - DEFINITIONS

As used in this Agreement:

- (a) "Grantee" means the McLean County.
- (b) "IDOT" means the Illinois Department of Transportation, Division of Public Transportation.
- (c) "FTA" means the Federal Transit Administration of the United States Grantee of Transportation.
- (d) "Government" means the government of the United States of America.
- (e) "Provider" means a provider of transit service participating in the Section 5311 program and supplying transportation services for the Project under contract to the Grantee.
- (f) "Project Costs" means the sum of eligible costs incurred by the Provider and/or its Operator(s) in performing the Project.
- (g) "USDOT" means the United States Department of Transportation



ITEM 2 - PROJECT SCOPE

The Provider agrees to provide the public transportation services described in the Grantee's Final Approved Application and Service Plan on file at the IDOT offices. Provider's Service Plan is incorporated into this Agreement as Exhibit A, and made a part hereof. Provider shall not reduce, terminate, or substantially change such public transportation without the prior written approval of the Grantee.

ITEM 3 - AMOUNT OF CONTRACT

Under the Section 5311 program administered by IDOT, the Grantee may make payments for up to 50% of the Provider's eligible operating deficit and up to 80% of the eligible administrative expenses incurred by the Provider during the fiscal year 1995 in the provision of public transportation services approved by the Grantee. In no event shall the Provider's payment under this Agreement exceed the total funding available for the Project Costs. Total funding for the Project Costs is \$ 321,756.00.

The Provider agrees that it will provide, or cause to be provided, from sources other than funds provided under Section 5311 of the Federal Transit Act, as amended, sufficient funds to meet the non-IDOT portion of the operating deficit and administrative expenses.

ITEM 4 - DOCUMENTS FORMING THIS AGREEMENT

The Parties agree that this constitutes the entire Agreement between the Parties hereto, that there are no agreements or understandings, implied or expressed, except as specifically set forth in the Agreement and that all prior arrangements and understandings in the connection are merged into and contained in this Agreement.

The Parties hereto further agree that this Agreement consists of this Part, entitled "Purchase of Service Agreement for Rural General Public Transportation", together with Exhibit A, entitled "Provider's Application," Exhibit B, entitled "Approved Project Budget," and Exhibit C, entitled "State of Illinois Drug Free Workplace Certification," all of which are by this reference specifically incorporated herein.

ITEM 5 - ILLINOIS GRANT FUNDS RECOVERY ACT

This Agreement is subject to the Illinois Grant Funds Recovery Act, 20 ILCS 705/1. This Agreement is valid until June 30, 2007 and grant funds are available to Provider and may be expended by Provider until said date unless the Grantee, at its discretion, grants an extension of time. Any funds which are not expended or legally obligated by the Provider at the end of the agreement or by the expiration of the period of time funds are available for expenditure or obligation, whichever is earlier, shall be returned to the Grantee within 45 days. Project close-out shall be in accordance with ITEM 14 of this Agreement.

This ITEM is subject to further revision at the sole determination and discretion of the Grantee.

ITEM 6 - ACCOMPLISHMENT OF THE PROJECT

- a. General Requirements - The Provider shall commence, carry on, and complete the Project with all practicable dispatch, in a sound, economical, and efficient manner, and in accordance with the provisions hereof, the Service Plan, and all applicable laws and Grantee guidelines.
- b. Pursuant to Federal, State, and Local Law - In performance of its obligations pursuant to this Agreement, the Provider and its contractors shall comply with all applicable provisions of Federal, State and local law. All limits and standards set forth in this Agreement to be observed in the performance of the Project are minimum requirements and shall not affect the application of more restrictive local standards to the performance of the Project.

The Provider agrees that the most recent of such Federal and State requirements will govern the administration of this Agreement at any particular time, except if there is sufficient evidence in the Agreement of a contrary intent. Such contrary intent might be evidenced by a letter signed by either IDOT or FTA, the language of which modifies or otherwise conditions the text of a particular provision of this Agreement. Likewise, new Federal and State laws, regulations, policies and administrative practices may be established after the date the Agreement has been executed and may apply to this Agreement. To achieve compliance with changing Federal and State requirements, the Provider agrees to include in all third party contracts financed with Government (FTA & IDOT) assistance specific notice that Federal and State requirements may change and the changed requirements will apply to the project as required.

- c. Project Funds - The Provider shall initiate and prosecute to completion all proceedings necessary to enable the Provider to provide its share of the Project costs at or prior to the time that such funds are needed to meet Project costs.
- d. Changed Conditions Affecting Performance - The Provider shall immediately notify the Grantee of any change in conditions or local law, or of any other event which may significantly affect its ability to perform the Project in accordance with the provisions of this contract.
- e. No Government Obligations to Third Parties - The Grantee shall not be subject to any obligations or liabilities by contractors of the Provider or their subcontractors or any other person not a party to this contract in connection with the performance of this Project pursuant to the provisions of this Agreement without its specific written consent and notwithstanding its concurrence in or approval of the award of any contract or subcontract or the solicitation thereof.

ITEM 7 - CONTINUANCE OF SERVICE

The Provider agrees to use its best efforts to continue to provide, either directly or by contract, as the case may be, the service described in the Provider's Final Approved Service Plan. No reduction or termination of such service shall be made without compliance with all applicable statutory and regulatory provisions. At least 30 days prior to (a) any reduction or termination of such service or (b) the filing of a request for such reduction or termination with the appropriate regulatory agency, whichever comes first, the Provider shall give written notice of the proposed action to the Grantee and all units of local government within the Provider's service area.

ITEM 8 - USE OF FACILITIES

The Provider agrees that the Project facilities will be used for the provision of transportation service within the Grantee's service area substantially as described in the Provider's Final Approved Service Plan. Such facilities shall be used in the provision of said service during the effective period of this Agreement in accordance with generally accepted accounting principles and IDOT, FTA and Grantee guidelines. If, during such period, such facilities are not used for transportation service at the initiative of the Provider, the Provider shall immediately notify the Grantee.

The Provider shall keep satisfactory records with regard to the use of the facilities and submit to the Grantee upon request such information as is required in order to assure compliance with this Section and shall immediately notify the Grantee in all cases where Project facilities are used in a manner substantially different from that described in the Final Approved Service Plan. The Provider shall maintain in amount and form satisfactory to the Grantee such insurance or self-insurance as will be adequate to protect Project facilities throughout the period of required use. The Provider shall also submit at the request of the Grantee, upon forms provided by IDOT, a certification that the Project facilities are being used in accordance with the terms of this ITEM.

Encumbrance of Project Property.

- (a) Unless expressly authorized in writing by the IDOT, the Provider agrees to refrain from:
- (1) Executing any transfer of title, lease, lien, pledge, mortgage, encumbrance, contract, grant anticipation note, alienation, or other obligation that in any way would affect the Grantee interest in any Project real property or equipment; or
  - (2) Obligating itself in any manner to any third party with respect to Project real property or equipment.
- (b) The Provider agrees to refrain from taking any action or acting in a manner that would adversely affect the Grantee interest or impair the Provider's continuing control over the use of Project real property or equipment.

ITEM 38 - CHARTER SERVICE OPERATIONS

The provider may not engage in charter service operations except as provided under Section 3(f) of the Federal Transit Act, as amended, 49 U.S.C. app. Section 1602 (f), and FTA regulations "Charter Service," 49 C.F.R. Part 604. Any charter service agreement entered into under these regulations is incorporated into this Agreement by reference.

ITEM 39 - PRIVACY

Should the Provider, or any of its subcontractors, or their employees, administer any system of records on behalf of the Federal Government, the Privacy Act of 1974 (The Act), 5 U.S.C. Section 552a, imposes information restrictions on the party managing the system of records.

ITEM 40 - MATCHING FUNDS

It is hereby expressly agreed by the Provider that it will cause to be provided all matching funds required of the Grantee in the Grantee's "Non-Urbanized Area Transportation Project Agreement for Operating Assistance" entered into with the State of Illinois.

ITEM 41 - FUNDING DELAY

It is hereby expressly agreed between the parties that if any delay occurs in providing Federal or State funding to the Provider, there is absolutely no obligation on the part of the Grantee to fund Provider's program hereunder. That if the "Non-Urbanized Area Transportation Project Agreement for Operating Assistance" entered into by and between the Grantee and the State of Illinois is terminated, then this agreement is immediately null and void. Further, if there is any delay in funding from the aforesaid agreement, Grantee and Provider may, by mutual written consent, agree to suspend services contemplated hereunder.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be made effective and executed as of the 1st day of July, 2007, by their respective duly authorized officials.

Provider's Name & Address

Grantee's Name & Address

Meadows Mennonite Home  
d/b/a SHOWBUS, R.R. 1  
Chenoa, IL 61726

McLean County Board  
115 E. Washington Street  
Bloomington, IL 61702-2400

By: \_\_\_\_\_  
Chief Executive Officer

By: \_\_\_\_\_  
Michael Sweeney,  
County Board Chairman

Attest:

\_\_\_\_\_  
Peggy Ann Milton, County Clerk  
Board of McLean County, Illinois

**MCLEAN COUNTY REVISED CODE BUDGET POLICY RESOLUTION**

**CHAPTER 12 - BUDGET**

**RESOLUTION ESTABLISHING THE BUDGET POLICY  
FOR FISCAL YEAR 2008**

**WHEREAS**, the *Rules of the County Board* provide that the Finance Committee exercise continuous review of revenues and expenditures and identify new or alternative revenue sources for the County; and

**WHEREAS**, the *Rules of the County Board* provide that the Executive Committee recommend each year to the County Board a Budget Policy for the preparation of the annual budget; and

**WHEREAS**, the Executive Committee has determined that the annual budget be considered as a policy document, an operations guide, the County financial plan, and an avenue of communications; and

**WHEREAS**, the Executive Committee has determined that, in order to achieve this end in all County programs, a three year budget be developed beyond the next subsequent Budget; and,

**WHEREAS**, based on the receipt of revenues anticipated for the next fiscal year and the need for careful study of both revenues and expenditures for the period 2009-2011, the Executive Committee recommended certain budget policies be adopted for Fiscal Year 2008; now, therefore,

**BE IT RESOLVED** by the County Board of McLean County, Illinois, that the following policies are hereby adopted and applied to all McLean County offices and departments for the submission, review and preparation of the Fiscal Year 2008 Budget and the proposed Three Year Budget.

**12.21 COUNTY SERVICES**

**12.21-1 New Services shall be considered in the following order of priority:**

- (A) State or federal law specifically mandates such action and imposes penalties on County government for failure to provide such services; or
- (B) The Oversight Committee and the Executive Committee recommend and the County Board approves the proposed new services and/or implementation of certain changes based upon analysis of existing programs, processes, and procedures.

## **12.22 REVENUE**

### **12.22-1 Property Tax and Other Revenue**

- (A) Real property taxes and all other 2008 revenues shall be sufficient to meet required expenditures for Fiscal Year 2008, with the following recommendation:

When preparing the Recommended Budget for Fiscal Year 2008, the County Administrator shall make every effort to hold the 2007 County overall property tax rate as close to the 2006 County overall property tax rate as possible.

### **12.22-2 User Fees and Charges**

- (A) Every effort shall be made to identify and/or establish appropriate user fees for charges, as authorized by State law, for appropriate public services as recommended in the Fiscal Year 2008 Budget.

### **12.22-3 Intergovernmental Revenue**

- (A) There shall be no new categorical grant programs considered in Fiscal Year 2008 that establish ongoing County funding obligations.
- (B) Each categorical grant which decreases in Fiscal Year 2008, thereby possibly increasing County funding obligations, shall be clearly identified so that the Oversight Committee and the Executive Committee may evaluate whether the present expenditure level should be maintained and/or increased.
- (C) Recognizing the unpredictability of future estimates of both revenues and expenditures, it is acknowledged that the proposed budget for Fiscal Year 2009, Fiscal Year 2010, and Fiscal Year 2011 may not reflect a balanced budget. Adjustments will be made to all projected future budgets, as any such estimated year becomes the next subsequent year for budgeting purposes.

### **12.22-4 Enterprise Fund - Nursing Home**

- (A) Pursuant to the Resolution adopted by the McLean County Board on April 18, 1995, the private pay rate for the McLean County Nursing Home shall be calculated by dividing the annual operating budget by the number of patient days.

**12.23 FUND BALANCES****12.23-1 Fund Balances**

- (A) Recognizing the need for the County to maintain a sufficient unencumbered fund balance to meet necessary operating expenditures during the first five months of the fiscal year and to maintain fiscal stability, the County Board shall make every effort to maintain in the Corporate General Fund an unencumbered fund balance equal to 10% of the County's total Combined Annual Budget and Appropriation Ordinance.
- (B) Upon approval by the County Board, the aggregate amount of the unencumbered fund balance in the Corporate General Fund and the Working Cash Fund shall be available for transfer to other Special Revenue Funds, Fiduciary Funds and the Enterprise Fund in order to meet necessary operating expenditures during the first five months of the fiscal year and to maintain the fiscal stability of the Special Revenue Funds, Fiduciary Funds and Enterprise Fund.
- (C) If the unencumbered fund balance in the Corporate General Fund exceeds the recommended minimum level of not less than 10% of the County's total Combined Annual Budget and Appropriation Ordinance, after review of the audited accrued fund balance as reported in the Outside Auditor's Comprehensive Annual Financial Report for the prior fiscal year, and upon approval of the County Board at the regular meeting in June and/or July, these excess funds may be appropriated for specific capital improvement projects, including necessary repairs and improvements to County buildings and the Old Courthouse that houses the McLean County Museum of History, and for the annual debt service payment due to the Public Building Commission.
- (D) In the Special Revenue Funds, every effort shall be made to keep the year-end unencumbered fund balance at a minimum level taking into account the need for Working Cash.
- (E) In accordance with the provisions of the Downstate Working Cash Fund Act (55 ILCS 5/6-29001 - 29007), a Working Cash Fund line-item account may be established in the General Fund and the Special Revenue Funds where needed. Monies appropriated in this line-item account shall be transferred to the Working Cash Fund by action of the County Board.

(4)

- (F) In order to protect the long term viability of the Employee (Health) Benefit Fund, rate schedules for employees and the per capita cost assessed to each department shall provide sufficient funding to pay 100% of the expected claims' cost and/or the premium cost for the County's Employee Health Benefit Plan.

## **12.24 CONTINGENCY**

### **12.24-1 Contingency**

- (A) Upon the recommendation of the County Administrator, a contingency line-item account, not to exceed five percent (5%) of the total appropriations in each fund, may be established in each fund in the Fiscal Year 2008 Budget to cover emergencies and unanticipated expenditures.
- (B) The Executive Committee shall make recommendations for approval by the County Board on all transfers from the Contingency line-item account. The Contingency line-item account in each fund shall only be used as a transfer account.

## **12.25 CAPITAL IMPROVEMENTS AND CAPITAL EQUIPMENT PURCHASES**

### **12.25-1 Capital Improvements**

- (A) Recognizing the need for the County to plan for future capital improvement projects and the replacement of depreciated capital fixed assets, there shall be established as a part of the Fiscal Year 2008 Budget a Five-Year Capital Improvement Budget.
- (B) The County Administrator shall prepare the recommended Five-Year Capital Improvement Budget for review and approval by the Oversight Committees and County Board.
- (C) To establish and fund the Capital Improvement Budget, the County Board shall appropriate monies from the unencumbered fund balance of the Corporate General Fund and such other Special Revenue Funds as appropriate.

### **12.25-2 Capital Equipment Purchases**

- (A) Recognizing the need for the County to purchase capital equipment in a cost effective and efficient manner, the purchase of the following capital



(5)

equipment items shall be consolidated in a single Countywide bid document:

- (1) Purchase of Furnishings/Office Equipment;
  - (2) Lease/Purchase of Office Equipment;
  - (3) Purchase of Computer Equipment;
  - (4) Lease/Purchase of Computer Equipment;
  - (5) Purchase of Computer Software;
- (B) Within the General Corporate Fund, the annual appropriation for the Purchase of Vehicles shall be consolidated in one line-item account in a Fleet/Vehicle Program in the departmental budget of the County Board. All County offices and departments within the General Corporate Fund shall be required to submit budget requests for the Purchase of Vehicles to the County Board.

Upon the approval and adoption of the Annual Budget, the County Board shall prepare one consolidated Bid Document for the purchase of all vehicles in the General Corporate Fund.

## **12.26 ADMINISTRATIVE FEES FOR SPECIAL REVENUE FUNDS**

### **12.26-1 Administrative Fees for Special Revenue Funds**

- (A) Administrative service fees or surcharges for central services (e.g. data processing, payroll, accounting, personnel, budgeting, records management) which are provided by County Offices/Departments in the General Fund shall be assessed to the Special Revenue funds.

## **12.27 PERSONNEL**

### **12.27-1 Staffing Levels**

- (A) Departmental staffing shall be identified in the proposed Fiscal Year 2008 Budget and shall be approved by each Oversight Committee and the Executive Committee, prior to final action by the County Board.

### **12.27-2 Employee Compensation**

- (A) The needs of the County to attract and retain qualified employees require that employee salaries be budgeted in accordance with the County's Personnel Policies and Procedures Ordinance.

(6)

- (B) Principles of equity vis-a-vis the approved contract increases for bargaining units in Fiscal Year 2008, the general impact of inflation and employee morale shall be considered in determining any increases in compensation.
- (C) The County's General Compensation Plan for Non-Union Employees, adopted by the County Board on May 16, 2000 and last amended on December 19, 2006, shall govern the preparation of the Fiscal Year 2008 Budget.
- (D) Employees who are not regularly scheduled may receive an increase if the department so requests, in accordance with Schedule A, the Calendar for Preparation of the Fiscal Year 2008 Budget, and the County Administrator's Office agrees with this request. Such requests shall be subject to the review and approval of the Finance Committee.
- (E) Employees who occupy exempt positions, as identified in the document entitled Position Classification and Pay Ranges for Fiscal Year 2007, adopted by the County Board on December 19, 2006, are considered salaried employees and thereby not entitled to additional compensation. The Treasurer shall deny any request for additional pay for an exempt employee without the specific approval of the Finance Committee.
- (F) The Oversight Committee for all personnel actions which impact on the County's Position Classification Schedules and Compensation System policies, such as reclassifications, salary re-grades, and the creation of new position classifications, shall be the Finance Committee. During the review and consideration of the Fiscal Year 2008 Budget, the Oversight Committee for all other personnel actions, such as the number of employees budgeted within an existing position classification, shall be that department's regular Oversight Committee.
- (G) All requests for new positions shall be submitted in writing, using the New Position Request Form, to the Office of the County Administrator for evaluation and review. The Office of the County Administrator shall be responsible for reviewing and analyzing the request and the rationale of the department head, and recommending to the appropriate Oversight Committee and then to the Executive Committee that:
  - (1) the request be approved and the reasons/justification for approval; or
  - (2) the request be denied and the reasons/justifications for denial at this time.

(7)

- (H) Requests for reclassifications of current positions shall be submitted in writing, using the Position Reclassification Form, to the Office of the County Administrator for evaluation and review. The Office of the County Administrator shall be responsible for reviewing and analyzing the request and the rationale of the department head, and recommending to the appropriate Oversight Committee and then to the Executive Committee that:
  - (1) the request be approved and the reasons/justification for approval; or
  - (2) the request be denied and the reasons/justifications for denial at this time.
- (I) All requests for reclassification of current positions and/or salary regrade(s) shall be reviewed using the Position Appraisal Method (PAM) factors and methodology employed by Public Administration Service, Inc. (PAS) during their comprehensive study of the County's position classification system.
- (J) Any position which has been reclassified or has received a salary regrade during the Fiscal Year 2007 budget preparation cycle shall not be considered for reclassification or salary regrade during the Fiscal Year 2008 budget preparation cycle.
- (K) This policy shall also apply to any requests for new positions submitted at any time during the fiscal year. All such requests shall be reviewed by the Finance Committee prior to being recommended to the Executive Committee and the County Board.

#### **12.28 COMPLIANCE WITH BUDGET PROCEDURES**

- (A) All County offices and departments shall prepare and submit their Fiscal Year 2008 Budget requests in accordance with the Fiscal Year 2008 Budget Calendar (see Schedule A attached).
- (B) At any identified deadline, failure to provide the required data will result in a computer generated budget for that incomplete section(s), which will represent Fiscal Year 2007 budgeted expenditures/revenues less any known non-recurring expenditures.

#### **12.29 FISCAL YEAR 2008 BUDGET ADOPTION**

- (A) Pursuant to the *Rules of the McLean County Board*, the Executive Committee shall submit the Fiscal Year 2008 Budget to the County Board

(8)

for adoption in accordance with the budget calendar.

- (B) In order to facilitate Committee deliberations, each Oversight Committee shall receive the complete proposed budget, including all departments and all funds, and any additional fiscal information deemed necessary and appropriate for budget review.

**12.30 EFFECTIVE DATE AND REPEAL**

- (A) This resolution shall supersede the Fiscal Year 2007 Budget Policy Resolution.

**ADOPTED** by the County Board of McLean County, Illinois, this 15th day of May, 2007.

**ATTEST:**

**APPROVED:**

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

\_\_\_\_\_  
Michael F. Sweeney, Chairman  
McLean County Board

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SCHEDULE A

CALENDAR FOR PREPARATION OF THE  
FISCAL YEAR 2008 BUDGET,  
FIVE YEAR CAPITAL IMPROVEMENT BUDGET,  
AND RECOMMENDED THREE YEAR BUDGET

<u>MONTH/DATE</u>	<u>ACTIVITY TO BE COMPLETED</u>
May 15, 2007	County Board approves and adopts the Resolution Establishing the Budget Policy for Fiscal Year 2008
June 1, 2007	Department Head Meeting with Administrator - Distribution of Fiscal Year 2008 Budget Manual of Instructions
June 5-7, 2007	<p>Training Meetings scheduled with Information Services staff for departmental personnel who will be entering budget requests into the computer.</p> <p>Departments should review the Fiscal Year 2008 Budget Manual of Instructions and bring questions along with departmental budget worksheets to the training meetings.</p> <p>PLEASE NOTE: Information Services will schedule individual department training sessions. Please call Information Services at ext. 5109 to schedule an appointment or use the departmental sign-up sheet.</p>
June 11, 2007	Departments begin entering and revising Fiscal Year 2008 budget data, Five-Year Capital Improvement Budget, and the Recommended Three-Year Budget.
June 29, 2007	<p>New Position(s) Requests and Justification for New Position(s) completed and submitted to the Administrator's Office.</p> <p><u>PLEASE NOTE:</u> Department personnel will <b>NOT</b> enter Personnel expenses (500 series line-item accounts) into the computer. The Assistant County Administrator will enter all Personnel expenses (500 series line-item accounts). Departments must submit Personnel budget requests to the Administrator's Office by <b>June 29, 2007</b>.</p>

(2)

MONTH/DATE

ACTIVITY TO BE COMPLETED

July 10, 2007

Personnel expenses (500 series line-item accounts) will be entered into the computer by July 20, 2007 and transmitted to the departments during the week of July 23, 2007.

Department Narrative Description, Program Objectives completed.

Revenue (400 series line-item accounts) completed and entered into computer.

Materials and Supplies (600 series line-item accounts) completed and entered into computer.

Contractual Expenses (700 series line-item accounts) completed and entered into computer.

Capital Outlay (800 series line-item accounts) completed and entered into computer.

Recommended Three Year Budget for Fiscal Year 2009, Fiscal Year 2010, and Fiscal Year 2011 completed and entered into computer.

Five Year Capital Improvement Budget completed and submitted to the Administrator's Office.

July 11, 2007

Budget Data Entry System locked by Information Services. All Fiscal Year 2008 Budget data and Recommended Three Year Budget data should be completed and entered.

July 30, 2007  
through  
August 22, 2007

County Administrator reviews the departmental budget requests and meets with department heads to discuss their budget requests.

September 7, 2007

County Administrator advises departments of revenue/expenditure status.

(3)

MONTH/DATE

ACTIVITY TO BE COMPLETED

September 18, 2007

Recommended Fiscal Year 2008 Budget presented to the County Board.

September 19, 2007  
through  
November 8, 2007

Oversight Committees and Executive Committee review the Recommended Budget.

November 13, 2007

Review of Fiscal Year 2008 Recommended Budget, including all Oversight Committee recommendations, by the Executive Committee.

November 20, 2007

County Board approves and adopts Fiscal Year 2008 Combined Annual Budget and Appropriation Ordinance, 2007 Property Tax Levy Ordinance, and Amendment to the Full-Time Equivalent Positions Resolution for Fiscal Year 2008.

December 28, 2007

Fiscal Year 2008 Adopted Budget entered to create the Auditor's and Treasurer's record for the new fiscal year.

**An EMERGENCY APPROPRIATION Ordinance  
Amending the McLean County Fiscal Year 2007  
Combined Annual Appropriation and Budget Ordinance  
General Fund 0001, Coroner's Office 0031**

**WHEREAS**, the McLean County Board, on November 21, 2006, 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 2007 Fiscal Year beginning January 1, 2007 and ending December 31, 2007; and,

**WHEREAS**, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the General Fund 0001, Coroner's Office 0031; and,

**WHEREAS**, the Coroner's Office has received a grant of funds in the amount of \$1,171.40 from the McLean County Crime Detection Network to be spent for the betterment of the Coroner's Office without restriction; and,

**WHEREAS**, the Justice Committee, at its regular meeting on Monday, May 7, 2007, recommended approval of an Emergency Appropriation Ordinance to recognize the receipt and expenditure of a donation from the McLean County Crime Detection Network; now therefore,

**BE IT ORDAINED** by the McLean County Board as follows:

1. That the County Treasurer is directed to add to the appropriated budget of the General Fund 0001, Coroner's Office 0031 the following revenue:

	<u>ADOPTED</u>	<u>ADD</u>	<u>AMENDED BUDGET</u>
Crime Detection Network Grant 0001-0031-0038-0410.0129	\$ 0.00	\$1,171.40	\$1,171.40

2. That the County Auditor is directed to add to the appropriated budget of the General Fund 0001, Coroner's Office 0031 the following appropriations:

	<u>ADOPTED</u>	<u>ADD</u>	<u>AMENDED BUDGET</u>
Operating/Office Supplies 0001-0031-0038-0620.0001	\$1,100.00	\$1,171.40	\$2,271.40

3. That the County Clerk shall provide a certified copy of this ordinance to the County Administrator, County Auditor, County Treasurer, and the Coroner.



(2)

**ADOPTED** by the County Board of McLean County this 15<sup>th</sup> day of May, 2007.

**ATTEST:**

**APPROVED:**

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

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Michael F. Sweeney, Chairman  
McLean County Board

e:john/cobd/ea\_coroner\_crimegmt.may07

## SUB-GRANT AGREEMENT

Grantee Name: Prairie State Legal Services, Inc.  
975 North Main Street  
Rockford, IL 61103  
(815) 965-2134

Sub-grantee Name: McLean County Self Help Center  
Eleventh Judicial Circuit Court of Illinois  
104 W. Front Street  
Bloomington, IL 61701  
(309) 888-5266

**Purpose of Agreement:**

The purpose of this Sub-grant Agreement is to develop a pro se/legal information center in McLean County. The Illinois Equal Justice Foundation ("IEJF") has awarded a \$14,040 grant for this purpose for use in 2007. Prairie State Legal Services, Inc. will administer the grant. The grant funds will largely be sub-contracted to its partner in this project, the Eleventh Judicial Circuit Court of Illinois ("the Court"). This Sub-grant Agreement will enable Prairie State Legal Services, Inc. to act as fiscal agent for the grant funds to disburse to the sub-grantee the IEJF funds allocated to develop the center.

**The Grantee and the Sub-grantee agree as follows:**

The Parties will collaborate to develop a pro se/legal information center in McLean County.

**A. The Court**

The Court will provide space within the McLean County Courthouse as the physical location for the center. The Court will use grant funds to purchase the following equipment and supplies for the center:

2 Dell Pentium 4 computers with 19" monitors and sound @ \$1,250 each	\$
2,500	
Antivirus and word processing software,	\$ 700
1 HP LaserJet 4350 printer	\$ 1,800
Computer workstation	\$ 1,000
2 computer chairs @ \$200 each	\$ 400
Pamphlet Rack	\$ 240
Computer and printer supplies	\$ 750
Installation of DSL internet connection	\$ 250

Internet connection \$80 per month x 8 months	\$ 640
Desk and chair for navigator	\$ 850
Two waiting area chairs	\$ 160
Mileage	\$ 330
Miscellaneous (refreshments for meetings, printing, etc.)	\$ 500
<b>Total One time, planning and operating costs</b>	<b>\$10,120</b>

The county may purchase comparable items in substitution to the above specific manufacturers as the county may deem appropriate. Prairie State Legal Services, Inc. will disburse \$10,120 of the IEJF grant funds to the Court for these purchases.

The county will submit documentation of up to one half of the expenses by June 30, 2007. A letter summarizing the costs to be reimbursed and progress of the project with appropriate documentation will be submitted to Gail Walsh, Director of Program Development, Prairie State Legal Services, 975 N. Main Rockford IL 61103. All expenses must be incurred by August 31, 2007 and documentation will be provided as described above.

D. Prairie State Legal Services, Inc. will administer the grant and its staff will assist in planning and fiscal administration of the grant funds for the center and in development of materials for the center, committing to devoting 24 hours to these services during the grant period.

Prairie State Legal Services will receive \$3,920 of the grant for these services.

C. Term of Agreement

The agreement is for eight months, starting January 1, 2007 and ending August 31, 2007.

D. Additional Provisions

1. Indemnification

The parties agrees that each party will be responsible for defending their own respective entity in any action or dispute that arises in connection with or as a result of this Agreement and that each party will be responsible for bearing their own costs, damages, losses, expenses and/or attorneys fees.

2. No Employment Relationship

The parties agree that they do not intend to create and are not creating a partnership, agency or employer-employee relationship between them. Prairie State Legal Services, Inc. shall have no right to supervise the Court's employees involved in this project. The Parties agree that they are solely responsible for the for the supervision and other incidents of employment of their own staff involved in this project.

3. Illinois Equal Justice Foundation Grant Conditions

The Parties agree to abide by the Grant Conditions detailed in the Illinois Equal Justice Foundation 2007 Grant Agreement, attached to this Agreement.

The Parties will provide appropriate documentation of the manner in which grant funds are used so that Prairie State can provide the necessary reports to the IEJF as required by the Grant Agreement, attached to this Agreement.

Agreed To:

\_\_\_\_\_  
Michael O'Connor  
Executive Director  
Prairie State Legal Services, Inc.

\_\_\_\_\_  
Elizabeth Robb  
Chief Judge, Eleventh Judicial Circuit

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Michael F. Sweeney,  
Chairman, McLean County Board

**OFFICE OF THE CHIEF JUDGE  
ELEVENTH JUDICIAL CIRCUIT**

**Elizabeth A. Robb**  
Chief Judge


**William Scanlon**  
Trial Court Administrator  
**Kay Mitchell**  
Administrative Assistant



Law & Justice Center  
104 W. Front Street RM 511  
Bloomington, IL 61701  
(309) 888-5254  
(309) 888-5266 (TCA)  
(309) 888-5602 FAX

Counties of:  
Ford, Livingston, Logan,  
McLean, and Woodford

April 25, 2007

TO: McLean County Justice Committee  
FROM: William J. Scanlon   
Trial Court Administrator  
RE: Legal Self-Help Center (online)

Attached are materials outlining a proposed legal self-help center for the McLean County Law Library. The Illinois Coalition for Equal Justice has proposed establishing such a center in McLean County and will provide \$14,000 for establishment of the program. The Coalition is funding through the Illinois Bar Association and Chicago Bar Association.

The purpose of the center is provide an online resource for persons who are seeking legal assistance in a number of matters – post-dissolution filings, small claims, landlord-tenant disputes and orders for protection. This resource would be available in the McLean County Law Library, but would also be available in the Bloomington and Normal libraries, at the Compassion Center and through PATH.

I will be available at the May 7<sup>th</sup> Justice Committee meeting to answer your questions regarding this proposal.

By Michael G. Bergmann

# Legal Aid



# Only a Click Away

When you think of state-of-the-art technology, legal aid agencies may not be the first thing that come to mind. However, right here in Illinois, we are fortunate to have a virtual warehouse of legal knowledge and information packaged and delivered with cutting-edge technology.

**C**ELEBRATING ITS FIFTH ANNIVERSARY IN MARCH 2006, Illinois Legal Aid Online (ILAO) brings together in-depth and up-to-date legal content, detailed information about legal aid agencies, training sessions and events, and countless opportunities for attorneys to volunteer their time doing worthy pro bono work. Most recently recognized for its successes, ILAO was presented with the Technology Leadership Award in March 2006. Presented by Accenture and the IT Resource Center, the award recognizes Chicago area nonprofit organizations that demonstrate exemplary use of technology to further their missions.

With leadership and major funding from the Chicago Bar Foundation, the Lawyers Trust Fund of Illinois, and IIT Chicago-Kent College of Law, ILAO was founded in 2001 as the Illinois Technology Center for Law & the Public Interest, an unincorporated association of 12 legal aid providers, funding entities, law schools, and the private bar. In March 2005, the organization changed its name to Illinois Legal Aid Online and formed an independent non-profit corporation.

### Pro Bono Attorneys

ILAO has developed three Web sites that focus on different populations needing legal information and support. The first site, [www.illinoisprobono.org](http://www.illinoisprobono.org), is freely available to any attorney who is interested in doing pro bono work. The web site details information on legal aid programs and volunteer opportunities throughout the state. Many free training sessions are also webcast live and archived as video on the site for later viewing. Most importantly for those attorneys ready to take on a pro bono case in an uncharted area, there is a wealth of substantive content available to assist in handling that case in a new practice area.

### Legal Aid Attorneys

The second web site, [www.illinoislegaladvocate.org](http://www.illinoislegaladvocate.org), is dedicated entirely to legal aid attorneys. The site helps bring together agencies from across the state so that information on programs and services, training modules, job openings, and events are readily available with a simple click of the mouse. Legal aid attorneys also have free access to IICLE SmartBooks online, discussion groups, customized newsletters, legal aid staff directories, and Lexis-Nexis HotDocs forms through the site.

### The Public and Pro Se Litigants

The third Web site is perhaps the most important of all. Most of us would agree that it is best for litigants navigating the legal system to have the services of an able and zealous advocate. However, many people across the state cannot afford an attorney. Furthermore, despite a lot of hard work and dedication on the part of legal aid staffs and volunteers, most eligible residents are unable to receive free or low-cost legal aid from legal aid agencies. These people now have a resource for legal information available to them at [www.illinoislegalaid.org](http://www.illinoislegalaid.org). This site, visited by over 40,000 people each month, provides the general public with information on legal aid agencies that might be able to assist them with their legal matters. The site also provides detailed and accurate legal information to help them better understand the legal process, automated legal documents and forms, and self-help instructions.

For those who do not have a computer at home, ILAO has partnered with libraries, community centers, senior centers, homeless shelters, and social services agencies across the state to provide public Internet access points where people can log on to [IllinoisLegalAid.org](http://IllinoisLegalAid.org). According to ILAO Executive Director Lisa Colpoys, ILAO is also working with courts, legal services programs, and funders to set up pro se assistance centers in local courthouses across the state, including the Daley Center, the federal courts, and downstate in Kane, Champaign, Winnebago, and Madison Counties.

Currently, there are approximately 50 legal aid agencies across the state that provide content to these Web sites. Content contributions vary from agency to agency and include information about the services they provide, access to their training programs, and substantive content for attorneys and the general public. There is also an editorial board of content contributors from a variety of legal aid programs to ensure that the content on the sites is accurate, easy to understand, and up-to-date.

For more information about Illinois Legal Aid Online, please visit its Web site at [www.illinoislegalaidonline.org](http://www.illinoislegalaidonline.org). ■

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*Michael G. Bergmann is an attorney with Chicago Volunteer Legal Services Foundation and chair of the CBA Young Lawyers Section Court Walk Through and Law Week Committees. Bergmann is also a content provider and editor for ILAO.*

Self Help Center Kane County, Missouri

File Edit View Go Bookmarks Tools Help

http://kane.illinoislegalaid.org

Go

## Self Help Center: Kane County Illinois

[En Español](#)

**A Message from the Chief Judge**  
 Welcome to the online portion of  
 the Kane County Law Library  
 Self Help Legal Center

Chief Circuit Judge  
 Donald C. Hudson

### Kane County Legal Information

**[I Want to Sue Someone in Kane County for an Amount of \\$10,000 or Less](#)**

Explanation of a small claims case and the nature of a judgment in a small claims court, with a plaintiff/defendant branching question.

**[I Am Being Sued in Kane County for an Amount of \\$10,000 or Less](#)**

Information about how to sue someone for money in small claims court.

**[I Want to Expunge or Seal My Criminal Record](#)**

Instructions and forms for erasing or sealing your criminal record.

[View More](#)

### Hours of Operation

Mon	9:00am - 5:00pm
Tue	9:00am - 5:00pm
Wed	9:00am - 5:00pm
Thu	9:00am - 5:00pm
Fri	9:00am - 5:00pm

[View Holiday Schedule](#)

### About the Help Desk

The Kane County Self Help Center gives the public a place to learn about the legal system and the steps involved in going to court in Kane County.

[View Press Release](#)



[Illinois Legal Aid](#) Mozilla Firefox  
 File Edit View Go Bookmarks Tools Help  
 http://www.illinoislegalaid.org/

[Help](#)

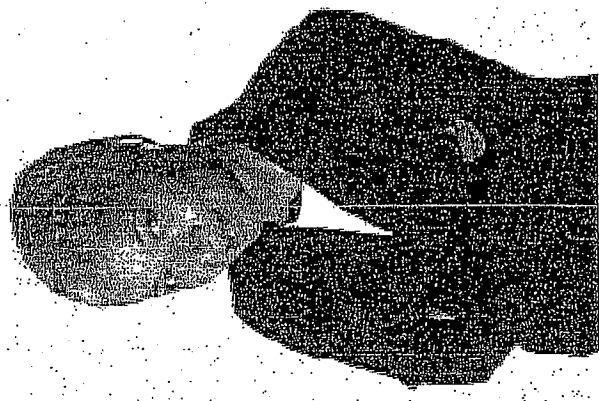
## Illinois Legal Aid helping Illinois Residents Solve their Legal Problems

### Begin Here

For help with a legal issue, type your problem in the box below. Enter your zip code to get more information specific to your location.

What's your legal problem?  What's your zip code?  Find a zip code by city

**Search** How to use this site [ENVIDEO](#)



### News & Events

1. [Legal aid funding higher, grant guidelines eased](#)

[Home](#) | [Browse Articles](#) | [Contact Us](#) | [Photo Credits](#) | [Terms of Use](#) | [Select language: English | Español](#)  
 © 2001-2006 Illinois Legal Aid Online. All Rights Reserved. [CMS Login](#)

# Illinois Order of Protection Automated Form Screen

Automated Documents Online  
FOR NONPROFIT LEGAL SERVICES

Frequently Asked Questions  
you are not logged in

## Illinois Order of Protection Prototype Version 0.3

- Are you qualified to use this
- About you
- Your address
- Information about the order
- Against whom do you want to
- John Doe's address
- Joint Order of Protection
- Previous legal actions
- Reasons for the protective o
- Orders to stay away
- Orders to stay away, part 2
- Remedies regarding propert
- Other property to control
- Does John Doe have access
- What economic remedies do
- Miscellaneous Remedies

### John Doe's description

Please provide the following information to help identify John Doe

How much does John Doe weigh (in pounds)?

180

pounds

How tall is John Doe (in feet and inches)?

5

feet

10

inches

What color are John Doe's eyes?

brown

What color is John Doe's hair?

brown

Please list any distinguishing features of John Doe such as scars, marks, or tattoos.

MOM tattoo on right arm

Please enter John Doe's driver's license number, if you know it.

Please select the state of John Doe's driver's license.

When does John Doe's drivers license expire?

## LEGAL HELP FOR THE PUBLIC

IllinoisLegalAid.org Homepage

### WHAT IS ILLINOISLEGALAID.ORG?

IllinoisLegalAid.org provides over 30,000 people each month with easy to understand information about their legal rights and responsibilities, as well as quick referrals to free and low cost legal aid offices. People access the website from public libraries, social services offices, community technology centers, court house self-help centers, their homes, and anywhere else they can get online.

### ILLINOISLEGALAID.ORG FEATURES

- Legal information in 21 areas of law
- Easy to use interactive forms
- Self-help instructions for common legal problems
- Legal information in Spanish
- Multimedia training and education
- Powerful search engine
- Tutorial on how to use the website

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

## PRO BONO ATTORNEYS

IllinoisProBono.org Homepage

### WHAT IS ILLINOISPROBONO.ORG?

IllinoisProBono.org provides Illinois attorneys with online resources for finding volunteer opportunities and obtaining necessary training and support to do pro bono work. Volunteers can search for the perfect pro bono opportunity, watch a video training session, do legal research, use HotDocs® forms, and find out what news and events are happening in the pro bono community.

### ILLINOISPROBONO.ORG FEATURES

- Volunteer Opportunity Search Tool
- Live Webcasts & Video Training Seminars
- Legal Resources in 22 Practice Areas
- Pro Bono Community Calendar
- Legal News
- HotDocs® Online
- Directory of Illinois Legal Aid Organizations
- Personalized Subscriptions

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

## LEGAL AID ATTORNEYS

IllinoisLegalAdvocate.org Homepage

### WHAT IS ILLINOISLEGALADVOCATE.ORG?

IllinoisLegalAdvocate.org is the definitive website for Illinois legal aid advocates. The website provides legal aid attorneys and staff with training and practice support tools and helps streamline the delivery of free and low cost legal services to Illinois residents in need of help.

### ILLINOISLEGALADVOCATE.ORG FEATURES

- Live Webcasts & Video Training Seminars
- IICLE SmartBooks®
- Discussion Boards/Email Lists
- Legal Resources in 22 Practice Areas
- Directory of Legal Services
- Legal Aid Community Calendar
- Legal News
- HotDocs® Online
- Job Opportunities
- Personalized Subscriptions

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

# Illinois Coalition for Equal Justice

August 21, 2006

VIA FAX - One page only

Honorable Elizabeth Robb  
McLean County Law & Justice Center  
104 West Front Street, Room 511  
Bloomington, IL 61701

**RECEIVED**

AUG 21 2006

Re: Self-Help Center for McLean County - 2007

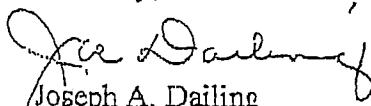
Dear Judge Robb:

I know that this is a very busy time in your life but I wanted to raise the possibility of establishing a self-help center in McLean County some time in 2007. At this time, all that I need is your assent to submit an application to the Illinois Equal Justice Foundation for a planning grant for 2007. The maximum amount allowed for a planning grant is \$10,000. Neither you nor any of your staff need to do any grant writing since the application must be submitted through Prairie State Legal Services as a 501(c)(3) organization. I will work with their grant writer, Gail Tilkin Walsh, to put this part of their application together. However we face a fairly short time frame to complete the grant application since it is due on September 15<sup>th</sup>.

If possible, Mike O'Connor, the Executive Director of Prairie State Legal Services and I would like to come to Bloomington to meet with you to discuss the grant application and the planning procedure. To me, McLean County seems to be an excellent place to test out how a self-help center will operate in a middle-sized county. If you wish to invite anyone else to the meeting, please feel free to do so.

I know that you need some time to think this over. I will call you on Wednesday, August 23<sup>rd</sup> to answer any questions that you have and to see if you wish to proceed with the preliminary meeting. I hope that you will want to move forward in establishing a self-help center in 2007.

Sincerely,

  
Joseph A. Dailing  
Executive Director

*Handwritten notes:*  
Had 30 min. 1:30-1:40  
Mike O'Connor  
George Engel

319 West State Street, Rockford, IL 61101 815-962-9050  
321 S. Plymouth Court, Chicago, IL 60609 312-554-2011  
www.icfj.com

Executive Committee  
Jennifer T. Nijman, Chair J. Timothy Eaton  
Michael B. Hyman Russell K. Scott

Executive Director  
Joseph A. Dailing

# Illinois Coalition for Equal Justice

To: Conference of Chief Judges  
From: Joseph A. Dailing, Executive Director  
Illinois Coalition for Equal Justice  
Date: June 7, 2006  
Re: Illinois Coalition for Equal Justice and a Request for Assistance.

I met with Judge Robert Carter in May to discuss the work of the Illinois Coalition for Equal Justice. At that meeting our discussion focused upon one of the major projects for the Coalition this year, i.e., the establishment of several model Self-Help Centers in Illinois to provide some assistance to self-represented litigants who are increasingly present in the justice system. He suggested that I draft a memo to the Conference outlining our plans and to ask for your assistance in developing solutions to what has become a drain on the resources of the court. He also extended an invitation to make a brief presentation at your July 21<sup>st</sup> meeting.

Rather than just talking about the Self-Help Centers, I thought that it might be useful to give you some background about the Coalition. I hope that you find this useful.

Background: The Illinois Coalition for Equal Justice ("Coalition") was established approximately five years ago by the Illinois State Bar Association and the Chicago Bar Association. The primary purpose of the Coalition, then and now, is to identify obstacles to achieving access to the justice system for Illinois' lower income residents and, where possible, to develop strategies to lessen or eliminate those obstacles.

The Coalition functioned as a voluntary association with part time staff until January 16<sup>th</sup> of this year when I took over as Executive Director. Prior to working with the Coalition, I was Executive Director of Prairie State Legal Services for almost twenty-nine years.

After the February 2005 publication of The Legal Aid Safety Net: A Report on the Legal Needs of Low-Income Illinoisans, it was decided that to achieve the Coalition's Mission the addition of at least one full time staff member was critical. I was hired through a grant from the Lawyers Trust Fund of Illinois.

It comes as no surprise to anyone that legal aid staff programs and pro bono programs are incapable of handling most of the low income individuals and families who seek legal assistance. What was a surprise was that nearly 65% of the people needing and seeking legal assistance were compelled to attempt to resolve their legal problems on their own. When these attempted solutions end up at the courthouse, these potential litigants are ill-

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321 S. Plymouth Court, Chicago, IL 60604 312-554-2011

www.icfej.com

*Executive Committee*  
Jennifer T. Nijman, *Chair* J. Timothy Eaton  
Michael B. Hyman Russell K. Scott

*Executive Director*  
Joseph A. Dailing

prepared to represent themselves and are unfamiliar with the law and court procedures. These self-represented litigants have placed a great burden on the judicial system at all levels. And while some circuits have attempted to develop local responses to deal with self-represented litigants, the problem is statewide and requires a statewide solution.

While almost all of us would prefer a system in which each litigant is represented, that goal is unlikely to be achieved in the foreseeable future, if ever. And while the Coalition is also active in advocating for increased funding for legal aid programs, like other states, we feel that it is imperative that we attempt to develop some systems to improve access to the justice system for these litigants who are forced to go it alone in court. In the establishment of courthouse-based Self-Help Centers, Illinois is behind many other states. The advantage for us is that we can learn from other states and avoid costly mistakes in implementation.

As part of the Coalition's work plan for 2006, we would like to establish three model Self-Help Centers which would hopefully provide self-represented litigants with some meaningful assistance and also ease the burden on the court system. The planning for the first location is already underway in Winnebago County. A second site is planned for another location farther downstate. The third site would be a rural site which is not yet determined. Because Cook County already has a number of self-help desks operated by various legal services programs, the Coalition's initial efforts will be directed outside of Cook County, at least for the first year. The current system in Cook County appears to be operating effectively and there seems to be little reason to meddle with the system.

These self-help centers would provide information and computer generated pleadings in high volume areas such as family law, landlord tenant, consumer cases and other areas where the legal issues are not overwhelmingly complex and where lower income people in particular often are faced with attempting to use the judicial system on their own. No assistance or information would be provided in those complex legal matters where the assistance of a lawyer is critical. Given the Coalition's limited staff, these projects are collaborative and involve the active involvement of the judiciary, circuit clerks, local legal services providers, and local lawyers. Illinois Legal Aid Online will provide the critical technology services, including the conversion of court documents into user friendly computer-generated pleadings using Hot Docs. The initial substantive packet of pleadings that is not being converted using Hot Docs is the Order of Protection pleadings adopted by the Conference.

Request for Assistance: While we are concerned initially with only three models of courthouse-based self-help centers, we are also attempting to build a system that can be expanded at minimal costs to every county in Illinois. Obviously long term funding of these centers is a major issue. In more rural counties, staffing also becomes a major problem. I would like to ask the Conference for assistance in two areas. One is easy and short term but the other is long term assistance.

1. We have yet to identify a small rural county as the third site for a self-help center. I would like to ask the Conference for suggestions where this third model might

be located. Ideally a supportive Chief Judge and Circuit Clerk would be critical components of a successful model.

2. The development of standardized pleadings, acceptable in all Illinois courts, is a critical component for these computer-based centers to work. When court pleadings need updating because of changes in the law, the only cost effective method for doing so is to be able to do it centrally over the internet. Unlike other states, it is my understanding that the Illinois Supreme Court has never adopted standardized pleadings but rather have deferred to the Conference of Chief Judges to develop statewide standardized forms. To my knowledge, the only complete set of forms that has been adopted is the domestic violence package. If all future standardized sets of pleadings need approval by the Conference, I would ask your assistance in developing a mechanism by which this can be done expeditiously.

I look forward to meeting with you in July to discuss these issues and to seek your guidance in working to improve equal access to justice for Illinois' poorest citizens. I am including the Executive Summary of The Legal Aid Safety Net. If you would like a copy of the complete study, I will be happy to ensure that you receive a copy.

If you have any questions prior to the July 21<sup>st</sup> meeting, please contact me at your convenience. My e-mail is [jdailing@icfej.org](mailto:jdailing@icfej.org). The best way to reach me by telephone is my cell phone: 815/979-0880.

## **Proposed Mission Statement**

**The McLean County Self-Help Center is committed to improving access to the court system by providing correct and current legal information, particularly to lower income individuals who must represent themselves in court or at administrative hearings.**



**State of Illinois  
Eleventh Judicial Circuit  
McLean County**

### **Job Description**

Title: Computer Navigator for McLean County Legal Self-Help Center  
Hours: 20 hours per week (12:30 PM – 4:30 PM) Monday – Friday  
Starting Pay: 11.88 per hour (Grade 5)

### **Responsibilities**

The successful candidate must be willing to provide customer service to individuals who are representing themselves in court using the Legal Self-Help Center. Provide technical and user support on computer software using various legal forms. The Navigator will make independent decisions in assessing each individual's requests and the manner in which help will be provided. The ability to communicate both verbally and in written form, and educate self-represented litigants about materials and resources available in the Center and Law Library is required. This person may act as liaison between the Center and the Circuit Clerk's office. Other duties include filing, copying, downloading forms, assisting in maintaining self-help materials and complete reports gathering the number of individuals assisted and demographic data from an online survey completed by users of the Self-Help Center.

### **Abilities**

The successful candidate must have a high school diploma or equivalent, and be outgoing, possess excellent computer and communication skills, maintain a professional appearance and use discretion when dealing with confidential matters. The ability to communicate effectively and relate to the many different people who may use the Legal Self-Help Center, as well as, demonstrate respect for and awareness of others and sensitivity to the various cultures and learning styles are critical skills for the applicant. Experience working in a teaching or legal environment would be beneficial. Candidates must become familiar with legal issues, the legal system in McLean County, and with legal forms. The ability to work independently with little or no supervision is important.

### **How to Apply**

Applicants need to submit a resume and cover letter to:

William J. Scanlon  
Trial Court Administrator  
Law & Justice Center RM 507  
104 W. Front Street  
Bloomington, IL 61701

Application deadline: June 1, 2007

To: Chief Judge Elizabeth Robb  
From: Joseph A. Dailing, Executive Director  
Illinois Coalition for Equal Justice  
Date: September 5, 2006  
Re: Self-Help Centers for McLean County – 2007  
Application for a Planning Grant from the Illinois Equal Justice Foundation

When we met last week, I agreed to draft a memo outlining the self-help center concept for McLean County and our proposal to submit a funding request to the Illinois Equal Justice Foundation for a planning grant for 2007 which you can distribute to other judges in McLean County for their consideration.

Rather than just talking about the Self-Help Centers, I thought that it might be useful to give some background about the Coalition and its purpose.

Background: The Illinois Coalition for Equal Justice (“Coalition”) was established approximately five years ago by the Illinois State Bar Association and the Chicago Bar Association. The primary purpose of the Coalition, then and now, is to identify obstacles to achieving access to the justice system for Illinois’ lower income residents and, where possible, to develop strategies to lessen or eliminate those obstacles.

The Coalition functioned as a voluntary association with part time staff until January 16<sup>th</sup> of this year when I took over as Executive Director. Prior to working with the Coalition, I was Executive Director of Prairie State Legal Services for almost twenty-nine years.

The Problem: In February 2005 The Legal Aid Safety Net: A Report on the Legal Needs of Low-Income Illinoisans was released. While it came as no surprise to anyone that legal aid staff programs and pro bono programs did not have the staff or resources to represent most of the low income individuals and families who seek legal assistance, it was a surprise that nearly 65% of the people needing and seeking legal assistance were compelled to attempt to resolve their legal problems on their own.

When these lower income self-represented clients end up at the courthouse, these potential litigants are ill-prepared to represent themselves and are unfamiliar with the law and court procedures. As you and the other judges know, self-represented litigants often place a great burden on the judicial system at all levels. And while some circuits have attempted to develop local responses to deal with self-represented litigants, the problem is statewide and requires a statewide solution.

While almost all of us would prefer a system in which each litigant is represented, that goal is unlikely to be achieved in the foreseeable future, if ever. And while the Coalition is also active in advocating for increased funding for legal aid programs and the expansion of pro bono involvement, we feel that it is imperative that we attempt to develop some systems to improve access to the justice system for these litigants who are forced to go it alone in court. While Illinois is behind many other states in the

development of self-help centers, this means that we can learn from these other states as we develop our own homegrown solutions for this problem.

The Solution: The initial Coalition work plan for 2006 anticipated establishing three model self-help centers in counties of varying size around Illinois. The hope was that these centers would provide self-represented litigants with meaningful information and assistance in representing themselves in court as well as ease the burden on the court system. It now appears that the number of centers established in the next twelve months will be at least double that number. At present, the Coalition is working with the judiciary and other collaborative partners in Winnebago, Madison and Macon Counties. Initial contacts have been made with Kankakee, DuPage and Champaign Counties. Finally, there will likely be a self-help center in a more rural county later this year.

What now makes these self-help centers a realistic and affordable possibility on a statewide basis is technology and the presence of Illinois Legal Aid Online (ILAO), a technology center for legal aid programs, pro bono lawyers and the low income community. ([www.illinoislegalaidonline.org](http://www.illinoislegalaidonline.org)) ILAO will provide the critical technological support to the self-help centers.

Ultimately, these self-help centers will provide information and computer-generated pleadings in high volumes areas such as family law, landlord tenant, consumer cases and other areas where the legal issues are not overwhelmingly complex and where lower income people in particular often are faced with attempting to use the judicial system on their own. No assistance or information would be provided in those complex legal matters where the assistance of a lawyer is critical. The centers will be staffed. However the level of staffing and the hours of operation will vary from county to county. Funding for the first two years should be available from the Illinois Equal Justice Foundation.

Given the Coalition's limited staff, these projects are collaborative and need the active involvement of the judiciary, circuit clerks, local legal services providers, and local lawyers. As noted above, Illinois Legal Aid Online will provide the critical technology services, including the conversion of court documents into user friendly computer-generated pleadings using Hot Docs. The initial substantive packet of pleadings that is now being converted using Hot Docs is the Order of Protection pleadings adopted by the Conference of Chief Judges. Because this will be a statewide system of self-help centers, the legal information and pleadings provided will be uniform across the state. This is essential so that all of the material in the centers can be kept current across the state.

The Request: McLean County would seem to be an excellent place to establish a self-help center. Based on my years as Executive Director of Prairie State Legal Services, I know that there is an excellent working relationship among the judiciary, the bar and Prairie State and a mutually shared responsibility to make equal access to justice a reality for all residents of the county, particularly those at the bottom of the economic scale. These factors are critical to make a self-help center successful. On behalf of the Coalition and Prairie State Legal Services, who will be the official applicant for the grant,

I hope that the McLean County judiciary will approve a grant application to the Illinois Equal Justice Foundation for a planning grant to set up a self-help center in McLean County. The planning process will allow involvement of all essential partners to meet and design a self-help center appropriate to your county. As I mentioned previously, Prairie State staff will prepare the grant application. All that we require of you at this time is approval to submit the application for the planning grant. The grant application must be submitted by September 14, 2006.

If you or any of the other judges would like to discuss this matter in greater depth with me or if any of the judges have any questions, please contact me. I will do my best to provide more information or answer any questions. My contact numbers are listed below. Given the fact that I am often out of the office, my cell phone number is the most reliable way to reach me. I look forward to working with you in the future.

Joseph A. Dailing, Executive Director  
Illinois Coalition for Equal Justice  
Rockford Office: 815/962 9050  
Chicago Office: 312/554 2011  
Cell phone: 815/979 0880

cc: Brenda Simkins, President of the Board of Director  
Prairie State Legal Services  
Michael O'Connor, Executive Director  
Prairie State Legal Services  
George Boyle, Managing Attorney  
Prairie State Legal Services  
Gail Walsh, Director of Development  
Prairie State Legal Services

**OFFICE OF THE CHIEF JUDGE  
ELEVENTH JUDICIAL CIRCUIT**

**Elizabeth A. Robb**  
Chief Judge

**William Scanlon**  
Trial Court Administrator  
**Kay Mitchell**  
Administrative Assistant



Law & Justice Center  
104 W. Front Street RM 511  
Bloomington, IL 61701  
(309) 888-5254  
(309) 888-5266 (TCA)  
(309) 888-5602 FAX

Counties of:  
Ford, Livingston, Logan,  
McLean, and Woodford

September 1, 2006

Notes from August 29 meeting with Illinois Coalition for Equal Justice

Present: Chief Judge Elizabeth Robb, William Scanlon, Joseph Dailing, George Boyle,  
and Mike O'Conner

The Illinois Equal Justice Act (30 ILCS 765/1) provides that the Coalition for Equal Justice shall be provided funding for regional self-help centers to help promote access to the courts for pro bono and indigent litigants. The Coalition will be applying for grant funding to plan for three centers outside the metro area in 2007.

The model used for the self-help center would include computers, printers, programming to provide some guided data entry on pre-approved forms, and a part-time assistant (Navigator) to assist persons with completion of information. The Coalition is hoping to develop a series of modules for pro se litigants. Access to a uniform set of forms would be through an Internet site maintained by the Coalition, the self-guided instruction through the Hot Docs program.

Chief Judge Robb asked what the response / support of the Bar Associations has been? There has been tension between practitioners and the Coalition where there are financial considerations. There has been general support for this application in the areas of Order for Protection, Landlord – Tenant disputes and some smaller actions.

There was lengthy discussion of the issues of moving the self-help center to a locally funded program, and how to provide staffing resources over the long-term. Collaboration with local Universities may provide some staffing assistance. The program could be made available through local library systems.

Judge Robb agreed to present this material to the full Circuit on September 6, and respond to Mr. Dailing by September 7.

McLEAN COUNTY CIRCUIT COURT  
ELEVENTH JUDICIAL CIRCUIT

Chief Judge Elizabeth A. Robb  
Law & Justice Center RM 511  
104 W. Front Street  
Bloomington, IL 61701  
(309) 888-5254  
(309) 888-5602 FAX



COUNTIES  
Ford  
Livingston  
Logan  
McLean  
Woodford

September 11, 2006

Ms. Leslie Corbett, Executive Director  
Illinois Equal Justice Foundation

Dear Ms. Corbett:

I am writing to express the support of all of the judges of the 11th Judicial Circuit in joining with Prairie State Legal Services in seeking a planning grant under the Legal Information to the Public funding category. It is our experience that there exists a tremendous need within our community for assistance to unrepresented parties in the legal system. It is our hope that by offering such a program we would provide better access to the justice system to unrepresented parties, and also lessen the burden on the judiciary and Circuit Clerk's office caused by dealing with unrepresented parties.

We look forward to working with Prairie State to more fully assess the community needs, to seek understanding and support from the private bar and other key participants, and to develop a plan for the establishment and operation of a legal information center.

Thank you, and please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth A. Robb".

Elizabeth A. Robb  
Chief Judge

OFFICE OF THE CHIEF JUDGE  
ELEVENTH JUDICIAL CIRCUIT

Elizabeth A. Robb  
Chief Judge

William Scanlon  
Trial Court Administrator  
Kay Mitchell  
Administrative Assistant



Law & Justice Center  
104 W. Front Street RM 511  
Bloomington, IL 61701  
(309) 888-5254  
(309) 888-5266 (TCA)  
(309) 888-5602 FAX

Counties of:  
Ford, Livingston, Logan,  
McLean, and Woodford

March 20, 2007

Illinois On-line Legal Assistance Program  
Notes from March 9 meeting

Present: Judge Robb, Sandra Parker, George Boyle, Mike O'Conner, Lisa Colpoys,  
Joe Dialing and William Scanlon

The Chief Judge has discussed the idea of an on-line center with the McLean County Bar Association and will continue those discussions.

The Illinois Equal Justice Coalition has received funding for 6 programs in FY 2007. Ms. Colpoys gave a brief presentation of the Illinois On-Line Legal Assistance organization – [www.illinoislegalaidonline.org](http://www.illinoislegalaidonline.org)

The effort in McLean County will not be a substitute for an attorney, but improve accessibility. The best way to achieve that is through a centralized provider (not 102 approaches).

This funding will expire on August 31, 2007 – need to purchase equipment, determine staffing needs and customize forms. There was discussion regarding the appropriate source for staffing – volunteers, interns, retired senior volunteer program, etc... The grant deadline for FY 2008 is June 2007.

Next meeting should include the Bar Association, Court, Libraries, PATH/CAN and Prairie States.

Next Meeting: April 13, 2007 at 1:00 PM (Robb Jury)

A handwritten signature in black ink, appearing to be "WS", written over the text of the next meeting.

*McLean County Legal Self-Help Center  
April 16, 2007 Meeting*

Present: Chief Judge Elizabeth Robb, Judge Kevin Fitzgerald, Carla Bender, George Boyle, Joe Dialing, Jeanine Moonan (Normal Library), Kim Boyle (DV / CAN), Karen Zangerle (PATH), and William Scanlon

The Coalition gave a lengthy update to the group regarding the background of the project and possible grant funding for McLean County. Funding for these projects comes from the Illinois Equal Justice Foundation, Illinois Bar foundation, Chicago Bar Association Foundation and Illinois Legal Aid Trust Fund.

If McLean County (and/or Logan County) agree to participate in the online system, they will have their own customizable home page. The web site and instructions will cover 24 different areas of law and be written at a 5<sup>th</sup> or 6<sup>th</sup> grade level. The forms will not be mandatory (except those approved by the Conference of Chief Judges) but any participating court will have to agree to accept the standard forms.

Users may save their information, but will have to register to do so.

PATH is very interested in this program, as well as the McLean County SA Domestic Violence Program. McLean County may have terminals available in the Law Library, PATH, SA Office, Normal and Bloomington Public Libraries. Any Navigator would be available through the Law Library, but any agency can participate in the Navigator training.

The Navigator may be paid through the Law Library fund (after the grant funds are exhausted), and the staffing may be supplemented through ISU, IWU and PATH volunteers.

Karen Zangerle discussed the development of the 211 service for referral to social service agencies across Illinois. The 211 service may require PATH to expand their service area.

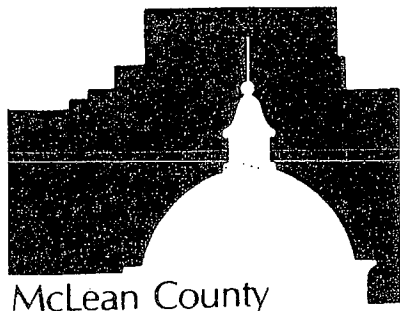
The site of the computers in the Law Library is becoming a priority. The Law Library is scheduled to reopen on or about June 15. Judge Robb will discuss the possibility of obtaining additional computers from State Farm. Hours of operation will have to be determined soon. The following tasks were assigned:

- Development of a job description – William Scanlon
- Non-legal referral brochure – Karen Zangerle
- Signage and Law Library location – Circuit Court
- Discussion with County Administrator – Judge Robb/Will Scanlon

Carla Bender believes that Logan County would benefit from the Illinois legal online service and may be able to have a computer located in the Logan County Law Library or the Lincoln Public Library.

Next Meeting: May 14, 2007 1:00 PM – Judge Robb's Jury Room





EMERGENCY MANAGEMENT AGENCY  
(309) 888-5020 FAX: (309) 888-5534  
104 W. Front St., Room B10 P.O. Box 2400 Bloomington, Illinois 61702-2400

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April 30, 2007

To: The Honorable Chairman and Members of the Justice Committee

From: *Curtis*  
Curtis Hawk, Director

Re: IPRA Annual Grant Agreement

Enclosed you will find 3 copies of the annual Grant Agreement that we applied for in January. This grant agreement of \$10,725.00 for the purpose of defraying the anticipated expenses of implementing the plans and programs authorized by the "Illinois Nuclear Safety Preparedness Act" (420 ILCS 5) for the fiscal year 2008

I request that the Justice Committee review the agreement and move for a Motion to approve the 2008 Grant Agreement. If approved please have the County Board Chairman sign the 3 copies and return to me for forwarding to Illinois Emergency Management Agency (IEMA).

Should you have any questions, feel free to call me at 888-5020.

Thank you.

cc: John Zeunik

Enclosures

STATE OF ILLINOIS  
EMERGENCY MANAGEMENT AGENCY  
INTERGOVERNMENTAL GRANT AGREEMENT

NO. 4489MCLEAN

This Agreement is made and entered into by and between the Illinois Emergency Management Agency, 1035 Outer Park Drive, Springfield, IL 62704, hereinafter referred to as ("IEMA"), and

COUNTY OF MCLEAN

P.O. Box 2400

104 West Front Street

Bloomington, Illinois 61702-2400

hereinafter referred to as ("GRANTEE").

Introductory Statement

The Illinois Nuclear Safety Preparedness Act, 420 ILCS 5, (the Act) authorizes IEMA to compensate local governments from fees collected pursuant to Section 4 of the Act for expenses incurred in activities defined as necessary by the Director of IEMA to implement and maintain the plans and programs authorized by the Act. The Intergovernmental Cooperation Act, 5 ILCS 220, authorizes the creation of intergovernmental agreements and contracts between public agencies of this State. Both IEMA and GRANTEE are public agencies of this State. The Grant Funds Recovery Act, 30 ILCS 705, provides for the recovery by IEMA of unused block grant funds.

Terms of Agreement

IEMA and GRANTEE hereby agree as follows:

- 1) **PURPOSE:** The purpose of this grant is to encourage participation by GRANTEE in the emergency planning and response activities conducted by IEMA pursuant to the Act. Under this grant, IEMA hereby agrees to compensate GRANTEE for expenses incurred in implementing plans and programs to deal with the possibility of a nuclear accident, as authorized by the Act.

- 2) TERM: This grant shall provide for compensation of funds expended between July 1, 2007 through June 30, 2008.
- 3) USE: Permissible expenditures by GRANTEE for which compensation will be made under this Agreement shall be those expenditures which are in accordance with the terms of the Act and with the standards set forth in 32 Ill. Adm. Code 501.90.
- 4) FUNDS ALLOCATION: As soon as practicable upon completion of a close out review of funding awarded to GRANTEE during State fiscal year 2007, IEMA shall disburse to GRANTEE an amount to be determined based on remaining FY2007 grant funds, the FY08 grant application submitted to IEMA by the GRANTEE and past agreement allocations made to GRANTEE.

Payments under this Agreement shall be directed to:

McLean County Treasurer

Law & Justice Center

104 W. Front Street

Bloomington, Illinois 61702-2400

- 5) GRANTEE shall maintain documentation of actual compensable expenditures made in accordance with Article 3 above. Such documentation shall be on forms provided by IEMA and subject to the provisions of 32 Ill. Adm. Code 501.80.
- 6) AMOUNT OF GRANT: The maximum amount payable to GRANTEE under this Agreement shall be Ten Thousand Seven Hundred Twenty-five and 00/100 Dollars (\$10,725.00)
- 7) RECOVERY OF FUNDS: As required by Section 4 of the Illinois Grant Funds Recovery Act, 30 ILCS 705, all funds remaining at the end of this Agreement shall be returned to IEMA within 45 days. In the event that GRANTEE is compensated by IEMA in excess of expenditures actually and legitimately compensable under this Agreement, GRANTEE shall return said excess compensation to IEMA within 45 days after the date that IEMA makes such a request for payment. In addition, IEMA may pursue other recovery actions as specified in Section 6 of the Illinois Grant Funds Recovery Act, 30 ILCS 705.

- 8) **AUDIT:** IEMA may audit records required to be maintained under 32 Ill. Adm. Code 501.80 to verify that grant monies are being spent for permissible uses as specified in Article 3 of this grant agreement.
- 9) **RECORDS AND REPORTS:** GRANTEE shall maintain, for a minimum of 5 years after the completion of this Agreement, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements passing in conjunction with this Agreement. GRANTEE shall make available, on request, all books, records, and supporting documents related to this Agreement for review and audit by the Auditor General and/or IEMA. GRANTEE agrees to cooperate fully with any audit conducted by the Auditor General or IEMA and to provide full access to all relevant materials.
- 10) **INDEPENDENCE OF GRANTEE:** Any personnel, including contractors, who may be employed by GRANTEE in connection with this Agreement shall not be considered for any purpose to be agents or employees of IEMA. Nothing in this Agreement shall be construed to render GRANTEE an agent or employee of IEMA.
- 11) **ASSIGNMENT:** This Agreement shall not be assigned.
- 12) **MODIFICATION:** No modification of this Agreement may be made unless agreed to in writing by both parties.
- 13) **ILLINOIS LAW:** This Agreement shall be interpreted in accordance with Illinois law.
- 14) **NON-APPROPRIATION OF FUNDS:** This Agreement will cease immediately and without further liability, if in any fiscal year the Illinois General Assembly fails to appropriate or otherwise make available sufficient funds for this Agreement. In this event, GRANTEE will be paid for expenditures made during the period for which funds were available.
- 15) **TERMINATION:** Each party reserves the right to terminate this Agreement upon 30 days written notice.
- 16) **NON-DISCRIMINATION:** GRANTEE shall comply with all applicable provisions of state and federal laws and regulations pertaining to non-discrimination, equal employment opportunity, and sexual harassment.

- 17) INTERNATIONAL ANTI-BOYCOTT CERTIFICATION: GRANTEE certifies that neither GRANTEE nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act, 30 ILCS 582.
- 18) TAXPAYER IDENTIFICATION NUMBER AND LEGAL STATUS DISCLOSURE: GRANTEE shall complete Attachment A entitled "CONTRACTOR'S FEDERAL TAXPAYER IDENTIFICATION NUMBER AND LEGAL STATUS DISCLOSURE CERTIFICATION FORM," which shall be provided by IEMA and made a part of this grant agreement.
- 19) DRUG FREE WORKPLACE ACT: If applicable to GRANTEE, GRANTEE shall complete Attachment B entitled "STATE OF ILLINOIS DRUG FREE WORKPLACE CERTIFICATION," which is attached hereto and incorporated herein by reference, thereby certifying that GRANTEE will provide a drug free workplace in accordance with the Drug Free Workplace Act, 30 ILCS 580.
- 20) CONTACT PERSONS AND NOTICES: IEMA's contact person for matters related to this Agreement is:

Ms. Patricia Wade  
 Illinois Emergency Management Agency  
 Division of Disaster Assistance & Preparedness  
 1035 Outer Park Drive  
 Springfield, IL 62704  
 217/785-9925

GRANTEE's contact person is:

Curtis Hawk, Director

McLean County EMA

104 West Front Street

Bloomington, IL 61702-2400

Phone: 309-888-5020      Fax: 309-888-5534

E-mail address: curtis@mcleancountyil.gov

IEMA and GRANTEE may, from time to time, designate in writing different contact persons or addresses. Unless otherwise specifically provided herein, all notices or submittals required or permitted pursuant to this Agreement shall be deemed given when personally delivered or upon three (3) days after being posted by certified or registered mail, return receipt requested, postage prepaid, to the designated contact person at the designated address.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

STATE OF ILLINOIS

GRANTEE

EMERGENCY MANAGEMENT  
AGENCY  
1035 Outer Park Drive  
Springfield, IL 62704

COUNTY OF MCLEAN  
P.O. Box 2400  
104 West Front Street  
Bloomington, IL 61702-2400

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
Director  
\_\_\_\_\_  
*Title*

\_\_\_\_\_  
County Board Chairman  
\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature of Authorized Representati*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name and Title*

\_\_\_\_\_  
37-6001569  
\_\_\_\_\_  
*Fein*

ATTACHMENT A

CONTRACTOR'S FEDERAL TAXPAYER IDENTIFICATION NUMBER  
AND LEGAL STATUS DISCLOSURE CERTIFICATION FORM

Under penalties of perjury, I certify that the name, taxpayer identification number, and legal status listed below are correct.

Name: COUNTY OF MCLEAN

Taxpayer Identification Number:

Social Security Number \_\_\_\_\_

or

Employer Identification Number 37-6001569

(If you are an individual, enter your name and SSN as it appears on your Social Security Card. If completing this certification for a sole proprietorship, enter the owner's name followed by the name of the business and the owner's SSN. For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.)

Legal Status (check one):

Individual

Owner of Sole Proprietorship

Partnership

Tax-exempt hospital or  
extended care facility

Corporation providing or billing  
medical and/or health care  
services

Corporation NOT providing or  
billing medical and/or health  
care services

Governmental Entity

Nonresident alien individual

Estate or legal trust

Foreign corporation, partnership,  
estate, or trust

Other

Signature: X

Date: \_\_\_\_\_

WILLFULLY FALSIFYING CERTIFICATIONS OR AFFIRMATIONS MAY SUBJECT YOU TO  
CRIMINAL PENALTIES INCLUDING FINES AND/OR IMPRISONMENT.

Disclosure of this information is required by the State Comptroller.

IL473-0244 (Rev7/96)

ATTACHMENT B  
PAGE 1 OF 2

STATE OF ILLINOIS  
DRUG FREE WORKPLACE CERTIFICATION

This certification is required by the Drug Free Workplace Act, 30 ILCS 580/1 et seq. (1996). The Drug Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant or letting the contract, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

(a) Publishing a statement:

(1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.

(2) Specifying the actions that will be taken against employees for violations of such prohibition.

(3) Notifying the employees that, as a condition of employment on such contract or grant, the employees will:

(A) abide by the terms of the statement; and



ATTACHMENT B  
PAGE 2 OF 2

(B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction;

- (b) Establishing a drug free awareness program to inform employees about:
  - (1) the dangers of drug abuse in the workplace;
  - (2) the grantee's or contractor's policy of maintaining a drug free workplace;
  - (3) any available drug counseling, rehabilitation, and employee Assistance programs; and
  - (4) the penalties that may be imposed upon employees for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, an employee who is so convicted, as required by Section 5 of the Drug Free Workplace Act.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATION.

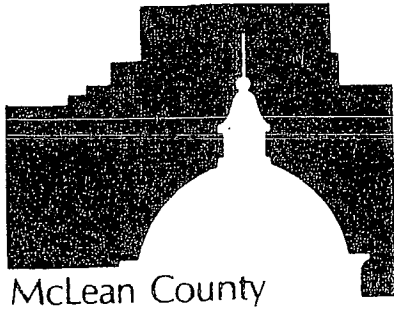
County of McLean  
*Printed Name of Organization*

ⓧ  
*Signature of Authorized Representative*

4489MCLEAN  
*Contract/Grant Number*

\_\_\_\_\_  
*Printed Name and Title*

\_\_\_\_\_  
*Date*



McLEAN COUNTY SHERIFF'S DEPARTMENT  
MIKE EMERY, SHERIFF  
"Peace Through Integrity"  
Administration Office  
(309) 888-5034  
104 W. Front Law & Justice Center Room 105  
P.O. Box 2400 Bloomington, Illinois 61702-2400

Detective Commander (309) 888-5051  
Patrol Commander (309) 888-5859  
Patrol Duty Sergeant (309) 888-5019  
Jail Division (309) 888-5065  
Process Division (309) 888-5040  
Records Division (309) 888-5055  
Domestic Violence Division (309) 888-4940  
FAX (309) 888-5072

April 30, 2007

TO: Mr. Tari Renner, Chairman  
Justice Committee  
FROM: Sheriff Mike Emery  
SUBJ: MAY 7<sup>th</sup>, 2007 JUSTICE COMMITTEE AGENDA

Dear Chairman Renner:

I would respectfully request that the following two (2) items be placed on the May 7<sup>th</sup>, 2007 Justice Committee Agenda for Information only and one (1) item for Action.

#### Information

- 1) **McLean County Detention Facility Population Report:** (Please see attached).
- 2) **ATM Machine:** (Please find a copy of the Booking Lobby ATM Proposal and tentative Agreement).

#### Action

- 1) **McLean County Detention Facility Inmate Phone Card:** At the present time, our Evercom system does not connect to cell phones and inmates have a difficult time getting in touch with family and friends while incarcerated. With the implementation of this plan, family members without funds or with cell phones could be contacted.

Additionally, the cost to the person receiving a phone call from an inmate would be eliminated by the inmate purchasing the time in advance.

Phone cards would be sold through the commissary, but separately from other commissary items, as it would not be a product of Keefe Supply. A form would be made up for the purchase and we could limit the purchase

to weekly if necessary. A "special account" would be added to EJS to accommodate this purchase and to maintain financial records individually.

Phone cards would be purchased through Securus and shipped within a week of their receipt of our order. We would be eligible to receive one order per month with free shipping, but would be required to pay shipping fees for all other orders within the same month. Our billing will have a "net 30" payment cycle.

Each phone card, regardless of the denomination, will have calls at .50 each for local and long distance. Phone cards can be in any denomination as long as they are in .50 cent increments. According to the Securus Territory Manager, the \$20 and \$10 cards are most popular.

Phone cards will be sold through commissary and will be listed on the scan form as a 9800 item. This would place the phone card as the last item on the order form. Inmates will need to watch when they calculate their general commissary spending to ensure they have enough funds to purchase the phone card. Keefe billing will indicate phone card purchases, which will assist in our accurate accounting of the cards. Access to the cards, while on site, will be restricted, due to the fact that when the phone cards are shipped, they are active.

Phone cards will be passed out to inmates on Monday's, which is the day commissary order forms are collected and scanned. This would eliminate confusion on Tuesday when commissary orders are being passed out. Inmates will be required to sign a form when they receive their phone card, which will provide information regarding the rules and directions of the card possession and use.

Attached, please find a copy of the form inmates have to sign when they purchase a phone card, along with the Securus Agreement. I would request that the Justice Committee allow us to enter into this Agreement.

Jail Superintendent Greg Allen and I both plan to attend this meeting and will be prepared to answer any questions you or members of the Committee may have.

Sincerely,



Mike Emery  
Sheriff

## What you need to know about phone card purchases.

Phone cards are sold in dollar amount, not minute amount. A \$10 phone card will give you 20 minutes of talk time.

Phone cards are active when you receive them. If you lose your phone card anyone can use it. They are your responsibility to keep safe.

You will be required to sign a form for any phone card purchase.

Phone cards purchased from the McLean County Detention Facility with unused minutes can be used at phones outside of the facility. There is an "800" number on your card to use for calls made outside of this facility. Outside phone cards will not work on "blue" phones inside this facility.

We are not responsible for dropped calls made to cell phones.

Phone cards will be ordered with commissary on the commissary order form. It is your responsibility to make sure that you have enough funds for your commissary order and your phone card purchase. Commissary items will be deducted from your funds before a phone card order.

Phone card purchases can only be made on commissary day.

Delivery of phone cards will be handled separate from delivery of all other commissary items.

**NO REFUNDS WILL BE MADE FOR ANY REASON!**

**The below "red" info will be on form signed by inmates.**

By signing below I agree to the terms as indicated above as well as any other terms that are set forth by the McLean County Detention Facility staff regarding the use and purchase of phone cards.

\_\_\_\_\_  
Inmate signature

\_\_\_\_\_  
Phone card id #

\_\_\_\_\_  
Date



**PrePaid Calling C Amendment to Facility Inmate Services Agreement**

This PrePaid Calling Card Amendment ("PPCC Amendment") to that Facility Inmate Services Agreement dated [redacted] (the "Agreement") is made as of [redacted] 2007 (the "PPCC Amendment Effective Date") between The McLean County Sheriff's Office ("Customer") and Evercom Systems, Inc. ("Evercom"). Any capitalized term used herein, but not defined, shall have the meaning set forth in the Agreement.

WHEREAS, Evercom and Customer desire to amend the terms of the Agreement to add additional services:

NOW, THEREFORE, in consideration of the mutual covenants, representations, promises, obligations and other valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

- 1. PrePaid Calling Card Services. In consideration of the exclusive right to provide PrePaid Card calling services for the facility (PrePaid Card calling services defined as any advance paid card calling program, facility or non-facility based), Evercom shall provide Customer with Prepaid Calling Cards or accounts at a rate for domestic calls of fifty cents (\$.50) per minute at a discount of 30% (i.e., a \$10.00 card will be invoiced at \$7.00 card) plus a \$0.00-N/A per call surcharge on non-local calls. International rates will vary.
- 2. Sales Taxes. All applicable sales taxes will be charged on the invoiced amount of the PrePaid Card sale, unless a valid reseller's exemptions certificate is received at the time of sale. All other applicable taxes are included in the rate per minute rate.
- 3. Term. Except as may be set forth otherwise in the Agreement, this PPCC Amendment may be terminated at any time by either party upon written notice to the other.
- 4. Payment Terms. Evercom will invoice the cost of PrePaid Calling Cards minus the discount within 10 days of the order being fulfilled. Customer shall make payment within thirty days of receipt of invoice. Interest at the rate of one and one-half percent (1-1/2%) per month shall also apply on all balances not paid timely.
- 5. Ratification and Entirety. Except as provided in this PPCC Amendment, all the terms and conditions of the Agreement are hereby ratified and shall remain in full force and effect. This PPCC Amendment and the Agreement, together with all supplements, exhibits and schedules thereto, shall embody the final, entire agreement among the parties hereto and supersede any and all prior commitments, agreements, representations and understandings, whether written or oral, relating to the Agreement or this PPCC Amendment or the subject matter hereof, and may not be contradicted or varied by evidence of the prior, contemporaneous or subsequent oral agreements between the parties hereto. Unless otherwise defined herein, all capitalized terms shall have the meaning set forth in the Agreement.

IN WITNESS WHEREOF, the parties have caused this PPCC Amendment to be executed as of the Amendment Effective Date by their duly authorized representatives.

<u>CUSTOMER</u>	<u>EVERCOM</u>
McLean County Illinois	Evercom Systems, Inc.
By _____	By _____
Name: _____	Name: _____
Title: _____	Title: _____